College of Letters and Sciences

Degree Planning Guide

NAME

ID NUMBER

MAJOR AND DEGREE (B.A., B.S., BSE)

ADVISER

OFFICE LOCATION

TELEPHONE NUMBER and/or EMAIL ADDRESS

Debra Heiber, Director of Advising
College of Letters and Sciences Advising Office
Laurentide 4116
Phone: 262-472-1550
Fax: 262-472-5238
heiberd@uww.edu
www.uww.edu/cls/advising

Rev. 3/2015
This guide is intended for students in the College of Letters and Sciences. Other colleges may have different policies and procedures. Consult the official University Undergraduate Catalog at www.uww.edu/registrar/course-catalogs for the most up-to-date explanations of requirements and policy statements.

Also visit the College of Letters and Sciences website at www.uww.edu/cls/ for the latest news and opportunities.
Plan Your Degree: Make the most of your college career

The College of Letters and Sciences offers many opportunities for a rich and rewarding college experience. Even if you are unsure of your future path, good planning from the early stages of your education on will help you take full advantage of these opportunities. Your adviser can help you with your planning, but you can also be proactive about identifying the opportunities that interest you most. This guide will help by suggesting some strategies for organizing and making the most of your time in college.

Build your personal portfolio

As early as your first year in college, start building an account of your interests, activities, work experience, special projects and skills. You may want to note topics in your major that interest you, or describe special learning activities in which you have participated. Keeping these notes in an organized fashion will be invaluable as you begin to write resumes, letters and applications for jobs or graduate schools. You may also find that keeping these notes will help focus your academic experience and help you be a more active learner.

Keep good records

Keep accurate records of your progress to ensure a smooth path to graduation.

- Keep a copy of each semester’s AAR, and check your grades and transcripts regularly through WINS.
- Keep this guide and update it as you work through your requirements.
- Locate department resources like course rotations, requirement checklists, and 4-year planning sheets, and check with your adviser to make sure they are up to date.
- Take careful notes on contact names and dates every time you consult someone about a policy or undertake official actions.
- Follow up on any course substitutions or other changes to the AAR that have been approved by your department. Check your AAR online and work with your department office.

Balance your coursework

Your General Education and degree requirements can introduce you to fields and ways of studying that you may not otherwise have thought to explore. They can also broaden and deepen your knowledge in your chosen field if you take them alongside your major and minor courses. Most departments in the College offer 4-year planning sheets as guides for achieving balance in your studies and making efficient progress toward your degree. Check www.uww.edu/cls/majors-minors or your department’s website. Then consult with your adviser to manage your own long-term plan.
Look into the many activities and programs the University offers for supplementing your classroom work through involvement and hands-on experience. Check the CLS website for new developments.

**Undergraduate Research**

Dr. Catherine Chan, Director
262-472-5133
Many departments and programs offer opportunities to work with faculty mentors on research projects. Ask your adviser to connect you with a department contact or visit the program site.
www.uww.edu/urp

**Honors Program**

Dr. Elizabeth Kim, Director
262-472-1296
With small classes and seminars, the Honors Program is an academic experience for motivated students who seek a challenging and intellectually enriched learning environment.
www.uww.edu/honors

**Student Organizations**

Some departments and programs house student organizations related to their fields of study. See page 22 of this guide, and check with your adviser and department for current information and recommendations.
www.uww.edu/Documents/colleges/cls/Student%20Organizations.pdf

Other student organizations connect students through many kinds of shared interests. Visit the Career and Leadership Development Center’s site for all campus organizations.
www.uww.edu/cld/leadership/student-involvement-office/clubs

**Study abroad/Travel study**

Center for Global Education
262-472-5759
Some departments and programs offer specific travel study courses within the U.S. or internationally, and the University offers many other study abroad opportunities.
uww.edu/cls/international-experiences
www.uww.edu/international/globalexperiences

**Internships**

Career and Leadership Development Center
262-472-1471
Speak with your adviser or the internship coordinator in your department for information about internship possibilities. Also visit the Career and Leadership Development Center’s website for guidance and access to opportunities.
www.uww.edu/cld/career/internships

**Alumni Mentor Program**

Dr. Susan Johnson, Asst. Dean for Student Success; 262-472-1296
The Alumni Mentor Program brings students and alumni together through informative friendships. See the site for more information.
www.uww.edu/alumni/mentor

**EVENTS CALENDAR**

One of the best ways to keep track of events and activities that might interest you is to check the University’s Events Calendar regularly. Find it at events.uww.edu/MasterCalendar/
Investigate careers and graduate school options

In addition to consulting with your faculty adviser about field-related opportunities, you should check out what the Career and Leadership Development Center has to offer as early as your sophomore year. Pay a visit to their office in the UC or start at their website at www.uww.edu/cld/career. This office is a great resource for career planning, finding internships and job experiences, developing resumes, helping with the job search and getting information on graduate school.

If you plan to enter the job market after you graduate, you should post your resume on the Hawk Jobs site in the first semester of your junior year. If your information is on file, you can participate in the recruiting service that brings recruiters to campus to interview prospective employees. You may also wish to take a 1-credit course called LSINDP 399: Career Information in Letters and Sciences.

Prepare early for graduation

- Track your progress through requirements with the Graduation Readiness Checklist on p. 18 of this guide.

- Two semesters before you plan to graduate, schedule a graduation review with your adviser. Review your AAR, and if anything is still marked “Not Satisfied,” be sure you understand why. Many students also ask L&S Advising for an additional review. Remember, you are ultimately responsible for meeting all requirements.

- Follow up with your department office about any course substitutions or other changes to your AAR that have been approved by your department.

- At least one full semester before you plan to graduate, you must complete an online application for graduation so that your academic record can be checked and any problems resolved in time. You can do this at www.uww.edu/registrar/graduation/apply-for-graduation. Make sure that your address information is correct so that you will receive all important information from the graduation examiners. Read your mail and University email and respond promptly to any requests for information. Contact Debra Klocek, L&S graduation examiner, at klocekd@uww.edu, with any questions about graduation clearance.

- After graduation, you can request a refund of the $100 tuition deposit that you made in your first term of enrollment. The request form is available at www.uww.edu/adminaffairs/finance/cashiers-office/enrollment-deposits and must be submitted within one year of separation from UW-Whitewater or your deposit will be put into a scholarship account.
As a major in the College of Letters and Sciences, you will have a faculty adviser who is a teacher and a professional in your field and who can become your mentor. If you are a transfer student with fewer than 24 credits, you will first have an adviser in the Advising Center (Roseman 2054). Check your WINS page for your adviser’s contact information, or, if you have not been assigned an adviser, contact the Academic Department Associate (ADA) for your major.

Other offices in the College and your major and minor departments can help you set up and manage various issues related to your Academic Advising Report (AAR), which you can access in WINS.

**Use Advising Resources**

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**What L&S Advising can help you do**

L&S Advising | Laurentide 4116 | 262-472-1550

The L&S Advising office provides advising support weekdays from 8:30am-4:30pm throughout the academic year and summer. We can help you with:

- choosing an L&S major or minor
- understanding degree requirements
- navigating academic policies
- evaluating transfer credits
- processing requests for personalization (see p.12)
- evaluating AARs for graduation readiness
- troubleshooting of advising issues

**What the L&S deans can help you do**

Asst. Dean Elizabeth Hachten
Laurentide 4106 | 262-472-1713

Asst. Dean for Student Success Susan Johnson
Laurentide 4106 | 262-472-4766

Dean Hachten can help you with:

- reviewing appeals for GenEd requirements
- planning an Individually Designed Major/Minor

Dean Johnson can help you with:

- appealing policies (e.g. late adds and drops)
- working through academic concerns

**What your major department’s office can help you do**

Contact information for department offices is on p. 19 of this guide or can be found on each department’s website. Your department’s ADA can:

- help you declare or change your major and minor
- assign you an adviser or change your adviser (where possible)
- get you information about specific program requirements

Note: If you wish to declare a second major, do so in the department office of that second major.
Most departments in Letters and Sciences place a hold on your registration each semester until you have met with your adviser to be sure that you are moving ahead toward your degree. Some departments do not use registration holds, but still expect that you will be responsible about consulting with your adviser.

It is up to you to decide what kind of relationship to have with your adviser. Will you just see this person once each semester for approving your course selection, or will you take the time to schedule appointments for long-term planning, discussions about your chosen field and advice on career planning? Building such a relationship can be a valuable and rewarding educational experience.

Remember that during pre-registration season your adviser is probably seeing many students to approve course plans. If you schedule meetings with your adviser at other times, you will have more time for long-term planning and consultation.

**WHAT YOUR ADVISER CAN HELP YOU DO**

Contact your adviser when you need to know where to turn for help or what you should consider when making academic choices.

Your adviser can help you

- choose the best major and minor options for your goals
- understand university, college and major/minor requirements
- select courses and sequence them for balance and progress toward graduation
- remove your academic advising hold
- learn about career paths and/or graduate school
- identify extracurricular opportunities on campus that can supplement your coursework
- locate university offices and forms
- address academic problems or concerns
- appeal to the department’s chairperson for any exceptions to specific major course requirements

**PREPARE FOR REGISTRATION ADVISING**

One important time to meet with your adviser is when you select your courses each semester. Preparing in advance will make your time together most productive.

- Schedule your appointment in advance. Check your adviser’s posted office hours and appointment scheduling preferences. If you have class during those times, call or email to request an alternative. If you cannot reach your adviser, contact your department office.
- Review your Advising Report (AAR) and note areas that are not yet completed.
- Review the Schedule of Classes and make tentative course selections.
- Prepare a list of questions or concerns that you would like to discuss.
- Check the Course Catalog for policies.
- Bring this Guide and a copy of your AAR to your meeting. Take careful notes on your discussion and recommended actions.
- Follow through on actions that you have discussed.
If you’ve transferred to the UW-Whitewater, take some time right away to make sure that your record effectively connects all points between your past coursework and your new plans and requirements. For assistance with all transfer advising issues, contact Debra Heiber, Director of L&S Advising, in Laurentide 4114 or at 262-472-1550.

Testing and placement

Placement in English and math is based on courses taken at a transfer institution. If you haven’t taken any relevant courses, then placement will be determined by test scores.

- For English placement, submit ACT subscore for English or UW English Placement Test (if no ACT score).
- For math placement, submit UW Math Placement test score.

Questions? Contact:
Testing Office 262-472-5613
Math Dept. 262-472-1313
Languages and Literatures Dept. 262-472-1036

Evaluation of transfer courses

You must submit transcripts from all institutions you’ve attended (including high school) to Admissions. They will evaluate your coursework and post it to your record. The assistant dean of L&S will then review your record for General Education requirements. This record includes what you identify on your admission application as currently enrolled courses (“tentative courses”). The designation “TNT” on the AAR stands for “Transfer Tentative.” This means that Admissions has not yet received final transcripts. If you do not successfully complete tentative coursework, your Gen Ed requirements could change. (If you do not submit final transcripts, Admissions will place a registration hold on your record.)

Transfer electives

Transfer courses may be assigned a “999” course number (such as English 999). These courses will count for credit, but they may not fulfill requirements unless evaluated by the appropriate department chair. Courses labeled “9999” have been approved for General Education credit. They will include a letter code for the area of Gen Ed (eg. 9999A for Arts).

Re-evaluation appeals

Within a year of your first enrollment, you can request that Admissions re-evaluate a course. You may also appeal to a department chair to have a transfer course “substituted” for a course in the curriculum.

- English 101/102: Languages and Literatures Dept., LT 3209
- Math: Math Dept., LT 2205
- Comm 110: Communication Dept., HE 465
- Gen Ed/Diversity: asst. dean of L&S, LT 4106
For major and minor courses, see the appropriate department chair.

Repeating courses

You may repeat a course from your former institution if you received a C- or lower by taking an equivalent course at UW-Whitewater. Courses evaluated as “999” cannot be repeated. Repeats are subject to other repeat rules (see the University Catalog). It is best to consult an adviser before repeating a course.
Staying on top of your academic progress is the best way to assure yourself a smooth path to graduation. The primary tools for doing so are your Academic Advising Report (AAR), which tracks your fulfillment of requirements, and WINS (uwwins.uww.edu), which allows you to access your AAR and manage many other aspects of your student experience.

### UNDERSTANDING WINS

**Track Your Progress**

1. Use the Shopping Cart to add classes during registration.
2. This dropdown gives you access to your AAR, transcripts, grades, etc.
3. This box shows you what holds you must clear before you will be able to register. All students will have the “Terms and Conditions” hold each term. Click “Details” and follow the instructions to clear this. An “Academic Advising” hold means you must meet with your adviser before you can register.
4. This shows you when your registration window opens for each term.
5. Your adviser’s name will be in this box. The “Details” link will take you to contact information.
Registration holds
Each term, you will have holds to clear before you can register. Check your Holds box in WINS.

Registration priority
Unless you are part of a special group (e.g. Honors), your registration priority is determined by your earned units and academic level:
- Freshman: 0-23.99 units
- Sophomore: 24-59.99 units
- Junior: 60-89.99 units
- Senior: 90-120+ units
Within academic levels, start times are assigned randomly. Check WINS for yours.

Course requisites and permissions
Some courses require you to meet certain conditions before you can enroll, including major or minor, academic level, GPA, units completed or prior courses.
- **A prerequisite** means conditions must be cleared before you can take the course.
- **A co-requisite** means conditions must be met before OR at the same time as the course.

A “permission” is an authorization from a professor, department or college office for you to register for a class without having met the requisites. You must still register for the class on WINS. The course will show as closed, but when you finish all of the registration steps, it will be added.

Unit load
- Full-time is 12-18 units per semester
- Overload: Undergraduate fees increase for each unit over 18 taken in a term. If you wish to take more than 18 units in a semester, you must appeal to the assistant dean for approval. If you are on probation, and wish to take more than 15 units, appeal to Academic Standards.
- If you are approaching the maximum 165 units, check the Excess Credits policy at www.uww.edu/registrar/policies.

Satisfactory/No Credit grade basis
You may choose to take up to 15 units for S/NC. An S indicates the equivalent of a C or better in the class, and an NC indicates the equivalent of a C- or lower (earning no units for the course). S/NC courses do not affect your GPA. You cannot take a course for S/NC if it is for your major or minor or the Gen Ed Core. You can select the S/NC option when you register for a course, but if you wish to change the grading basis after registration, you must appeal to the Registrar’s Office. The decision must be recorded by the 10th day of class for 17-week courses and by the end of the 2nd day of class for short courses. See the complete policy statement at www.uww.edu/registrar/policies.

Late course drop or add requests
You may appeal to add or drop a course after the deadline if there are extenuating circumstances. Find the forms and instructions at www.uww.edu/registrar/forms.

Repeating courses
You may repeat a course in which you earned a grade of C– or below **once** for grade and earned unit replacement. The grade and units earned for the repeated course will replace those earned in the initial attempt in calculating grade point average and units toward degree, but all attempts will remain on the transcript. Additional policies limit the course repeat policy. See the complete policy statement at www.uww.edu/registrar/policies. To appeal for additional course attempts, contact Debra Heiber (LT 4116, heiberd@uww.edu).
The Academic Advising Report (AAR), which you access through WINS, helps you track your progress by matching your coursework to requirements. In general, it will mark individual requirements “Satisfied” when they are completed and collapse whole categories of requirements when they are fulfilled. The AAR is also used to assist with graduation approval. It does not, however, monitor all policies that govern an academic program, so you should use it as a tool along with the University’s Undergraduate Course Catalog, the Schedule of Classes, and your adviser’s recommendations.

Most of your coursework falls into three nested categories: your university-level General Education requirements, your college-level degree program requirements, and your major and minor field requirements. These categories appear in order on your AAR after your general academic performance requirements.

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**I. ACADEMIC REQUIREMENTS**

- Overall minimum credit total and cumulative GPA requirements (see p. 13)

**II. DEVELOPMENTAL SKILLS**

- If necessary, coursework that prepares you to enter the Gen Ed program

**III. COMMUNICATION AND CALCULATION SKILLS**

- Includes foundational English, math, and communication skills courses (see p. 14)

**IV. UNIVERSITY REQUIREMENTS**

- Quantitative and technical reasoning
- Cultural heritages
- Communities
- Physical health and well-being
- Multi-disciplinary electives (see p. 14)

**V. U.S. RACIAL/ETHNIC DIVERSITY REQUIREMENT**

- Course in African-American, Native American, Asian-American or Hispanic experience (see p. 15)

**VI. COLLEGE-LEVEL DEGREE REQUIREMENTS**

- These will depend on your primary official major and degree choice
  - B.A. and B.S. students will see appropriate College of Letters and Sciences requirements (see p. 16)
  - BSE students will see PI-34 licensure requirements (see p. 17)

**VII. MAJOR AND MINOR REQUIREMENTS**

- Includes program coursework and any applicable Unique Requirements (see p. 17)
**AAR ABBREVIATIONS AND TERMS**

**Academic year**
Students are responsible for completing the requirements that were in effect at the time they declared their major and minor. The two-digit number following the major/minor heading on the AAR indicates the effective Academic Year for the student.

**AAR codes**
- **EN**: Enrolled (coursework completed at UW-Whitewater)
- **IP**: Requirement in progress
- **TR**: Transfer course
- **TE**: Test waiver or test unit
- **TNT**: Transfer tentative, pending receipt of final transcripts in Admissions

**Course/grade codes**
- **R**: Retro Unit (foreign language only)
- **T**: Test
- **W**: When used for a requirement or for a course such as English 090: requirement is waived, no unit awarded
- **W**: When used as a grade: student dropped or withdrew from a course
- **EX**: Course taken through an approved exam program (Advanced Placement, CLEP, etc.), usually awarded units

**Milestone**
Some majors and minors have non-course requirements, such as a departmental exit interview. Students should contact their department office for information.

**Personalization**
If a section of the AAR states “personalization required” or indicates that the courses for that requirement must be selected “in consultation with an adviser,” YOU MUST TAKE ACTION to have the department or college office put courses in that section. Always keep notes on personalizations that have been approved!

**Repeat codes**
- First attempt expunged: the grade has been removed from the UW-Whitewater GPA.
- Repeated for unit: this course now carries the unit and GPA points.
- Repeated for no unit: this course repeat was not allowed by UW-Whitewater policy.

**Unique Requirement**
A unique requirement is a course that is required for a major, but not counted as units within the major. These are often prerequisites for courses in the major or courses which fulfill a writing or computer literacy requirement.

**999 elective**
Transfer courses are assigned this generic number when there is no direct match to a UW-Whitewater course. These courses may have to be approved for different areas of the curriculum.

- Communication and calculation skills: see chair of English, math or communication
- Gen Ed: see Asst. Dean Hachten
- Degree: see L&S Advising
- Major/minor: see department chair

**9999 elective**
Transfer courses are assigned this generic number (followed by a letter) when there is no direct match to a UW-Whitewater course, but the course has been approved for General Education. The end letter represents the Gen Ed designation.
Completion of all of your specific course requirements does not guarantee that you have met the minimum of 120 units!

To track your progress toward the required 120 units, use the count at the beginning of the AAR. This number excludes developmental work and includes your courses in progress. Thus, it will count your units as if you had successfully completed the courses you are enrolled in.

**Excess Units Policy:** The University of Wisconsin System Board of Regents requires resident undergraduate students to pay a surcharge for all units beyond 165 that are earned toward their first undergraduate degree. This includes all earned units from UW-Whitewater as well as from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted for your degree. Units from non-UW or non-WTCS schools do not count for this policy, nor do Advanced Placement units, retroactive units, units by exam, or remedial units.

Contact L&S Advising for more information.

**General education objectives and designations (categories III–V)**

The Gen Ed program teaches students to:

- Think critically and analytically, integrate and synthesize knowledge and draw conclusions from complex information
- Communicate effectively in written and oral form
- Develop the mathematical, quantitative and computer skills necessary for calculation, analysis and problem solving
- Understand and appreciate the cultures of the U.S. and other countries, appreciate diversity and live responsibly in an interdependent world
- Understand the natural and physical world and the process by which scientific concepts are developed, tested and modified
- Appreciate the importance of the fine and performing arts
- Make sound ethical and value judgments based on the development of a personal value system
- Acquire a base of knowledge common to educated persons and the capacity for lifelong learning
- Understand the factors and habits that are essential for continual mental and physical health and well-being

**Gen Ed designations and subject areas:**

- **GA** Gen Ed Arts (art, music, theater, dance)
- **GE** Gen Ed Ethnic and Women’s Studies (race and ethnic studies, women’s studies)
- **GH** Gen Ed Humanities (foreign language, literature, history, philosophy and religious studies)
- **GI** Gen Ed Interdisciplinary (consult the schedule of classes each term)
- **GL** Gen Ed Laboratory Science (astronomy, biology, chemistry, geography, geology, physics)
- **GM** Gen Ed Math/Non-Lab Science (computer science, math, L&S interdepartmental, astronomy, biology, chemistry, geography, geology, environmental science and physics)
- **GP** Gen Ed Physical Education
The General Education program includes the Communication and Calculation Skills, University Requirements and U.S. Racial/Ethnic Diversity areas of the AAR.

**COMMUNICATION AND CALCULATION SKILLS (12-13 UNITS OR WAIVERS)**

These courses should be completed within your first 60 units (by the start of your junior year). Any required Developmental Courses must be taken before enrolling in English or math.

**English 101 and 102**
You may be waived from English 101 with an ACT English subscore of 30 or higher.

If English is your second language, you may choose English 161 and 162.

If you are an Honors program student with an ACT English subscore of 24 or higher, you may choose to take English 105. This Honors course will fulfill both English 101 and 102.

**Math 141 or 140**
This requirement may be waived by your UW math placement test scores.

You will need a C or better in Math 141 to proceed to a higher level math course and for some science courses, so take Math 140 only if you are sure you will not take courses in your degree or major/minor that require higher math as a prerequisite.

**Communication 110**
You can take a test for credit if you believe you have the knowledge and skills for this course. Contact the Testing Center (262-472-5613).

**University Requirements (Must Total 32 Units)**

**Quantitative and Technical Reasoning (7-11 units)**
This requirement includes:

- one lab science (GL) for 4-5 units, and
- 3-6 units in an additional math, computer science or science course (GL or GM).

Note: If you select a science course to fulfill the second requirement, it must be in a different subject area than the lab science used for the first requirement.

**Core Curriculum (12 units)**
The Core is a set of four integrated courses intended to develop your critical thinking and application skills in preparation for advanced coursework. These are described by two categories:

**Cultural Heritages**
- Gen Ed 110: World of the Arts
- Gen Ed 390: World of Ideas
  Note: You must have completed English 102 and the other Core courses and have earned 60 units before enrolling in this course.

**Communities**
- Gen Ed 130: Individual and Society
- Gen Ed 120: Historical Perspectives
  OR Gen Ed 140: Global Perspectives

**Physical Health and Well-being (1 unit)**
Includes the required course PEGNRL 192: Personal Health and Fitness for Life.
Electives (8-12 units)

You can select these units from General Education courses in the arts (GA), humanities (GH), social sciences (GS), ethnic studies and women’s studies (GE) or interdisciplinary courses (GI) or 1 unit of physical education (GP). These electives may not be math or science courses.

To insure breadth, you cannot choose more than one course from any one subject area. Exception: Two GP courses may be used for a maximum of 1 unit of electives.

U.S. RACIAL/ETHNIC DIVERSITY REQUIREMENT (1 COURSE)

You must also take a course that is designated DV, such as Ethnic Politics (PoliSci 237), U.S. Multicultural Literature (English 265), etc. This requirement is intended to prepare students for workplace and civic engagement in an increasingly multiracial/multiethnic United States. If appropriate, these courses may fulfill requirements in other areas of the curriculum. For example, Ethnic Politics is a diversity course and a Gen Ed course that may be used as a Gen Ed elective. (Note: Not all GE courses meet the Diversity requirement. Diversity courses must also be marked with the DV code.)

SEARCH FOR GEN ED CLASSES

In WINS Class Search:

Under “Additional Search Criteria,” e.g.:

Course Attribute

General Education

Course Attribute Value

GH - Gen Ed Humanities

GEN ED FOR TRANSFER STUDENTS

Students with an associate degree

(Associate of Arts, Associate of Science, or Associate of Arts and Sciences) from an approved General Education transfer program are waived from all Gen Ed requirements (including World of Ideas).

The Diversity requirement is waived for some associate degrees, but not others. Check your AAR and contact the Admissions office if you have questions about your degree.

Students with fewer than 21 transfer units

are treated as new freshmen and should follow the regular General Education program.

Students with 21 or more transfer units but without an approved associate degree

will complete the regular General Education program with the following exceptions to the Core Curriculum requirements:

Students with 40+ transfer units will take:

Cultural Heritages (6 units)

• One course designated GA
• Gen Ed 390: World of Ideas

Communities (6 units)

• One course designated GS
• One course designated GH

Students with 21-39.99 transfer units

will follow the same model, except that each student will be assigned a Core course (Gen Ed 110, 120, 130 or 140) to take the place of ONE of the above breadth areas (GA, GS or GH). This will be determined by the assistant dean of L&S and will be indicated on the student’s AAR.
B.A. degree requirements: Breadth and language

The Bachelor of Arts degree aims to broaden your awareness of different disciplines and deepen your communication skills through study of a foreign language.

**Requirement 1** Complete 6 units of 300/400-level coursework outside your major and minor. (These courses also cannot be shared with Gen Ed requirements.)

Valid subject areas are: Anthropology, Art Studio, Art History, Asian Studies, Communication, Dance, Economics, English, Film Studies, Foreign Language, Geography (non-science), History, International and Area Studies, Music, Philosophy, Political Science, Psychology, Race and Ethnic Studies, Religious Studies, Sociology, Theatre, Women’s Studies or any 400-level travel study course.

**Note:** WINS does not automatically recognize coursework for this requirement, so you must request personalization. You can do this online at www.uww.edu/cls/students/forms/request-for-personalization.

-AND-

**Requirement 2** Complete 2 semesters of a single foreign language (or demonstrate equivalent proficiency by an appropriate score on a placement examination).

Students who graduated from high school before 2012 may waive this requirement with 2 high school years of the same foreign language. Complete the waiver request form at www.edu/cls/students/forms.

B.S. degree requirements: Science and math specialization

The Bachelor of Science degree aims to deepen your skills in math and science disciplines. (These requirements are for all B.S. degrees in Letters and Sciences except Public Policy and Administration.)

**Requirement 1** Complete a second lab science course (designated GL).

**Note:** This lab science course must be from a different academic area than the lab science used for the Gen Ed University Requirements.

-AND-

**Requirement 2** Select 5 units of math beyond 141 or 6 units chosen from 2 of the following 3 options:

- 3 units of math beyond 141 (excluding Math 230)
- 3 units of statistics chosen from Biology 303, Math 230, Psychology 215, Sociology 295 or Economics 245
- 3 units of computer science
### BSE degree requirements: PI 34 General Education for Licensure

Declaring a major in secondary education is not the same as being accepted into the Professional Education program, so although your L&S adviser can help you plan your subject major, it is critical that you also work with a College of Education and Professional Studies (COEPS) adviser to fully understand your requirements. Contact the COEPS Advising Assistance Center at 262-472-1585 (www.uww.edu/coeps/advising-admissions/advising).

**Requirements**

PI 34 refers to Wisconsin’s Department of Public Instruction’s teacher education program rules. The rules describe a general education requirement that must be met by all teachers seeking their first teaching license, regardless of previous degrees. BSE students at UW-Whitewater must complete one third of the units for a bachelor’s degree or a minimum of 40 semester hours of course work in general education and the course requirements in each of the categories listed. All courses taken to satisfy UW-Whitewater’s proficiency, general studies, major and minor requirements may be used to meet the general education requirements for teacher licensure. See www.uww.edu/coeps/academics/licensure/pi34 for more information.

You can find overall information about admission to the Professional Education program at www.uww.edu/coeps/advising-admissions/admissions/prof-ed-admin. This website offers helpful information and important dates, as well as links to more detailed requirement information.

### Major and Minor Requirements

#### (Categories VII and Higher)

**Courses in residence**

You must complete at least 25 percent of your major and 25 percent of your minor at UW-Whitewater.

**Approved minors**

Not all minors are approved for L&S majors. Check page 21 for the currently approved list. (These lists are updated each semester and are always available at the L&S Advising office or on the L&S Advising website.) Some minors will have requirements for declaration.

Declare early to be sure you can finish on schedule.

**Double majors/double minors**

You may choose to fulfill the requirements for a second major. The second major then fulfills the requirement for a minor. Writing and computer literacy requirements need only be satisfied for one major.

You may choose to fulfill the requirements for a second minor. The second minor does not need to be one of the minors approved by L&S.

**Sharing courses**

In some cases a course may fulfill more than one requirement, although you only earn credit for it once. For example, courses may be shared between major or minor and Gen Ed if they meet the rules for Gen Ed (with the exception of the Public Policy and Administration and Liberal Studies majors).

- Courses in a certificate program may be shared with a major or minor.
- A Unique Requirement for a major or minor may be shared with another major or minor.

However:

- Courses within majors and minors may not be shared. If a major and minor require the same course, work with the departments to determine an appropriate substitution.
GRADUATION READINESS CHECKLIST

My degree is ____________________
My major is ____________________
My major GPA is _______ My UW-Whitewater GPA is _______
My major does/does not (circle one) require a minor
My minor (or 2nd major) is ____________________ (If required)

I know I will graduate because I have:

☐ Fulfilled residence requirements
  • Minimum of 30 units at UW-Whitewater, with 15 of them taken immediately prior to graduation
  • At least 25 percent of major course units and 25 percent of minor course units completed at UW-Whitewater

☐ Completed a minimum of 120 units (as listed in Category I of the AAR)

☐ Met cumulative UW-Whitewater GPA requirements

☐ Completed the Gen Ed Communication and Calculation Skills requirements

☐ Completed the Gen Ed University Requirements (or transfer equivalents)

☐ Completed the Gen Ed U.S. Racial/Ethnic Diversity requirement

☐ Completed my college-level degree requirements (B.A., B.S., BSE)

☐ Completed my major’s requirements, including total units and minimum GPA

☐ Completed my minor’s requirements (if required), including total units and minimum GPA

☐ Applied for graduation at uww.edu/registrar/graduation/apply-for-graduation
# Locate Programs and Offices

## Contacts for Departments and Programs

Also consult the Directory link at www.uww.edu or department websites via www.uww.edu/academics/departments-and-majors.

### Departments in L&S

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Upham 320</td>
<td>262-472-1092</td>
<td>Dr. Kerry Katovich</td>
<td><a href="mailto:katovick@uww.edu">katovick@uww.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Upham 220</td>
<td>262-472-1070</td>
<td>Dr. Baocheng Han</td>
<td><a href="mailto:hanb@uww.edu">hanb@uww.edu</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td>McGraw 104</td>
<td>262-472-1666</td>
<td>Dr. Athula Gunawardena</td>
<td><a href="mailto:gunawara@uww.edu">gunawara@uww.edu</a></td>
</tr>
<tr>
<td>Economics</td>
<td>Hyland 4304</td>
<td>262-472-1361</td>
<td>Dr. Yamin Ahmad</td>
<td><a href="mailto:ahmady@uww.edu">ahmady@uww.edu</a></td>
</tr>
<tr>
<td>Geography, Geology &amp; Environmental Science</td>
<td>Upham 120</td>
<td>262-472-1071</td>
<td>Dr. Peter Jacobs</td>
<td><a href="mailto:jacobsp@uww.edu">jacobsp@uww.edu</a></td>
</tr>
<tr>
<td>History</td>
<td>Laurentide 5221</td>
<td>262-472-1103</td>
<td>Dr. Anthony Gulig</td>
<td><a href="mailto:gulgia@uww.edu">gulgia@uww.edu</a></td>
</tr>
<tr>
<td>Languages &amp; Literatures</td>
<td>Laurentide 3209</td>
<td>262-472-1036</td>
<td>Dr. Marilyn Durham</td>
<td><a href="mailto:durhamm@uww.edu">durhamm@uww.edu</a></td>
</tr>
<tr>
<td>Foreign Languages Coordinator</td>
<td>Laurentide 3110</td>
<td>262-472-1033</td>
<td>Dr. Peter Hoff</td>
<td><a href="mailto:hoffp@uww.edu">hoffp@uww.edu</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Laurentide 2207</td>
<td>262-472-1313</td>
<td>Dr. Fe Evangelista</td>
<td><a href="mailto:evaclevf@uww.edu">evaclevf@uww.edu</a></td>
</tr>
<tr>
<td>Philosophy &amp; Religious Studies</td>
<td>Laurentide 4205</td>
<td>262-472-4775</td>
<td>Dr. Crista Lebens</td>
<td><a href="mailto:lebensc@uww.edu">lebensc@uww.edu</a></td>
</tr>
<tr>
<td>Liberal Studies Coordinator</td>
<td>Laurentide 4212</td>
<td>262-472-1975</td>
<td>Dr. Tracy Hawkins</td>
<td><a href="mailto:hawkins@uww.edu">hawkins@uww.edu</a></td>
</tr>
</tbody>
</table>

### Pre-Professional Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Pre-Dentistry</td>
<td>Dr. Heather Pelzel</td>
<td><a href="mailto:pelzel@uww.edu">pelzel@uww.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Pre-Chiropractic</td>
<td>Dr. Steve Anderson</td>
<td><a href="mailto:anderson@uww.edu">anderson@uww.edu</a></td>
</tr>
<tr>
<td>Political Science</td>
<td>Pre-Law and Legal Studies</td>
<td>Dr. John Ejnik</td>
<td><a href="mailto:ejnik@uww.edu">ejnik@uww.edu</a></td>
</tr>
</tbody>
</table>

### Interdisciplinary Minors

<table>
<thead>
<tr>
<th>Minor</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Studies</td>
<td>Dr. Margo Kleinfeld</td>
<td><a href="mailto:kleinfeld@uww.edu">kleinfeld@uww.edu</a></td>
</tr>
<tr>
<td>Family and Disability Studies</td>
<td>Dr. Michael Oldani</td>
<td><a href="mailto:oldani@uww.edu">oldani@uww.edu</a></td>
</tr>
<tr>
<td>Film Studies</td>
<td>Dr. Donald Jellerson</td>
<td><a href="mailto:jellerson@uww.edu">jellerson@uww.edu</a></td>
</tr>
<tr>
<td>Peace and Justice Studies</td>
<td>Dr. Sarah Hessenauer</td>
<td><a href="mailto:hessenauer@uww.edu">hessenauer@uww.edu</a></td>
</tr>
<tr>
<td>Middle Eastern Studies</td>
<td>Dr. Zohreh Ghavamshahidi</td>
<td><a href="mailto:ghavamshahidi@uww.edu">ghavamshahidi@uww.edu</a></td>
</tr>
<tr>
<td>Race and Ethnic Studies</td>
<td>Dr. Pilar Melero</td>
<td><a href="mailto:melero@uww.edu">melero@uww.edu</a></td>
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</table>

### Pre-Professional Majors

<table>
<thead>
<tr>
<th>Major</th>
<th>Contact Person</th>
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</thead>
<tbody>
<tr>
<td>Environmental Science</td>
<td>Dr. Peter Jacobs</td>
<td><a href="mailto:jacobs@uww.edu">jacobs@uww.edu</a></td>
</tr>
<tr>
<td>Integrated Science/Business</td>
<td>Dr. John Ejnik</td>
<td><a href="mailto:ejnik@uww.edu">ejnik@uww.edu</a></td>
</tr>
<tr>
<td>International Studies</td>
<td>Dr. Anne Hamilton</td>
<td><a href="mailto:hamilton@uww.edu">hamilton@uww.edu</a></td>
</tr>
<tr>
<td>Japanese Studies</td>
<td>Dr. Marjorie Rhine</td>
<td><a href="mailto:rhine@uww.edu">rhine@uww.edu</a></td>
</tr>
<tr>
<td>Public Policy and Administration</td>
<td>Dr. Susan Johnson</td>
<td><a href="mailto:johnson@uww.edu">johnson@uww.edu</a></td>
</tr>
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</table>

### Interdisciplinary Majors

<table>
<thead>
<tr>
<th>Major</th>
<th>Contact Person</th>
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<tbody>
<tr>
<td>Biology</td>
<td>Pre-Dentistry</td>
<td><a href="mailto:pelzel@uww.edu">pelzel@uww.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Pre-Chiropractic</td>
<td><a href="mailto:anderson@uww.edu">anderson@uww.edu</a></td>
</tr>
<tr>
<td>Political Science</td>
<td>Pre-Law and Legal Studies</td>
<td>Ejnik</td>
</tr>
</tbody>
</table>

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Degree Planning Guide 19
# Majors in the College of Letters and Sciences

Unless otherwise noted, all majors may lead to a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree. Majors marked with an asterisk (*) may also be taken as a BSE.

<table>
<thead>
<tr>
<th>Biological Science*</th>
<th>Integrated Science/Business (BS only)</th>
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<tbody>
<tr>
<td>Biology Honors</td>
<td>General</td>
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<tr>
<td>Cell/Physiology</td>
<td>Water Emphasis</td>
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<tr>
<td>Ecology, Evolution and Behavior</td>
<td>INTERNATIONAL STUDIES</td>
</tr>
<tr>
<td>Marine/Freshwater</td>
<td>Foreign Language and Area Studies</td>
</tr>
<tr>
<td>Pre-Biomedical Professions</td>
<td>Business</td>
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<th>Chemistry*</th>
<th>International Economics</th>
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<tr>
<td>Analytical/Instrumental</td>
<td>Public Diplomacy</td>
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<tr>
<td>Biochemistry</td>
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<tr>
<td>Honors Emphasis</td>
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<tr>
<td>Liberal Arts</td>
<td></td>
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<tr>
<td>Professional ACS</td>
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</table>

<table>
<thead>
<tr>
<th>Computer Science</th>
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<tbody>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>Comprehensive</td>
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| Criminology         |                                        |
| CRIMINOLOGY         |                                       |

<table>
<thead>
<tr>
<th>Economics (L&amp;S)*</th>
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</thead>
<tbody>
<tr>
<td>Literature</td>
<td></td>
</tr>
<tr>
<td>Creative Writing</td>
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<tr>
<td>Professional Writing and Publishing</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Environmental Science</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Resource Management</td>
<td></td>
</tr>
<tr>
<td>Geosciences</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
</tr>
</tbody>
</table>

| French*               |                                        |
| FRENCH*               |                                       |

| Geography*            |                                        |
| GEOGRAPHY*            |                                       |

<table>
<thead>
<tr>
<th>Geology</th>
<th></th>
</tr>
</thead>
</table>

| German*               |                                        |
| GERMAN*               |                                       |

| History*              |                                        |
| HISTORY*              |                                       |

| Individualized (L&S)  |                                        |
| INDIVIDUALLY DESIGNED (L&S) | (For information, see www.uww.edu/ |
| Documents/cls/departments/ | Individualized%20Major%20Description.pdf) |
Certificates in the College of Letters and Sciences

A certificate is a cluster of courses that provides additional expertise in an area. It is not officially declared as a degree program and will not appear on the AAR, so it may share courses with your major or minor. Work with your coordinator, who will send approval to the Registrar’s office to note the certificate on your transcript once you’ve completed it.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DEPARTMENT</th>
<th>COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Social Responsibility</td>
<td>Sociology, Criminology and Anthropology</td>
<td>Dr. Leda Nath</td>
</tr>
<tr>
<td>Disability Studies</td>
<td>Sociology, Criminology and Anthropology</td>
<td>Dr. Ron Berger/Dr. Lauren Wilbers</td>
</tr>
<tr>
<td>Diversity Leadership</td>
<td>Women’s and Gender Studies</td>
<td>Dr. Ellie Schemenuar</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Sociology, Criminology and Anthropology</td>
<td>Dr. Pete Killoran</td>
</tr>
<tr>
<td>Geographic Information Systems (GIS)</td>
<td>Geography and Geology</td>
<td>Dr. Peter Jacobs</td>
</tr>
<tr>
<td>Global Engagement</td>
<td>Languages and Literatures</td>
<td>Dr. Matt Lange</td>
</tr>
<tr>
<td>Lobbying</td>
<td>Political Science</td>
<td>Dr. Jolly Emrey</td>
</tr>
<tr>
<td>Paralegal</td>
<td>Political Science</td>
<td>Dr. Jolly Emrey</td>
</tr>
<tr>
<td>Professional Writing and Publishing</td>
<td>Languages and Literatures</td>
<td>Dr. Janine Tobeck</td>
</tr>
<tr>
<td>Web Site Development and Administration</td>
<td>Computer Science</td>
<td>Dr. Athula Gunawardena</td>
</tr>
<tr>
<td>Women's Studies</td>
<td>Women's and Gender Studies</td>
<td>Dr. Ellie Schemenuar</td>
</tr>
</tbody>
</table>
PROGRAM-BASED STUDENT ORGANIZATIONS

Unless otherwise noted, contact the department office or go to the Career Center JOIN site at uww-community. symplicity.com/?s=student_group&mode=list.

BIOLOGY
- Beta Beta Beta (biology honor society)
- Ecology Club
- Helping Hands (pre-veterinary students)
- PHAT Pre-Health Associates of Tomorrow

CHEMISTRY
- Chem Club (Student Affiliates of the American Chemical Society)

COMPUTER SCIENCE
- Association for Computing Machinery

ENGLISH
- Professional Writing Core
- Sigma Tau Delta (English honor society)
- The English Club
- The Muse
- The Whitewater Film Society

GEOGRAPHY, GEOLOGY & ENVIRONMENTAL SCI.
- Gamma Theta Upsilon (geography honor society)
- Weather Hawks
- Whitewater Geographic Association
- Whitewater Geological Society

HISTORY
- Phi Alpha Theta (history honor society)
- History Club
- Public History Club

LANGUAGES
- Chinese Language Club
- Société Française (French society)
- German Club
- Japanese Anime & Cultural Society
- Japanese Language Club
- Spanish Club
- Pi Delta Phi (French honor society)
- Delta Phi Alpha (German honor society)
- Sigma Delta Pi (Hispanic honor society)

MATHEMATICS
- Actuarial Club
- Mathematics Student Association
- Pi Mu Epsilon (mathematics honor society)

PHILOSOPHY & RELIGIOUS STUDIES
- Philosophy Club
- Religious Studies Student Organization

PHYSICS
- Sigma Pi Sigma
- Society of Physics Students

POLITICAL SCIENCE
- Pi Sigma Alpha (political science honor society)
- Political Science Student Association
- Law Society

PSYCHOLOGY
- Psi Chi (psychology honor society)
- Psychology Club
- APSSC (Amer. Psych. Society Student Caucus)

SOCIAL WORK
- Social Work Student Organization

SOCIOLOGY, CRIMINOLOGY & ANTHROPOLOGY
- Alpha Kappa Delta (sociology honor society)
- Alpha Phi Sigma (criminology honor society)
- Law Enforcement Organization
- Sociology & Anthropology Student Association

WOMEN’S & GENDER STUDIES
- WOW (Women of Whitewater)
- Amnesty International
- Students Against Sexual Violence (contact UHCS)
- The Women’s Center

ACADEMIC RESOURCES

For additional contact information, use the online directory wp.uww.edu or call 262-472-1234.

IN THE COLLEGE:

Director of Advising, Debra Heiber, LT 4114
Asst. Dean and General Education Coordinator,
Elizabeth Hachten, LT 4106
Asst. Dean for Student Success, Susan Johnson, LT 4111
Graduation Examiner, Debra Klocek, LT 4108
Dean, David Travis, LT 4104
Associate Dean, Frank Goza, LT

IN THE UNIVERSITY:

Academic Standards, Roseman 2054
Academic Support Center, McCutchan 226
Career and Leadership Development, UC 146
Center for Students with Disabilities, Andersen 2002
Dean of Students, Hyer 200
Financial Aid, Hyer 131
Financial Services, Hyer 110
First Year Experience, UC 243
Health and Counseling Services, Ambrose Health Ctr.
Registrar, Roseman 2032
Residence Life, Goodhue 102
Testing Center, Roseman 2003