



# *Academic Advising Handbook*

*2019-2020*

**Academic Advising Center**

**110 Holmes Hall**

**(309) 556-3231**

**<https://www.iwu.edu/advising/>**

**advising@iwu.edu**

*"Good advising may be the single most underestimated characteristic of a successful college experience." Richard Light*

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## SECTION 1: GENERAL ADVISING INFORMATION

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## 12 Tips For Good Advising\*

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1. It's not about you.
2. Know their names.
3. Be respectful of your advisees.
4. Listen to verbal and nonverbal cues.
5. Ask "why"?
6. Use open-ended questions.
7. Be available.
8. Learn the university's basic policies, procedures, requirements, rules, and regulations.
9. Learn your campus resources.
10. Never guess.
11. Set limits.
12. Embrace technology.

\*Drake, J., & Hemwall, M. (2009). Twelve Tips for Good Advising. In *A faculty guide to academic advising*. Manhattan, KS: NACADA.

## Academic Advising Expectations

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*Effective academic advising requires a partnership between the student and the academic advisor.*

**An advisee can expect *their advisor* to:**

- Offer opportunities to reflect holistically on themselves and their experiences at IWU.
- Assist them in understanding the purposes and goals of a liberal arts education.
- Effectively communicate the curriculum, graduation requirements, and university policies and procedures.
- Guide them as they define and develop realistic goals.
- Support them as they make academic progress according to their educational plans.
- Monitor their academic progress.
- Be accessible for advising during posted office hours, or via phone and email.
- Be a sounding board as students navigate decisions about their education.
- Facilitate discussions about how to learn from and work effectively with their professors.
- Encourage them to get involved with a variety of curricular and co-curricular activities (e.g. study abroad, internships, research, student organizations).
- Refer them to appropriate university resources as needed.

**An advisor can expect *their advisee* to:**

- Reflect holistically on themselves and their experiences at IWU.
- Attend regular appointments and make regular email and phone contact with their advisor each semester.
- Come prepared to each appointment with questions, reflections, or material for discussion.
- Participate fully in the advising experience.
- Ask questions if they do not understand a topic or have a specific concern.
- Complete all “to dos” and consider recommendations from their advisor.
- Become knowledgeable about requirements, policies, and procedures through the use of the University Catalog.
- Regularly review and track their academic progress using their degree evaluation.
- Follow through on referrals to appropriate campus resources.
- Be open to discussing the impact of their priorities and decisions.

## Tips for Advising Appointments Regarding Registration

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*Even though each advisor will have their own style, the following tips were compiled to ensure consistency among the advising appointments that occurs before registration for the upcoming semester, as well as the information being shared.* The academic advising period is typically seven days (is listed in the university calendar), and even though it is the student's responsibility to contact you to schedule an appointment - it may be advantageous to contact your advisees and set up a sign-up or walk-in process that works with your schedule during that period.

- At least once per semester you will meet with your advisees during the academic advising period that precedes registration.
- The university controls this by not allowing a student to register until they meet with you; as the advisor, you will provide the PIN to access the registration system.

Note: These tips do not address reflective advising discussions and conversations, only registration. For more information regarding reflective advising, please utilize the *Reflective Advising Packet for Advisors*.

### **Prior to meeting with your advisees:**

1. Before meeting with an advisee for the first time, you will receive an advising folder – this folder will stay with you until they graduate (unless they change their major or advisor).
2. The Registrar's Office will send you an email with the details of that semester's registration dates, guidelines, and updates.
3. You will be sent a list of your students' PINs (for you to keep) and PIN letters to distribute to your students from the Registrar's Office.
4. Determine what type of scheduling system you would like to have (appointments, sign-ups during your office hours, walk-ins, etc.) and contact your students to let them know about your schedule and that academic advising is approaching.
5. Familiarize yourself with any documents your department has developed for the advising process.
6. Review/bookmark a) graduation requirements -- pp. 51-53 of the [University Catalog](#), b) the general education requirements -- pp. 85-132 of the [University Catalog](#) and c) your major requirements.

### **Preparing for meeting with your advisees:**

1. Review the [Registration Procedures from the Registrar's Office](#).
2. Look over the [Schedule of Classes](#) to see what courses are being offered for that particular term.
3. Read over any previous notes you have taken and go over the paperwork in the student's advising folder.
4. Depending on your department's policies, generate degree evaluations for your students OR contact your students and remind them bring a current copy to the meeting – see pp. 28-29 for instructions.
5. It may also be helpful to run unofficial transcripts in My.IWU for students since 'F' grades, excessive 'D' grades and 'IN' grades in courses do not appear on the degree evaluations.

## Tips for Advising Appointments Regarding Registration (continued)

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6. If needed, make note of courses/requirements/units remaining and any questions you have for the student.
7. Ensure the [Course Selection Form](#) is readily available to you as you will be completing it with your student during the meeting.

### During the meetings with advisees:

1. Assist the student in planning next semester's schedule.
  - Resources:
    - [University Catalog](#)
    - [Schedule of Classes](#)
    - Documents from your department
    - [Degree Evaluation](#)
2. Recommend the student has alternate course choices in case their first choices are closed by the time they registers.
3. Complete the [Course Selection Form](#); indicate what requirement(s) the course is satisfying.
4. *Print 2 copies of the Course Selection Form, 1 copy should be given to the student and 1 copy must stay in their advising folder **OR** if the student has already completed it, ensure everything is filled out correctly and make sure you keep a copy for their advising folder.*
5. Work with the student on long-term curricular planning (e.g. when to study abroad, best time for an internship, when they will complete remainder of requirements, etc.).
6. Give student their PIN letter at the end of the meeting.
  - Please do NOT provide a PIN to a student via email unless you have completed an advising appointment with the student.

## Recommendations for Resolving a Conflict with a Faculty Member

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1. First, in most cases, a student should talk with the professor directly. Make an appointment during the professor's office hours.\*\*
2. If the conflict is not resolved, a student should talk with the chair or program director who supervises the faculty member (see p. 21).
3. If the conflict is still not resolved, a student may choose to make an appointment with the Associate Provost, Lynda Duke (lduke@iwu.edu).

*The Faculty Handbook* offers the following policy for student complaints about faculty members:

*The Constitution of the Faculty* gives students the same rights to bring grievances involving members of the faculty or administration as other members of the IWU academic community. According to the Constitution, "Grievances may be brought to the Hearing Committee by . . . an individual student or a group of students." Like other complaints, however, student grievances must first go through all other efforts at resolution as provided by the *Faculty Handbook* and [Student Handbook](#) before the Hearing Committee will agree to become involved.

The [Student Handbook](#) offers the following paragraph about how to pursue such grievances:

The Associate Provost is open to students' complaints or suggestions concerning the quality of academic courses and programs, the performance of faculty members, or the effectiveness of other aspects of academic administration (facilities, records, the calendar, standards, etc.). Students may submit their concerns to the Associate Provost in writing or arrange a conference. Confidentiality of such communications will be strictly maintained to prevent fear of reprisals from those subjected to criticism unless the student gives explicit permission for the information and/or his or her name to be used.

In practice, the Associate Provost agrees to hear student complaints **only after ascertaining that students have first tried to address their concerns by discussing them with the faculty member involved or by bringing them to the attention of the relevant department chair/school director**. Only when these channels have been exhausted or when students express reluctance to use these more direct means of resolving their concerns does the Associate Provost become involved. After hearing a student complaint, the Associate Provost consults with the appropriate supervisor to discuss the best way to settle the matter in a manner that respects the rights and interests of all parties involved. In almost all cases, complaints can be resolved at the lowest possible level, and successful communication between the faculty member and the complaining student(s) can be restored. The Provost and Dean of the Faculty will only become involved if the issue cannot be resolved with earlier interventions.

Although not directly related to resolving a conflict with a faculty member, a student may benefit from talking with someone at Counseling and Consultation Services (309-556-3052) to deal with the stress or anxiety caused by the situation.

\*\* Exceptions to this process includes sexual misconduct or perceived discrimination. In cases of sexual misconduct, students should contact the Title IX Administrator, Associate Vice President and Chief Human Resources Officer, Cindy Lotz or Associate Dean of Students Elyse Nelson Winger. In cases of discriminatory behavior based on racial, ethnic, religious affiliation, etc., students should contact the Vice President of Student Affairs, Karla Carney-Hall, or the Dean of Students Office.

## Dealing with Students' Personal Problems

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One of the roles of an advisor is sympathetically listen to their advisees' when they are sharing concerns of an academic, vocational, or personal matter. While we all know (and are learning) the academic components of advising, the personal is much trickier terrain.

**No advisor should stand in as a personal counselor; we are not trained to do so and it is not within the purview of academic advising at IWU.** That said, as teachers and fellow humans, we can listen, build a relationship of trust and confidence, and act in the best interest of the student.

What follows are some *suggestions* for dealing with students' personal problems:

1. Hear the student out. It often takes considerable courage to talk to anyone about the matter. Venting the problem is the first essential step towards finding a solution.
2. Acknowledge the emotions that the student is probably feeling: "I'm sure this is very difficult for you to talk about. It must greatly upset you..."
3. Explain that you are not an expert in this area or at giving people personal counseling, and that all you can do is react at a common sense, human level.
4. Questions may be helpful but refrain from offering advice or suggestions unless specifically asked. Be there and listen; let the student know you have heard what has been said. How much time and energy you put in at this stage is completely up to you and will depend on how comfortable (or not) you are with this student/matter.
5. Refer the student to the area of campus that will give further assistance. In most cases of personal and emotional turmoil, the student should be referred to Counseling and Consultation Services (309-556-3052). You may have to dispel general fears about counseling before a student is willing to make an appointment. International students can be particularly wary of counseling.
6. If you feel comfortable, suggest the student call for an appointment from your office, before they leave.
7. Try to follow up in some way. Simply by closing with, "Stop by and let me know how things went" or dropping a quick e-mail to say hello would let the student know they are welcome to see you again.

## **Issues of Confidentiality and FERPA**

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Confidentiality is an integral part of IWU's philosophy and we adhere to the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 (FERPA). The broad purpose of FERPA is to ensure the accuracy, integrity, and confidentiality of students' educational records.

Any release of records is on a "need to know" basis for educational purposes. Any other release, including to the parents, requires written permission from the student or can be released under prescribed circumstances.

### **Communicating with parents/guardians:**

- *Before discussing anything regarding a student with a parent/guardian, an advisor should verify via the Registrar's Office or Dean of Student's Office that a FERPA waiver has been signed by the student.*
- Advisors may encourage parents to work cooperatively with their students but should use discretion in speaking about the advisee and not feel pressured into excessive "in loco parentis" responsibilities. You may also refer the parent to the appropriate administrative office.
- It is also advisable to inform the student that their parent has called and about the nature of the conversation.

### **Communicating with university officials:**

- University officials may only use records for their intended purposes; however, records and information can be shared with other university officials if "legitimate educational interests" exist.
  - Therefore, an advisor is fully empowered to share advising information with other members of the university community such as the Dean of Students, the Registrar, or the Director of Academic Advising, when doing so serves the educational interests of the student. Indeed, such information sharing is part of our collective responsibility. Beyond relevant course work, this information may include material regarding disciplinary action and/or regarding significant risk to the safety or well-being of the student or others within the community.

### **For additional information:**

- [FERPA: Basic Guidelines for Faculty and Staff A Simple Step-by-Step Approach For Compliance](#) by William R. Van Dusen Jr., J.D.
- [US Department of Education FERPA Website](#)
- [FERPA General Guidance for Students – U.S. Department of Education](#)

## SECTION 2: THE UNIT AND COURSE LOAD

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## The Unit

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### BASICS:

- The unit is the measurement used to track academic credit at IWU
- 1 Unit = 4 semester hours/6 quarter hours
- 1 Unit = 10-12 hours/week in and out of class\*
- Majority of IWU classes are 1 unit
  - Some classes with labs are 1.25 units
  - Some music and theatre classes are .25 or .50

### UNIT VS. COURSE COUNT FOR BA/BS DEGREES:

- Students need:
  - 32 units *AND* 32 courses overall to graduate
  - 11 units *AND* 11 courses at the 300 level and above to graduate
    - Course count must be met without counting the fractional portion in courses valued at 1.25 units (1.25 units = 1 course count)
    - However, students can use partial units (.25-.50) to receive credit for up to 2 courses
  - 18 units outside of their major to graduate

| Unit    | Course Count |
|---------|--------------|
| .25-.50 | 0            |
| .75     | 1            |
| 1       | 1            |
| 1.25    | 1            |

\*p. 62 of the [University Catalog](#)

## Course Load

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### **NORMAL LOAD:**

Students with majors in the following college/schools may not register for more than **4.75 units per semester** (this typically equates to 4 courses):

- College of Liberal Arts
- School of Nursing
- School of Art
- School of Theatre Arts

Students pursuing a Bachelor of Music (BM) degree or a Bachelor of Music Education (BME) degree may not register for more than **5.50 units per semester** (the number of courses this equates to varies).

Note: Physical Education activity courses do not add to a student's units, and can be added to a student's course load in addition to the units listed above.

### **COURSE OVERLOAD:**

Students who have achieved sophomore standing and who have a cumulative GPA of 3.25 or above may apply at the Registrar's Office for permission to overload above the normal load. This overload policy applies to courses taken elsewhere for transfer, as well as courses taken at Illinois Wesleyan. Overloads are not possible during May Term.

- Notes:
  - First-year students *cannot* overload.
  - Students should average 4.0 units per semester to graduate in 4 years.
  - LESS THAN A 3.0 LOAD IN A SEMESTER: If a student drops below 3.0 course units his or her financial aid and billing may be affected. Students with fewer than 3.0 course units should contact those offices.

## Financial Aid and Course Load

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If a student receives a **MAP Grant** from the State of Illinois they **MUST** be enrolled for no less than 3.75 course units *to receive the maximum amount*. The enrollment status is determined following the last day to add a class. Enrolling in 3 would reduce the grant by nearly 20% - but tuition would NOT be reduced. **If an enrolled student drops down below 3.75 units after the last day to add a class, it will not impact their eligibility for MAP.**

If a student receives a federal loan, Pell or SEOG grant, they must be enrolled for at least 3 course units for the semester none of which may be repeats of previously passed courses (grade D or better); otherwise they may not be considered a full-time student for federal financial aid purposes.

Please contact the Financial Aid Office at 309-556-3096 with any questions.

## SECTION 3: REGISTRATION

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## Registrar's Office Video Tutorials

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The Registrar's Office created many video tutorials to assist students with using MyIWU for registration.

Videos include (but are not limited to):

- How to look up a class
- How to add/drop classes
- How to waitlist for a class

Please refer students to the following website as needed:

<https://www.iwu.edu/registrar/registration/tutorials.html>

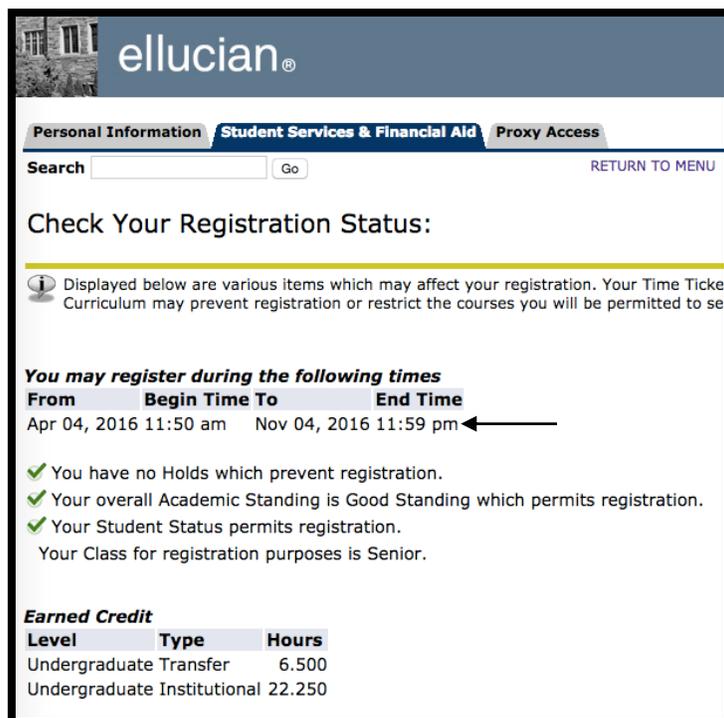
## How Students Find Registration Time

A student's registration time is based on their *earned* units.

To find their registration time **the student**:

1. Logs onto My.IWU.
2. Clicks: Banner Self Service → Student Menu or Student Services Tab → Registration → Check Your Registration Status
4. Selects the term they want the registration time for.
5. Clicks Submit.
6. The *registration begin time and date*\* will then be listed.

\*This time and date signals when the system is available for the student to register; however, they can continue to change their registration at any point until the last day to add/drop classes.



The screenshot displays the ellucian® web portal interface. At the top, there are navigation tabs for "Personal Information", "Student Services & Financial Aid", and "Proxy Access". Below the tabs is a search bar with a "Go" button and a "RETURN TO MENU" link. The main heading is "Check Your Registration Status:". A yellow horizontal line separates this heading from the information below. An information icon (i) is followed by the text: "Displayed below are various items which may affect your registration. Your Time Ticket Curriculum may prevent registration or restrict the courses you will be permitted to se". Below this, a section titled "You may register during the following times" contains a table with columns "From", "Begin Time To", and "End Time". The table shows a registration period from "Apr 04, 2016 11:50 am" to "Nov 04, 2016 11:59 pm", with an arrow pointing to the end time. Below the table are three green checkmarks indicating registration eligibility: "You have no Holds which prevent registration.", "Your overall Academic Standing is Good Standing which permits registration.", and "Your Student Status permits registration." Below these checks, it states "Your Class for registration purposes is Senior." At the bottom, a section titled "Earned Credit" contains a table with columns "Level", "Type", and "Hours".

| Level         | Type          | Hours  |
|---------------|---------------|--------|
| Undergraduate | Transfer      | 6.500  |
| Undergraduate | Institutional | 22.250 |

## How Students Register

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### Look Up Classes:

Allows students to search for classes to add based on various attributes (e.g. general education categories, professors, time of day class is offered).

- In **My.IWU**, click on “**Banner Self-Service**”, then:
  - Select Student Menu link or Student Services tab.
  - Click Registration.
  - Click Look Up Classes to Add.
  - Enter PIN if requested.
- Select a term and then select Advanced Search option to enter various attributes.
- If registration is open to the student:
  - They may register for a course by clicking on the open box next to a course. Closed courses will be labeled with a “C.”
- If registration is not open to the student yet:
  - They should keep track of the five digit “CRN” numbers that are listed on the left hand side of the screen for the classes they are interested in. These are the numbers that they will be able to input into the Add/Drop Classes option once registration is open.

### Add/Drop Classes:

Allows a student to submit CRNs for courses they have already identified, as well as drop courses they are already registered for.

- In **My.IWU**, click on “**Banner Self-Service**”, then:
  - Select Student Menu link or Student Services tab.
  - Click Registration.
  - Click Add/Drop Classes.
  - Enter the PIN number.
  - After the PIN has been validated a screen will appear with several blank boxes.
  - The student will then enter the CRN numbers of the courses for which they are registering and “submit” the choices.
  - A message appear as either “Registered” for the classes, the classes are closed, or there is a specific error.
  - If a student needs to drop a course, they find the correct course under the “Current Schedule” section.
    - Select the drop down menu from the “Action” column and choose “Drop”.
    - The student should sure to submit changes, and then the course(s) should show as dropped. Students can only drop a course on-line before the official drop date for the semester.

**Reminder: Students must have their PIN in order to complete registration!**

***For registration procedures and video tutorials, visit:***

<https://www.iwu.edu/registrar/registration/>  
<https://www.iwu.edu/registrar/registration/tutorials.html>

## Common Registration Error Messages and Explanations

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| Registration Error Message          | Explanation  |
|-------------------------------------|--|
| <i>CRN does not exist</i>           | The five digit course reference number does not exist. Course may have been cancelled or number was incorrectly entered. |
| <i>Dupl CRN with sec _ _ _ _ _</i>  | This course has already been selected.   |
| <i>Time Conflict with _ _ _ _ _</i> | Course meets at the same time as a course already selected.  |
| <i>Pre-requisite not Met</i>        | Course has a pre-requisite that has not been met.  |
| <i>CORQ - _ _ _ Required</i>        | Course has a co-requisite; register for both CRNs at the same time.  |
| <i>Link Error: _ _ _ Required</i>   | Course has another CRN required for registration (i.e. lecture and lab); register for both CRNs at the same time.        |
| <i>Major Restriction</i>            | Course is open only to students with the appropriate major.  |
| <i>Reserved Closed: _ on WL</i>     | Course has reserved seating; must meet certain criteria to register for the course.                                      |
| <i>Closed _ _ _ _ _ waitlisted</i>  | Course is closed; see the Registrar to place yourself on the wait list.  |
| <i>Open _ waitlisted</i>            | Course has opening but there are students on the waitlist that would be put in before you.                               |

**The following registration procedures must be done in the Registrar's Office:**

- Getting on the waitlist for a closed course; this cannot be done via the Web.
- Registration for more units than allowed.
- Registration to take a course CR/NC (pass/fail) or audit.

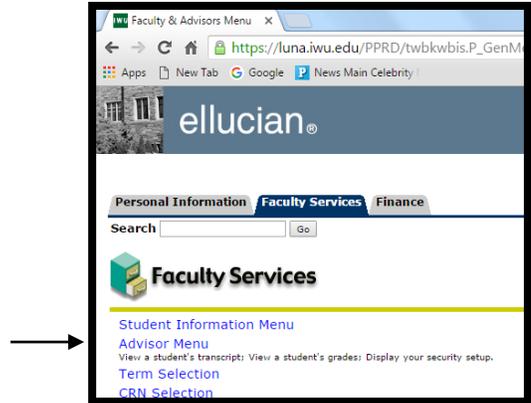
## SECTION 4: MyIWU ADVISOR MENU

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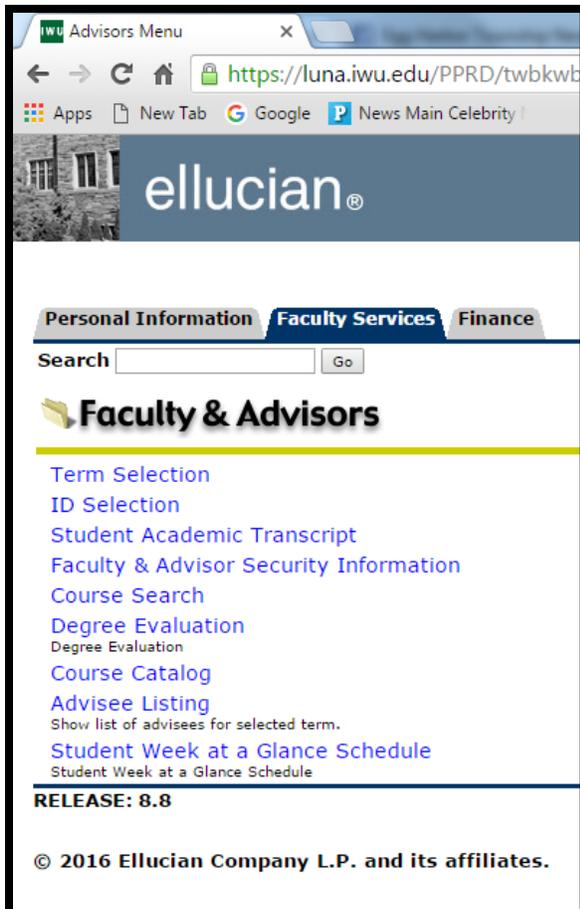
## Utilizing the Advisor Menu in My.IWU

*The Advisor Menu within My.IWU connects to Banner which holds much of our student's data and academic information. Utilizing the information within this menu will increase the effectiveness and efficiency of your advising appointments.*

1. Log onto My.IWU
2. Click on Banner Self-Service in the green menu bar
3. Click on Faculty Menu Link or the Faculty Services Tab
4. Click on Advisor Menu



### ADVISOR MENU OPTIONS



#### **TERM SELECTION:**

Allows you to enter an academic term you would like to use. Other selections from the menu will then utilize that information (e.g. degree evaluation).

#### **ID SELECTION:**

Allows you to enter an advisee's ID number and/or name. Other selections from the menu will then utilize that information (e.g. student academic transcript).

#### **STUDENT ACADEMIC TRANSCRIPT:**

You can generate an unofficial transcript for your individual advisees. Only one transcript can be generated for each individual student, transcripts cannot be produced in bulk.

**Step 1:** Click Submit to select the current term

**Step 2:** Enter Student Name or ID#

**Step 3:** Click Submit

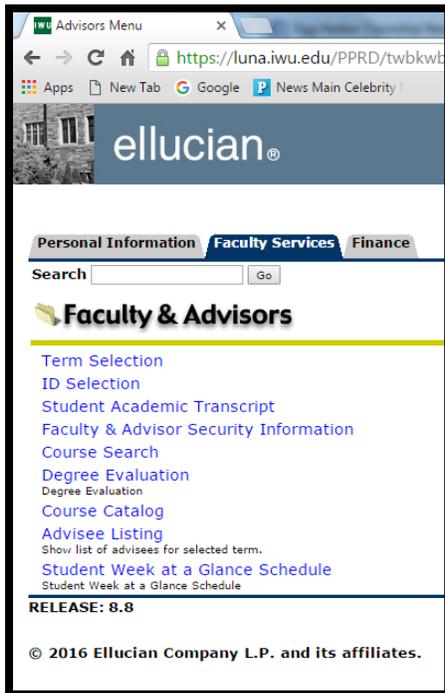
**Step 4:** Ensure "Select a Student or Advisee Box" is correct

**Step 5:** Click Submit

**Step 6:** Click Display Transcript

(Transcript Level can be set at All Levels or Undergraduate and Transcript Type has to remain as Unofficial Transcript)

## Utilizing the Advisor Menu on My.IWU (continued)



### COURSE SEARCH:

Use to search for current classes being offered or view past semester's offerings.

**Step 1:** Select the term you would like to search for and Click Submit

**Step 2: a)** To view classes offered by a specific department, highlight the department, and click Course Search. You will then be able to click View Sections for each individual class.

**Step 2: b)** To view classes by subject, professor, day/time class is being taught, general education category -- click Advanced Search.

**Step 3 (for Advanced Search):** Enter any information you would like to search by, for example professor's name, general education category, or day/time class is being taught.

For example, in an "advanced search" to see what Anthropology classes also count as Contemporary Social Institutions are open, your screen would look like this.

### Tips for Course Search:

- If you want to search for any/all classes that fulfill an attribute/general education category, highlight all subjects in the "Subject" box and then highlight the attribute you are searching for.
  - You can also select multiple attributes. However, it is important to be careful when selecting multiple attributes as it will only display the attribute you are looking for.
    - For example, if you select History in the "Subject" box and Cultural and Historical Change in the "Attribute" type, the system will not display of the course has more than one attribute (i.e. classes that are both Cultural and Historical Change and a US Diversity Flag.
- If you want to search for 300-level courses only, enter '3' into the Course Number Box.

## Utilizing the Advisor Menu on My.IWU (continued)

After clicking Section Search, the following would appear:

| Sections Found |       |      |      |     |     |       |                                |      |                   |     |     |     |           |           |           |           |           |           |                      |                 |          |                             |
|----------------|-------|------|------|-----|-----|-------|--------------------------------|------|-------------------|-----|-----|-----|-----------|-----------|-----------|-----------|-----------|-----------|----------------------|-----------------|----------|-----------------------------|
| Anthropology   |       |      |      |     |     |       |                                |      |                   |     |     |     |           |           |           |           |           |           |                      |                 |          |                             |
| Select         | CRN   | Subj | Crse | Sec | Cmp | Cred  | Title                          | Days | Time              | Cap | Act | Rem | WL<br>Cap | WL<br>Act | WL<br>Rem | XL<br>Cap | XL<br>Act | XL<br>Rem | Instructor           | Date<br>(MM/DD) | Location | Attribute                   |
| C              | 12015 | ANTH | 171  | 1   | B   | 1.000 | Cultural Anthropology          | MWF  | 09:00 am-09:50 am | 20  | 20  | 0   | 150       | 0         | 150       | 0         | 0         | 0         | Rebecca Gearhart (P) | 08/23-12/03     | SHA 106  | Contemp Social Institutions |
| SR             | 12883 | ANTH | 352  | 1   | B   | 1.000 | Gender-Cross-Cultural Perspect | TR   | 10:50 am-12:05 pm | 20  | 12  | 8   | 150       | 0         | 150       | 0         | 0         | 0         | Linda Giles (P)      | 08/23-12/03     | CNS E106 | Contemp Social Institutions |

Class Search

**C** on the left means the class is **closed**.

**SR** on the left means that there are **seats remaining** in the class. (Note: If the class is cross-listed this could be misleading and you will want to check under the XL columns.)

### DEGREE EVALUATION:

Degree evaluations are the most helpful tool you have to advise students regarding their academic progress, as they outline the general education requirements as well as the major requirements if the student has declared a major. It indicates what the student has completed and what he/she has left to take.

*NOTE:* If you ever find an error in a degree evaluation please notify the Registrar's Office.

*For complete instructions on how to generate a Degree Evaluation, see p. 35.*

### COURSE CATALOG:

Use this section to look up course descriptions from the catalog. This is beneficial if you do not have the printed catalog handy; in addition, you can search by term, department and general education category.

**Step 1:** Enter term in which you are searching for classes into the drop-down box

**Step 2:** Click Submit

**Step 3:** Enter department, course number or general education category that you need course description for.

- You have to enter at least one department
- To select more than one department or general education category at a time, hold down the CTRL button as you click on the department/category

**Step 4:** Click Get Courses

For example, to find 100 level Anthropology classes that would count as Contemporary Social Institutions, the screen would look like this:

**Subject:** American Studies  
Anthropology  
Art

**Course Number Range:** from 100 to 199

**Title:**

**Department:**

**Credit Range:**  hours to  hours

**Course Attribute:** All  
Analysis of Values  
Contemp Social Institutions

## Utilizing the Advisor Menu on My.IWU (continued)

### ADVISEE LISTING:

View all of your advisees in this section.

| Advisee Listing |    |                   |                      |                      |                      |                      |                      |
|-----------------|----|-------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Student Name    | ID | Advisor Type      | Student Information  | Holds                | Test Scores          | Transcript           | Degree Evaluation    |
|                 |    | Permanent Advisor | <a href="#">View</a> |

- By clicking on the envelope graphic next to the advisee's name, you can email that individual student.
- At the bottom of your Advising Listing, there is an envelope graphic that you can click on to email all of your advisees at once.
- By clicking on View under the Under Student Information heading, information such as first term attended, expected graduation term, class, program, and major is listed.
  - If you scroll all the way down to the bottom of this screen, you also have the option to click on Student Schedule to see their schedule or Student Email Addresses to see their email address.
- Some students may have holds which prevent registration or obtaining a transcript. You may be able to view them by clicking view under Holds.
- At this time the Test Scores section is not being populated.
- Another way to view a student's transcript is to click on View underneath the Transcript heading for a specific advisee on your Advisee list, and then choose Undergraduate in the Transcript Level and Unofficial Transcript in the Transcript Type and click on Display Transcript.
- Degree Evaluations can be generated from the advisee list by clicking on View under the Degree Evaluation heading for each specific advisee. After you click on View, the screen below will appear and you must click on Generate New Evaluation or What-if Analysis. For complete instructions on how to generate a Degree Evaluation, see p. 35.

|  |                         |
|--|-------------------------|
| <b>Curriculum Information</b>  |                         |
| <b>Primary Curriculum</b>  |                         |
| <b>Program:</b>  | BA for Liberal Arts     |
| <b>Catalog Term:</b>   | Fall 2008               |
| <b>Level:</b>  | Undergraduate           |
| <b>Campus:</b>   | Bloomington             |
| <b>College:</b>  | College of Liberal Arts |
| <b>Degree:</b>   | Bachelor of Arts        |
| <b>First Major:</b> Undecided  |                         |
| <hr/>  |                         |
| <a href="#">[ View Previous Evaluations</a>   <a href="#">Generate New Evaluation</a>   <a href="#">What-if Analysis</a> |                         |

## SECTION 5: DEGREE EVALUATION

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## Basic Guidelines for Reading a Degree Evaluation

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1. The first section on the Degree Evaluation is *Program Evaluation*. This section provides a brief synopsis of courses and units used in the degree evaluation.
2. The next section of the Degree Evaluation lists each *Area* applicable to the student's program of study.
  - a. Majors and concentrations will appear first.
  - b. Next will be General Education and Flag Requirements.
  - c. Any remaining sections monitor for other University graduation requirements (i.e., eleven Upper Division Courses and other elective classes to equal Total Course Count).
3. The column labeled "**Met**" on the far **left** side indicates whether or not a requirement has been met.
  - a. If "Yes" appears in the column, the requirement has been met and the specific course that fulfills the requirement will be listed to the right in that row.
    - i. *Reminder: A "Yes" will appear in the "Met" column if the student is currently taking the course and has not yet completed it. If a student does not successfully complete the requirement/course, it will change back to a "NO" after grades have been rolled.*
  - b. If "No" appears in the column, the requirement has not been met; either the course needed to fulfill the requirement or instructions on how to complete that requirement will be listed to the right in that row.
4. The column labeled "**Source**" on the far **right** side indicates the status of the course.
  - a. If "H" appears in the column, the course has been completed and is in Academic History.
  - b. If "R" appears in the column, the student is currently registered for that course.
  - c. If "T" appears in the column, the course has been transferred in to the University.
5. If a course is to be substituted for a requirement, or a requirement is to be waived for a student the Department Chair needs to send a **Major/Minor Course Exception Form** to the Registrar's Office (110 Holmes Hall).
6. ALL requirements must say "Yes" when a student is ready to graduate.

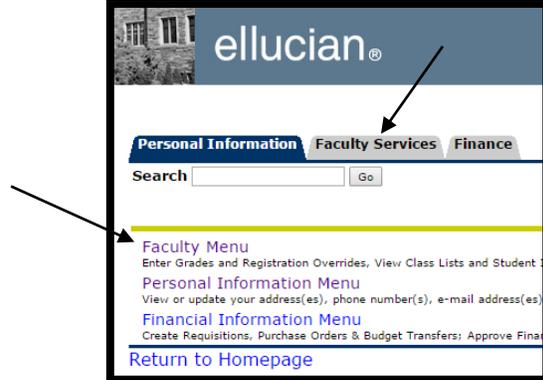
**NOTE:** If a student receives a failing grade in a course, it will **not** appear on the degree evaluation. In addition, if the student goes beyond the allowable amount of 'D' grade(s) in the various areas they also begin not to appear on the degree evaluation. To see all grades for a student, view an unofficial transcript in the My.IWU Advisor Menu.

# How to Generate a Degree Evaluation

## Advisor Instructions

After logging into My.IWU, complete the following to generate a Degree Evaluation:

- Click Banner Self-Service.
- Select Faculty Menu link or Faculty Services Tab.



- Select Advisor Menu.
- Click Degree Evaluation.
- Select the term you would like evaluated (typically it should be the current term).
  - Enter the student's name or ID and click submit. The student's full name and ID will then appear, and you must click submit again.
    - REMINDER: This will default to the last person for whom you ran a Degree Evaluation. To look at a new student use "Select Student ID" at the bottom of the Screen.
  - The student's curriculum information will appear, select either **Generate New Evaluation** or **What-if Analysis**.
    - You must select **Generate New Evaluation** each time you run a Degree Evaluation to ensure that you have the most current information.
    - The What-if Analysis allows you/your advisee to view requirements a student's coursework will fulfill with a different major/minor.

[ [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [Select Student ID](#) ]

| <u>Generate New Evaluation</u>  | <u>What –if Analysis</u>   |
|---|--|
| <p>This would bring up the degree and major(s) that we currently have in the computer system for the student.</p> <ul style="list-style-type: none"><li>• Ensure the radio button next to the Program (Degree) that you would like the Degree Evaluation generated for is selected.</li><li>• Select the desired term (typically the current term).</li><li>• Click Generate Request.</li></ul> | <p>This allows entry of a different major or degree to see what progress the student would have towards this course of study.</p> <ul style="list-style-type: none"><li>• Select the entry term; the term the student entered IWU.</li><li>• Select the Program or Degree and continue adding majors and concentrations as necessary</li><li>• Select the desired term (typically the current term).</li><li>• Click Generate Request.</li></ul> |

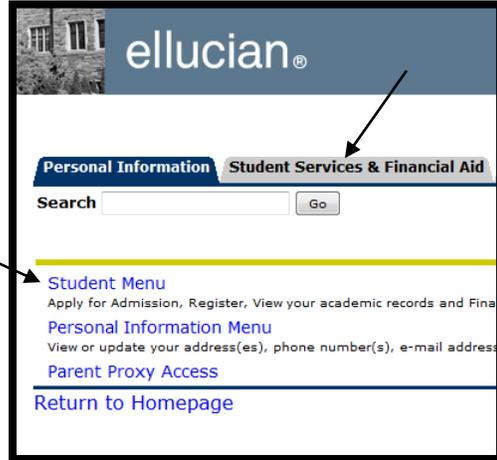
## How to Generate a Degree Evaluation

### Student Instructions

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After logging into My.IWU, complete the following to generate a Degree Evaluation:

- Click Banner Self-Service.
- Select Student Menu link or Student Services Tab.



- Select Student Records.
- Click Degree Evaluation.
- Select the term you would like evaluated (typically it should be the current term).
- At the bottom of the screen - select **Generate New Evaluation** or **What-if Analysis** to proceed.

NOTE: To ensure that you have the most up-to-date information (e.g. classes you are registered for), you must select **Generate New** *each time* you run a Degree Evaluation.

| <u>Generate New Evaluation</u>  | <u>What –if Analysis</u>  |
|---|---|
| <p>This would bring up the degree and major(s) that we currently have in the computer system for the student.</p> <ul style="list-style-type: none"> <li>• Ensure the radio button next to the Program (Degree) that you would like the Degree Evaluation generated for is selected.</li> <li>• Select the desired term (typically the current term).</li> <li>• Click Generate Request.</li> </ul> | <p>This allows entry of a different major or degree to see what progress the student would have towards this course of study.</p> <ul style="list-style-type: none"> <li>• Select the entry term; the term the student entered IWU.</li> <li>• Select the Program or Degree and continue adding majors and concentrations as necessary</li> <li>• Select the desired term (typically the current term).</li> <li>• Click Generate Request.</li> </ul> |

**For video tutorials about the degree evaluation visit:** <https://www.iwu.edu/registrar/registration/tutorials.html>

## SECTION 6: OUTSIDE CREDIT AND PLACEMENT

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## Credit for Work External to Illinois Wesleyan

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Students can earn credit outside of IWU in a variety of different ways and have it apply to their IWU requirements.

The [University Catalog](#) has thorough information on policies. The types of credit with their corresponding location in the [University Catalog](#) is listed below. Also listed below is basic procedure students need to follow to submit their credit for work external to IWU.

- Credit by Examination (AP/IB/Cambridge), p. 77
  - Students must submit scores to IWU directly from the testing administrators
  - Credit will be automatically posted to the student's academic record based on policies outlined in the [University Catalog](#)
  
- College Credit Earned Prior to HS Graduation, pp. 77-78
  - Students must submit official transcripts to IWU from the accredited university where the credit was earned
  - Credit will be automatically posted to the student's academic record based on policies outlined in the [University Catalog](#)
  
- Seal of Biliteracy, p. 78
  - Students must request credit for their Seal of Biliteracy in the Registrar's Office (110 Holmes Hall) within the first three academic years after graduation from high school
  - The Registrar's Office will verify the Seal of Biliteracy on the official final high school transcript
  
- Course Credit Transfer for Currently Enrolled Students, pp. 78-79
  - Students must submit a Transfer of Credit Form (found in the Registrar's Office or the Registrar's Office website) to receive official approval for transfer credit
  - Students will receive confirmation/denial of requests via email from the Registrar's Office
  - Students must submit a final transcript to IWU from the accredited university where the credit was earned

If students have questions about credit for work external to IWU, they should contact the Registrar's Office ([registrar@iwu.edu](mailto:registrar@iwu.edu), 309-556-3161, Holmes Hall 110).

## 2019-2020 Mathematics Placement Guide

To assist you and your advisees in choosing the appropriate mathematics course, we have prepared the following as an "advising-at-a-glance" guide.

| Type of Student   | Recommendation   |
|---|--|
| Students who want or need to take Calculus  | MATH 176, Calculus I (FR)  |
| Elementary Education candidates   | MATH 105 and 106 (FR) – Mathematical Concepts for Elementary Teachers I & II<br>Required for elementary education majors before the end of the sophomore year, <i>except for those minoring in mathematics, who must take the Calculus sequence</i> . Elementary Education majors who drop the mathematics minor may be required to take MATH 105/106 to address state required mathematics content. |
| Students who do not wish to take Calculus I, but want to take a Math course to satisfy their FR requirement | <i>One from the following:</i><br>MATH 110, Finite Mathematics (FR)<br>MATH 135, Applications of Sets, Logic, and Recursion (FR)<br>MATH 140, Mathematical Modeling: Finance (FR)<br>MATH 141, Mathematical Modeling: Statistics (FR)<br>MATH 143, Mathematical Modeling: Discrete Structures (FR)<br>MATH 145, Mathematical Modeling: Measurement and Approximation (FR)                            |

### NOTES:

- Placement into MATH 177, 278 is not allowed, except for those transferring into the sequence from an accredited college or university. In particular, placement into the Calculus sequence by AP credit alone is not allowed.
- First-year students may take Techniques of Proof (MATH 200) with an enrollment waiver signed by the Mathematics Department Chair.
- It is necessary in most mathematics courses to have required prerequisite courses. It is the policy of the Department of Mathematics, as found in the [University Catalog](#), that credit will not be allowed for any math course that is taken after the successful completion of another math course for which the first course was a prerequisite. Thus, if a math course is taken out of sequence, skipping a prerequisite course, then the prerequisite course, which still may be required for the major/minor, will not count towards the major/minor. Students should be aware that bypassing prerequisite courses can result in having to take additional courses to complete the major/minor.

You may wish to consult <https://www.iwu.edu/math/> for more information.

## 2019-2020 Formal Reasoning Guide

Students can satisfy the formal reasoning general education requirement with any of the following courses:

| <b>Non-MATH Courses</b>  | <b>MATH Courses</b>   |
|--|---|
| CS/DASC 125: Introduction to Computer and Data Science                 | MATH 106: Mathematics for Elementary Education Majors II (MATH 105 pre-requisite) |
| CS 126: Introduction to Computer Science Using the Web                 | MATH 110: Finite Mathematics  |
| CS 127: Computer Science I   | MATH 135: Applications of Sets, Logic, and Recursion                              |
| CS 135: Applications of Sets, Logic, and Recursion                     | MATH 140, Mathematical Modeling: Finance  |
| DASC 125: Introduction to Computer and Data Science                    | MATH 141, Mathematical Modeling: Statistics                                       |
| JAPN 303: Studies in Japanese Linguistics (JAPN 101 pre-requisite)     | MATH 143, Mathematical Modeling: Discrete Structures                              |
| PHIL 102: Introduction to Symbolic Logic                               | MATH 145, Mathematical Modeling: Measurement and Approximation                    |
| SPAN 373: Introduction to Spanish Linguistics (SPAN 303 pre-requisite) | MATH 176: Calculus I  |
|  | MATH 215: Linear Algebra (MATH 176 pre-requisite)                                 |

### Majors and Pre-Professional Goal Mathematics/Formal Reasoning Requirements

Many majors and pre-professional goals at IWU require a course(s) which also fulfills the formal reasoning (FR) general education requirement; these majors and pre-professional goals are listed below.

| <b>Major</b>                | <b>FR Requirement</b>     | <b>Major</b>                    | <b>FR Requirement</b>   |
|-----------------------------|---------------------------|---------------------------------|-------------------------|
| Accounting                  | MATH 110 or 176*          | Finance                         | MATH 110 or 176*        |
| Biology                     | MATH 176**                | International Business          | MATH 110 or 145 or 176* |
| Biology/Pre-Med             | MATH 176**                | Marketing                       | MATH 110 or 145 or 176* |
| Biology/Secondary Education | MATH 176**                | Mathematics                     | MATH 176                |
| Biochemistry                | MATH 176                  | Mathematics/Secondary Education | MATH 176                |
| Business                    | MATH 110 or 145 or 176*   | Philosophy                      | PHIL 102                |
| Chemistry                   | MATH 176                  | Physics                         | MATH 176                |
| Chemistry/Pre-Med           | MATH 176                  | Physics/Pre-Med                 | MATH 176                |
| Computer Science            | CS 126 or 127 or MATH 135 | Pre-Engineering                 | MATH 176                |
| Economics                   | MATH 176                  | Pre-Law                         | PHIL 102***             |
| Elementary Education        | MATH 105 & 106            | Pre-Physical Therapy            | MATH 176****            |

\*Many students enter IWU considering majors in Accounting, Business Administration, Finance and International Business; however, they are uncertain exactly which major they want to declare. When advising students interested in these majors, please be aware that MATH 110 and MATH 176 will fulfill the math requirement in the major for all four of the majors, but MATH 145 will only fulfill the math requirement in the major for Business Administration and International Business.

\*\*Although not required for the major, in preparation for many careers in biology majors are expected to take MATH 176.

\*\*\*Although there are not required courses to take for law school admission, PHIL 102: Logic is a recommended course to prepare for the LSAT.

\*\*\*\*General prerequisite requirements for admission to most physical therapy programs include a calculus course.

## 2019-2020 Second Language Placement Guide

**IWU requires the following semesters of second language for graduation:**

|  |               |
|--|---------------|
| B.A. and B.S. – third semester proficiency | B.M.E. – none |
| B.F.A. – second semester proficiency       | B.S.N. – none |
| B.M. – second semester proficiency         |               |

### **IMPORTANT NOTE**

*Recognition of proficiency does NOT equate to receiving course unit credit. IWU does not grant course unit or degree credit as a result of placement exams. However, since the General Education requirement in this area is a proficiency requirement rather than a course unit requirement, the second language requirement alone can be satisfied in this way.*

### **PLACEMENT BY AP TEST SCORES**

A score of **4 or 5** on the respective AP language test (NOT English) means that the student has met the Second Language General Education requirement *AND* that one course unit of credit will be granted.

#### **General placement guidelines for students with AP scores:**

- An AP score of **3** is the equivalent of proficiency through 102. Students should begin in 201.
- An AP score of **4** is generally equivalent to proficiency through 201.
- An AP score of **5** is generally equivalent to the first 300-level course so consideration should be given to the next course in that language's sequence.

#### **Specific AP score guidelines for French, Italian, Latin and Spanish:**

##### **FRENCH:**

- AP score of **5** - start immediately in French 301
- AP score of **4** - start in French 203
- AP score of **3** - start immediately in French 201
- Students with **4 or 5** AP credit should consult Professor Callahan ([callahan@iwu.edu](mailto:callahan@iwu.edu)) during the first week of class or earlier.

##### **ITALIAN:**

- AP score of 4 or 5 – consult Professor Sheridan ([sheridan@iwu.edu](mailto:sheridan@iwu.edu)) during the first week of class or earlier
- AP of 3 – enroll in Italian 201

##### **LATIN:**

- AP score of **4 or 5** may enroll in Latin 399 with consent of instructor
- AP score of **3** - enroll in Latin 201 when next offered
- Students with **4 or 5** AP credit should consult Professor Coles ([acoles@iwu.edu](mailto:acoles@iwu.edu)) during the first week of class or earlier.

##### **SPANISH:**

- AP score of **5** - start immediately in Spanish 303
- AP score of **4** - start in Spanish 203
- AP score of **3** - start immediately in Spanish 201
- Students with **4 or 5** AP credit should consult Professor Nadeau ([cnadeau@iwu.edu](mailto:cnadeau@iwu.edu)) during the first week of class or earlier.

## 2019-2020 Second Language Placement Guide (continued)

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### PLACEMENT BY PLACEMENT TEST SCORES

If a student does not place into a language via an AP test, a placement test needs to be taken. Results from language placement exams serve to recognize language ability, to allow students to enroll in an appropriate course, or fulfill general education credit in Second Language (LA). Students MAY NOT take a placement test in a language once they have begun to study the language at the university level, including transfer credit or study abroad.

**Placement tests may be taken only once in a particular language.** However, students may test in more than one language.

1. **French, Italian, Latin and Spanish:** Placement tests are given in an *on-line* format during New Student Orientation before registration occurs.
  - a. Students will be required to show a photo ID to take the on-line placement test.
2. **Ancient Greek and Japanese:** Placement is done by the professor indicated below; please email the professor as soon as possible if placement is needed.
  - a. Ancient Greek: Professor Nancy Sultan ([nsultan@iwu.edu](mailto:nsultan@iwu.edu))
  - b. Japanese: Professor Jeremy Sather ([jsather@iwu.edu](mailto:jsather@iwu.edu))
3. Special proficiency exams in **languages the University does not offer** may be arranged, when possible, **ONLY** for students who have demonstrated secondary school study or reading and writing proficiency in a language. When appropriate, exams will include reading, writing and speaking. Such languages may include, but are not limited to: German, Hebrew, Korean, Mandarin, Modern Greek, Polish, Romanian, Ukrainian, and American Sign Language.
  - a. Contact Professor Carolyn Nadeau ([cnadeau@iwu.edu](mailto:cnadeau@iwu.edu)) for more information.
  - b. Students are responsible for all costs incurred for placement tests administered in a language other than those taught at IWU.
  - c. Typically, students wishing to take the proficiency exams in other languages should allow for ample time to arrange the exams. October 1 is the deadline for requesting proficiency exams during the fall semester and March 1 for proficiency exams during the spring semester.

### STUDENTS CONCERNED WITH PLACEMENT TEST RESULTS

Students **need the approval of the department chair** if they wish to enroll in a course at a level other than which they were placed. The following are suggestions, but placement depends on student proficiency and level of comfort in any given class.

#### French, Italian, Latin, or Spanish:

- Students with one or two years of the language in high school may expect to enroll in 101.
- Students with three years of high school study in the language may expect to enroll in 102.
- Students with four years of study in the language in high school may expect to enroll in 201.

### SECOND LANGUAGE FOR INTERNATIONAL STUDENTS

**For International Students** we recognize proficiency if their high school courses were taught in a language other than English. However, most of our international students attended a high school in which the primary language of instruction was English. International students who were required to take the TOEFL are exempt from the second language requirement. The Registrar can be contacted as needed.

## 2019-2020 Second Language Placement Guide (continued)

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### CONTACT INFORMATION

**Ancient Greek:** Professor Nancy Sultan ([nsultan@iwu.edu](mailto:nsultan@iwu.edu))

**French:** Professor Chris Callahan ([callahan@iwu.edu](mailto:callahan@iwu.edu))

**Italian:** Professor Scott Sheridan ([sheridan@iwu.edu](mailto:sheridan@iwu.edu))

**Japanese:** Professor Jeremy Sather ([jsather@iwu.edu](mailto:jsather@iwu.edu))

**Latin:** Professor Amy Coles ([acoles@iwu.edu](mailto:acoles@iwu.edu))

**Spanish:** Professor Carolyn Nadeau ([cnadeau@iwu.edu](mailto:cnadeau@iwu.edu))

**Dept. of World Languages, Literatures, and Cultures:** Professor Carolyn Nadeau ([cnadeau@iwu.edu](mailto:cnadeau@iwu.edu))

**Greek and Roman Studies Program:** Professor Amy Coles ([acoles@iwu.edu](mailto:acoles@iwu.edu))

### UPCOMING SCHEDULE OF BASIC LANGUAGE COURSES

#### FALL 2019

French 101, 102, 201

Italian 102, 202

Japanese 101, 201

Latin 201\*

Spanish 102, 201, 275

#### SPRING 2020

French 102, 201, 230

Italian 101, 201

Japanese 102, 202

Spanish 101, 201, 203

\*Latin courses typically cycle through once every three semesters. Latin 101 will be offered Fall 2020.

NOTE: The Greek language sequence is suspended for 2019-2020 with the exception of 399 (independent study).

## SECTION 7: GRADUATING FROM IWU

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## Graduation Requirements

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The basics (not inclusive of all graduation requirements):

- Completion of the general education curriculum
- Requirements for one major
- Minimum number of units/courses for the degree
- 2.0/4.0 GPA cumulatively and in the minor

A complete list of graduation requirements is listed in the [2019-2020 University Catalog](#) on pp. 51-53.

## General Education Requirements

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A student's coursework over a four-year career not only includes a major, but also a broad study of the liberal arts in general education courses. As such, the classes that students take for their general education requirements should be viewed as an opportunity to explore and expand horizons, rather than as a checklist of requirements to complete.

The [General Education Section of the University Catalog](#) (pp. 85-132) is the resource to utilize for reviewing the description, goals, and course criteria for each general education category/flag, as well as for a list of the courses that fulfill a general education category or flag. The general education requirements vary slightly by degree. A detailed table on pages 89-90 in the [General Education Section of the University Catalog](#) displays each degree's requirements. Further, a list of general education requirements by degree can be found in the *2019-2020 University Catalog* on the following pages:

- Bachelor of Arts/Bachelor of Science = p. 127
- Bachelor of Fine Arts (Art) = pp. 127-128
- Bachelor of Fine Arts (Acting and Theatre Design & Technology) = pp. 128-129
- Bachelor of Fine Arts (Music Theatre) = p. 129
- Bachelor of Music (Music Performance Students and Composition Majors) = p. 130
- Bachelor of Music Education = pp. 130-131
- Bachelor of Science in Nursing = p. 132

### Advising Considerations

#### **Overview:**

- In order to graduate in four years, students often take courses that fulfill both a general education category and a general education flag.
- A course may fulfill a major requirement and a general education requirement.
- A course may fulfill a minor requirement and a general education requirement.
- No more than two general education units may come from a single department or school, excluding elementary 101 and 102 language courses, or 201 language course placement (resulting from a second language placement exam).
- When scheduling, a student should have a balance of general education, major, minor and elective courses.

#### **Writing Intensive:**

- In addition to the Gateway Colloquium, students must take two Writing Intensive (WI) courses. One of these courses must be taken in the major, and one of the courses must be completed by the end of the sophomore year. Students who have more than one major must take a WI course in each major (for a total of two WI courses).
- A student can earn a Writing Intensive Flag if his or her score is a 4 or 5 on the English Language and Composition AP Exam, the corresponding AP course was taken, and a grade of B or higher was received in the Gateway Colloquium course.

## General Education Requirements (continued)

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### Second Language:

Dependent on the degree, students are required to demonstrate proficiency in a second language.

- Placement exams are offered to incoming students during new student orientation. Results from language placement exams serve to recognize proficiency, to allow students to enroll in an appropriate course level, or to fulfill the Second Language (LA) general education requirement. **IWU does not grant degree credit as a result of placement exams.**
- Fulfillment of the Second Language (LA) general education requirement can also be met with the appropriate score on an AP language exam.
- Entering international students whose native language is not English are exempt from the second language requirement under any one of the following circumstances: 1) they were required to take the TOEFL (Test of English as a Foreign Language) for admission, 2) they provide a transcript from a secondary school where the primary language of instruction was not English, or 3) they provide a transcript or other form of written certification that documents satisfactory completion of more than four years of study in one language other than English.

Even if students have fulfilled the second language requirement, students are encouraged to pursue advanced study of a second language or to study a third language. However, if students have fulfilled the second language requirement and wish to no longer continue with language study, students have the opportunity to take general education, major, minor, or elective courses in its place.

Please see pp. 34-36 for the Second Language Placement Guide.

### Physical Education:

Students must complete the equivalent of 2 semesters of Physical Education (PEC) courses in order to graduate. Physical Education courses labeled as “X” meet the entire semester, and Physical Education courses labeled as “Y” meet half of the semester. To fulfill the Physical Education and Physical Education Fitness requirement, students can complete the Physical Education requirement in one of the following ways:

- Successful completion of 2 PECX courses, one of which is also a PE Fitness Course
- Successful completion of 4 PECY courses, one of which is also a PE Fitness Course
- Successful completion of 1 PECX course and 2 PECY courses, one of which is also a PE Fitness Course
- 2 seasons of participation in a varsity sport

Depending on a student's schedule, the timing of when a student takes these courses is flexible; however, it is recommended to complete them as soon as possible.

Students cannot repeat PEC courses to fulfill this requirement.

*Physical Education courses are non-credit bearing and can be taken in addition to students' regular course loads.*

## Tracking General Education and Graduation Requirements

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### **Degree Evaluation**

The degree evaluation found on My.IWU is a great tracking tool to show students what requirements they have fulfilled and what they are still missing. Degree evaluations outline all of the major, general education and university requirements individualized for the student.

Either the student or the advisor can generate the degree evaluation. For directions on how to generate a degree evaluation, see pp. 28-29.

NOTE: If you or your student find an error on the degree evaluation, please inform the Registrar's Office (110 Holmes Hall, 309-556-3161, registrar@iwu.edu).

***For video tutorials about the degree evaluation visit:*** <https://www.iwu.edu/registrar/registration/tutorials.html>

## Preparing Seniors for Graduation and Commencement

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The following timeline has been developed to assist advisors in preparing their senior advisees for graduation and commencement.

1. **On the Monday prior to the first week of classes**, seniors will receive an email notification from the Registrar's Office asking them to complete two tasks:
  - a. complete an online graduation application;
  - b. and pick up their Senior Fall Credit Check form in the Registrar's Office.
  - *The student must complete the online graduation application by the end of the first week of Fall classes.*
  - *The Senior Fall Credit Check form must be completed, approved by the advisor, and returned to the Registrar's Office by the end of the first week of Fall classes.*
  - *Students are required to obtain their advisor's approval on the Senior Fall Credit Check form.*
    - Students are instructed to attach a copy of their current degree evaluation to the form and take it to their advisor.
    - This is the time for students and advisors to review the degree evaluations and make notations next to any requirements that are marked "No" or "Not Yet" describing how the student plans to fulfill the requirement.
    - This is a good time for seniors to resolve any outstanding issues with their degree evaluation (i.e. substitution forms, transfer work, etc.) University requirements for graduation can be referenced in the [University Catalog](#) or on pp. 51-53.
  - If students are planning to graduate in December they should indicate that information on the online graduation application.
2. **During late October and early November**, seniors will complete their final required advising appointments and registration prior to graduation.
  - After seniors have completed their final registration for spring semester and May Term, all degree evaluation requirements should be marked "Yes."
  - Please remind seniors to check their degree evaluations after they have completed registration.
3. **Late in the fall semester**, seniors will receive an email message from the President's Office providing information about commencement. This communication will include information on when and where students can order their cap and gown.
4. **After fall grades are posted**, the Registrar's Office will send an email notification to any seniors that have a "No" or "Not Yet" indicator on their degree evaluation. Seniors wishing to graduate must resolve any outstanding issues with their degree evaluation at this time.
5. **In mid- to late- January**, a day will be set aside for seniors to order their cap and gown at the Hansen Student Center.
6. **Two weeks prior to the end of the spring semester**, seniors will receive an email notification from the Registrar's Office asking them to pick up their Degree Clearance Card for approval of majors, minors and concentrations. *These cards must be signed by the department chair and returned to the Registrar's Office by the last day of final exams.*

## Preparing Seniors for Graduation and Commencement (continued)

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7. **The week of Honors Convocation**, seniors participating in Commencement will pick up their cap and gown at the Hansen Student Center.

8. **Commencement Participation:**

- Illinois Wesleyan has one commencement ceremony which takes place after the end of the spring semester. Those students wishing to participate in the commencement should have completed, by the end of spring term, all requirements for the degree or be within two requirements of completion. December graduates from the previous year can also participate.
- If a student is enrolled in the May term after commencement, they may participate in the ceremony (having met the criteria above), but they will not receive their diploma and IWU will not post their degree until their May term course and all other requirements are completed.
- In addition, all Incomplete or In-Progress grades must be completed before a student's degree will be posted or the student's diploma released.

9. **Graduation Dates**

- The university has four graduation dates throughout the year. The official graduation date will be assigned as the next possible date following the completion of all requirements. These are the final day of the Fall, Spring and May Term semesters and August 31.

10. **Clearance Requirements for Graduation**

- All students are required to submit a Clearance Form signed by the Department Chairs of all majors/minors. Students will be notified by the Registrar's Office, at the end of the term that they plan to graduate, and when and where to pick up this form.
- All financial obligations to the university must be met before a student's diploma or transcripts will be released.

**SECTION 8: HOW TO**

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## How does a student add, drop, or withdraw from a class?

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### **Adding/dropping a class:**

Students may add/drop classes on My.IWU during the first 5 days during the Fall and Spring semesters and the first day of May Term. Please refer to the [Academic Calendar](#) for specific dates.

Students who wish to add or withdraw from a class after these dates must petition in the Registrar's Office.

### **Withdrawing from a class:**

Students may withdraw from a class on My.IWU anytime during the first 8 weeks of class during the Fall and Spring semesters and the first 3 days of May Term. Please refer to the [Academic Calendar](#) for specific dates.

Students who wish to withdraw from a class after these dates must petition in the Registrar's Office.

NOTE: "W" is recorded on the transcript for any class a student withdraws from after the fifth day of class in the Fall and Spring semesters, and after the first day of May term. Classes that students drop during the first 5 days of the Fall and Spring semesters or on the first day of May term are not recorded on the transcript.

***It is highly recommended that students consult with their advisor before making changes to their schedule.***

***For a video tutorial visit: <https://www.iwu.edu/registrar/registration/tutorials.html>***

## How does a student waitlist for a closed class?

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Online waitlisting is available through the MyIWU online registration system. Waitlists will be maintained through the add/drop period of each term (the first 5 days of classes during the fall and spring terms and the first day of May term). Students will be notified by an automated email if a student becomes available in a waitlisted class.

Students who have placed themselves on a waitlist must closely watch their email for notification of an open seat. Once the notification has been sent, the student has only **24 hours** to act on the notification of the open seat will be offered to the next student on the waitlist. If they do not respond to that notification, they will be removed from the waitlist.

***For a video tutorial visit:*** <https://www.iwu.edu/registrar/registration/tutorials.html>

## **How does a student enroll in a closed class?**

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Student completes and submits a "Closed Class Authorization Form" found in the Registrar's Office. This form must be signed by the Department Chair.

## How does a student take a class CR/NCR (pass/fail)?

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To elect this grading option a student must go to the Registrar's Office and complete the proper form to declare one course CR/NCR prior to the end of the first week of classes.

- First-year students may not take any course CR/NCR.
- Students must have completed 8 course units and be in good academic standing to take a course CR/NCR.
- Major, minor and general education courses CANNOT be taken CR/NCR.
- May term classes CANNOT be taken CR/NCR.
- Limited to one course per term and six courses total.
- **In general, when in doubt about a course, the better strategy is to elect the CR/NCR option initially because a student has only the first week of classes to make that declaration. On the other hand, a student has until the withdraw date to DELETE that designation and take the course for a grade.**

Students do not (and should not) notify the instructor. Regular grades are submitted to the Registrar who converts them according to the uniform standard of Credit for grades of "C-" and above, and No Credit for grades of "D" and "F".

## How does a student audit a course?

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To elect to take a course as an audit the student must have the instructor's permission and complete the declaration form in the Registrar's Office prior to the start of the term. Only lecture classes can be taken as an audit.

No grade is given for auditing, nor is work counted toward a degree; the instructor is under no obligation to grade papers for an auditor. A student auditing a class may be dropped for non-attendance at the discretion of the instructor.

## How does a student take an overload of classes?

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The Registrar, in certain specific cases, may grant permission to selected upper-class students to enroll in an overload of up to one course unit of academic work in the fall or spring semester for no additional tuition charge. No overloads will be granted for the May Term.

*Students with first-year standing are not allowed to overload.*

The Registrar will evaluate applications for permission to take an overload on an individual basis. The primary general concern in judging applications is the academic welfare of the student involved. Specific criteria may involve the following:

- Demonstrated academic ability.
  - The faculty have established a GPA of 3.25 as a minimum requirement in this regard.
  - Applications from seniors whose cumulative GPA is below this standard may be considered, but only where there is a clear and compelling need which warrants an exception.
- A clear statement of the reasons for desiring to take the overload.
- The availability of other alternatives for achieving the individual's goals.
- The total planned course schedule for the term in which the overload is desired.
- The student's career plans and the extent to which the overload may be relevant to them.
- Other relevant information provided by the student.

Students must complete and return the *Academic Overload Application* form to the Registrar's Office. It must be signed by the academic advisor.

## **How does a student change their *degree*?**

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A student must complete and submit a *Declaration of Major-Minor-Degree/Change of Advisor Form* in order to declare or change their degree. This form can be picked up in the Registrar's Office or found on their website: <https://www.iwu.edu/registrar/forms.html>.

The form must be signed by the student, the Department/Program Chair of the new degree, and an advisor in the new major department (if applicable) before it is returned and processed by the Registrar's Office.

## How does a student change/declare a *major*?

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A student must complete and submit a *Declaration of Major-Minor-Degree/Change of Advisor Form* in order to declare or change their major(s). This form can be picked up in the Registrar's Office or found on their website: <https://www.iwu.edu/registrar/forms.html>.

The form must be signed by the student, the Department/Program Chair of the new major, and an advisor in the new major department before it is returned and processed by the Registrar's Office.

\*Note: To delete a major, only the student's signature is needed.

## How does a student change their *advisor*?

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A student must complete and submit a *Declaration of Major-Minor-Degree/Change of Advisor Form* in order to change their advisor. This form can be picked up in the Registrar's Office or found on their website:

<https://www.iwu.edu/registrar/forms.html>.

The form must be signed by the student and the new advisor before it is returned and processed by the Registrar's Office.

## How does a student declare/change a *minor(s)*?

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A student must complete and submit a *Declaration of Major-Minor-Degree/Change of Advisor Form* in order to declare or change their minor(s). This form can be picked up in the Registrar's Office or found on their website: <https://www.iwu.edu/registrar/forms.html>.

The form must be signed by the student and the Department/Program Chair of the new minor before it is returned and processed by the Registrar's Office.

\*Note: To delete a minor, only the student's signature is needed.

## **How does a student declare/change an *educational goal/pre-professional program*?**

While the educational goals and pursuit of pre-professional programs (e.g. Occupational Therapy, Physician's Assistant, Physical Therapy, Pre-Dentistry, Pre-Engineering, Pre-Forestry, Pre-Law, Pre-Medicine, and Pre-Veterinary Medicine) of our students do not appear on a student's transcript, keeping accurate records of our students educational goals/pre-professional programs is essential for our students to receive up-to-date information, for the university to keep accurate records, and to assist our colleagues advising these students.

A student must sign and submit a "Declaration of Educational Goal/Pre-Professional Program" in order to declare or change their educational goal/pre-Professional program(s). This form can be picked up in the Registrar's Office or found on their website: <https://www.iwu.edu/registrar/forms.html>.

## **How does a student apply for an interdisciplinary or contract major or minor?**

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Students proposing a Special Interdisciplinary or Contract Major or Minor must submit the completed application and supporting documents to the Associate Dean of Curricular and Faculty Development no earlier than fall semester of the sophomore year and no later than March 1<sup>st</sup> of the junior year. Please reference the *Special Interdisciplinary or Contract Majors and Minors* section on pp. 55-56 of the [University Catalog](#) for a description of major/minor requirements.

This application can be picked up in the Registrar's Office or found on their website:  
<https://www.iwu.edu/registrar/forms.html>.

## How does a student petition for an exception?

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Students should be familiar with the University's academic policies as stated in the [University Catalog](#) and in the [Student Handbook](#). Requests for an exception to University regulations require justification. The "Petition for Academic Exception Guidelines" can be found in the Registrar's Office. *Petitions may be submitted for a number of different reasons*; however the two most common are 1) dropping/adding/withdrawing a course after the deadline and 2) changing to/from credit/no credit (pass/fail).

### **DROP/ADD/WITHDRAW COURSE AFTER THE DEADLINE:**

This petition is considered when the instructor confirms in writing that a student started or stopped attending a course before the deadline but failed to officially drop/add/withdraw the course in the Registrar's Office. *After the deadline a fee will be assessed in connection with the granting of the petition.*

The Faculty have required strict enforcement of the deadlines. They have also established the following guidelines for allowing exceptions to them, however.

1. Verified medical excuses.
2. Substantiated serious personal or family problems.
3. Advisor error on prerequisites, placement, or judgment.

Since dates are clearly stated in the [University Catalog](#), the University Calendar and on the Program of Classes, advisor error on this point is generally NOT an acceptable excuse. Nor are the following regarded by the Faculty as acceptable excuses:

1. Performance in the course.
2. Unexcused absences.
3. Short duration illness.

### **CHANGING TO/FROM CREDIT/NO CREDIT (PASS/FAIL):**

The deadlines for changing to or from pass/fail are the same as the Add/Drop/Withdraw deadlines. Petitions after these deadlines will normally not be granted if a student has received any grades for work done in the course. *After the deadline a fee will be assessed in connection with the granting of the petition.*

## How does a student athlete remain academically eligible to compete in their sport?

Athletes must fulfill the following requirements to compete in intercollegiate athletics:

- Full time status (3.0 or more units; **must be enrolled and attending**).
- **GPA:**
  - To participate as a freshmen after the first term of enrollment 1.50
  - To participate as a sophomore 1.75
  - To participate as a junior/senior 2.00
- **Units completed:**
  - First year (after first semester) 3.00
  - Second season of sport 6.00
  - Third season of sport 12.00
  - Fourth season of sport 18.00

More specific information may be obtained from the coaching staff, the athletic director or assistant athletic director.

**\*\*REMINDER:** Full season participants in a varsity sport will be given credit for PE 250X and their PE Fitness requirement. *Students can complete their Physical Education general education requirement by competing in two full seasons of a varsity sport.*

## **How does a student take a leave of absence from the university?**

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A student who is considering taking a leave of absence from the University should discuss plans with the Dean of Students and their academic advisor. Notification of the leave will be considered official only after the student has completed and returned a "Leave of Absence Request Form" to the Dean of Students Office, and the form has been processed by the Registrar's Office.

## **How does a student withdraw from the university?**

---

A student who is considering withdrawal from the University should discuss plans with the Dean of Students and their academic advisor. Notification of intent to withdraw will be considered official only after the student has completed and returned a "Withdrawal Notification Form" to the Dean of Students Office, and the form has been processed by the Registrar's Office. Further, if a student requests to withdraw after the last day to drop a class but before the end of the semester, they must also complete the "Petition for Academic Exception Form."

## How does a student request a copy of their transcript?

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### Online – Credentials Solutions

Illinois Wesleyan University has authorized Credentials Solutions to provide transcripts ordering via the web. Students can order transcripts using any major credit card. *Note:* There is a \$3.00 online processing fee for every submitted request in addition to the \$10.00 fee per IWU transcript.

- To order an official transcript, students can login to the Credentials Solutions secure site which can be accessed here: <https://www.iwu.edu/registrar/Transcripts/>

### By Mail

Students can obtain a copy of their transcript by filling out the Transcript Request Form, also found at <https://www.iwu.edu/registrar/Transcripts/>.

### In Person

Student completes and submits the proper form located in the Registrar's Office – 110 Holmes Hall.

Requests take 1-2 working days to process.

Transcripts mailed directly to the student will be stamped "issued to student". The Registrar's Office does not issue unofficial transcripts.

*Scholarship* transcripts are free of charge if the student is currently enrolled, and we mail the transcript to the scholarship address. If the student wants to pick the transcript up themselves or have it sent to their address, they will be charged according to the fees listed below.

### Transcript Fees

Transcripts are \$10.00 per copy. Payment is by check or cash only. Credit and debit cards are accepted online only for an additional \$3.00. Additional charges are incurred for expedited service and mailing.

For more information visit the [Registrar's Office](#) website.