This handbook is to help you advise students who are majoring or minoring in sociology. It’s not intended to be comprehensive like the Advising Center handbook (which exists in hard copy only) or the undergraduate catalog ([http://www.bc.edu/offices/stserv/academic/univcat/undergrad_catalog.html](http://www.bc.edu/offices/stserv/academic/univcat/undergrad_catalog.html)), either of which you can consult for more obscure questions. Most students will already have a lot of the basic information by the time they get to you anyway, since freshmen are assigned experienced faculty advisors who acclimate them to BC’s system, and all new students (both freshman and students transferred from another university) get introduced to Boston College in a program called [The First Year Experience](http://www.bc.edu/schools/cas/sociology/undergrad.html). By the time they’re sophomores, students should have a pretty clear understanding of university requirements and how the system works, leaving you free to focus on sociology requirements, how the program can help students determine and meet their goals, and special resources and opportunities that are offered by BC.

Still, you should have some basic information about the university and the advising process before you talk with any advisees, so this handbook incorporates that in its four main sections. In addition, along with reading this material, you should go over the undergraduate section of our website at [http://www.bc.edu/schools/cas/sociology/undergrad.html](http://www.bc.edu/schools/cas/sociology/undergrad.html), especially the major and minor requirements, and the undergrad manual ([http://www.bc.edu/schools/cas/sociology/undergrad/manual.html](http://www.bc.edu/schools/cas/sociology/undergrad/manual.html)). More importantly, you should schedule time to talk with the Director of Undergraduate Studies.

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SECTION 1: COURSE INFORMATION AND THE CORE REQUIREMENT

A. The active course list: You can view the course list from Agora Portal, which will let you see syllabi and other information by clicking one of the little red arrows on the left side of the list. You can access it a little more quickly through a page on the website that doesn’t require a BC ID (but won’t let you see syllabi etc.): https://portal.bc.edu/portal/page/portal/Public/CourseInformationSchedulePublic. Select “College of Arts and Sciences” and “Sociology” to view departmental courses. Select “all courses” if you want to see all of them, including closed classes.

B. Understanding the course list: Recently courses were renumbered across the university so that the numbers in all departments represent course levels in a uniform way. For anyone who has difficulty with the transition, our website has a page that shows the relationship between old and new numbers (http://www.bc.edu/content/bc/schools/cas/sociology/courses/CourseDescriptions.html). The levels are indicated on that page, and are also listed below:

- SOCY1001-SOCY1099: Core courses
- SOCY2000-SOCY2999: Lower level undergrad electives (with some courses required for majors mixed in)
- SOCY3000-SOCY4999: Upper level undergrad electives
- SOCY5000-SOCY6999: Mixed grad/undergrad
- SOCY7000 and Above: Grad students only (advanced undergraduates can attend with permission from instructor)

C. Core requirement: The undergrad admission bulletin states that “The Core Curriculum is the backbone of Jesuit education at Boston College. The ‘core’ is designed to give students an understanding of the significant forces that have shaped world culture and history and the ability to connect themes and ideas across a wide spectrum of disciplines. Through a series of 15 liberal arts courses, undergraduates are challenged to gain a broad body of knowledge so that they will be prepared to speak, write, listen, and act with effectively as world citizens.” For more information, see the Core Curriculum website (http://www.bc.edu/offices/avp/core.html)

All undergrad students are required to take the following core courses. The ones that apply to us are in bold.

- One course in Cultural Diversity (These can be at any level except grad, and are identified by the label “cultural diversity” on the course list.)
- One course in Arts - Fine Arts, Music, Theatre
- Two courses in History - Modern History
- One course in Literature - Classics, English, Germanic Studies, Romance Languages and Literatures, Slavic & Eastern Languages and Literatures
- One course in Mathematics
- Two courses in Natural Science - Biology, Chemistry, Earth and Environmental Sciences, Physics
- Two courses in Philosophy
- Two courses in Social Science - Psychology in Education, Economics, Political Science, Psychology, Sociology (SOCY1001-SOCY1099)
• Two courses in Theology
• One course in Writing

There can be quite a bit of overlap with the various levels and cores. For example, SOCY1038 Race, Class and Gender is a social science core, a lower level undergrad elective, and a cultural diversity course. The students will generally understand this. If they have specific questions you can’t answer, refer them to the Director of Undergraduate Studies.

SECTION II: SOCIOLOGY REQUIREMENTS

Note that there is much more information on the department’s Major and Minor requirements page and in the student handbook, both of which are available online from our website at http://www.bc.edu/schools/cas/sociology/undergrad/manual.html. If you have additional questions, they can be answered by the Director of Undergraduate Studies.

A. Majors: Sociology majors are required to take a minimum of ten Sociology courses for a total of 30 credits. These courses must include the following:

• SOCY1001 Introductory Sociology OR SOCY1002 Introduction to Sociology for Health Care Professionals
• SOCY2200 Statistics
• SOCY2210 Research Methods
• SOCY2215 Social Theory

It is recommended that Statistics be taken before Research Methods. Note: If a statistics course is to be taken outside of the department, the permission of the Director of Undergraduate Studies is required.

Any of the required courses above may be taken concurrently with the six required electives numbered SOCY1003 or above. Of the six electives, at least three must be upper level courses (SOCY3000 or higher).

B. Minors: Sociology minors are required to take a minimum of six Sociology courses for a total of 18 credits. These courses must include the following:

• SOCY1001 Introductory Sociology OR SOCY1002 Introduction to Sociology for Health Care Professionals
• SOCY2200 Statistics
• SOCY2210 Research Methods
• SOCY2215 Social Theory

It is recommended that Statistics be taken before Research Methods. Note: If a statistics course is to be taken outside of the department, the permission of the Director of Undergraduate Studies is required.

Any of the required courses above may be taken concurrently with one required elective numbered SOCY3000 or above and one additional elective at any level.
SECTION III. ADVISING PROCESS

A. Contacting Advisees: Your advisees are listed in the “Advisor’s List of Advisees” link, usually the first link on the upper left of your Agora Portal screen. Once you access the list, you can look at pictures and information for individual students. You can also email all of them at once by clicking one of the email buttons at the top of the list (the “Compose Email” is probably the better choice).

How often you contact them is up to you. The Advising Center recommends that you contact them often, but most advisors wait until they receive the student audits (see sample below), which arrive in a large brown envelope about a month and a half into the term. At about the same time, the students receive a registration date and time, and are told that they can’t register until they meet with their advisor to get their access code (which is given on the audit). At a minimum, Advisors should email their advisees at that point with their office hours.

B. The Degree Audit: The degree audit is organized like this:

<table>
<thead>
<tr>
<th>Student name</th>
<th>Advisor name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Grad term</td>
</tr>
<tr>
<td>Major(s)</td>
<td>Grad requirements year</td>
</tr>
</tbody>
</table>

*******************************REGISTRATION INFORMATION*******************************
Registration appointment: day date time
Access code
************************************************************************************

Status: *** completed  IP=course in progress

The 12 core requirements are listed here  Titles of courses (if any) that fulfills the core

Language proficiency requirement  Title of course (if any) that fulfills the core

The sociology requirements are listed here  Title of course (if any) that fulfills the core

The second major and/or any minors are listed next

And other information you don’t have to pay any attention to.

DEGREE SUMMARY
Total courses, completed, required, outstanding
Overall GPA

******************************************************************************END OF AUDIT LISTING******************************************************************************
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN00601</td>
<td>ENGLISH CORE EQUIV:WRITING A/T 05 AP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT01101</td>
<td>MATH CALCULUS CORE EQUIV</td>
<td>A/T 03</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>HS05501</td>
<td>GLOBALIZATION I</td>
<td>11F 05</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>HS05601</td>
<td>GLOBALIZATION II</td>
<td>11S 05</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>HP00201</td>
<td>WESTERN CULTURAL TRAD II</td>
<td>10F 02</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>HP00401</td>
<td>WESTERN CULTURAL TRAD IV</td>
<td>10G 02</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>EC13101</td>
<td>PRINCIPLES/ECON I/MICRO</td>
<td>10F 03</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>EC13204</td>
<td>PRINCIPLES/ECON II/MACRO</td>
<td>10S 03</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>BI00101</td>
<td>BIOLOGY CORE EQUIV</td>
<td>A/T 06</td>
<td>AP</td>
<td></td>
</tr>
<tr>
<td>HP03201</td>
<td>WESTERN CULTURAL TRAD V</td>
<td>11F 02</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>HP03401</td>
<td>WESTERN CULTURAL TRAD VIII</td>
<td>11S 02</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>HS05601</td>
<td>GLOBALIZATION II</td>
<td>11S 05</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>RL59102</td>
<td>NATURALMENTE I</td>
<td>10F 03</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>SC00102</td>
<td>INTRODUCTORY SOCIOLOGY</td>
<td>10S 05</td>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>SC21502</td>
<td>SOCIAL THEORY</td>
<td>11S 05</td>
<td>B+</td>
<td></td>
</tr>
</tbody>
</table>

**Major - Sociology - 10 Courses**

**Major GPA: 3.330**

**Required Courses:**

01. INTRODUCTORY SOCIOLOGY: SC001

02. STATISTICS: SC200 (RECOMMEND SC200 BEFORE SC210)

03. RESEARCH METHODS: SC210

04. SOCIAL THEORY: SC215

05. THREE SOCIOLOGY ELECTIVES NUMBERED SC299-SC9001.
Many students simply want their access code, and don’t need any help with planning their courses or much of anything else. However, surveys of BC undergrads have indicated that many of them want more support from their advisors than they get, so it’s important to ask questions and indicate an interest and willingness to talk with them further. It’s a good practice to review the audit before the student arrives, so that you’re prepared to ask relevant questions and to suggest courses, activities, and resources that might help them address any problems, exploit strengths, develop their interests, and take advantage of the opportunities that are available for them.
C. Planning sociology courses: The audit will indicate where students are at in the program. The sample above, for instance, is for someone who’s completed a lot of university requirements but has only recently started taking sociology courses, so this student will have to focus on fulfilling our requirements. Others will have more freedom. In any case, there are a couple of things you can do to help students figure out what courses they might like to take in the future:

- See the list of frequently offered courses ([https://kscm.bc.edu/kscm/services/CatalogExportService/review/subjectarea/SOCY](https://kscm.bc.edu/kscm/services/CatalogExportService/review/subjectarea/SOCY)).
- You can also check with the departmental course scheduler to see if courses in a given subject area are likely to be offered in an upcoming term.
- We have a web page which shows course syllabi from current and previous terms ([http://www.bc.edu/schools/cas/sociology/courses/syllabi.html](http://www.bc.edu/schools/cas/sociology/courses/syllabi.html)), so students can look over previous syllabi for courses that interest them.
- If students are interested in courses we don’t offer, they may also want to consider doing an independent study or taking courses in other departments, other BC schools, or the consortium ([http://www.bc.edu/schools/cas/sociology/undergrad/undergradconsort.html](http://www.bc.edu/schools/cas/sociology/undergrad/undergradconsort.html)).
- If they’re interested in studying abroad in their junior year, they should complete their language requirement in the first two years, and start the process as sophomores ([http://www.bc.edu/content/bc/schools/cas/sociology/undergrad/studyabroad.html](http://www.bc.edu/content/bc/schools/cas/sociology/undergrad/studyabroad.html)).

D. University and Departmental Resources: The university has a lot of resources that can provide students with a better experience, and when you’re reviewing the audits you should try to think in terms of whether the students might benefit from some of these. There are a couple of different ways to think about these resources. They can be divided into general categories, for instance (keeping in mind that all services may be useful to everyone): services for people who are having problems, opportunities that might be interesting to people who are particularly talented or passionate, and general services that can provide enrichment to anyone. But they can also be thought of in terms of who they’re available for, since some of these resources are based on the student’s year in the program. The chart below groups them by category, with resources related to problems and special opportunities listed first, and gives the relevant year on the right. Note that the student whose audit is depicted above would have difficulty taking a year abroad, at this point, although the faculty member who speaks with all study abroad students, currently Gustavo Morello, would be the expert on this. The student has the grades to be in the honors program, however, and should be encouraged to investigate awards. Like all students at this stage, she or he might benefit from an internship, the consortium, or a visit to the career center.

The students receive a handout informing them of these resources when they become sociology majors, however, if you think printing out the following list would be useful for your advisees, feel free to do it.
<table>
<thead>
<tr>
<th>Resource</th>
<th>Relevant Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutorial services: <a href="http://www.bc.edu/libraries/help/tutoring.html">http://www.bc.edu/libraries/help/tutoring.html</a></td>
<td>All</td>
</tr>
<tr>
<td>Counseling services: <a href="http://www.bc.edu/offices/counseling/services.html">http://www.bc.edu/offices/counseling/services.html</a></td>
<td>All</td>
</tr>
<tr>
<td>Awards: <a href="http://www.bc.edu/schools/cas/sociology/undergrad/awards.html">http://www.bc.edu/schools/cas/sociology/undergrad/awards.html</a></td>
<td>All</td>
</tr>
<tr>
<td>Publishing and editing: <a href="http://www.bc.edu/schools/cas/sociology/undergrad/socialeyes.html">http://www.bc.edu/schools/cas/sociology/undergrad/socialeyes.html</a></td>
<td>All</td>
</tr>
<tr>
<td>Campus organizations: <a href="http://www.bc.edu/a-z/clubs.html">http://www.bc.edu/a-z/clubs.html</a> and <a href="http://bc.orgsync.com/">http://bc.orgsync.com/</a></td>
<td>All</td>
</tr>
</tbody>
</table>

Service work and volunteerism

- Trip to Palestine, associated with Eve Spangler’s SC367 Social Justice in Israel and Palestine (see Eve Spangler)
- BC’s neighborhood center: [http://www.bc.edu/centers/neighborhood/opportunities.html](http://www.bc.edu/centers/neighborhood/opportunities.html)
- Volunteer and service learning center: [www.bc.edu/offices/service.html](http://www.bc.edu/offices/service.html)

Consortium: [http://www.bc.edu/schools/cas/sociology/undergrad/undergradconsort.html](http://www.bc.edu/schools/cas/sociology/undergrad/undergradconsort.html)

Sophomores, juniors, and seniors may take one elective course during each semester at schools in our consortium if a similar course is not available at Boston College.

Internships (John Williamson and the Career Center)

Career Center: [http://www.bc.edu/offices/careers.html](http://www.bc.edu/offices/careers.html)

- Interview skills: [http://www.bc.edu/content/bc/offices/careers/services/practice.html](http://www.bc.edu/content/bc/offices/careers/services/practice.html)
- Resources: [http://www.bc.edu/content/bc/offices/careers/services/library.html](http://www.bc.edu/content/bc/offices/careers/services/library.html)
- Events and workshops: [http://www.bc.edu/content/bc/offices/careers/services/workshops.html](http://www.bc.edu/content/bc/offices/careers/services/workshops.html)
- Jobs: [http://www.bc.edu/offices/careers/jobs.html](http://www.bc.edu/offices/careers/jobs.html)
- Applying to graduate school: [http://www.bc.edu/offices/careers/gradschool.html](http://www.bc.edu/offices/careers/gradschool.html)

Study abroad: [http://www.bc.edu/schools/cas/sociology/undergrad/studyabroad.html](http://www.bc.edu/schools/cas/sociology/undergrad/studyabroad.html)

Students should see Gustavo Morello, generally start planning as sophomores.

Library: [http://www.bc.edu/libraries/](http://www.bc.edu/libraries/)

- Sociology Research guidance: [http://libguides.bc.edu/sociologyportal](http://libguides.bc.edu/sociologyportal)
- Databases: [http://databases.bc.edu/V/](http://databases.bc.edu/V/)
- Sociology collection: [http://bc.edu/libraries/collections/collinfo/a-zlist/sociology.html](http://bc.edu/libraries/collections/collinfo/a-zlist/sociology.html)

12. Campus ministry (spiritual retreats): [http://www.bc.edu/offices/ministry/retreats.html](http://www.bc.edu/offices/ministry/retreats.html)