

## ROTC History Majors Department of History & Art History

### I'm in ROTC. How does that affect my History major?

If you are under contract with the US Army or another branch of the service, you may have special constraints on your schedule or a strict timetable to graduation. It is important that you plan carefully, in conjunction with your academic advisor, so that you can graduate when the military expects you to graduate.

### Who is my academic advisor?

Dr. Collins. His office is in Robinson B361B, and his email address is [scolline@gmu.edu](mailto:scolline@gmu.edu). His office hours change every semester, so please check them on the department website at <https://historyarthistory.gmu.edu/people/scolline>.

### I have to fill out a 104-R for the Army. How do I do that?

Complete the step-by-step instructions on the back of this form prior to contacting Dr. Collins for his signature.

### What are some of the issues I need to be aware of as I plan for my degree?

There are two main trouble spots students can get into, if they don't plan carefully:

1. **ENGH 100/101, HIST 300, ENGH 302, HIST 499:** This four-semester sequence is the **#1 trouble spot** students have in planning for graduation. Here is when to take each course:

Course	Optimum Time to Take	Prerequisites	Notes
ENGH 100 or 101	Freshman year	None	Take this as soon as possible! Must earn C or better.
HIST 300: Introduction to Historical Method	Fall of sophomore year	30 credits	Cannot be taken concurrently with HIST 499; unlikely to be offered in summer. Must earn C or better.
ENGH 302	Spring of sophomore year	45 credits; a C or better in ENGH 101; completion of the Literature requirement.	Take a section for the Humanities or Social Sciences only! Must earn C or better.
HIST 499	Senior year	90 credits; a C or better in ENGH 302; a C or better in HIST 300; completion of or concurrent enrollment in ALL Mason Core requirements.	Cannot be taken concurrently with HIST 300 or ENGH 302 and is never offered in summer.

2. **Foreign Language:** The CHSS foreign language requirement is **proficiency at the 202/210-level or above**. Students may achieve this in a variety of ways that will require between 0 and 12 credits and will take between 0 and 4 semesters. The requirement is outlined at <http://chss.gmu.edu/general-education/foreign-language-requirement>. Ideally, you should complete the foreign language requirement before your senior year.

### Is there anything I can't take?

Students with a Catalog Year of Fall 2017 or later are allowed to take up to 3 credits of 100-level RECR, but additional credits of activity courses are excluded. Excluded courses include additional credits of 100-level RECR (or any credits of 100-level RECR if you have a Catalog Year before Fall 2017); any PHED activity courses; any Parks, Recreation, & Leisure Studies (PRLS/RECR) activity courses; and all Military Science courses (MLSC) except those at the 400 level. You may take excluded courses, and they will appear on your academic transcript, but they will not count towards the 120 credits you need to graduate.

### Is there anything I should take?

The Army may be able to reward you now or later if you study places, topics, and languages in which it needs expertise. The completion of study abroad in certain locations is also valued, and additional funding may be available from the Army to help pay for it. Check with ROTC staff to find out what areas, topics, and languages the Army is looking for.

### I transferred into Mason. How does this change things?

• **Associate's degree:** If you have your associate's from a Virginia community college and transferred under the Guaranteed Admissions Agreement (GAA), it may substitute for most of the Mason Core requirements. (Check with Admissions.) There are three exceptions: **ENGH 302** and the **foreign language requirement**, both of which you still have to take, and the Synthesis requirement, which you will fulfill through your major requirements.

• **Upper-division credit:** If most or all of your credits transferred in at the lower-division (100/200) level, you will have to budget your courses carefully to ensure that you meet the University's requirement of having 45 credits at the upper-division (300/400) level, as well as the History major's requirement that at least 18 of those 45 upper-division credits be in History.

## Planning Your History Degree

The 104-R is the Army's semester-by-semester plan for graduation, required for all cadets. These step-by-step instructions will help you plan for your degree and ensure that you graduate on time. Please work through these steps **prior** to seeking a signature from Dr. Collins.

- 1) Use your Degree Evaluation in Patriot Web to identify requirements that you still need to meet.
- 2) Use the list of courses on the CHSS website (<http://chss.gmu.edu/general-education/all-requirements>) to identify courses you can take to fulfill your University, CHSS, and History major requirements. (Do not pick your courses based solely on the Schedule of Courses in Patriot Web, which is only a list of courses offered in a given semester.) Please read the section on Catalog Year and choose the catalog that is specific to your arrival at Mason, because the courses that meet each Mason Core and CHSS requirement change slightly from year to year.

For History major requirements, go to <http://historyarthistory.gmu.edu/programs/la-ba-hist/requirements>.

- 3) Take ENGH 100 or 101 your freshman year. Take HIST 300 when you have 30 credits, ideally in the fall of your sophomore year. Take ENGH 302 when you have 45 credits and have already met your Literature requirement, ideally in the spring of your sophomore year. Take HIST 499 after you have 90 credits and have completed ALL of your Mason Core requirements. Remember, you cannot take HIST 300 & HIST 499 concurrently, and they are not offered in the summer.
- 4) As you're choosing your courses, keep in mind that some courses don't count towards CHSS degrees: all PHED activity courses, all PRLS activity courses, most or all RECR activity courses (depending on your Catalog Year – consult your advisor), and most Military Science courses. The exceptions are 400-level MLSC courses, for which you will earn a total of 6 credits.
- 5) For your History courses in the standard major (without concentration), make sure you have two U.S., two European, and two Global (Latin America, Africa, Asia, or the Middle East), plus four elective History courses. These distribution requirements may not be met by HIST 300 & 499. Your four elective History courses may be about any time period and any part of the world.
- 6) Did you include HIST 370: War & American Society to satisfy ROTC's military history requirement?
- 7) Have you left enough time for your foreign language? Most students need at least three semesters for FOR LANG 110 (6 credits) and FOR LANG 201 (3 credits) and FOR LANG 202 (3 credits). Latin takes four semesters (at 3 credits each); American Sign Language takes three semesters (at 4 credits each).
- 8) Add up ALL of your credits towards graduation: Do your transfer credits and your Mason credits add up to 120? Again, you're only going to count 6 MLSC credits, for MLSC 400 & 401/402, towards this goal.
- 9) Add up your upper-division credits: Do you have 45 credits total at the 300/400 level? These can include MLSC 400 & 401/402 and HIST 300 & 499.
- 10) Add up your History credits: Do you have at least 36 credits in History? Are at least 18 of them at the upper-division level, including HIST 300 & 499?
- 11) Do you have more than 18 credits in any given semester? If the answer is yes, Dr. Collins won't sign it, because you have to have special permission from the University to take more than 18 credits, and it is not something the History and Art History Department recommends.
- 12) **Check it all again.** Then email Dr. Collins ([scolline@gmu.edu](mailto:scolline@gmu.edu)) about signing off. When you meet with her, bring a clean, neat, hard copy, but also bring a virus-free thumb drive with the file on it, so that if you have to make quick changes, you can do so without having to meet a second time.