Frequently Asked Questions

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Registration

Q: I need to register for a class, but it's closed. What do I do?

A: If you have the prerequisite(s) for the class, sign up for Notify.UW: [http://www.washington.edu/itconnect/learn/tools/notify-uw/](http://www.washington.edu/itconnect/learn/tools/notify-uw/). It is also a good idea to keep an eye on the class registration until the start of the quarter. It is common for enrollment to fluctuate before the quarter begins, and if you see an opening, you should be able to add yourself to the class if you meet the prerequisites.

Q: The quarter is about to start and I have still haven't been able to add myself to the class I need to take. Now what do I do?

A: Please attend the class you wish to add during the first three days of the quarter, and keep your eye on the Time Schedule for any openings. If you see an opening in a class before the fourth day of the quarter, you should be able to register yourself, assuming you meet the prerequisites. On the fourth day of the quarter, an add code restriction will be put on all 100/200-level classes, and all 300/400-level courses that meet daily, at which point no student will be allowed to enroll. For more detailed registration policy, see: [registration policies and procedures](#).

Q: I am a Spanish minor, and need one more class to complete requirements. I'm being blocked from registration until Period 2. Will you give me an add code now, since I'm about to graduate?

A: No. Period 1 registration is restricted to Spanish majors only, for most of our classes, starting with SPAN 302. If a 300-level SPAN class is open to non-majors in Period 1, it will say so in the Time Schedule section notes. It is the obligation of UW Departments to ensure that students get the classes they need to complete their degrees in a timely manner. A minor is not a degree, and therefore, does not carry the same level of importance as a major. There are no exceptions to this policy.
Q: The Time Schedule says the class is open, and I meet all the prerequisites. Why can't I enroll?
A: In fact, the class is probably full. The main Time Schedule page is only updated once a day, and often does not accurately reflect the current number of students enrolled. For the most up-to-date information, you can either click on the SLN number of the course, or click on the Enrollment Summary link at the top of the Time Schedule page. Either option will show you the current enrollment numbers.

Q: Will you hold a spot for me in one of your classes?
A: No, we do not hold spots in our classes. You can sign up for Notify.UW. It's also a good idea to keep an eye on enrollment in the Time Schedule. If you meet the prerequisites for the course, and find an opening, you should be able to register yourself. On the fourth day of the quarter, an add code restriction will be put on all 100/200-level classes, and any 300/400-level courses that meet daily, at which point no student will be allowed to enroll.

Waiting Lists

Q: Do you keep wait lists for your classes?
A: No, we do not keep waitlists. If you need to get into a closed course, please sign up for Notify.UW, and keep an eye on the class enrollment. You may register yourself, if you meet the prerequisites and find an opening. On the fourth day of the quarter, an add code restriction will be put on all 100/200-level classes, and any 300/400-level courses that meet daily, at which point no student will be allowed to enroll. For detailed registration policy, please see registration policies and procedures.

Add Codes

Q: Do I need an add code to get into your classes?
A: Add codes are only required for sections that have special designations, such as SPAN 449, which requires an audition. Most of our classes do not require an add code, and up until the fourth day of the quarter you should be able to register yourself, provided you meet the prerequisites and there is space in the section you are trying to add. On the fourth day of the quarter, an add code restriction will be put on all 100/200-level classes, and 300/400-level courses that meet daily, at which point no student will be allowed to enroll. For detailed registration policy, please see registration policies and procedures.

Q: The class I want to take is full, will you give me an add code?
A: No; we do not overload our classes, and thus are not able to give add codes for a full class. Please sign up for Notify.UW, and watch the enrollment summary page until the fourth day of the quarter for any openings, and register yourself if you see a space. On the fourth day of the quarter, an add code restriction will be put on all 100/200-level classes, and any 300/400-level courses that meet daily, at which point no student will be allowed to enroll. For detailed registration policy, please see registration policies and procedures.

Q: I'm an EOP student and need to take SPAN 101. What should I do?
A: Contact spsadv@uw.edu regarding your interest. Assuming space is available, you will be given an add code to register.

Repeating Courses

Q: I want to take a class I already have credit for. What do I do?
A: Preference is given to students who are taking a course for the first time. However, if you would like to try to repeat a course,
you should attend the first three days of the class which you hope to take. After class on the third day, stop by Padelford C-104 to speak with the adviser. If there is an available space in the class, she will help you register. Typically, during the regular academic year, students repeating a course will not be enrolled in a section until Period 3, after the quarter begins.

Q: Will I receive credit if I repeat a course?
A: No. If you are repeating a course, you should contact the Financial Aid Office to find out if the repeat will affect the aid you receive. In addition, students cannot receive credit for going backwards in the 100 and 200-level series, as it is considered to be repeating the course.

Graduate Students

Q: I'm a grad student in another UW program, and would like to take a language course, how do I get into a class?
A: We allow one graduate overload per language class (101/2/3; 110; 121/2/3; 201/2/3; 301/2/3), with instructor permission. You will need to email the instructor of the section you are interested in taking, before the start of the quarter, with a copy to spsadv@uw.edu. If s/he is willing to accept you as the graduate overload, you will be guaranteed the spot, and will be officially added to the class on or around the fourth day of the quarter.

Non-matriculated Students

Q: I'm a non-matriculated student. How do I get into a class?
A: Please visit http://www.outreach.washington.edu/nondegree/ to read about becoming a non-matriculated student at the UW. To enroll in a Spanish or Portuguese class during the regular academic year, you will need to attend the first three days of the class you wish to take. After class on the third day, please send an e-mail to spsadv@uw.edu, and ask if there is an available space in the class you would like to take. You will receive an add code before class on the fourth day, if there is an opening. During Summer Quarter, non-matriculated students may enroll in our classes during Period 1 registration.

Placement Testing

Q: If I want to take Spanish, do I need to take a placement test?
A: If you took Spanish in high school and have no college credit for Spanish, you will need to take the 100-level placement test to determine the most appropriate level to begin with at the UW. If you have no previous experience with Spanish, or you have college credit for Spanish, you do not need to take the placement test.

**If you took the Spanish Language AP test, or the Higher Level IB exam, please see the AP/IB section for additional information.**

Q: Where can I take the placement test?
A: The placement test is given by the Testing Center located in Schmitz Hall. You can call them at (206) 543-1171 to set up an appointment, or consult their webpage to find out their drop-in hours.

Q: I took the placement test more than a year ago. Can I take a lower level class than the one I placed into?
A: Typically, we advise that you take the level you place into, to assure that you get a space in a Spanish class. However, if you do not have any college credit for Spanish and more than a year has passed since you took the placement test, you can be considered for any open spots in lower level classes once Period 1 registration has ended. Please send an e-mail to spsadv@uw.edu once Period 2 registration has begun to be considered for any openings.
Foreign Language Requirement

Q: I didn’t receive a 2.0 in SPAN 103, but I need to fulfill the Foreign Language Requirement for the College of Arts and Sciences. What do I do?

A: The best option is to enroll in SPAN 103 at one of the local community colleges and transfer the credit. Please make sure you are adhering to the UW Transfer Credit policies. If you are unable to take the class at a local community college, you may sit in on the first three days of a 103 class. After class on the third day, go see the adviser in Padelford C-104F and she will help you register if there is an available space. No students repeating the course will be enrolled in a section during Period 1 or Period 2 registration (with the exception of Summer Quarter).

AP & IB Exams

Q: I took the Spanish AP test. What class(es) does my score give me credit for?

A: A score of 3 gives you credit for SPAN 201, and makes you eligible for SPAN 202. A score of 4 gives you credit for SPAN 201 & 202, and makes you eligible for SPAN 203. A score of 5 gives you credit for SPAN 201, 202, & 203, and makes you eligible for SPAN 301.

**If you received a 3, 4, or 5 on the AP test, you do not need to take a placement test at the UW. You may enroll in the class for which your score makes you eligible.**

Q: I received a 1 or 2 on the Spanish AP test. What class should I take?

A: You will need to take the placement test given at the Testing Center in Schmitz Hall to determine the appropriate level. You can call them at 206.543.1171 to set up an appointment, or consult their webpage to find out their drop-in hours.

Q: I took the IB Higher Level exam. What class(es) does my score give me credit for?

A: A score of 5 gives you credit for SPAN 201, and makes you eligible for SPAN 202. A score of 6 gives you credit for SPAN 201 & 202, and makes you eligible for SPAN 203. A score of 7 gives you credit for SPAN 201, 202, & 203, and makes you eligible for SPAN 301.

**If you received a 5, 6, or 7 on the IB Higher Level exam, you do not need to take a placement test at the UW. You may enroll in the class for which your score makes you eligible.**

Q: I took the IB Lower Level exam, or received below a 5 on the Higher Level exam. What class should I take?

A: You will need to take the placement test given at the Testing Center in Schmitz Hall to determine the appropriate level. You can call them at 206.543.1171 to set up an appointment, or consult their webpage to find out their drop-in hours.

Q: Can I take a class I have AP or IB Higher Level credit for?

A: This is considered to be repeating a course, and the same rules apply. If you would like to repeat a course, you will need to attend the first three days of the section you are interested in taking. After class on the third day, go see the adviser in Padelford C-104F. If there is an available space in the class, she will help you register. No credit will be given for repeating the course, and no students repeating the course will be enrolled in a section during Period 1 or Period 2 registration (with the exception of Summer Quarter).

Spanish as Your Language of Entry
Q: Will I receive credit for taking SPAN 101, 110, or 121 if I took Spanish in high school?
A: If the UW recognizes Spanish as your foreign language of entry, you will not receive credit for taking SPAN 101, 110, or 121, even if it is the level you place into.

Web-assisted Courses
Q: What's the difference between the web-assisted classes and the traditional classes?
A: The material in the web-assisted sections is the same as the material in the traditional sections, the main difference is how often you meet as a class. In the traditional sections, you meet as a class five days a week, while in the web-assisted sections, you only meet three days a week (two days for the communicative portion of the course and on a third day for assessment purposes). The remaining two days of the web-assisted courses will consist of required assignments completed on the web, and you will not meet as a class on those days.

Transfer Credits
Q: I'm a UW student, but I'm currently enrolled in a Spanish class at a local community college. How do I enroll in a Spanish class next quarter?
A: You will need to provide proof of registration from the community college that reflects your enrollment in a Spanish class. You can bring a copy to the adviser's office, leave a copy in her box in the main office (Padelford C-104), or e-mail her a copy at spsadv@uw.edu. Once proof has been provided, you will be added to an open section of the appropriate level on the date of your UW registration.

**Once you have received a grade in your class(es), please make sure to have an official transcript sent to the UW Office of Admissions so they can transfer your credits from the community college.**

Q: I'm a transfer student and my courses haven't been transferred to the UW yet. How can I enroll in a Spanish class?
A: You will need to show the adviser a copy of your transcript from the school(s) which have given you credit for Spanish. You can bring a copy by the adviser's office, leave a copy in her box in the main office (Padelford C-104), or e-mail her a copy at spsadv@uw.edu. Once the transcript(s) has been provided, you will be added to an open section of the appropriate level.

**If you have not done so already, please make sure to have an official transcript sent to the UW Office of Admissions for each school that you have attended.**

Q: I took Spanish at another college or university, but the transfer credit shows up as SPAN 1xx or SPAN 2xx. What do I do?
A: Please send an e-mail to spsadv@uw.edu, including the name of the school the transfer credit is from. If the adviser is not able to determine the correct UW equivalency after looking at the school's website, you may be asked to provide coursework and a syllabus from the class(es) taken.

Study Abroad
Q: I am interested in studying abroad. Where can I find program information?
A: Our department offers quarter-long programs in León, Spain (Autumn and Spring); Oaxaca, México; and Quito, Ecuador (Winter), as well as a semester or year-long program in Cádiz, Spain, and Exploration Seminars (locations vary). Information on these programs is available through the Study Abroad section on our website. You can research other programs on UW Study Abroad website.

Q: I have found a program that interests me. What is my next step?
A: Students should make an appointment here to meet with the adviser, email spsadv@uw.edu to make an appointment. Please meet with the adviser at least one month prior to the program application deadline. It is the student’s responsibility to be familiar with the type of courses taught in our department, to select classes that look like they may be similar to courses taught in our department, i.e. language, literature, cultural studies, and Spanish linguistics. Credit is not given for a course just because it is taught in Spanish or Portuguese, if it has little or no relationship to our curriculum. The final decision regarding appropriate credit will be made by the Department of Spanish and Portuguese Studies, upon review of all your course materials after you return to Seattle. If it is important to you to make good degree progress while abroad, and/or you want to know in advance the exact course numbers for which you will receive credit, you should participate in one of our department-sponsored programs, as this is the only way to receive an up-front guarantee regarding specific credits. If the level and type of credit is not of concern, and your primary academic goal is the experience, then by all means, select any program that interests you.

Q: What should I bring to my study abroad advising appointment?
A: The name of the program and how it is structured (e.g. required classes plus direct enrollment courses), a tentative list of 5-7 classes/descriptions, and syllabi (if available) of the courses that interest you. You should either bring your laptop or a printed copy of this information to your meeting. The adviser will review the information and assist you in determining which classes may be likely to offer Spanish or Portuguese credit.

Q: Will I receive Spanish or Portuguese credit for any class I take, as long as it is taught in one of these languages?
A: No; to receive Spanish or Portuguese course credit, your classes must be similar to those taught in our department. It may help to think of it this way. Just as the Political Science Department cannot give you Political Science departmental credit for a Latin American Literature course, we cannot give you Spanish Department credit for a Political Science course. If you have questions regarding specific courses in a study abroad program, you should meet with the adviser at least one month prior to going abroad; make an appointment by emailing spsadv@uw.edu.

Q: How do I get my credits converted upon my return from studying abroad?
A: If you selected a program which is not sponsored by our department, the answer to this question can be found on the UW Study Abroad Office website. After you get the appropriate materials from the Study Abroad Office, you should drop off the following documents in the adviser's inbox in Padelford C-104: Study Abroad Office credit evaluation form, copies of foreign transcripts, and course syllabi.

Save all of your coursework, so that it can be reviewed by a faculty member if necessary. The adviser will contact you if more information is needed, and will let you know when your materials are ready for pick up.

Spanish Major

Q: How do I get admitted to the Spanish Major?
A: If you have met the prerequisites, and have not been admitted to a major in another discipline, you may follow the instructions
It's also a great idea to meet with the undergraduate program adviser to discuss your interest and academic planning, before turning in the required paperwork. If you plan to major in two disciplines, you need to meet with the major advisers from both departments before being admitted to Spanish. To make an appointment with the Spanish adviser, current and prospective UW students should email spsadv@uw.edu.

Q: How can I add a major in Spanish if I've already been admitted to another major, or how can I add another major, if I've already been admitted to Spanish?

A: Your first step is to prepare a tentative course plan for both majors, demonstrating how you will complete the requirements for both programs within the UW's academic satisfactory progress timeframe. Your second step is to meet with each departmental adviser to review your plan, and discuss your reasons for pursuing a second major. If you are able to obtain permission from both advisers, and can complete all requirements for both majors within the UW's academic satisfactory progress time limits, you may add the second major.

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