

# Departmental Advising Handbook 2009/2010

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# Departmental Advising Handbook 2009/2010

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## Introduction

While the information a departmental advisor needs is predominantly specific to each individual department, questions of policy and procedure beyond the department sometimes arise for both new and experienced advisors. The information which follows is intended to supplement departmental information on advising.

Efforts will be made to update advising information as needed, but if you have questions or concerns about this handbook please contact the Academic Advising Center to verify, update, or expand the information provided here.

### **Academic Advising Center**

Old Main 380

MS 9029

Phone: (360) 650-3850

Fax: (360) 650-7910

E-mail: [advising@wwu.edu](mailto:advising@wwu.edu)

<http://www.wwu.edu/advising/>

# Western's Graduation & GUR Requirements

## Graduation Requirements

### All students must:

- **Complete a minimum of 180 quarter hours of credit.**  
Students need to be aware that some majors may require more than four years to complete. Students also need to be aware that all programs, especially those that are sequential will necessitate careful planning.
- **Complete a minimum of 60 credits upper division study.**  
Courses numbered 300 and above are considered upper division.
- **Satisfy General University Requirements (GUR).**  
Refer to the *Western Washington University Bulletin* for specifics. Also see "Notes on the GUR" in this handbook.
- **Complete at least 45 credits in-residence study, including the final quarter before graduation.**  
"In-residence study" means Western Washington University (WWU) credits and includes study abroad, but does not include Continuing and Independent Learning (correspondence) courses, Advanced Placement (AP), or credit by exam.
- **Complete a minimum of three writing proficiency points in approved WP classes at WWU:** A student needs a total of three Writing Proficiency points before graduating. Classes are broken down into Writing Proficiency 1, 2, or 3 classes. Any combination of three points fulfills the requirement, and courses must be passed with a C- or better.
- **Complete an approved academic major**  
All students must declare a major before reaching 120 credits. At least 50 percent of the credit hours required in a student's major must be earned at Western and a grade of C- or better must be achieved in all major courses.
- **A minor, if required by major**  
Some majors require a minor, check the *Western Washington University Catalog* for information. At least 50 percent of the credit hours required for a minor must be earned at WWU, and grades of C- or better must be attained in all minor courses.

- **Scholarship meeting minimums**  
Students must meet the scholarship minimums prescribed by the university divisions and academic departments, including a cumulative Western GPA of at least 2.00 (or higher as required by individual departments).
- Courses which satisfy the General University Requirements (GUR) are found in the *University Catalog, The Viking Advisor, and Classfinder*. For the *Western Washington University Catalog* see: [http://www.wwu.edu/wwu\\_catalog/2009-2010catalog.pdf](http://www.wwu.edu/wwu_catalog/2009-2010catalog.pdf) Here is a summary of the GUR:

### ***General University Requirements (GUR's)***

- ***Communication*** – *English 101 & an additional course from block B or C*
- ***Quantitative and Symbolic Reasoning*** -- *One of six options*
- ***Humanities*** – *12 credits, 3 courses, from at least two departments*
- ***Social Sciences*** – *12 credits, 3 courses, from at least two departments*
- ***Comparative, Gender and Multicultural Studies*** – *One course from Block A and one from Block B*
- ***Natural Sciences*** – *Complete three courses. At least two courses must include a lab (LSCI)*
- Students withdrawn for more than two quarters (excluding summers) must satisfy the GURs listed in the *Western Washington University Catalog* current upon their re-entry. Courses which no longer satisfy GURs, but did at the time of completion, may still be applied as GUR courses.
- The Honors and Fairhaven Programs have alternatives to the GUR.
- Native students (started as freshmen at WWU) may have **Advanced Placement, International Baccalaureate, or Running Start** credit noted on their Transfer Equivalency Report (TER) or on their Academic History. These credits may apply to the GUR.
- Some freshman students may be exempt from English 101 based on a Scholastic Aptitude Test (SAT) verbal composite score of 710 or higher, or an American College

Test (ACT) score of 28 or higher on the verbal section.. SAT or ACT scores are noted on each native freshmen student's advising sheet (given at orientation).

- Students commonly take GUR courses at community colleges during the summer quarter. To assist students in selecting community college courses which will transfer back to Western, equivalencies are found on-line at: <http://admissions.wvu.edu/transfer/cc/>. Remind students that while credits transfer, the GPA does not transfer.
- Transfer students entering Western with the Direct Transfer Agreement Associate Degree from a Washington State community college have satisfied Western's GUR.

# Math Placement

- Student's who have college credit for a calculus course or who scored 3 or higher on the Advanced Placement Calculus Exam, can register for courses at the level of calculus or above without taking the placement test. Such students should see the Mathematics Department chairperson for advice regarding the MPT and/or placement.
  - All other students need to take the **Math Placement Test (MPT)** before admission to a math course at Western. Getting credit from Western for math classes below calculus taken elsewhere does not eliminate this requirement.
  - Retests: MPT may be taken twice within any one-year period, with a minimum two-week wait between test and retest.
  - Students may register for Math 107 or 112 who have scored at least 480 on the SAT (Math) or 18 on the ACT (Math) without taking the Math Placement Test.
  - Before enrolling in a higher level math course, students must earn a grade of C- or better in the prerequisite course
  - Refer students with questions regarding the appropriate Math Placement Test or other specific questions to the Mathematics Department, Bond Hall 202 (x3785).
- ⇒ *For more information on Math Placement Test exam dates and registration, contact the Testing Center, Old Main 120 (x3080), or visit*
- ⇒ <http://www.wvu.edu/depts/assess/tc/mathplace.htm>

# Choosing and Declaring a Major

## Choosing a Major

- Students should consider individual skills, interests and any limitations, particularly as they apply to academic performance.
- To explore options, students can review the *University Bulletin*, *Major Guides* and *Departmental Web pages* for a description of majors and to identify possible options. Major Guides can be found at: <http://www.wwu.edu/advising/majorguides.shtml>
- Keep in mind that there may be more than one "right major" for each student.
- Remember that a major and a career are not always necessarily related.
- Students should talk to an advisor in the Academic Advising Center about the process of choosing a major.
- Narrow the list to a few areas and seek information from departmental advisors. Students should be prepared with questions concerning potential majors.
- Address career concerns with counselors in the Career Services Center, OM 280 (x3240). Career exploration assessments are also available for student use. A helpful link is: [http://www.careers.wwu.edu/careersandmajors\\_nav.shtml](http://www.careers.wwu.edu/careersandmajors_nav.shtml).
- Students should take classes (including GURs) concurrently in areas chosen for exploration, preferably going beyond the introductory level to experience the discipline.

## Declaring a Major

- When declaring a major, students should understand the benefits of declaring a major and know that the major can be changed.
- Students should work with the assigned faculty advisor in the major to plan and complete major requirements.
- Helpful Web sites
  - <http://www.wwu.edu/advising/advising.shtml> - Links to all the department advising web pages at WWU

- Students should start the process with the academic department office. A major declaration card must be completed and sent to the Registrar's Office. Many majors have special declaration or admission requirements.
- Students may fulfill major requirements in existence when they declare, or incorporate any catalog changes in major requirements occurring after declaration.

### **Changing Majors**

- Students should follow the same process as declaring the initial major.

### **Transfer Credits and the Major**

- The TER determines which transfer courses apply to major/minor requirements or prerequisites. For exceptions to acceptance of courses, advisors should note courses that transfer in as "tt" on the TER may be accepted to the major. The GUR credits can be charted in the *Viking Advisor*.

### **Internships**

An internship is an out-of-classroom work experience providing students an opportunity to apply their academic experience to a real work situation.

#### ***General information concerning internships:***

- When credit is granted, a three-way partnership is created involving the employer, the student, and a faculty advisor.
- When students take a quarter (other than summer) off from classes to do a full-time internship and they do not receive credit for the internship, they must submit to the Admissions Office a Returning Student Application to assure their appointment to register for the subsequent quarter.
- Internship offerings are usually posted in individual departments or in the Career Services Center. The Career Services Center also has samples of former internship contracts and issues a guide for developing internship experiences.

⇒ ***For more information, contact the academic department or Career Services OM 280 (x3240) or visit [http://www.careers.wvu.edu/students\\_findaninternship.shtml](http://www.careers.wvu.edu/students_findaninternship.shtml)***

# General Studies Major

Students should schedule an appointment with the program advisors: Shearlean Duke, in CF 253, (360) 650-3269, [dukes@wwu.edu](mailto:dukes@wwu.edu); or Anna Eblen in CF 293, (360) 650-3890, [anna.eblen@wwu.edu](mailto:anna.eblen@wwu.edu). During this advising session, the student will be advised about the curricular requirements of the General Studies degree and assisted in selecting an academic focus.

## ***General Studies major requirements:***

- 60 upper division credits (300 & 400 level) within one or more of three areas.
- At least 50 percent of the credits used in the degree must be earned at Western.
- A minimum of different departments must be represented in the upper division credits. Students must earn a minimum of C- or better in courses for the major and Pass/No Pass grades do not apply.
- No more than 44 credits in courses taught in business (accounting, decision sciences, finance and marketing, and management) can be counted toward the General Studies Major.
- A minimum cumulative GPA of 2.00 or higher is required for graduation. The required writing proficiency course may be taken in any department.

# Registration

Students register for classes via Web4U. Registration information can be found in the *Viking Advisor*.

Registration occurs in four phases. Dates for all phases are noted in the Dates and Deadlines link in *Timetable of Classes*.

Phase I:	Registration by appointment. Students may register for a maximum of 17 credits during Phase I of registration. Additional credits may be added during subsequent phases.
Phases II, & III:	Schedule changes (adding/dropping classes). Students may add up to 20 credits.
Phase IV:	Students may only drop classes. Classes dropped during this phase must be done in person in the Registrar's Office.

- Average: 15 credits per quarter for undergraduate students.
- Maximum: 17 credits in first quarter; 20 credits per quarter after first quarter.

Note: A per-credit surcharge is applied when registering for more than 18 credits. Special permission to exceed the 17 and 20 credit limits must be obtained from the Registrar's Office.

⇒ *For assistance, contact the Registrar's Office, OM 230 (x3430).*

## Special Credit Load Requirements

- **On campus residents: 10 credits**  
Students living on campus intending to drop below 10 credits must first obtain permission from the Director of University Residences to continue living in the residential system.

⇒ *For assistance, contact the Office of University Residences, Edens Hall 101 (x2950).*

- **Students receiving Full-Time financial aid: 12 credits**  
Students must complete 12 credits each quarter. Students dropping below 12 credits in a given quarter should first contact Student Financial Resources.
- **Students receiving Three-Quarter-Time financial aid: 9 credits**  
Students must complete 9 credits each quarter. Students dropping below 9 credits in a given quarter should contact Student Financial Resources.
- **Students receiving Half-Time financial aid: 6 credits**  
Students must complete 6 credits each quarter. Students dropping below 6 credits in a given quarter should contact Student Financial Resources.

⇒ *For assistance, contact Student Financial Resources, OM 265 (x3470).*

- ***Intercollegiate Athletes: 12 credits***

Students must currently be registered for 12 credits to practice or compete.

⇒ ***For assistance, contact the Athletic Department, CV 100 (x3109).***

### **Filled Classes**

In full classes, openings may occur during Phases I, II, & III. Policies concerning access into filled classes vary by department. Students should contact the appropriate department for more information. Some strategies students utilize include:

- Checking *Classfinder* on a regular basis. For more information see:  
<https://www.admin.wvu.edu/pls/wwis/wwsktime.SelClass>
- Attending desired classes on the first day to see if space has become available.
- Inquiring about waiting lists in the appropriate departments.
- Requesting a course override from the instructor. An override allows the student to register beyond the intended maximum enrollment in any given class.

### **Adding/Dropping Classes**

- Students may add classes after their initial registration through Phase III.
- On the rare occasion, students can add classes beyond Phase III. Refer them to Registrars Office, OM 230, for instructions.

- Students may drop classes after their initial registration through Phase III with no record of the dropped courses on their academic history.
- During the second week of the quarter, Phase IV, course withdrawal results in a grade of “XM” on the student’s academic history. Course withdrawal from the beginning of the third week through the end of the seventh week is permitted only with an annual late course withdrawal privilege. Each student is given two annual late course withdrawal privileges, which can be used during fall, winter, spring, or summer quarters. Courses dropped after the 1<sup>st</sup> week of Phase IV must be done in person in the Registrar’s Office.
- Unused annual late course withdrawal privileges may not be accumulated.

### **Repeating A Course**

- **At Western:**
  - Unless otherwise noted, credit for repeated courses may be earned only once. When courses are repeated at Western, all grades earned will be computed in the cumulative GPA. That is, the original grade will not be replaced.
  - Students wishing to repeat a class in which they have already received a grade of S, P, or C- or better may not register for the class until Phase III of registration. Exceptions to allow earlier registration can be granted by the chair of the English or Communication department only for students who must repeat English composition or a public speaking course in order to achieve a grade of B- or better required for teacher education.
  - Students on financial aid may count repeated courses toward completion of the requirement for satisfactory progress.
- **At Another Institution:**
  - When repeating courses at another institution, students should first verify course equivalency with Western’s Registrar’s Office, and if appropriate, the major department.
  - When courses are repeated at another institution, only the original Western grade will be computed into Western’s cumulative GPA. However, some departments may consider grades from Western and other institutions to calculate grade point for admission to the major.
  - Credit for repeated courses is earned only once.
  - Credit is not granted for courses repeated at another institution. Academic departments, however, can use the repeated course to satisfy a major requirement.

- After completing repeated courses, students should submit an official transcript and “Course Repeat Card” to the Registrar’s Office.

# Transferring Credits

- **How do students transfer credits to WWU?**
    - Submit an official transcript from the institution at which the credit was earned to the Registrar's Office at Western.
    - For more information about transfer credits, see course equivalents between state community colleges and four-year schools at:  
<http://admissions.wvu.edu/transfer/cc/>
  - **Who evaluates transfer credits?**
    - Credit evaluators in the Admissions and Registrar's offices evaluate all transcripts to determine which courses transfer for credit and which courses satisfy GUR.
    - Academic departments determine which courses satisfy their major/minor requirements and prerequisites.
  - **Does an associate degree from a community college satisfy Western's General University Requirements?**
    - Completion of the Direct Transfer Agreement Associate degree from a Washington state community college prior to enrollment at WWU will satisfy Western's General University Requirements (GUR).
    - Completion of an associate degree from a community college after enrollment at WWU will satisfy the GUR *only* if students complete the degree by the time they have completed 45 credits at WWU or before the end of one calendar year, whichever comes later.
  - **How many credits will WWU accept from other colleges/universities?**
    - No more than a total of 135 credits are transferable from other institutions.
    - No more than 105 credits are transferable from community colleges. Students must complete 75 university level credits to earn a Baccalaureate degree from Western.
- ⇒ *For more information or questions concerning these policies, contact the Registrar's Office, Old Main 230 (x3430).*

### **Transfer Equivalency Report (TER)**

- **The Transfer Equivalency Report (TER)** is an advising tool used by both students and advisors to understand how courses transfer to Western. The TER provides information for each student about the number of credits that have been accepted by transfer. It provides a side-by-side list of the courses that transfer to Western and their Western course equivalent. Once a student's transcripts have been evaluated, students and advisors can initiate a transfer equivalency report, view results, and print reports for that student via Web4U. Students can find step by step instructions for generating a TER on page 76 of the *Viking Advisor*.

# Online Degree Evaluation & Degree Application

## **Online Degree Evaluation:**

- The Online Degree Evaluation is an advising tool used by both students and advisors to evaluate course work fulfilling degree requirements. It produces a report reflecting academic progress toward completion of an undergraduate or graduate degree in a student's declared or proposed major. The degree evaluation report shows how Western courses, transfer courses, and courses in progress apply toward degree requirements. You can initiate a degree evaluation, view results, and print evaluation reports via *Web-4AU*.
- Students can run their own step by step Online Degree Evaluation by following the instructions in the *Viking Advisor*.

## **Degree Application Process**

- Students should complete the degree application process early in their senior year to allow time for necessary schedule adjustments. The process must be completed no later than the last day of classes two quarters prior to graduation. Education majors must complete this process no later than two quarters prior to their student teaching.
- **Students' role in the degree application process:**
  - Obtain a "Degree Application" form from the Registrar's Office, Old Main 230.
  - Go to "Web4U" and print out a Degree Evaluation to review with the major/minor department.
  - Make an appointment with the authorized advisor of the major/minor department and together complete the major/minor approval form.
  - Complete the degree application and submit it along with the completed major/minor approval form to the Registrar's Office.
  - Note: Education majors will also apply for initial certification. They should follow the instructions on the "Degree and Initial Certification Application" form available in the Registrar's Office, Old Main 230 (x3430).

- **Faculty Advisor's Role:**

- Meet with the student and together evaluate major/minor requirements.
- Complete major/minor approval form.
- Provide major requirement advice to students.

- **Registrar's Office Role:**

- Evaluate and approve completion of all University Graduation Requirements and notify each student by mail of the results.
- Upon request, credit evaluators will meet with students individually.

# Low Scholarship Standards

(See also *Western Washington University Catalog* page 41)

- ***Academic Warning*** is issued to:
  - A first quarter freshman or a first-quarter transfer student (who has not previously attended Western) whose grade average is below 2.00.
  - Any continuing student whose quarterly grade average is below 2.00 but whose cumulative grade average is 2.00 or higher.
- ***Academic Probation*** is issued to:
  - Any student except a first-quarter freshman or first-quarter transfer student (who has not previously attended Western) whose cumulative grade average falls below a 2.00. A student who begins the quarter on probation must earn at least a quarterly grade average of 2.00 to avoid dismissal (see below).
- ***Continuing Probation*** is issued to:
  - Any student who begins a quarter on probation and, during that quarter, earns a grade average of 2.00 or higher without raising his or her cumulative grade average to at least 2.00. To return to good standing, the student must then improve his or her cumulative grade average to at least 2.00 or attain at least a 2.30 quarterly average during the next quarter of enrollment.
  - ***Students on probation or continuing probation who repeatedly withdraw or register for Pass/No Pass or Satisfactory/Unsatisfactory courses may have their registration privileges revoked.***
- ***Academic Dismissal*** occurs when:
  - A student begins the quarter on probation and earns a quarterly grade average below 2.00, or begins a quarter on continuing probation and fails to raise his or her cumulative grade average to at least 2.00 or, alternatively, fails to attain at least a 2.30 quarterly average.

## Options for Dismissed Students:

- Students who have been dismissed may not enroll for Western courses, except for Summer Session courses, online and distance learning courses through Extended Education and Summer Programs office. Coursework through these programs does not guarantee future reinstatement as a degree candidate, but will be considered by the Scholastic Standing Committee.

- Students dismissed for low scholarship may petition for reinstatement to the University through the Academic Advising Center. Determination of reinstatement rests with the Scholastic Standing Committee (SSC), which meets once each quarter.
- Students are encouraged to meet with an advisor during the dismissal and/or reinstatement process. Reinstatement petition forms and instructions are available in the Academic Advising Center, Old Main 380 (x3850) or online at  
⇒ <http://www.wvu.edu/advising/reinstatement.shtml>

# Career Search

- Students should begin developing their job search skills no later than the beginning of their senior year, and ideally earlier than their senior year. The Career Services Center provides one-on-one counseling and workshops to assist students with the following:
  - Locating job and internship opportunities.
  - Career Fairs.
  - Developing resumes.
  - Writing cover letters.
  - Developing effective interview skills.
- The Career Services Center also has a number of written and online resources to assist students in their job search. Also, several companies come to campus to conduct interviews with students.

⇒ ***To contact the Career Services Center, go to Old Main 280 or call X3240***

⇒ ***Or on the web at: <http://www.careers.wvu.edu>***