

WASHBURN UNIVERSITY



ADVISOR SURVIVAL GUIDE

2009-2010

PUBLISHED BY ACADEMIC ADVISING IN THE CENTER FOR UNDERGRADUATE STUDIES AND PROGRAMS

**CENTER FOR UNDERGRADUATE STUDIES AND PROGRAMS
(CUSP)**

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We have compiled this information to help you with academic advising. If you ever need answers to questions please call us.

CUSP is located in Morgan Hall Room 122

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For more information contact: Academic Advising at extension 1942 or visit our website at

www.washburn.edu/services/acadv

ADVISOR RESPONSIBILITIES

- ◆ To help students set both short-term and long term- educational goals
- ◆ To inform students of the graduation requirements of their department
- ◆ Inform students of resources available to them to help make their college experience successful

STUDENT RESPONSIBILITIES

- ◆ To schedule and keep appointments with advisor
- ◆ Being prepared with materials, choices, and information for the advising session
- ◆ Informing advisor of special needs

CATALOG YEAR

There is a six-year catalog requirement for students. Students must graduate under the requirements for their major according to their catalog year. If more than six years pass from the catalog year in effect at the student's *original* date of enrollment, the student must select a more recent catalog and follow the requirements in that catalog, provided that the student graduates within 6 years of the new catalog. The following shows the catalog years and when they need to be completed.

Catalogs currently in force:

- 1997-98 Catalog – *(New specific general education requirements came in effect)*
- 1999-00 Catalog – *(Foreign Language at the 102 level required for BA degrees)*
- 2002-03 Catalog – complete by the end of Summer 2009
- 2003-04 Catalog – complete by the end of Summer 2010
- 2004-05 Catalog – complete by the end of Summer 2011
- 2005-06 Catalog – complete by the end of Summer 2012
- 2006-07 Catalog – complete by the end of Summer 2013
- 2007-08 Catalog – complete by the end of Summer 2014
- 2008-09 Catalog – complete by the end of Summer 2015
- 2009-10 Catalog – complete by the end of Summer 2016

Reminders:

- The Catalog is intended as a description of the educational program and activities offered by Washburn University. The Catalog is explanatory in nature and is not a contract between the student and Washburn University.
- In choosing a Catalog the student chooses the *entire* Catalog.
- The choice of catalog year is integral to academic career planning.
- The student and his/her advisor make the catalog year decision. It should be made and discussed long before the student applies for a degree audit.
- Catalog choice is important as we establish the planning relationship. A catalog year may be advantageous for the student.
- Each Fall a new catalog is published with new policies, procedures, classes, etc... This catalog is in affect until the summer of the next year. (e.g. 2000-01 catalog is used through summer 2007.)

UNIVERSITY REQUIREMENTS

The following are the University Requirements common for all Bachelor degrees according to their catalog year.

EN 101 Freshman Composition (3)

EN 300* Advanced Composition (3)

(*Education Majors must take EN300 with teaching emphasis)

PE 198 Physical Education Lifetime Wellness (2)

(Note: If a student is a transfer student, they may have done an activity or have lecture credit. Check with PE department.)

MA 110 or Exploring Mathematics or

MA 116 College Algebra (3)

(Note: Foreign Language at
the 02 level is required for BA majors.)

Transformational Experience (WTE) required starting fall 2006

ENGLISH:

EN 101 or its equivalent is required for all degrees, and students will need to pass this course with a *C or higher*. (Students in the Honors Program are encouraged to take EN 102 instead of 101, and they must pass with a *C or higher*.) At some point during their college career, Honors students must take HN 201, HN 202, or HN 203(Honors Seminars).

EN300 is required for all degrees and students will need to pass this course with a *C or higher*. Prerequisites: EN101 with a C or higher and 54 credit hours is required. (EN300 with Teaching Emphasis is required of all students seeking a licensure or certification to teach).

PHYSICAL EDUCATION: PE 198 is required by all majors. This University grade requirement is a C or higher.

MATHEMATICS:

MA 110 or MA 116 is required by all majors. When deciding to place a student in a math course, the advisor should look at the student’s ACT/COMPASS score, ask how much math they have taken in high school, how long ago, and how do they feel about math.

Below are the recommendations for the use of the ACT English and Math score or COMPASS score as a English or math placement tool:

ENGLISH

ACT English Score	COMPASS English Score	Recommended Course	Prerequisite(s)
0-17	0-67	EN100 Developmental English (3) Note: Does not count toward degree requirements or graduation hours. Prepares for EN101.	No prerequisite for this course
18-36	68-99	EN101 Freshman Composition (3) Note: required, with a minimum grade of C, for graduation.	No prerequisite for this course
25+	95-99	EN102 Freshman English Honors (3) See Honors Program for description	Scholastic performance, appropriate test score, Student interest and motivation

MATHEMATICS

ACT Math Score	COMPASS Math Score	Recommended Course	Prerequisite(s)
0-17	0-43 on Pre-Algebra exam	MA 103 Basic Algebra (3) Note: Does not count toward degree requirements or graduation hours. Prepares student for MA 104.	No Algebra prerequisite for this course
18-21	44-100 on Pre-Algebra exam OR 0-54 on Algebra exam	MA 104 Intermediate Algebra (3) Note: Does not count toward degree requirements or graduation hours. Prepares the student for MA 110 or MA 116	No prerequisite for this course. However, MA103 Basic Algebra or appropriate test score is STRONGLY Recommended.
22 or higher	55-100 on Algebra exam OR 0-30 on College Algebra exam	MA 110 Exploring Mathematics (3) or MA 116 College Algebra (3)	C or better in MA104 Intermediate Algebra or appropriate test score
25 or higher	31-100 on College Algebra exam OR 0-45 on Trigonometry exam	MA117 Trigonometry (3) MA123 Pre-Calculus (3) MA140 Intro to Statistics (3) MA141 Applied Calculus I (3) MA145 Math for Decision Making (3) MA148 Mathematics of Finance (3) MA206 Discrete Math for Computing (3)	C or better in MA116 C or better in MA116 or 117 C or better in MA110, 116, or 123 C or better in MA116 or 123 C or better in MA116 or 123 C or better in MA116 or 123 PH110 or CM111 and MA116 or 123 or Appropriate Test Score
28 or higher	46-100 on Trigonometry exam	MA 151 Calculus & Analytical Geometry I (5)	C or better in MA117 Trigonometry, or MA123 Pre-Calculus, or Appropriate Test Score

GENERAL EDUCATION PROGRAM

- ◆ Transfer students who begin at Washburn in 1998-99 are subject to the course specific General Education requirements in both their transfer hours and Washburn General Education hours. Transfer students who have earned an associate or baccalaureate degree visit with an advisor regarding specifics.

The following link has list of General Education classes that a student may choose for their requirements:

<http://www.washburn.edu/admin/vpaa/gened.html>

It is used as a guide. Faculty should use their curriculum sheets as their main reference for advising a student.

Please view academic information by selecting links in the table of contents or from the list below:

[Washburn Transformational Experience \(WTE\)](http://www.washburn.edu/wte)
<http://www.washburn.edu/wte>
[College of Arts & Sciences & Degrees Offered](http://www.washburn.edu/cas/undergradjprograms.html)
<http://www.washburn.edu/cas/undergradjprograms.html>
[School of Applied Studies Degrees Offered](http://www.washburn.edu/sas)
<http://www.washburn.edu/sas>

[School of Business & Degrees Offered](http://www.washburn.edu/sobu)
<http://www.washburn.edu/sobu>
[School of Nursing & Degrees Offered](http://www.washburn.edu/sonu)
<http://www.washburn.edu/sonu>
[School of Law](http://www.washburnlaw.edu/)
<http://www.washburnlaw.edu/>

[Degree Audit Instructions](http://www.washburn.edu/project/self-service/advising/WebCapp_steps_students.pdf)
http://www.washburn.edu/project/self-service/advising/WebCapp_steps_students.pdf

DROP/ADD

SCHEDULE CHANGE FORM WASHBURN UNIVERSITY

Fall,
 Spring,
 Summer, 20 ____

Last Name _____ First Name _____ M.I. _____ Student I.D. No. _____

Street Address _____ City _____ State _____ Zip _____ Phone _____

DROP *	Dept	Course No.	Sect	Course Ref. Number	Course Title	Sem Hrs	P/F, Grd Audit	Time	Days of week	Instructor's Signature When Required NO INITIALS

* Dropping below full-time enrollment status may adversely affect your eligibility for scholarships and for certain private insurances. Dropping below 6 hours will adversely affect your eligibility for Federal Financial Aid. Please contact the Financial Aid Office in Morgan 267 for specific information.

ADD	Dept	Course No.	Sect	Course Ref. Number	Course Title	Sem Hrs	P/F, Grd Audit	Time	Days of week	Instructor's Signature When Required NO INITIALS

CHANGE	Dept	Course No.	Course Ref. Number	Course Title	Sem Hrs	P/F, Grd Audit	Sect	Course Ref. Number	Instructor's Signature When Required NO INITIALS
					From				
					To				

- IMPORTANT NOTES**
1. See **class schedule** for deadlines/procedures for dropping, adding, or changing a class.
 2. Any time a class is added, dropped, or changed, there is a **financial obligation** to the University. This form must be taken to the Business Office, MO 205, for additional processing.
 3. File the **Change of Student Records** form in the University Registrar's Office to update your name, address, and/or student I.D. or social security number.

REQUIRED SIGNATURES
(Obtain in order at right)

_____ DATE _____ STUDENT
 _____ DATE _____ UNIVERSITY REGISTRAR'S OFFICE
 _____ DATE _____ BUSINESS OFFICE

Copies: White - University Registrar Yellow - Business Office Pink - Student

DECLARATION OF MAJOR FORM

DECLARATION OF MAJOR / DEGREE / CATALOG YEAR				WASHBURN UNIVERSITY				
<p>Complete and check applicable transaction(s) in consultation with your academic advisor. After first declaring your degree, major, emphasis, and the catalog year from which your requirements will be taken, you will need to file a separate form for making any changes or additions as noted below.</p>								
Name _____				Student I.D.# _____				
Last	First	M.I.	Any other name on record					
<p style="text-align: center;">Declarations</p> <p>____ First Declaration of Degree, Major, and Emphasis (if applicable) at Washburn University <i>Complete 1, 2, 3, 3a, 3b</i></p>	<p style="text-align: center;">Changes</p> <p>____ Change of Catalog Year- <i>Complete 1</i></p> <p>____ Change of Degree - <i>Complete 1, 2, 3, 3a, 3b</i></p> <p>____ Change of Major - <i>Complete 3, 3a, 3b</i></p> <p>____ Change of Emphasis - <i>Complete 3, 3a, 3b</i></p>	<p style="text-align: center;">Additions</p> <p>____ Additional Degree and Major <i>Complete 1, 2, 3, 3a, 3b</i></p> <p>____ Additional Major - <i>Complete 3, 3a, 3b</i></p> <p>____ Additional Emphasis <i>Complete 3, 3a, 3b</i></p>						
<p>1. Catalog Year Please mark the catalog you and your advisor have selected to declare the requirements for your degree: No degree shall be awarded from a catalog earlier than your start date. The catalog you select must be within six years of your date of graduation.</p> <p>• Your Start Date at Washburn (semester/year) _____</p> <p>• Catalog year <input type="checkbox"/> 1997-98 <input type="checkbox"/> 1998-99 <input type="checkbox"/> 1999-00 <input type="checkbox"/> 2000-01 <input type="checkbox"/> 2001-02 <input type="checkbox"/> 2002-03 <input type="checkbox"/> 2003-04</p>								
2. Degrees								
AA _____	AS _____	AAS _____	BA _____	BAS _____	BBA _____	B-ED _____	BFA _____	BGS _____
BHS _____	BIS _____	BM _____	BPA _____	BS _____	BSCJ _____	BSN _____	BSW _____	
<p>3. Major _____</p> <p style="margin-left: 300px;">3a Emphasis _____ If applicable</p> <p style="margin-left: 550px;">If changing emphasis, note previous _____</p> <p style="margin-left: 300px;">3b Emphasis _____ If applicable</p> <p style="margin-left: 550px;">If changing emphasis, note previous _____</p>								
Student Signature		Advisor Signature		Dept. Chair/Dean Signature				
Date		Date		Date				
<p>RETURN ALL COPIES TO: Center for Learning and Student Success Morgan Hall 122. WHITE : University Registrar YELLOW : Dept. Chair /Dean (declaration.major.6.xwp.80 Rev. 5/05)</p>								

Sample