

ARCHE Form Tips and Tricks

This video is all about how to fill out the ARCHE form.

Access the ARCHE form online. <https://tinyurl.com/ARCHEform> [Screen capture of the ARCHE form. This is a screen capture of what you will find at the link.]

- Complete the form online. THEN, print the form. [Graphic of a laptop, phone, and tablet is shown.]

These are a few items that can be confusing. [Graphic of a desk lamp with a light turning on.]

Section 1 asks for information about you. [Screen capture of section 1 of the ARCHE form. Form can be viewed here: <https://tinyurl.com/ARCHEform>. The majority of this video will reference different items on the ARCHE form. Section 1 contains fill in the blank items asking for a variety of demographic and personal information.]

- [Screen capture of Section 1 of the ARCHE form with item "School/Division:" highlighted in yellow.]
 - We do not have schools or divisions at Agnes Scott. Leave this question blank. [Graphic of a magnifying glass is shown.]
- [Screen capture of Section 1 of the ARCHE form with item "Degree:" highlighted in yellow.]
 - Degree = Bachelor of Arts or Bachelor of Science
- [Screen capture of Section 1 of the ARCHE form with item "Major:" highlighted in yellow.]
 - Even if you are undeclared, you can apply for ARCHE. Write your intended major.

Section 2 asks for information about the course you plan to take. [Screen capture of section 2 of the ARCHE form. Form can be viewed here: <https://tinyurl.com/ARCHEform>. Section 2 contains fill in the blank items asking for information about institution where you plan to take classes and a chart where you fill in information about the specific courses you want to take.]

- [Screen capture of Section 2 of the ARCHE form with item "Host Institution:" highlighted in yellow]
 - Host institution = Where you want to take the course
- [Screen capture of Section 2 of the ARCHE form with item "Term Requested:" highlighted in yellow]
 - Term Requested = Which semester you plan to take the course.
- [Screen capture of Section 2 of the ARCHE form with chart highlighted in yellow]
 - The information in the chart comes from the other institution's course search.
- [Screen capture of Section 2 of the ARCHE form with "Dept. Prefix & Course Number" item on the chart highlighted in yellow]
 - Dept. Prefix and Course Number: Department abbreviation (i.e. CHEM) and number of the specific class (i.e. 150).
- [Screen capture of Section 2 of the ARCHE form with "Computer Number/CRN" item on the chart highlighted in yellow]
 - Computer Number/CRN: Number identifying a specific course. Not all host institutions will use these.

- Here is an example of a CRN number from Georgia State [Screen capture of Georgia State's GoSOLAR website. Go SOLAR is Georgia Tech's equivalent to AscAges, where students can search for classes. This screenshot shows what the site looks like after a search for an Anthropology course has been run. There is a header stating "Course Schedule listing" and a chart showing 2 Anthropology courses with various details about the courses such as course number, campus, title, days and times, locations, etc. One column is labelled CRN. An item in this column is circled in yellow with arrows pointing towards it to identify that this is the information a student wanting to take this course would include in the CRN section of the ARCHE form.]
- [Screen capture of Section 2 of the ARCHE form with "Credit Hours" item on the chart highlighted in yellow]
 - Credit Hours: Many courses will be worth 3 credits, not 4.
- [Screen capture of Section 2 of the ARCHE form with left most column on the chart highlighted in yellow]
 - **IMPORTANT:** List as many sections as fit in your schedule in order of preference. [Graphic of multiple check boxes is shown.]
 - More sections = more likely to get a seat = higher likelihood of ARCHE approval. [Graphic of a thumbs up is shown.]

For an overview of the complete process, check out "ARCHE Cross Registration – HOW?"

More questions about ARCHE? Talk with your SUMMIT Advisor. [SUMMIT Advising logo shaped like a compass is shown.]