ADVISING UNDERGRADUATE ACADEMIC ADVISING

Advising Structure

First-year students and students who have yet to declare a major will be assigned advisors at the Academic Advising & Exploration Center (with the exception of Art, Music and Theatre/Dance majors). After completing 24 units, students who have declared a major will be assisted by advisors within their college or by a faculty advisor within their major department.

Students should contact their advisors for help with course selections, managing academic concerns and career planning. We encourage students to discuss program options such as study abroad and internships or other related work experiences.

All pre-business students have advising holds. Pre-Business students who have more than 24 units should sign up for a Registration Advising Information Meeting in Carlson Room 4035. General Business majors who want advising should schedule an appointment in Carlson 4035. Junior and senior business majors other than general business should check at their major department office for advising times and procedures.

Pre-business students who have 54 or more projected units must attend a Registration Advising Information Meeting during the week of October 18 to complete an application for admission to their major department.

Students planning to graduate in May 2006 must complete an APPLICATION FOR DIPLOMA DATA CARD and obtain a set of instructions for graduation clearance from the Records Department of the Registrar's Office before meeting with their academic advisor.

Advising Locations

• Academic Advising and Exploration Center (Roseman 2054, 472-5220)
  Serving all undeclared students and students with fewer than 24 units completed with the exception of students majoring in Art, Theatre or Music.
• College Advising Offices:
  Arts and Communication (Center of the Arts 2029, 472-1934)
  Business and Economics (Carlson 4035, 472-5588)
  Education (Winther 2003, 472-1585)
  Letters and Sciences (Salisbury 130, 472-1550)
• Departmental Offices (Call university information at 262/472-1234 for locations and telephone numbers)
• Specialized Advising
  Minority Business and Teacher Preparation (Carlson 2008, 472-5677)

Academic Advising Report
Undergraduate AR

DEFINITION

The Academic Advising Report (AR) is a match of an individual student's academic course history against a prescribed set of degree program requirements based upon the academic year on the student's record and the academic year of the requirements on the curriculum file. This type of computer-generated report is possible because both the student academic course history and the curriculum requirements are entered and maintained on computer-based files. Only the records of current students who have begun their attendance at UW-Whitewater Fall Term 1979 or subsequent years can receive a total evaluation by this system. Students who have courses earned or transferred into UW-W prior to that time will have an incomplete AR.

Academic Year Requirements

Students are responsible for meeting all degree requirements in effect at the University of Wisconsin-Whitewater at the time of the declaration of their current major unless they interrupt their attendance at Whitewater by an absence of four or more consecutive academic sessions (including Summer Term), in which case upon re-entry they will be subject to the requirements in effect at that time.
Policy in Determining Academic Year 
for Second Major and Second Minors

In determining which set of requirements to use for a second major or a second minor, the system will match a student’s course work with the most current set of requirements. If the student chooses to pursue a second major or a second minor which was approved for offering by the University after the student’s academic year, it will be necessary to change the second major or second minor year on the student’s record at the advising location.

Program Change (Changes of Degree, Major and Minor)

Freshmen with fewer than 24 credits should process all changes of degree, major and minor in the AAEC. Undeclared students will begin the process at the AAEC.

Upper division students (with 24 or more credits) should begin the major change process at the department office of their major, and take the major change form and file to the department of the new major. Minors are added at the department of the student’s major.

Students who are changing their major into the BBA program, out of the BBA program, or within must request the change to be made at the Assistant Dean’s Office, Carlson 4035. Students changing their majors after admission to the College of Business start the process at the department of their major.

Students who are changing their major into the College of Education program, or within the College of Education program, must be officially admitted to that program area. Contact the Advising Center in the College of Education for information.

Course Request Approval

The approval of an advisor or Department Chairperson of the student’s major is required prior to registering for classes if there is an advising hold indicated on the WINS Registration website. The hold must be cleared through the office placing the hold. All students are strongly encouraged to meet with their academic adviser and/or their department or college early in the term to ensure awareness of critical dates, meetings, and registration information. Students can check their holds, registration appointment and advisor on WINS.

ENGLISH, MATH, FOREIGN LANGUAGE PLACEMENT

The Languages and Literatures Department and Mathematics Department use ACT/SAT scores to determine English and mathematics course placement. (Your Advising Report should indicate the appropriate placement.) If you have any questions on this, please contact the Testing Office (262) 472-5613, the Language & Literatures Department (262)472-1036 or the Math and Computer Science Department (262)472-1313.

English

ACT/SAT Score is used to determine appropriate placement:

<table>
<thead>
<tr>
<th>ACT (English)</th>
<th>SAT (Verbal)</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 and higher</td>
<td>680+</td>
<td>placement in ENGLISH 102 with 101 waived</td>
</tr>
<tr>
<td>17-29</td>
<td>430-670</td>
<td>placement in ENGLISH 101</td>
</tr>
<tr>
<td>16 and lower</td>
<td>420-</td>
<td>placement in ENGLISH 090</td>
</tr>
<tr>
<td>(English 90 does not count toward graduation)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mathematics

MATH PROFICIENCY REQUIREMENT

All students must satisfy the University Mathematics Proficiency Requirement. To do that they must either be waived from the requirement based on test scores, or take one of the Math Proficiency courses:

MATH 140, Math Ideas, for students not needing more math; or
In addition, some students will need to take one or two Developmental Math courses based on their ACT/SAT scores.

ACT/SAT Scores are used to determine appropriate placement:

<table>
<thead>
<tr>
<th>ACT (Math) Placement</th>
<th>SAT (Math) Placement</th>
<th>Math Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 and above</td>
<td>550 and above</td>
<td>waived from math Proficiency</td>
</tr>
<tr>
<td>19-23</td>
<td>460-550</td>
<td>Math 141 or 140</td>
</tr>
<tr>
<td>15-18</td>
<td>350-450</td>
<td>Math 041</td>
</tr>
<tr>
<td>01-14</td>
<td>200-340</td>
<td>Arithmetic Skills Test</td>
</tr>
</tbody>
</table>

**Foreign Language**

Any student who had foreign language in high school and plans to take a foreign language course at UW-Whitewater is required to take the UW-System Foreign Language Placement Examination before the student can register for a foreign language course. Placement at the appropriate level and successful completion of an advanced foreign language course with a “B” grade or better will allow the student to receive retro credits for previous work in that language. Foreign Language Placement Exam Table is listed prior to course offerings.

The Foreign Language Placement Exams will be given at the Testing Office, Roseman Building, Room 2054 by appointment. STUDENTS SHOULD CALL (262-472-5613) the Testing Office to reserve a date to take the test.

Students will be told at each session when the results will be available for the students to take to the advising session so the adviser can use the scores.

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**COMMUNICATION & CALCULATION SKILLS**

Courses or appropriate waivers are required.

3 units or waiver ENGLISH 101
3 units ENGLISH 102 or
3 units ENGLISH 105H

(Replaces both ENGLISH 101 and 102, Satisfies ENGLISH Proficiency Requirement)

3 units or waiver SPEECH 110
3-4 units or waiver MATH 141 or MATH 140

(If waived from English 101, Speech 110 and/or Mathematics 141, a student has satisfied the proficiency requirement for the course(s). Waiver of any course does not reduce the total number of units required for graduation.)

The proficiency courses listed above do not count in general education.

**Completion of Communication & Calculation Requirements**

Students should complete the Communication & Calculation requirements prior to the completion of 60 units toward graduation.

Students who transfer to UW-Whitewater with 60 or more units toward graduation should complete any remaining Communication & Calculation requirements within their first term.

**Completion of Developmental Requirements**

Students who are required to take developmental English (090) or Mathematics (040, 041) should complete the course(s) no later than the term within which they will reach the 30-unit maximum.

**English 101 Waiver**
Students with ACT English subscore at 30 or above (SAT verbal 680 or above) will be waived from English 101. Students will not receive credit for enrolling in any course from which they have been waived.

**Speech 110 Waiver**

All students interested in waiving the Speech 110 requirement must successfully fulfill the following two requirements:

1. **Written Examination**
   Contact the Office of Testing and Student Affairs Research (472-5613) and arrange to take the speech waiver exam during the first two weeks of classes. Results of said exam will be posted at Heide 465 during the following week. A score of 75% correct is required to pass the written examination.

2. **Speaking Requirement**
   After selecting a topic of their choice, appropriate for a college age audience, the student will have a minimum of three days to prepare a 5-7 minute persuasive speech. Three members of the Speech Department will evaluate this speech. If it is decided that the speech is 'B' or better, the student will be waived from Speech 110. Results will be posted the following day at Heide 465.

The waiver process may be attempted only once by each student. Students will not receive credit for enrolling in any course from which they have been waived.

**Mathematics 141 Waiver**

A student shall be waived from the basic algebra proficiency requirement (Math 141) by meeting any one of the following conditions:

1. ACT math score of 24 or greater.
2. SAT math score of 560 or greater.

Students will not receive credit for enrolling in any course from which they have been waived.

Students who feel there are extraordinary circumstances in their case to warrant special consideration by the department should consult directly with the Mathematics and Computer Sciences Department Chair in Baker Hall, Room 205.

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**UNIVERSITY REQUIREMENTS**

*(General Education)*

All undergraduate General Education courses are identified by an indication following the course title. These indicators are:

- GA - Arts
- GE - Ethnic Cultures or Women's Studies
- GH - Humanities
- GI - Interdisciplinary
- GL - Laboratory Natural Sciences
- GM - Math and Natural Sciences (non-lab)
- GP - Physical Education
- GS - Social Sciences

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**UNIVERSITY REQUIREMENTS (GEN ED)**

*(32 Units)*

A revised undergraduate general education program went into effect for the Fall 1994 Term. The program is required for all new freshmen who entered UW-Whitewater for the first time in Fall (or Summer) 1994 or after and for students who transferred to UW-Whitewater beginning in Fall 1996 or after.
Students who transfer with the UW System associate degree (AA/AS) will be considered to have satisfied the Communication & Calculation and University requirements. Returning students who completed at least 50% (21 or more units) of proficiency and general education under the former general education program may request to complete that program, if they do so within a period of eight years from their initial enrollment at UW-W.

Approved General Education Requirements for Transfer Students:

<table>
<thead>
<tr>
<th>Units Transferred</th>
<th>Gen. Ed. Core Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 thru less than 21 units</td>
<td>all Gen. Ed. core courses</td>
</tr>
<tr>
<td>21 thru less than 40</td>
<td>two core courses (including World of Ideas)</td>
</tr>
<tr>
<td>40 or greater</td>
<td>World of Ideas (only)</td>
</tr>
<tr>
<td>Accepted AA/AS</td>
<td>General Education completed</td>
</tr>
</tbody>
</table>

Note: Each student's previous work will be evaluated and, based on that evaluation, core courses will be selected which give breadth to the student’s education.

DISTRIBUTION REQUIREMENTS:

UNIVERSITY REQUIREMENTS (GEN ED) (32 UNITS)

1. LAB SCIENCE
   SELECT 4-5 UNITS OF LAB SCIENCE (GL)

2. QUANTITATIVE AND TECHNICAL REASONING
   SELECT 3-6 UNITS OF SCIENCE, MATH OR COMPUTER SCIENCE COURSES DESIGNATED GM OR GL
   FROM A DISCIPLINE OTHER THAN THE LAB SCIENCE COURSE (ASTRONOMY, PHYSICS, CHEMISTRY, BIOLOGY, GEOLOGY, PHYSICAL GEOGRAPHY 210, MATH, COMPUTER SCIENCE)

3. CULTURAL HERITAGES (6 UNITS)
   A. GENED 110 AND
   B. GENED 390

4. COMMUNITIES (6 UNITS)
   A. GENED 130 AND
   B. GENED 140 OR GENED 120

5. PEGNRL 192

6. SELECT 0-1 UNITS FROM COURSES HAVING A GENED PHYS ED SYMBOL (GP)

7. ELECTIVE (7-12 UNITS TO BRING TOTAL TO 32 UNITS) *
   A. ADDITIONAL ELECTIVES DESIGNATED GA, GH, GS, GE, OR GI; NO MORE THAN 1 COURSE FROM ANY ONE ACADEMIC AREA MAY BE COUNTED IN AREA.

*Retroactive foreign language credits may not be used in University Requirements

Diversity

One 3-unit diversity course is required for graduation for undergraduate students entering the UW System for the first time in September, 1989 or later. Approved courses are identified throughout the course offerings. These courses may also be used to satisfy requirements in other areas. Students pursuing a second degree are not held to this requirement.

General Education and Diversity Courses

The General Education and Diversity courses that have been approved by the University Curriculum Committee are listed in the Schedule of Classes. General Education indicators will appear under the appropriate course and title listing. Changes to this list can occur at any time.

ADVISEMENT REPORT TERMINOLOGY

ADMISSION TO PROFESSIONAL EDUCATION – Students pursuing teacher licensure must be admitted to Professional Education to take certain upper division courses. This message appears for all students who may be seeking teacher licensure. Information about the requirement can be obtained at the Advising Center in Winther 2003.

ADVISEMENT REPORT (AR) – a computer generated listing that matches courses satisfactorily completed and currently in progress against the requirements for a specified degree, major(s) and minor(s).
BUSINESS COMMUNITY SERVICE – Milestone in College of Business. 20 hours of volunteer service required for freshmen admitted for Fall Term 1995 and transfer student admitted for Fall Term 1996 or later.

BUSINESS COMPUTER PROFICIENCY – Milestone in College of Business. Completion of this milestone indicates that a student has passed the computer applications proficiency requirement of the College of Business and Economics either through testing or completion of an appropriate course.

COMMUNICATION AND CALCULATION SKILLS - Courses in English, speech and math that must be completed (or waived on the basis of test scores) by all students to develop proficiency in writing, speaking and mathematical computation.

COMMUNITIES - A knowledge area within University Requirements which provides an understanding of the various types of communities in which one lives. This includes GENED 130 The Individual and Society and a choice between GENED 120 The U.S. Experience in a World Context and GENED 140 Global Perspectives.

CULTURAL HERITAGES - A knowledge area within University Requirements: includes GENED 110 The World of the Arts and GENED 390 The World of Ideas, which provide an understanding of our cultural heritages.

DEVELOPMENTAL SKILLS – Basic skills in English and math that students need to master in order to be successful in college-level courses.

DIVERSITY – A course in African-American, Native American, Asian-American or Hispanic experience. (Does not apply if you enrolled at a UW System campus before Fall 1989.) These courses will be identified in the catalog and schedule of classes as Diversity.

ELECTIVES - The 7-13 units of coursework a student chooses to use to complete the total of 32 units in University Requirements (courses must be designated General Education: GA, GH, GS, GI, GE, etc.).

EMPHASIS - Emphasis within a major or a minor

EN – units (credits) earned through enrollment at UW-Whitewater

IP – requirement is “in progress” of being completed

LICENSURE – The teacher licensure portion of the degree requirements for students planning to teach.

MAJOR – identifies the major pursued by the student.

MINOR – identifies the minor pursued by the student

PHYSICAL HEALTH & WELL-BEING - An area within University Requirements that includes course requirement and electives in physical education (most students must take PEGENRL 192 Personal Health and Fitness; electives must be designated GP).

QUANTITATIVE & TECHNICAL REASONING - A skill area within University Requirements which develops reasoning capabilities. This includes course requirements in laboratory science (GL) and non-lab science or math (GM).

REQUIREMENT TERM – the requirement term for which the advisement report was processed.

TE – Units (credits) a student has earned through a test or exam

TNT – appears in grade area to identify transfer units for which tentative credit has been given at UW-W. These units must be removed from tentative status before they can officially count towards the 120 unit minimum for graduation.

TR – units (credits) a student has earned through transfer work

UNIQUE REQUIREMENTS – Identifies requirement segments unique to the student’s major or minor. Although not considered to be a part of the major or minor itself, these requirements must be met as requisites.

UNITS – Credits

UNIVERSITY REQUIREMENTS - 32 units of general education coursework to be completed by all students. University requirements provide the skill and knowledge base for more advanced study.
WRITING REQUIREMENT – each major offered by the University has a specific writing requirement for graduation. If not incorporated with the major itself or specified in the writing area, the requirement should be verified with the chairperson of the major.

GRADUATE ADVISING

Students are assigned faculty advisers by, and generally within, their major or emphasis department. Advisers are available to help plan each student’s program of study and to assist in the selection of courses before students register for classes. Graduate students who seek state professional education licensure should also contact the Assistant Dean in the College of Education for current licensure requirements. Graduate students who have advising holds indicated on the WINS Registration website must see their adviser prior to entering their course requests on the WINS Registration System.