

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

This handout provides a snapshot of general information regarding IWU's graduation/general education requirements, academic resources, academic advising, and registration.

SECTION 1: REQUIREMENTS	1
SECTION 2: ACADEMIC RESOURCES	4
SECTION 3: ACADEMIC ADVISING	5
SECTION 4: REGISTRATION	7

SECTION 1: REQUIREMENTS

WHAT IS A UNIT?

A unit is the measurement used to track academic credit at IWU.

- 1 unit = 4 semester hours/6 quarter hours
- Expectations are that students spend a minimum of 10-12 hours a week (in and out of class) per course unit
- Majority of classes are 1 unit
 - Some classes with labs are 1.25 units
 - Some music and theatre classes are .25-.5 units
 - There are 0 unit classes that are either required for graduation (e.g. PE) or for a specific major/minor
- Typical course load is 4 units/classes per semester (0 unit courses can be taken in addition to these 4 units)
- Units required by degree are as follows:
 - Bachelor of Arts/Bachelor of Science = 32 units
 - Bachelor of Science in Nursing = 32 units
 - Bachelor of Fine Arts = 32 units
 - Bachelor of Music = 35 units
 - Bachelor of Music Education = 36 units

WHAT DO I NEED TO GRADUATE?

The following is a basic list of requirements you will need to graduate. Even though your advisor will assist and support you, it is ***your responsibility*** to ensure that you complete all of the requirements needed to graduate.

The [2021-2022 University Catalog](#) is one of your main resources!

- Completion of major requirements ([major requirements](#))
- Completion of a minor(s) is optional ([minor requirements](#))
- Completion of [shared curriculum requirements](#)
- Completion of university graduation requirements (pp. [54-56](#))
- 2.0/4.0 GPA cumulatively and in the major/minor, IWU is on the +/- grading system (see pp. [76-77](#))

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

WHAT IS THE SHARED CURRICULUM?

The shared curriculum strives to provide a foundation for a liberal arts education, one that helps students to make connections between and across disciplines and provides a breadth of knowledge.

General Education:

- Gateway Colloquium (GW)
- Analysis of Values (AV)
- The Arts (AR)
- Contemporary Social Institutions (CSI)
- Cultural and Historical Change (CHC)
- Formal Reasoning (FR)
- Intellectual Traditions (IT)
- Literature (LIT)
- The Natural Sciences: Life Science Issues (LSI), Life Science Lab (LSL), Physical Science Issues (PSI), Physical Science Lab (PSL)
- Writing Intensive (W) - flag

Encountering Diversity:

- Second Language (LA)
- Encountering Global Diversity (G) - flag
- Encountering U.S. Diversity (U) - flag

Physical Education:

- Physical Education (PEC)
 - Physical Education Fitness (PEF) - flag

The descriptions, criteria, goals for the shared curriculum can be found in the [2021-2022 University Catalog](#).

ARE THE GENERAL EDUCATION REQUIREMENTS THE SAME FOR ALL DEGREES?

The general education requirements vary by the degree being pursued.

- A table illustrating the differences can be found on page 92 in the [2021-2022 University Catalog](#).
- Courses required by degree can be found in the [2021-2022 University Catalog](#).

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

WHAT ARE CONSIDERATIONS TO KEEP IN MIND WHEN SELECTING SHARED CURRICULUM COURSES?

General Considerations:

- In order to graduate in four years, students often take courses which 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, try to have a balance of general education, major, minor, and elective courses.

Considerations for the Second Language Requirement:

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

- Placement exams were offered during new student orientation for French, Italian, Japanese, Latin, and Spanish.
 - 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.
- If you believe you have proficiency in a language IWU does not offer, and you would like to see if you can fulfill your second language requirement with that language, please contact Professor Carolyn Nadeau (cnadeau@iwu.edu) to see if a proficiency test can be arranged.

Considerations for the Physical Education Requirement:

You must complete the equivalent of 2 full semesters of Physical Education (PEC) courses, one of which being a Physical Education Fitness course, in order to graduate.

- PEC X courses meet the entire semester.
- PEC Y meet half of the semester.

Depending on your schedule, the timing of when you take these courses is flexible; however, it is recommended to complete them as soon as possible.

PEC courses are *non-credit bearing* and can be taken in addition to your regular course load.

PEC courses *cannot be repeated* to complete the general education requirement.

Student athletes: You will fulfill your Physical Education and Physical Fitness requirements upon completion of 2 seasons of varsity sport participation.

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

SECTION 2: ACADEMIC RESOURCES

Various resources are in place to help you succeed academically.

- **Your professors:** Your professors hold scheduled office hours each week to assist you; in addition, you can schedule appointments with them.
- **Your academic advisor:** Your assigned academic advisor(s) are available to provide you with academic support and/or will refer you to appropriate campus resources.
- **Ames Library:** Library faculty are specialized by department, are available to consult with you on research and assignment-related questions.
 - https://www.iwu.edu/library/contact/fac_staff.html
- **Departmental Tutoring:** Many departments offer tutoring; check with your professor or the department chair for schedules.
- **Academic Skills Series:** The Academic Skills Series presents topics related to your academic success (e.g. note-taking, time management, procrastination – just to name a few).
 - <https://www.iwu.edu/writing-center/student-resources/skills.html>
- **Academic Success Tutors:** Peer tutors that will assist you with improving your academics skills (e.g. time management and how to take notes).
 - <https://www.iwu.edu/writing-center/student-resources/skills.html>
- **Language Resource Center (LRC):** Tutoring is available for second language classes. Appointments can be made online.
 - <https://www.iwu.edu/language-resource-center/>
- **Writing Center:** The Writing Center is available to help with your writing for any class. Appointments can be made online.
 - <https://www.iwu.edu/writingcenter/>

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

SECTION 3: ACADEMIC ADVISING

HOW AM I ASSIGNED TO AN ACADEMIC ADVISOR?

If you have declared a major(s): You are assigned to an advisor who is a faculty member in your declared major department, or to a dedicated first-year advisor (outside of the department) specifically trained to advise for the declared major department.

- If you are assigned to a dedicated first-year advisor (outside of the department), you will be assigned to a faculty member in your declared major department beginning in your second year of study. Once you are assigned to an advisor in your declared major department (either in your first or second year), that faculty member will continue to advise you through graduation.

If you have not declared a major(s): You are assigned to a faculty advisor specifically trained to advise undeclared students. Should you not have a declared major after your first year, you may stay with your assigned advisor, or you may choose to be assigned to the Director of Academic Advising who will assist with the major exploration process. When you declare your major, a departmental advisor will be assigned at that time.

If at any point in your educational career you are undeclared with your major, or are contemplating a change in major, you are also encouraged to see the Director of Academic Advising.

WHEN DO I MEET WITH MY ACADEMIC ADVISOR?

You are required to meet with your advisor *at least once per semester* for assistance with course scheduling and to receive your registration PIN. However, you are strongly encouraged to meet with your advisor on a regular basis.

HOW CAN I CHANGE MY ACADEMIC ADVISOR?

You can change your advisor* by completing the [appropriate paperwork](#) in the Office of the Registrar and submitting it to registrar@iwu.edu. This form does require the signature of the new advisor.

*Please note that advisor changes for first-year students will not occur until the completion of the first week of the fall semester classes.

WHERE CAN I RECEIVE ADDITIONAL ADVISING ASSISTANCE?

In addition to your assigned advisor, you can make an advising appointment with the Director of Academic Advising by calling 309-556-3231 or emailing advising@iwu.edu.

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

WHAT ARE EXPECTATIONS FOR ACADEMIC ADVISING?

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

You can expect **your advisor** to:

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

Your advisor will expect **you** to:

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

2021-2022 SNAPSHOT OF REQUIREMENTS, ADVISING & REGISTRATION

SECTION 4: REGISTRATION

WHAT IS THE ADVISING AND REGISTRATION PROCESS?

Each semester you will:

- Receive an email from the Registrar's Office reviewing registration procedures.
- Check MyIWU for the day/time you are able to register for the following semester, and also confirm if there are any holds on your registration account.
 - Registration dates/times are assigned based on the number of units you have completed.
 - If you have a registration hold, you will not be able to register until it has been removed.
- Meet with your academic advisor to plan and confirm your upcoming semester's schedule.
 - They will provide you with a PIN which you must have in order to register.
- **TIP:** Take a picture of your PIN on your phone each semester, and do not delete it until after you receive the next one. You must have your PIN to make any changes to your registration during the semester.
- Register on MyIWU from any computer with internet access on or after your scheduled registration date/time.

WHERE CAN I FIND REGISTRATION ASSISTANCE?

- Video tutorials:
 - <https://www.iwu.edu/registrar/registration/tutorials.html>
- The Registrar's Office:
 - 110 Holmes Hall
 - 309-556-3161
 - registrar@iwu.edu