

UW-WHITEWATER SCHEDULE OF CLASSES FALL TERM 2006

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# YOUR RESPONSIBILITIES AS A STUDENT

## UW-W communication via email

UW-W uses e-mail to communicate with students on many important matters such as their tuition billing. The university automatically assigns each student an official UW-W e-mail account when you enroll. You are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to your UW-W e-mail account.

## Keep your mailing addresses up-to-date

To receive important information, be sure your current addresses are update.

- Local Address - update via WINS
- Home Address - contact Registrar's Office (email: registrar@uww.edu)  
include name, student ID number, address to update
- Residence Hall Address - contact Residence Life Office
- Billing Address - contact Student Financial Services

## Check your schedule

After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to your class schedule must be made in WINS by published add/drop deadline(s) to avoid academic and/or financial penalties. Nonattendance does not exempt you from such penalties.

## Academic Advising Report (AR): Undergraduate

To be eligible for an undergraduate AR, you must be admitted to an undergraduate degree program. You are required to meet all degree requirements in effect at UW-W at the time of declaration of your current major.

## Are You Graduating in December 2006?

If you expect to complete your degree in the fall term, you must complete a Graduation Application in the Registrar's Office (undergraduate student) or the School of Graduate Studies (graduate student). You are also required to pay the graduation fee of \$35 even though you may elect not to participate in the commencement exercises. School of Graduate Studies application deadline for December 2006 commencement is September 29. Undergraduate application deadline for December 2006 commencement is September 8.

**REGISTRATION & FEE PAYMENT  
CALENDAR OF EVENTS**

See Page 4 for Course Add/Drop, Grade Basis Change and Refund Deadlines

See Page 5 for Withdrawal and Refund Deadlines

<b>FALL 2006</b>	<b>FULL-TERM</b>	<b>FIRST 8-WEEK</b>	<b>SECOND 8-WEEK</b>
Classes Begin	September 05	September 05	October 30
Classes End	December 22	October 27	December 22
Last Day to Add	September 11	September 06	October 31
Add/Drop Deadlines:			
Change Grade Basis	September 18	September 06	October 31
Drop without "W"	September 18	September 11	November 03
Drop with 100% Refund	September 18	September 11	November 05
Drop with 50% Refund	October 02	September 18	November 12
Final Drop Deadline	October 13	September 22	November 17

**PRIORITY REGISTRATION**

April 03 - 21, 2006

**UNDERGRADUATE NEW & TRANSFER STUDENT ORIENTATION/REGISTRATION PROGRAMS FOR FALL 2006**

April 06, 2006 (Juniors & Seniors)  
 April 12, 2006 (Sophomores, Juniors & Seniors)  
 April 29, 2006 (All Transfer Students)  
 June 15, 2006 (All Transfer Students)  
 July 20, 2006 (New Freshmen & All Transfer Students)  
 August 10, 2006 (Undergraduate Transfer Students)  
 August 24, 2006 (New Freshmen and All Transfer Students)

**FEE PAYMENT:**

First Fall '06 e-Bills generated	July 20, 2006
Fall tuition payment due (without Credit Agreement)	September 20, 2006
1st Installment due (with Credit Agreement)	October 20, 2006
2nd Installment due (with Credit Agreement)	November 19, 2006

**RESIDENCE HALLS OPEN FOR INCOMING STUDENTS**

August 30, 2006

**GRADUATE STUDENTS' COMPREHENSIVE EXAM**

November 04, 2006

**THANKSGIVING BREAK**

November 23-26, 2006

**EXAM PERIOD**

December 14-21, 2006

**COMMENCEMENT**

December 16, 2006

**END OF FALL TERM**

December 22, 2006

Please view the University website for more calendar information in specific colleges.

For more academic calendar information go to <http://www.uww.edu/registrar/calendar.php>

### 2006 Fall Deadlines - Course Adds & Drops, Grade Basis Changes and Refunds

Students who enroll for courses at UW-Whitewater and wish to drop one, some, or all of the courses must do so by published deadlines to avoid academic and/or financial penalties (nonattendance does not exempt the student from such penalties). Classes can be dropped using WINS. However, students who desire to leave the University and withdraw from all classes for a term will not be able to do so using WINS. These students should contact the Registrar's Office, 262-472-1570 or email [withdraw@uww.edu](mailto:withdraw@uww.edu), in Baker Hall for the proper withdrawal forms and procedures.

International students, student athletes, and students who are receiving financial aid, veteran's and/or other benefits and who are considering dropping all classes or dropping below full-time status after classes have begun are strongly encouraged to meet with the appropriate official (e.g., international student advisor, athletic eligibility advisor, financial aid counselor, or veteran's affairs officer) before dropping classes since there may be legal, certification, and/or repayment penalties associated with doing so.

The deadlines for dropping classes are indicated in the chart below:

Length of Course and Session	Last day to Add a course	Last day to Change a class' Grading Basis to/from: Graded, S/NC, or Audit	Last day to Drop a course so that no 'W' grade is assigned.	Last day to drop a course for 100% refund	Last day to drop a course for 50% refund	Last day to drop a course for 25% refund	Final deadline to Drop a course – 'W' grade assigned
Full term (Sep 05 - Dec 22)	Sep 11	Sep 18	Sep 18	Sep 18	Oct 2	NA	Oct 13
First 8-week (Sep 05 - Oct 27)	Sep 06	Sep 06	Sep 11	Sep 11	Sep 18	Sep 22	Sep 22
Second 8-week (Oct 30 - Dec 22)	Oct 31	Oct 31	Nov 3	Nov 5	Nov 12	Nov 17	Nov 17

## 2006 FALL TERM WITHDRAWALS

Withdrawal normally means the student is dropping all of his/her classes for the full term with the intent to leave UW-Whitewater. Withdrawal cannot be done through WINS. Each student who finds it necessary to withdraw from all classes (even before the classes begin) should contact the Registrar's Office (262-472-1211 or email [withdraw@uww.edu](mailto:withdraw@uww.edu)) for the proper forms and procedures. Any refund of fees is based on the official effective date of the withdrawal as recorded by the Registrar's Office (nonattendance does not exempt the student from tuition and fee payment responsibilities). After processing the withdrawal, the Registrar's Office will notify a number of campus offices including Textbook Rental, Financial Services, International Education and Programs, Financial Aid, New Student Programs, Residence Life, and the HawkCard Office. This notification by the Registrar's Office does not replace the student's responsibility for taking care of obligations with any or all of the offices mentioned.

If the student will be completing one or more classes in the term and subsequently notifies the Registrar's Office of his/her intent to withdraw, then only the student's remaining in-progress classes will be dropped. Completed classes and grades (including Incomplete grades) will stay on the student's academic record.

Withdrawals processed after the last day/final deadline to withdraw will result in the student receiving grades of 'F' in those classes which are not being passed at the time of withdrawal and the student may be suspended for not meeting the minimum grade point requirements.

International students, student athletes, and students who are receiving financial aid, veteran's, and/or other benefits and who are considering withdrawing after classes have begun are strongly encouraged to meet with the appropriate official (e.g., international student advisor, athletic eligibility advisor, financial aid counselor, or veteran's affairs officer) before withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so.

### ACADEMIC DEADLINES FOR TERM WITHDRAWALS

Last day to withdraw without a 'W' grade assigned	Final deadline to withdraw ( 'W' grades are assigned and classes appear on transcript )
Full Term Classes September 18 First 8-week Classes September 11 Second 8-week Classes November 3	December 1

### REFUND SCHEDULE FOR WITHDRAWALS

--- Percent Refunded If Withdrawal Processed By Date Listed ---

Length of session	100%	50%	25%	0%
Full term (Sep 05 - Dec 22)	Sep 18	Oct 2	NA	After Oct 02
First 8-weeks (Sep 05 - Oct 27)	Sep 11	Sep 18	Sep 22	After Sep 22
Second 8-weeks (Oct 30 - Dec 22)	Nov 5	Nov 12	Nov 17	After Nov 17



# REGISTRATION INFORMATION

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**Advising.** Advising begins the week of March 13. Students who are required to receive or want advising should schedule an appointment with their adviser/major department. Students who have required advising will have an advising registration hold indicated on WINS. All transfer and new freshman students will be required to attend an orientation/advising session.

**Earliest Date & Time to Register for Classes.** Continuing students and students admitted by February 12 can check their earliest data and time to register on WINS. Students admitted after February 12 will be informed of their registration time in a letter from the New Student Programs Office. Earliest registration date/time is based on units earned (it does not include any units in progress).

**Registration Holds.** Students who have registration holds will not be able to register for classes until the holds are cleared. Clearance of holds is the student's responsibility.

**Maximum number of units/credits (Overload).**

An *undergraduate* student's academic standing determines the maximum number of units in which he/she may enroll. Students admitted on academic probation or students with less than a 2.00 cumulative grade point average may enroll for a maximum of 15 units. New freshmen with both a high school percentile rank and an ACT or SAT score below the 50 percentile are limited to 15 units. Students with a 2.00 cumulative grade point average or above may register for a maximum of 18 units. Exceptions require approval of dean of the student's major.

A *graduate* student in good standing may register for up to 15 units, while a student on probation may not take more than 12 units. Graduate Assistants must register for at least nine, and no more than 12, graduate units. Up to three units of individual studies may be taken in a term. Requests for exceptions to these limits must be made in writing to the Graduate School.

**Verify the accuracy of registration/enrollment.** After registering, students should print a copy of their WINS class schedule and verify enrollment. Corrections to the class schedule must be made in WINS by published add/drop deadline(s) on page 4.

**Closed/restricted course.** Registration for a closed/restricted course can be done only with the approval of the department offering the course. If approved, the department will issue the student a WINS permission to enroll and the student must then register for the course on WINS by the deadline established by the department.

**Late Adds/Late Drops.**

An *undergraduate* student with extenuating circumstances that merit an appeal for a late add or late drop may petition for such at the department of the course. The approval of the dean of the college of the course is required for a late add and the approval of the dean of the college of the student's major is required for a late drop. The late add or drop form is available at the department of the course.

A *graduate* student with extenuating circumstances may appeal for a late add or late drop at the department of the course. The approval of the Dean of Graduate Studies is required for late drops. The late add or drop form is available at the department of the course.

**Academic Progression Related to Drops.** The tenth day of the fall term is Monday, September 18. Therefore, a student enrolled for 12 units as of that day must satisfactorily complete at least 6 of those units or be subject to academic progression warning or suspension.

**Absence From Class.** Notification of instructors and arranging for make-

up work in cases involving absence from class are the responsibility of the student. A student who is absent should notify instructors of the absence as soon as possible and explain the nature of the situation and inquire about the effect of the absence on the student's course work. If contact with the instructors cannot be made directly, the student should contact the academic departments involved.

In emergency situations where the student is incapacitated and temporarily unable to perform the aforementioned responsibilities, family members may contact the **Office of Student Life** (Phone 262-472-1533) for assistance. The Office of Student Life may provide notification (not verification) of the absence to the instructors involved. However, arrangements for make-up work, make-up exams or possible assignment adjustments are the responsibility of the student. (The Student Health Service and the Office of Student Life do not provide excuses for absences from class due to illness.)

**Withdrawal from all classes and the University.** See withdrawal information on page 5.

# ACADEMIC RECORD

## GRADES / GRADING BASIS

Final grades will be available on WINS by December 28, 2006. Final grade reports are not mailed.

### Undergraduate Grading System

The grading system for undergraduate students is A, B, C, D, F. In addition, NN (no grade reported), I (incomplete), NC (no credit), S (satisfactory), W (drop/withdraw), and X (audit) may be recorded. Consult the Undergraduate Catalog for more information about grading policies, calculation of the grade point average, and academic standing and probation/suspension. Students will be ineligible to continue at UW-Whitewater if the term grade point average falls below 1.0 for any fall or spring term.

Students are responsible for being informed about their academic standing and the university policies concerning the standing. For additional information about the academic retention standards, please consult the current undergraduate catalog.

### Undergraduate Satisfactory/No Credit (S/NC)

Special permission is not needed to enroll for a course on a Satisfactory/No Credit basis. The S/NC option may be selected by using WINS. See Course Add and Drop, Grade Basis Change, and Refund Deadlines for last day to add or change to S/NC (page 3). S/NC stipulations are as follows:

- a. The S/NC option will be limited to a maximum of fifteen (15) units in an undergraduate degree program. Developmental courses (e.g., 040 or 090) that do not count toward the minimum units necessary for graduation, and unit courses offered only on a S/NC basis, are not included in the fifteen unit limitation.
- b. Courses that are used to fulfill a student's major/minor requirements, the lower/upper BBA degree requirements, any College of Business and Economics course attempted by a BBA student, and the new General Education core courses may not be taken on a S/NC basis unless the course is offered only on a S/NC basis by the department. Proficiency, General Education options, unique major/minor, and elective courses may be taken on a S/NC basis.
- c. The S/NC option is available to any student without regard to grade point average or class standing. The decision to take a course for S/NC must be recorded on WINS. The decision for S/NC basis for off-campus courses must be made prior to the third class period. After the last day to change the grading basis, the S/NC will not be changed to a conventional grade or vice versa.
- d. Satisfactory (S) is the equivalent of a grade of C or better. The S will be recorded on the permanent record, but it will not be computed in the grade point average. Course work that does not merit a C or better will be graded "NC". The NC grade will appear on the permanent record, but the course units will not be counted in units to degree or the grade in the grade point average.
- e. The S/NC option cannot be used to repeat a course taken for a conventional (ABCD) grade. Veterans should refer to the VA Educational Assistance section of this Schedule of Classes for information related to this grading option.

### Undergraduate Term Honors

Undergraduate students who successfully complete a minimum of 12 unit

hours in the term, with at least nine units attempted for a conventional letter grade, and who have earned a 3.40 or above term grade point average with no grade below C (D, F, I, NC, or NN) will be granted Term Honors.

### Undergraduate Academic Standing

To remain in good academic standing a student must maintain a 2.0 or greater UW-Whitewater cumulative grade point average. Students failing to meet the 2.0 cumulative grade point average are subject to the University's probation or suspension policies and will be noted on the unofficial transcript found on WINS.

Students will be ineligible to continue at UW-Whitewater if the term grade point average falls below 1.0 for any fall or spring term.

Students are responsible for being informed about their academic standing and the university policies concerning the standing. For additional information about the academic retention standards, please consult the current undergraduate catalog.

### Graduate Grading System

The grading system for graduate students is A, AB, B, BC, C, D and F. In addition, NN (no grade reported), I (incomplete), IP (in progress), S (passed), W (drop/withdraw), and X (audit) may be recorded. The minimum required overall grade point average for graduation will be 3.00. No course in the major or emphasis or any other required course in which a grade of below C (2.00) has been earned may be applied toward the completion of any degree. However, some programs may require higher standards. Consult the Graduate Catalog for more information about grading policies.

### Course Non Career (CNC)

Graduate students who enroll in undergraduate level courses, and undergraduate students who enroll in graduate level courses, will be registered for such courses with a grade basis of Course Non Career. Grades earned will be part of the student's official record. These grades will not be computed into the student's term or cumulative grade point average.

### Graduate Pass/Fail (S/F)

Graduate students registered for a course on a pass-fail basis will receive either a grade of S or F. A grade of S denotes the student has passed the course; a grade of F indicates failure. Grades of F count in computing grade point averages; S grades do not. Instructors decide what constitutes a grade of pass for their courses. Students should be informed of such criteria prior to the deadline for changing registration. The decision to take an off-campus course for S or F basis must be made prior to the third class period (after the third class meeting, a student's registration may not be changed from a pass-fail basis to a regular grade basis or vice-versa). Workshops may be taken on a pass-fail basis. Other courses made available by departments on a pass-fail only basis are so indicated in advance in the Schedule of Classes. Since the decision whether a course taken on a pass-fail basis will count in a degree program rests with the major or emphasis department or college, students should attain appropriate permission prior to taking a course pass-fail.

## AUDITING COURSES

Audit courses require the written permission of the instructor (and, in some cases, the department). Students registering for audit courses may do so on a space available basis and cannot change the courses to graded basis during the term of enrollment.

Off-campus courses, College of Business and Economics courses, and Distance Education courses cannot be audited. Auditing of Art department courses may be limited.

### Audit-Only Enrollees

- Wisconsin residents will pay 30% of the normal per unit resident academic fee and non-residents will pay 50% of the normal non-resident fee per the fee chart. No audit fees will be assessed disabled Wisconsin residents who are receiving federal old age survivors and disability insurance benefits (OASDI) under 42 USC 401 to 433, or Wisconsin residents age 60 or over.
- Students must contact the Registrar's Office (Baker Hall, room 7, 472-1211) prior to the start of term regarding their intent to register. Students will be registered (with instructor permission) beginning the week immediately prior to the start of the term.
- Any special course fees other than the normal tuition charges will be assessed and paid by the student.
- An audit grade symbol (X) will be recorded on the academic record provided the instructor reports satisfactory attendance.
- Access to University services will be limited to the library and to non-segregated fee funded activities of the University Center. A special identification card for audit-only students will permit this limited access.
- Regent, University, and Student Government regulations applying to other students will apply equally to audit-only enrollees.
- Students having a disability for which they would like to request a reasonable accommodation to assure access to campus programs, activities and services should contact the Office of Students with Disabilities, R 1004, or call 262/472-4711 for more information.

### Audit and Credit Combination Enrollees

Students who are taking a combination of courses for regular credit and for audit **will pay the regular fees for all units** based upon the fee chart. The following stipulations will also apply:

- Students wishing to audit courses must obtain the audit registration form from the Registrar's Office (Baker 7), acquire the instructor's written approval, and return the completed form to the Registrar's Office.
- No credit will be granted for the course, but an audit grade symbol (X) will appear on the academic record provided the instructor reports satisfactory attendance.
- The audit course may be repeated for credit in another term.
- Audits do not count as units for veterans' benefit certification, financial aid consideration or verification of full-time status.

## REPEAT POLICY

### Undergraduate

#### GENERAL:

Students may not take the same course for credit more than once unless the course is identified in the Catalog as "Repeatable". If a course is repeatable, the limitations on the number of times or maximum number of credits that may be applied to the major/minor, degree or graduation credits will be indicated. This policy also applies to transfer courses: a student may not take a course for credit at UW-Whitewater if the student has received transfer credit for taking that course at another institution unless the UW-Whitewater Catalog lists the course as repeatable (except as described below for grade replacement).

#### REPEATING COURSES FOR GRADE REPLACEMENT:

Students may repeat a limited number of courses in which they earned a grade of D, F, or NC in order to have those grades replaced. Students may not repeat for credit or grade replacement any course in which they earned a grade of C, S, or higher (see REPEAT FOR NO CREDIT explanation below). During their undergraduate career at UW-Whitewater, students are limited to repeating no more than 5 separate courses, including repeats of transfer courses, for grade replacement (developmental English and math courses are not included in this total). Once the repeat limit has been met, additional attempted repeats will not count toward earned credit or factor into grade point average calculation (NC-No Credit Earned), unless the student has successfully appealed to repeat more than 5 courses. To request permission to repeat any more than 5 courses for grade replacement, the student must appeal to the Admissions and Academic Standards Committee for approval. The repeat regulation applies to any courses for which a student receives a grade beginning with the Fall Term 2000 and any term thereafter including Summer and Winterim.

Only the first repeat of a course may be applied for grade replacement. The grade and the credits earned in the first repeat of a course will replace those earned in the initial attempt when calculating grade point average and credits toward degree. For example, if a student repeats a course in which a grade of D was earned and receives a B in the repeat, only the B and the credits earned in the repeat will be included in the GPA and credits to degree; if the student receives an F, only the F will be included in the GPA and the student loses the credits for the course. If the student earns an F and does not receive credit for the course on the first repeat, that F and any other grades earned in subsequent attempts in the course will be included in the GPA calculation. Once a student earns a D or higher in a repeat, no further repeats may be counted for credit (see the explanation in REPEAT FOR NO CREDIT for unusual circumstances).

The following conditions apply to repeats for grade replacement:

- Unless the repeat courses are offered as S/NC only, all repeats for grade replacement must be taken for conventional grades, not satisfactory/no credit. If a student is repeating a course in which a grade of NC was earned, the repeat must be on a conventional grade basis.
- Courses taken initially at UW-Whitewater may be repeated for grade replacement only at UW-Whitewater; they may not be taken at another institution to replace the UW-Whitewater grade. (Subject to UW-Whitewater transfer policies, courses failed here may be taken at another institution to earn credit for the course, but the grade will not replace the UW-Whitewater grade.)
- Students may repeat a D or F grade earned at a transfer institution if the course has a direct UW-Whitewater equivalent and the course was attempted only once prior to transfer to UW-Whitewater. Students who repeat a transfer course will receive UW-Whitewater course credits regardless of the number of credits the course carried at the transfer institution; for example, a student repeating a 4-credit transfer course with a 3-credit UW-Whitewater course will receive only the 3 UW-Whitewater credits. All other repeat regulations apply.
- A student may not repeat a course if the student has received credit for a higher level course in the same department for which the course to be repeated is a prerequisite or corequisite; for example, a student who has received credit for English 102 may not repeat English 101.
- In courses in which there has been a change in the number of credits awarded, a repeat for grade replacement will replace the credits and grades from the first attempt with the credits and grades from the repeat. For example, in a course that had been changed from 5 credits to 4 credits, a 5-credit D would

## ACADEMIC RECORD

be replaced by a 4-credit B.

The initial attempt of repeated courses, including the grade, remains in the permanent record on the transcript even though it is not included in the GPA calculation or earned credits. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission. Athletes should check with their coaches before repeating courses in which a grade of D was earned, as it may affect their athletic eligibility. Students receiving veterans' benefits may not count in benefit level determination those credits for which D's were previously earned.

### REPEAT FOR NO CREDIT:

Under certain circumstances, a student may need to repeat a course in which a C grade or above (or a D grade in a repeat for grade replacement) was earned. For example, a student may need to repeat a course if a grade of C or B is required for the student to proceed to a higher level course or to remain in a major. In such cases, the repeat grade will be considered only as qualifying the student to continue, and the repeat will not be counted for credit. The new grade and the credits will not be included in either the term or the cumulative GPA or credits. The new grade will only allow enrollment in subsequent courses requiring the C or better grade in the pre- or corequisite course. All attempts will be recorded on the permanent academic record, with the non-credit attempts identified as No Credit.

## Graduate

Graduate students are allowed to repeat at most two courses in their degree programs. Courses may be repeated only once. When a course is repeated, the original course and grade remain on the transcript; however, the last grade and units earned replace the original and are the only ones used in computing the overall grade point average and the grade point average in the major or emphasis. Students who have been dropped from a degree program may not use the course repeat process to gain readmission into that degree program.

A course taken for undergraduate credit may not later be changed to graduate credit. Courses taken for undergraduate credit may not be taken for graduate credit, although exceptions may be granted by the degree program coordinator when the field of knowledge has changed to the degree that the course content has changed substantially from the first time the student took the course to the present. Graduate courses may not be retaken unless indicated otherwise in the Graduate Catalog.

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## ENROLLMENT VERIFICATION

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### Agencies requesting Verification

The following information is intended for employers, credit card companies, scholarships, insurance companies, third parties, and other agencies needing to verify student enrollment, dates of attendance, and degree verification for students at UW-Whitewater.

As of Fall 2004 the Registrar's Office at UW-Whitewater has authorized the National Student Clearinghouse (NSC) to act as our agent for all verifications of student enrollment and degrees.

National Student Clearinghouse can be contacted at:

National Student Clearing House

2191 Fox Mill Road, Suite 300

Herndon, VA 20171-3019

Phone: (703) 742-4200

Fax: (703) 742-4239

Internet: <http://www.studentclearinghouse.org>

Email:

[enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org)

[degreeverify@studentclearinghouse.org](mailto:degreeverify@studentclearinghouse.org)

Students requesting Verifications

Students may verify enrollment by contacting the registrar's office at (262) 472-1211 or e-mailing [registrar@uw.edu](mailto:registrar@uw.edu). The completed Student Enrollment

Verification Request Form along with Insurance and Deferment forms can be dropped off at Baker Hall Room 7 between the hours of 8:00am- 4:30pm Monday - Friday.

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## OFFICIAL TRANSCRIPTS

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Students may request official transcripts of their academic record by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at [http://www.uww.edu/registrar/official\\_transcript\\_request.php](http://www.uww.edu/registrar/official_transcript_request.php). Students may complete this form, print it, sign it and submit it to the Registrar's address as indicated on the form, or fax it along with a Visa or MasterCard number and expiration date to 262-472-1370. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to the University.

There is a \$5.00 charge for each official transcript. Payment must be received in full before the official transcripts will be released. The fee is subject to change without notice. Same day transcript processing is available with an additional fee of \$5.00 per official copy.

In order to properly identify the transcript requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, and degrees received. The request must also include the complete address (with zip code) of the location where the transcript should be sent. The written request must be signed by the student. Address requests to: Transcripts, Registrar's Office, UW Whitewater, Whitewater WI 53190.

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## UNOFFICIAL TRANSCRIPTS

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Students may request unofficial transcripts of their academic record by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at [http://www.uww.edu/registrar/unofficial\\_transcript\\_request.php](http://www.uww.edu/registrar/unofficial_transcript_request.php). Students may complete this form, print it, sign it and submit it to the Registrar's address as indicated on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted. Transcripts will not be issued if a student has a hold or outstanding obligation to the University.

In order to properly identify the transcript requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, and degrees received. The written request must be signed by the student. Address requests to: Transcripts, Registrar's Office, UW Whitewater, Whitewater WI 53190.

Unofficial transcripts may also be obtained by logging into the WINS system. The student will need to know his/her Net ID and password.

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## GRADE REPORTS

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Students may request official grade reports by presenting proper identification and signing a request form, or by submitting a written request through the mail. A request form can be accessed at [http://www.uww.edu/registrar/grade\\_request.php](http://www.uww.edu/registrar/grade_request.php). Students may complete this form, print it, sign it and submit it to the Registrar's address on the form, along with a SELF ADDRESSED STAMPED ENVELOPE. Telephone requests are not accepted.

In order to properly identify the grade report requestor, written notification should include current name, name at the time of last attendance, any other names used, student ID number or social security number, date of birth, first and last dates of enrollment at UW Whitewater, the term they are requesting the grade report for. The written request must be signed by the student. Address requests to: Attn: Records, Registrar's Office, UW Whitewater, Whitewater WI 53190.

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## GRADUATION

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### ALL STUDENTS

There is a graduation fee of \$35.00 which will appear on the billing statement. This fee must be paid even though the student may elect not to participate in the commencement exercises.

### GRADUATE STUDENTS

1. Application forms for Diploma, Graduation, and to take the oral or written comprehensive exam or the oral exam on the thesis may be obtained from the Office of Graduate Studies. Completed forms must be returned by Friday, September 29, 2006.
2. The group written comprehensive examination will be given in Andersen Library, Computer Lab (L 1008), from 8:00 a.m. to 2:00 p.m. on Saturday, November 4, 2006
3. A final copy of the thesis and the abstract must be submitted to the School of Graduate Studies Office by Friday, December 1, 2006.

### UNDERGRADUATE STUDENTS

Undergraduate students planning to graduate in December 2006, must complete an Application for Graduation Card and submit it to the Graduation Examiner in the Registrar's Office. This should be done immediately if not already filed. It is important that the entire academic record be reviewed prior to the final term of enrollment.

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## EXCESS CREDIT POLICY

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The University of Wisconsin System Board of Regents Excess Credits Policy requires that resident undergraduate students who earn more than 165 credits toward their first undergraduate degree pay a surcharge for all credits beyond 165. The surcharge will approximately double the tuition that resident undergraduates pay and will be applied to students in the term following the one in which they reached the earned credit limit.

The Excess Credits Policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward the first baccalaureate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165 credit limit. In addition, advanced placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit.

Students who have questions about the policy should contact their college advisor.

# FEE AND FINANCIAL AID INFORMATION

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## RESIDENCY REGULATIONS

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Bona fide residents of the state of Wisconsin for one full year prior to the beginning of the term of your enrollment, are exempt from payment of nonresident tuition. Persons continuously employed full-time in this state, who were relocated to Wisconsin by their current employer; or who moved to Wisconsin and accepted current employment before applying for admission to UW-Whitewater, their spouse, and dependents may be exempt from the payment of nonresident fees provided the applicant demonstrates intent to establish and maintain a permanent home in Wisconsin. Intent to become a bona fide resident may be demonstrated or disproved by factors including, but not limited to, filing of Wisconsin income tax returns, eligibility to vote in Wisconsin, motor vehicle registration in Wisconsin, possession of a Wisconsin operator's license, employment in the state, and self-support. In addition, nonresident members of the armed forces (family included) stationed in the state, or stationed at a federal military installation located within 90 miles of the borders of Wisconsin, while living in Wisconsin, students who are graduates of a Wisconsin high school whose parents have been bona fide residents of the state 12 months prior to the beginning of the term of their enrollment or whose last surviving parent was a bona fide resident of the state 12 months preceding his/her death, official refugees who moved to this state immediately upon arrival in the United States who have resided in Wisconsin continuously since their arrival, or minor students or dependent adult students provided one or both parents have been bona fide residents of the state for at least 12 months prior to the beginning of the term of enrollment, are entitled to exemption from nonresident tuition.

However persons entering and remaining in this state principally to obtain an education are presumed to continue to reside outside this state, and such presumption continues in effect until rebutted by clear and convincing evidence of bona fide residency.

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## MINNESOTA - WISCONSIN RECIPROCITY

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This agreement allows Minnesota residents to pay a reduced nonresident fee to attend a Wisconsin University. Arrangements to participate in this program may be made by filing an application with the Minnesota Higher Education Services Office, 1450 Energy Park Dr., Suite 350, St. Paul, Minnesota 55108-5227 (Telephone: 651-642-0567 or 1-800-657-3866). More information available at <http://www.ohe.state.mn.us/>.

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## FEES

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Fee schedules for Fall Term 2006 are not available at this time. E-Billing statements will be emailed to all registrants when the fees are set by the University System Board of Regents. The billing statements will be emailed to student email addresses on or about July 20, 2006. The classification of a student, undergraduate or graduate, determines the fees to be paid, not the level of the course in which the student enrolls, i.e., a graduate student pays graduate fees for all units including undergraduate units. The classification for a given term must be determined by the tenth day of classes September 18. It will not be changed after that day.

### Fees for College of Business and Economics On-line Graduate Web Courses

The fee for College of Business and Economics online Graduate web courses is \$550 per unit (credit) for both resident and non-resident students for each online unit in which the student is enrolled. However, resident students who

were admitted to a graduate program in the College before Spring 2002 and who remained in active status would continue to be assessed the resident graduate business fees. Resident students who are first admitted or readmitted/reactivated to the College Graduate program in Spring 2002 or later will be assessed the \$550 per unit.

The \$550 per unit applies to every student, resident and non-resident, who chooses to take a web graduate business class with the exception noted above. The spring 2002 first admitted date for Wisconsin residents also applies to students enrolled in the MPA, MS-CIS, MS-MCS, and MS-SBM programs. Students enrolled in other graduate programs and all guest matriculates will pay the \$550 per unit for online classes regardless of residency.

### Billing Statements

Billing statements for registrants will be generated July 20, 2006. THESE BILLS WILL BE EMAILED TO THE STUDENT'S UW-WHITEWATER EMAIL ADDRESS.

Students on Financial Aid are subject to the same payment DEADLINES which apply to all other students. DO NOT depend on your Financial Aid to be available in time to pay your University bill.

### Enrollment Deposit and University Credit Agreement

A one time enrollment deposit charge will be assessed to Undergraduate Students.

We anticipate sending the first bill for your enrollment deposit on July 20, 2006. The enrollment deposit payment is due on September 20, 2006

When the enrollment deposit is paid, it will also become the down payment on the University Installment Credit Agreement.

All students using the installment plan must sign and return the installment credit agreement to the Student Financial Services Office by 3:30 p.m. on September 20, 2006. Important facts regarding the installment credit agreement:

- 1) A \$100.00 down payment (enrollment deposit) is required.
- 2) When separating from the University, you may request a refund of the enrollment deposit if your account is in good financial standing and there are no holds on your account.
- 3) A finance charge of 1.25% is assessed on your balance, based on the two month installment plan.
- 4) Finance charges are assessed on balances eligible to be on the installment plan, such as tuition, meal plan, housing.
- 5) Your total balance including finance charges will be divided into two installments.
- 6) Charges not eligible for the installment plan, such as health center charges, are due in full 30 days from the billing date.

The billing statement will be processed on a 30 day billing cycle.

### Administrative Charges—Cancellation of Classes

Failure to have an Installment Credit Agreement on file with the University will result in a student paying on a cash basis. These students may be assessed administrative charges if full payment of fees is not received by September 20, 2006. Students registering after this date must pay in full at the time of registration.

A charge for the cost of additional administration will be assessed for students

**FEE & FINANCIAL AID INFORMATION**

in off-campus courses, if the account is not paid in full within two weeks of the off-campus class beginning.

session week ends at the close of regular business.

Cancellation of registration may result if payments and/or the credit agreement are not received on time.

<u>Term Week</u>	<u>End Date</u>
1	9-11-06
2	9-18-06
3	9-25-06
4	10-02-06

**Prior Obligations**

Students who have prior obligations to the University for any term prior to Fall '06 will not be allowed to keep their schedule of Fall courses.

**Payment Instructions**

Pay your enrollment deposit as soon as possible at the University Cashier's Office which is located in Hyer Hall 104. Regular window hours are 8:30 a.m.-11:30 a.m./12:30- 3:30 p.m. If you mail any payment, please allow 4 to 7 days to remove the hold. All payments, including on-line payments, must be received by 3:30 p.m. CST on the due date.

As an undergraduate student, your enrollment deposit will be considered a \$100 down payment. Remember, you must have a signed credit agreement on file with the University to qualify for the installment plan.

Checks can be made payable to UW-Whitewater, and include your name, student ID #, and purpose of payment (Fall '06 deposit & tuition downpayment) or payments can be made on-line by accessing your account either through WINS or the e-bill website. Mail payments to University Cashier, P.O. Box 88, Whitewater, WI 53190-0088. Please allow sufficient time for your payment to reach the University Cashier. **The University is not responsible for delays with the U.S. mail, and does not accept postmarks.** Your cancelled check is your receipt. If a cash register receipt is needed, include a self-addressed, stamped envelope with your payment.

**Registered Students Have Two Payment Methods Available**

**Failure to receive a billing statement will not relieve students from their financial obligation to make timely payments.** An e-bill will be generated July 20, 2006 for students registered by that date.

The University offers two methods for payment of fees:

Payment in full of all fees

- a) Students who register on or before July 20 will be e-billed on July 20th. Payment required in full by September 20.
- b) If permitted to register after July 20, registrants must pay in full without receiving an e-bill by September 20.

Installment Bill Dates if Credit Agreement is on file by September 20, 2006:

	<u>BILLING DATES</u>	<u>INSTALLMENT DUE DATES</u>
First Installment (including interest)	September 20, 2006	October 20, 2006
Second Installment	October 20, 2006	November 19, 2006

\* All payments, including on-line payments, must be received by 3:30 p.m. CST on the due date.

UNIVERSITY POLICY WILL NOT ALLOW PAYMENT DEFERMENTS FOR ANY REASON INCLUDING LATE FINANCIAL AID. STUDENTS MUST SIGN A UNIVERSITY CREDIT AGREEMENT.

**Tuition and Fee Reduction for Withdrawals and Cancels**

Per the following schedule, any cancellation of courses made during the first four weeks which results in a reduction of unit hours numbering 11.5 or less for undergraduates and 8.5 or less for graduates will merit an adjustment in fees. For refunds, withdrawals, drops/adds, and late payment purposes, a

**Term/Session Week**

<u>Term/Session Length</u>	<u>Wk 1*</u>	<u>Wk 2*</u>	<u>Wk 3</u>	<u>Wk 4</u>	<u>There- after</u>
12 wks & over	100%	100%	50%	50%	None
8 wks thru 11 wks	100%	50%	25%	None	None
5 wks thru 7 wks	100%	50%	None	None	None
3 wks thru 4 wks	100%	25%	None	None	None
2 weeks	100%	None			

Food and housing charges are reduced on a prorated schedule based on the official date of withdrawal.

**Audit Fee Policy**

For purposes of audit, there are two categories of students: 1) students who are taking courses on an audit-only basis, with no courses for credit; 2) students who are taking a combination of courses for credit and courses for audit.

**Student Fee Waivers for UW-Extension Independent Study Course**

All students enrolled in UW-Whitewater for any given term and who currently desire to enroll in UW-Extension independent study courses must gain enrollment status substantiation within the first two weeks of any term from the Director of Student Accounts Office, Hyer Hall, Rm 110, certifying such enrollment status.

If a student is enrolled full time at UW-Whitewater, the fees payable to UW-Extension will be waived. If a student is enrolled less than full time at UW-Whitewater, the fees payable to UW-Extension will be prorated accordingly. In order for a waiver or proration to be used, students must enroll in UW-Extension courses within the first two week period of UW-Whitewater's term. All enrollments in UW-Extension after this two week period will require that a student pay full fees at UW-Extension.

All new registrants (not adds or drops to existing schedules) will require a minimum payment of \$100 prior to registering for courses. The full payment will be required for any registration charges less than \$100.

**EXCESS CREDITS**

The University of Wisconsin System Board of Regents Excess Credits Policy requires that resident undergraduate students who earn more than 165 credits toward their first undergraduate degree pay a surcharge for all credits beyond 165. The surcharge will approximately double the tuition that resident undergraduates pay and will be applied to students in the term following the one in which they reached the earned credit limit.

The Excess Credits Policy covers all earned credits from UW-Whitewater as well as earned credits from other UW System schools or Wisconsin Technical College System (WTCS) schools that are accepted toward the first baccalaureate degree. Credits transferred from other colleges outside the UW System or the WTCS do not count toward the 165-credit limit. In addition, advanced placement, retroactive credits, credits by examination, and remedial credits do not count toward this limit.

## FEE & FINANCIAL AID INFORMATION

Students who have questions about the policy should contact their college advisor.

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# FINANCIAL AID

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## Recipients

Financial aid recipients, including students receiving Federal Direct Loans, must be prepared to pay the \$100 enrollment deposit out of personal funds and sign a credit agreement if one is not on file. Financial aid will start to be disbursed 10 days prior to the beginning of the term. Before the term begins, refund checks will be mailed to your "home address on record." After the term begins, your refund check will be mailed to your "local address on record." Financial aid is based on the number of units for which the student is officially registered on the 10th day of classes. Enrollment will be reviewed and financial aid revised if the credit load does not match the load for which the student was packaged. It is the student's responsibility to verify his/her official enrollment on the 10th day of classes. Recipients are required to use their financial aid to pay University obligations. Audited courses do not count as units attempted for financial aid. PELL, SEOG, LAWTON, WHEG, TIP, INDIAN, PERKINS, Direct Subsidized Loan, Direct Unsubsidized Loan and Direct PLUS Loan recipients will have their approved awards directly credited to their accounts. The e-billing statements detail such credits. A student having a credit balance will be issued and mailed a refund check.

Federal regulations require that all **first-time borrowers** through the William D. Ford Federal Direct Loan program(s) complete Entrance Loan Counseling. This requirement must be completed before your loan funds will be credited to your account.

Per federal requirements, Direct Loan disbursements are delayed 30 days for all first-year, first-time borrowers.

All Direct Loans must be disbursed in two installments. If a student accepts a loan for only one semester, the disbursements will be divided within the semester. Half of the Direct Loan will disburse at the beginning of the semester; the other half will disburse at the midpoint of the semester. The same is true for the PLUS Loan.

### REFUND CHECKS WILL BE MAILED TO STUDENTS. UNIVERSITY CASHIER WINDOW HOURS

August 11 - September 4	8:30 a.m. - 11:30 a.m. 1:00 p.m. - 3:30 p.m.
September 5, 6, 7, 11	8:00 a.m. - 3:30 p.m.
September 12-15	8:00 a.m. - 4:00 p.m.
September 18-December 14	8:30 a.m. - 3:30 p.m.

STUDENTS RESIDING OFF CAMPUS MUST BE PREPARED TO PAY THEIR EXPENSES OUT OF PERSONAL FUNDS UNTIL FINANCIAL AID ARRIVES.

## Federal Policy for Return of Title IV Funds

The Financial Aid Office must adhere to federal law when determining the return of financial aid to the financial aid programs.

## Withdrawal

If a financial aid recipient withdraws during a term, the Financial Aid Office must calculate the amount of Title IV aid the student did not earn. Unearned funds must be returned to the Title IV Programs.

The basic formula is:

$$\frac{\text{Percent of enrollment period completed based on withdrawal date}}{\text{Aid that disbursed or could have disbursed}} \times \text{Earned Aid} = \text{Earned Aid}$$

$$\text{Aid that disbursed or could have disbursed} - \text{Earned aid} = \text{Unearned aid}$$

## The school must return:

$$\text{Amount of institution charges} \times \text{The percent of aid that was unearned}$$

## Student must repay:

$$\text{The amount of unearned Title IV aid to be returned} - \text{The amount of unearned Title IV aid due from the school}$$

If the repayment of funds affects grant dollars received, the student's repayment of these funds will be reduced by 50 percent.

Students will repay loan funds based on repayment terms of the promissory note. Repayment of grant funds in full can be arranged with the school if paying in full or with the Department of Education if a payment schedule needs to be arranged.

If a student withdraws the first term, but plans to return spring term, he/she must submit WRITTEN notification to the Financial Aid Office so that aid may be reinstated and/or revised. If a student fails to notify the Financial Aid Office, the aid will remain cancelled.

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# FINANCIAL AID PROGRESSION STANDARDS

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## Satisfactory Academic Progression Policy

To comply with current federal regulations, the Financial Aid Office at the University of Wisconsin-Whitewater will monitor the progress of students toward degree completion requirements. In order to receive and continue to receive financial aid, students must comply with the following three components of satisfactory progress:

- Minimum grade point average,
- Minimum credits completed, and
- Maximum time frame (credit attempts)

Students who fail to complete their degree requirements within the prescribed length of time, fail to maintain the required cumulative grade point average, and/or do not pass the minimum number of credits will not be eligible for federal, state, or university grant funds.

The progress or lack of progress of students will be monitored at the end of each spring semester and summer term (if the student attends summer). Academic Dismissal and Maximum Time Frame Standards (180 undergraduate credit attempts) will be monitored at the end of each semester. All credits will count in the evaluation regardless of where or when they were earned, including credits earned during semesters or summers when no financial aid was received.

## Standard for Grade Point Average

All undergraduate students (including transfer students are required to have a cumulative 2.0 grade point average by the end of their second academic year. Special students (students seeking a second degree) are required to maintain a cumulative 2.0 grade point average at all times, and graduate students are required to maintain a cumulative 3.0 grade point average and/or be in good

## FEE & FINANCIAL AID INFORMATION

standing in their program.

### Standard for Minimum Credits Completed

All undergraduate and graduate students must successfully complete 67% of attempted credit hours per year. For example, if a student was enrolled for 12 credits fall semester, 15 credits spring semester, and 6 credits during the summer, the student would need to successfully complete 22 credits. Failing a class or receiving an incomplete in a class is not considered successfully completing the class.

The successful completion of a credit attempted is credit for which a grade of A, B, C, D, or S is received. A grade of F, W, U, I, NC, or N represents unsatisfactory completion of a course. A grade of D for a graduate student is not considered as successful completion of the credit(s) attempted.

Determination of a student's enrolled (attempted) credits will be made on the 10th class day of each semester.

### Standard for Maximum Time Frame

The total maximum time frame for undergraduate students receiving financial aid cannot exceed 150% of the published length of the program. For example, a program requiring 120 credits for graduation would allow 180 credit attempts ( $120 \times 150\% = 180$ ). When enrolled in degree programs that have a published minimum credit requirement for graduation of greater than 120 credits, financial aid eligibility may be extended. The 150% rule does not apply to graduate students.

The maximum time frame for undergraduate students seeking a second degree (special students) is 90 credits.

### Transfer Students

Transfer credits from other institutions will be added to UW-Whitewater credit attempts to determine the total number of credit attempts (180 maximum) for an undergraduate student.

### Probation

Any student who has been placed on academic probation will be placed on SAP probation as well. Any student who does not meet the standard for minimum credits completed at the end of the spring semester (or summer) will be placed on SAP probation. Students attending the summer term will be re-evaluated at the end of summer. The student will be notified prior to the beginning of the next fall semester of his/her status.

Any student on SAP probation will have one year to improve his/her deficiency. A student may continue to receive financial aid while on probation. The student will need to successfully complete 67% of all attempted credits for that year and meet the minimum cumulative grade point average standards while on probation in order to return to good standing status.

### Ineligible for Financial Aid

Any undergraduate student that does not have a cumulative 2.0 grade point average by the end of his/her second academic year is ineligible for financial aid until such time as a 2.0 is attained. Any graduate student that does not maintain a cumulative 3.0 grade point average is ineligible for financial aid until such time as a 3.0 is attained. A student on SAP probation who does not meet good standing status by the end of the next evaluation period will be ineligible for financial aid.

A student who is academically dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the university, appeals the SAP ineligibility, and has the appeal approved.

Once a student has become "ineligible" for financial aid, he/she will not automatically become "eligible" or in "good standing." The student would first be placed on "probation" again but eligible for financial aid. If the student then meets all requirements at the end of the next evaluation period while on "probation," he/she would then become "eligible."

### Reinstatement of Financial Aid Eligibility

A student ineligible for financial aid due to SAP policy (except the 150% rule) will need to do the following to regain eligibility: Complete at least one semester without financial aid; achieve at least the minimum cumulative grade point average (2.0 or 3.0); and, successfully complete 67% of attempted credit hours for the semester.

### Appeal Procedure

If a student believes that his/her satisfactory progress as determined by the Financial Aid Office is incorrect, it is the student's responsibility to contact the Financial Aid Office and provide documentation of changes in information to the transcript (i.e., grade changes, completion of incomplete classes, etc.)

Students may appeal their ineligibility due to circumstances beyond their control, i.e., death of a family member, student illness/hospitalization.

A written letter of appeal may be submitted to the Financial Aid Office for review. Appeals should explain in detail the reason(s) for not meeting the standards for academic progress. Appeals must be submitted and approved prior to the end of the semester for which the student is appealing to receive financial aid. A sub-committee of the Academic Standards Committee will hear SAP appeals. Members of the Appeals Committee for Satisfactory Academic Progress include a representative from the Provost's office, a faculty member, and director of financial aid or her designee.

The committee may approve a plan designed by the Academic Advising & Exploration Center staff to return the student to good standing status that differs from the above prescribed terms and conditions.

**Consortium Agreement Credits:** Credits taken at other institutions while on consortium agreement at UW-Whitewater will be considered as transfer credits in the Satisfactory Academic Progress Policy.

**Withdrawals:** Withdrawals, either from a course or from the University, will have the credits counted as attempted credits if the student was enrolled on the 10th day of the term.

**Repeated Courses:** Repeated courses will count in the calculation of credits attempted. The initial enrollment of the course will count once and any repeat will count once.

**Incomplete Courses:** Incomplete course work will not be considered as being successfully completed. An incomplete grade will count as credits attempted and credits not earned until the UW-Whitewater Registrar's Office records a passing grade. A student who wants his/her completed grade considered sooner than the next review is required to notify the Financial Aid Office of the new grade.

**Remedial Courses:** Remedial courses are allowed and will be funded; this includes classes in English as a Second Language. These courses will be subject to review under all aspects of the Satisfactory Progress Policy.

**Audited Courses:** Audited courses are not taken for credit and are not funded by financial aid. Therefore, audited courses are not considered in this policy.

**Academically Eligible Students/Ineligible for Financial Aid:** Students who are ineligible due to any of the above-mentioned reasons will be ineligible for federal and state financial aid, however, may still enroll if not academically dismissed by the University at his/her own expense.

**FEE & FINANCIAL AID INFORMATION**

**Study Abroad:** Grades for credits attempted in study abroad programs are often delayed in being reported to the Registrar's Office. These credits are considered as credits attempted, not earned until the Registrar's Office posts the passing grades. Once the grades are posted, it will be the student's responsibility to notify the Financial Aid Office.

The tenth day of classes in each term determines full-time or half-time enrollment status. Graduate students enrolled in 9 or more units are full-time and students with 4.5 - 8.5 units are half-time. Audit credits do not count either in enrollment status determination or in the calculation of academic progression. Summer enrollment is determined at the end of the last summer session.

**SPECIAL STUDENTS**

Special students must meet the same criteria as continuing students. Undergraduate special students must maintain a 2.0 and pass at least 67% of attempted credits. Graduate special students must maintain a 3.0 and pass at least 67% of attempted credits.

**REQUIREMENTS FOR REPAYMENT OF FINANCIAL AID IF YOU WITHDRAW**

Federal regulations require repayment of aid based on a direct pro-ration of days not in attendance. This could *severely* penalize aid recipients financially if they withdraw from school prior to the 60% point in the affected term.

Although full tuition is charged (100%) by the end of the first month of the term, only a small percentage (about 25%) of financial aid may now be kept at that point.

Students desiring to withdraw in the 5th through the 9th week of the term will have to pay full tuition, while much of their aid will be rescinded for non-attendance. The university believes that this could cause economic hardship for affected students when and if this happens. Below are examples of repayment requirements.

Day of Withdrawal	7th	14th	21st	28th	35th	49th	56th	65th -107th
% of tuition charged	0%	0%	50%	50%	100%	100%	100%	100%
% of aid that may be kept	6%	13%	19%	26%	32%	45%	52%	100%
% of aid to be repaid	94%	87%	81%	74%	68%	55%	48%	0%

Please consider the following alternatives before officially withdrawing: 1) speak with your professor, 2) get tutorial help, 3) reduce your course load, 4) seek help from the various counseling services available to you on campus. *Use all resources available and try to avoid withdrawing!*

Contact the Financial Aid Office, Hyer 130, 472-1130 for information.

**VETERANS ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE**

The Registrar's Office, Baker Hall, Room 27 (472-1211) is the certifying office for Federal and State veterans benefits at the University of Wisconsin-Whitewater. The St. Louis DVA has both a toll free number (1-888-442-4551) and an e-mail address (stlrpo@vba.va.gov) available for individual inquires. In addition, County Veterans Offices are available for assistance at each county seat.

**TRAINING**

TIME*	UNITS PER TERM	
	UNDERGRAD	GRAD
Full Time	12	9+
3/4 Time	9-11	5-8
1/2 Time	6-8	4
1/4 Time	1-3	3

- 3/4 = Three quarters (75%) of full time benefits payable on a monthly basis.
- 1/2 = One half (50%) of full time benefits payable on a monthly basis.
- 1/4 = Less than one half time; tuition & fees only

*\* Per VA directive, a course which does not meet for the full TERM will only count during those weeks that the course meets.*

**State Benefits**

State benefits include the Wisconsin GI Bill, the Veterans Education (VetEd) Reimbursement Grant, and the National Guard Reimbursement Grant.

The Wisconsin G.I. Bill is a 50% waiver of tuition and fees for eligible Wisconsin veterans or a 100% waiver of tuition and fees of eligible dependents of Wisconsin Veterans at any UW institution for up to 128 credits or eight full-time semesters. Dependents will be eligible if the veteran dies in the line of duty or has a combined VA service-connected disability rating of 30% or greater. Spouses will be eligible for ten years following the date of the line-of-duty death or the service connected disability rating. Children must be between the ages of 18-25 and must maintain full-time status to take advantage of this program.

Students must apply during the first 2 weeks of the term for which they wish to use this benefit. The applications and instructions for this program are available in the Registrar's Office in Baker Hall or on the WDVA website, under brochures.

Information on the VetEd Grant and the National Guard Grant is available in the Registrar's Office. Both grants must have a pre-application submitted during the first 30 days of the start of the term in order to use these programs.

**Federal Benefits**

In addition to the monthly GI Bill, benefits may also include tutorial assistance if there exists a documented deficiency in any subject required for completion of a degree program. Contact the Veterans' Coordinator for an application.

Refer to the Undergraduate or Graduate Catalog for the academic performance criteria that are expected from all University of Wisconsin-Whitewater students, including those individuals receiving VA benefits. In addition to those rules and regulations, veterans who are receiving VA benefits should be aware of these stipulations:

1. Short (8-wk) courses could affect your benefits.
2. Taking a course on a satisfactory/no credit basis may result in an overpayment of benefits for that term if the veteran receives no credit for the course.
3. Courses taken off campus or at another school may not count toward the enrollment certification. If taking courses at two schools concurrently, veterans must check with the Veteran's Coordinator if they wish to use benefits at both schools.
4. Audit units do not count as units for benefit certification purposes.
5. A repeat enrollment of a "D" grade may not count for benefit level determination, nor will repeats for no credit.
6. The University is required to notify the VA of any change of enrollment, change of program and/or withdrawal in order to determine the effect on future and past benefit eligibility. Unless the veterans claim "mitigating circumstances", they may be liable for repayment of the benefits. Veterans should contact the Veterans' Coordinator to determine the effects of a change before that action is taken, and if "mitigating circumstances" can be claimed, file a statement of those circumstances.

Veterans may be required to return benefits paid for pursuit of the course or courses, **from the start of the term**, not from the date the course was dropped or the withdrawal was processed.

7. Veterans/dependents should contact the Registrar's Office to receive advance pay and/or continuous pay each term.

8. If called to active duty, contact the Veterans Coordinator for the correct procedure and assistance.

Any questions concerning the above information should be directed to the Veterans' Coordinator in the Registrar's Office.

# ADMISSION

## UNDERGRADUATE ADMISSION

Undergraduate students who were not enrolled at UW-W during the Spring Term 2006 and May 2006 graduates must be admitted/readmitted through the Admissions Office, Baker Hall (262-472-1440), subject to enrollment limitations.

### ORIENTATION PROGRAMS

April 6, 12, 29, June 15, July 20, August 10 & 24

a. All new undergraduate students (transfer or new freshmen) are required to participate in an orientation/registration program. It is suggested that students register for the earliest date open to their particular classification (determined by credits completed, not those in progress).

April 6	Junior, Senior Transfer Students
April 12	Sophomore, Junior, Senior Transfer Students
April 29	All Transfer Students
June 15	All Transfer Students
July 20	New Freshmen & All Transfer Students
August 10	All Transfer Students
August 24	New Freshmen and All Transfer Students

FEES All new students will be assessed a non-refundable orientation fee. Transfer students are assessed a non-refundable \$22 program fee and may also be assessed a course placement fee of \$20. New freshmen are assessed a non-refundable \$60 orientation fee as well as a \$20 course placement fee. These fees will be placed on student bills and may be subject to change.

b. RESERVATIONS - Students must reserve the date they wish to attend by returning the reply form that has been mailed or by calling New Student Programs and First Year Experience Office (262-472-3205). Reservations must be made at least 2 business days in advance in order that the appropriate materials can be prepared.

c. Check-in for all programs will begin at 9:30 a.m. The program will include information about university requirements and expectations, interpretation of the Advising Reports (ARs), information about various university services, academic advising and registration. Students should choose a program date for which they can dedicate the entire day. It is not possible to meet with an adviser in the morning and then leave.

d. PARKING—During the orientation programs, you may park in any academic parking lot in a space that is not metered, reserved or restricted. Do not park in a resident parking lot (signs at the entrances to the resident parking lots indicate that they are restricted areas and that a resident permit is required). Information about term parking permits can be found on page 29.

e. PLACEMENT TESTS—See English and Math Placement (page 26). Questions about possible testing requirements should be addressed to the Testing Office (262)472-5613.

ff. ACADEMIC ADVISING—Students will meet with an academic adviser to review program plans and to make course selections. Students wishing to change their major should Notify New Student Programs of this when making their reservation for a program. The addition of a second major or minor should be addressed when students attend the orientation program.

Questions about the above programs should be directed to New Student Programs/First Year Experience (262) 472-3205.

## Transfer Information System (TIS) UW System Wide

The Transfer Information System (TIS) is a source of information for students and advisers with questions regarding transferability of undergraduate credits among UW System institutions and the Wisconsin Technical Colleges. This computer-based system provides information regarding transfer course equivalencies, academic program array, and student services departments. The TIS resource link is accessible through the UW-Whitewater WEB HomePage (<http://www.uww.edu>) under admissions. TIS is very user friendly with easy to use commands and an extensive tutorial. Computer access is available in the Admissions Office located in Baker Hall, Advising Coordinators' Offices, and University computer labs. More information available at <http://www.uwsa.edu/tis>. For information regarding transfer of credit from non UW System campuses, contact the Admissions Office by calling 262-472-1440, on-line at [www.uww.edu/admissions](http://www.uww.edu/admissions), or stop by in person.

## GRADUATE STUDENT ADMISSION

All graduate students who were admitted and/or registered for UW-Whitewater graduate level credit in the Fall Term '05, Summer '06 and Spring '06 are automatically eligible for Fall 2006 registration unless they graduated.

Applicants who do not enroll at UW-Whitewater as a graduate student within a calendar year of the beginning of the term for which they were admitted and students who have not enrolled as a graduate student within a calendar year are considered inactive. Inactive students must update and reactivate their files by completing a reactivation form before they will be eligible to register for graduate courses. Forms are available at, and must be submitted to, the School of Graduate Studies Office. Forms are also available at the School of Graduate Studies webpage: <http://www.uww.edu/gradstudies>. Readmission letters are not issued.

### Admission Requirements

Students may be admitted to a graduate degree program either in good standing or on probation. Special categories are established for persons not attempting to complete a degree at this institution. These special categories are "non-candidate for degree" and "guest transfer of credit."

### Admission in Good Standing

Requirements for admission to a degree program in good standing are as follows:

1. A baccalaureate or higher degree from a regionally accredited institution.
2. At least a 3.00 overall grade point average in all graduate work previously completed at UW-Whitewater with no grades of I (Incomplete) or IP (In Progress) pending.
3. One of the following:
  - a. At least a 2.75 overall grade point average in the undergraduate degree program.
  - b. At least a 2.90 grade point average in the last half of the undergraduate degree program.
  - c. A master's degree or higher from an institution regionally accredited at the corresponding graduate level.
  - d. At least 12 units of graduate work completed on a regular grade basis at UW-Whitewater.

- e. At least a 2.50 overall grade point average in the undergraduate degree program, a Graduate Management Admission Test (GMAT) score of at least 570, and at least five years of appropriate work experience. (This option is available only to M.B.A. and M.P.A. applicants.)
4. Any additional requirements set by individual departments or colleges for admission to specific degree programs.

### Admission on Probation

A student who does not meet the requirements for admission in good standing may be admitted to a degree program on probation after furnishing credible evidence of ability to do satisfactory graduate work. Such credibility is determined by the admitting academic department or individual program director, and could be a creditable postgraduate employment record, a satisfactory score on the Graduate Record Examination (GRE), the GMAT, or Miller Analogies Test; or the successful completion of graduate work at a regionally accredited institution.

Students admitted on probation must meet the criteria above for good standing status within the first 12 units attempted, including repeated courses. Those failing to do so will be ineligible to take further graduate work in that degree program.

### Application to a Degree Program

To apply for admission to a graduate degree program, individuals must:

1. Send a completed application for admission form, together with a \$45 nonrefundable application fee payable to UW-Whitewater, to the School of Graduate Studies Office. All requests to transfer and/or apply previously taken graduate course work toward the degree requirements must be included in the application. Application forms may be obtained from the School of Graduate Studies Office or online at <http://www.uw.edu/gradstudies>.
2. Submit an official degree-bearing transcript from the institution that granted the bachelor's degree and that includes at least 60 term hours of course work. If fewer than 60 term hours of course work were completed at the degree-granting institution, additional official transcripts may be required at the discretion of the School of Graduate Studies.
3. In addition to the official bachelor's degree-bearing transcript, submit copies of transcripts for all undergraduate work that was applied to the bachelor's degree, if that course work was not included in the degree-bearing transcripts. These transcripts may be unofficial copies and may be submitted by the applicant.
4. Submit an official transcript showing completion of any master's or higher degrees.
5. Submit official transcripts for any other graduate work completed, if the work is to be considered for transfer into the student's degree program. If official transcripts for previously completed graduate work are not provided at the time of application to the program, credit for that work cannot be transferred at a later date.
6. Have official transcripts sent directly from the Registrar's Office at the institution where the work was completed to the School of Graduate Studies at UW-Whitewater. (Note: Transcripts from UW-Whitewater will be ordered by the School of Graduate Studies.) Transcripts faxed to UW-Whitewater or submitted personally by applicants will not be accepted. In the case of an institution in a foreign country that does not issue transcripts other than the single official copy presented to the student, a photocopy may be submitted provided that the applicant

presents the official document for verification of authenticity at the School of Graduate Studies Office upon arrival at UW-Whitewater.

7. Submit all other credentials (e.g., test scores and letters of recommendation) required for admission to the particular program for which admission is being sought.

All application credentials must be sent to the School of Graduate Studies, UW-Whitewater, Whitewater, Wisconsin 53190. These materials become the property of the University and are not returned to applicants or forwarded to other institutions. Applications will not be processed until all of the above credentials have been received.

All application materials (including transcripts and other material that may be required) must be received at least 45 days prior to the start of classes to be considered for admission for a given term. Please note: Individual programs may have earlier deadlines. In order to ensure receipt of all application materials by the deadline, applications should be submitted at least three months before the beginning of the term the applicant plans to attend. Applications received or completed fewer than 45 days prior to the start of classes will be considered for admission for the following term. Students whose applications for program admission are pending may enroll in course work as non-candidate for degree (NCFD) students, but are subject to the twelve credit limit on course work that may be taken prior to the term of a program admission and then applied toward the completion of a degree.

Application for admission will be considered during the applicant's last term of undergraduate study; however, admission will be conditional upon the applicant attaining the baccalaureate degree and meeting all the requirements for admission.

After application credentials have been evaluated, students will be notified of their admission status. If accepted into a degree program, they will be assigned an adviser and sent class registration material.

Reactivated students, however, do not receive official notice of their reactivation.

### Non-Candidate for Degree (NCFD) Status

Persons who hold a bachelor's degree or graduate degree from a regionally accredited college or university but do not wish to be admitted to a graduate degree program are classified as NCFD students. Evidence of a bachelor's degree or an advanced degree is required for an NCFD student. This category allows the student to enroll in graduate level courses and to receive graduate credit for this work. Departments and colleges reserve the right to restrict NCFD students from their courses. Completion of an admission form obtained from the Graduate Office or from this Schedule of Classes is all that is necessary for this admission procedure.

Before attempting more than 12 units as an NCFD, a student is encouraged to file an application for a degree program. Acceptance of any course work toward a graduate degree, including course work completed as an NCFD student, is at the discretion of the department. Because a graduate degree requires that the student complete a program of courses planned in consultation with an adviser, generally two-thirds or more of the course work must be completed after formal admission to the degree program. Consequently, a maximum of twelve units taken prior to admission to the program may be applied toward the completion of a degree.

All course work, with the exception of up to nine units, must be completed at UW-Whitewater. Additional course work taken at other institutions may allow specific program requirements to be waived; however, no more than nine transfer units may be applied toward the unit requirements of a degree program.

### Guest Transfer of Credit

Persons attending another graduate school who wish to take graduate courses at UW-Whitewater and transfer them to that institution may do so. The School of Graduate Studies Office at UW-Whitewater provides a form to be completed by an official of the graduate school to which the units are to be transferred. The form certifies that the student is attending the other institution and states the provisions for approval of the work taken at UW-Whitewater toward the degree at the other institution.

### Graduate Special Studies Policy

A graduate student may apply no more than 4 units of individual studies, no more than 6 units of special studies, and no more than a combined total of 9 units of individual studies, workshops, and special studies toward the completion of a degree. Departments retain the prerogative of allowing fewer than nine of these types of units to apply toward their respective graduate degrees.

### Seniors Taking Graduate Courses

UW-Whitewater undergraduate students with senior status may be allowed to take at most six graduate units at UW-Whitewater provided they have completed 90 cumulative units (excluding remedial units) with at least a 2.75 overall grade point average (or 2.90 over the last half of their course work). Seniors must file a Senior Application at the School of Graduate Studies Office and have the written recommendation of the department chairperson of their undergraduate major. Seniors may not use graduate-level units to satisfy requirements for the bachelor's degree, and undergraduate fees will be charged for their graduate-level work. The option to take UW-W graduate units is not available to seniors enrolled at other institutions.

# ACADEMIC PROGRAMS

## UNDERGRADUATE

### Undergraduate Degree Programs

This is a listing of UW-Whitewater's approved programs by degree, major and minor with emphases indented below the title where appropriate. The college/department responsible for the administration of the program is also indicated.

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), in which case upon re-entry they will be subject to the requirements in effect at that time.

#### BA-Bachelor of Arts

Arts and Communication	BA	Arts & Comm.
Liberal Arts	BA	L & S
Education	BA	Education

#### BBA-Bachelor of Bus Adm

BBA	Business
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#### BFA-Bachelor of Fine Arts

BFA	Arts & Comm.
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#### BM-Bachelor of Music

BM	Arts & Comm.
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#### BS-Bachelor of Science

BS	L & S
BS	Arts & Comm.
BS	Education

#### BSE-Bachelor of Science-Education

Business Education	BSE	Education
Elementary Education	BSE	
Secondary Education	BSE	
Special Education	BSE	
Early Childhood	BSE	

#### Pre-Professional Programs

		L & S
Chiropractic	Chem	
Dentistry	Bio	
Law	Poli Sci	
Medicine	Bio	
Optometry	Phys	
Pharmacy	Chem	
Veterinary Medicine	Bio	

#### Associate Degree

AA	ARTS
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#### MAJORS

<u>TITLE</u>	<u>DEGREE</u>	<u>DEPT</u>
ACCOUNTING	BBA	Acctg
ART		
Art	BA	Art
Art Graphic Design	BA	Art
Art Licensure	BA	Art
Art History	BA	Art
Fine Arts	BFA	Art
Fine Arts Licensure	BFA	Art
Fine Arts Graphic Des	BFA	Art
ART EDUCATION	BSE	Art
BIOLOGY		
Biotechnology	BA/BS	Biol

General Biology	BA/BS/BSE	Biol
Cell/Physiology	BA/BS/BSE	Biol
Cell/Physiology Honors	BA/BS	Biol
Ecology/Field	BA/BS/BSE	Biol
Ecology/Field Honors	BA/BS	Biol
Early Entrance	BS	Biol
Marine & Freshwater Ecolgy	BA/BS	Biol

#### BUSINESS

Pre-Business		Bus
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#### BUSINESS EDUCATION

Business Ed	BSE	ITBE
Comprehensive	BSE	ITBE
Mktg Ed Comprehensive	BSE	ITBE

#### CHEMISTRY

Liberal Arts	BA/BS	Chem
Professional ACS Approved	BA/BS	Chem
Chemistry Education	BSE	Chem

#### COMMUNICATIVE DISORDERS

Communic Disorders Ed	BSE	Com Dis
Communicative Dis	BA/BS	Com Dis

#### EARLY CHILDHOOD

BSE	C & I/Spec Ed
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#### ECONOMICS

Economics L&S	BA/BS	Econ
Economics	BBA	Econ
Economics Business Policy	BBA	Econ
Economics International	BBA	Econ
Economics Public Policy	BBA	Econ
Economics International	BA/BS	Econ
Economics Public Policy	BA/BS	Econ
Economics Education	BSE	Econ

#### EDUCATION

Pre-Education		C & I
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#### ELEMENTARY EDUCATION

Pre-Kindergarten - 6	BSE	C & I
El Ed - Elem Middle	BSE	C & I

#### ENGLISH

English	BA/BS	Lng/Lit
English Education	BSE	Lng/Lit
Writing	BA/BS	Lng/Lit
Writing-Education	BSE	Lng/Lit

#### FINANCE

Finance	BBA	Finc
Financial Planning	BBA	Finc
Insurance	BBA	Finc
Real Estate	BBA	Finc

#### FRENCH

BA/BS/BSE	Lng/Lit
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#### GENERAL BUSINESS

Entrepreneurship	BBA	Bus
General	BBA	Bus
International	BBA	Bus
GENRL MANAGMNT	BBA	Bus

#### GENERAL SCIENCE-BROADFIELD

Biology	BSE	Biol
Chemistry	BSE	Chem
Earth Science	BSE	Geog
No Emphasis (Entry Lvl)	BSE	Biol
Physical Science	BSE	Physics
Physics	BSE	Physics

#### GEOGRAPHY

Geography Education	BSE	Geog
Geography	BA/BS	Geog
Geology Emphasis BA/BS		Geog
International/Regional	BA/BS	Geog

**ACADEMIC PROGRAMS**

Quantitative/Technique	BA/BS	Geog	Physics Education	BSE	Physics
Physical/Environmental	BS	Geog	<b>POLITICAL SCIENCE</b>		
Urban/Suburban	BA/BS	Geog	Political Science	BA/BS	Pol Sci
<b>GERMAN</b>	BA/BS/BSE	Lng/Lit	Political Science Educ	BSE	Pol Sci
<b>HISTORY</b>			<b>PRE-PROFESSIONAL</b>		L & S
History	BA/BS	History	<b>PSYCHOLOGY</b>		
Public History	BA/BS	History	Psychology	BA/BS	Psych
Secondary Education	BSE	History	Psychology Education	BSE	Psych
<b>HUMAN RESOURCE MANAGEMENT</b>			<b>PUB POL &amp; ADMIN</b>	BS	L & S
General	BBA	Mgmt	<b>SOCIAL STUDIES-BROADFIELD</b>		
<b>INDIVIDUALLY DESIGNED</b>			Economics Option I	BSE	Econ
With a Minor (L&S)	BA/BS	L & S	Economics Option II	BSE	Econ
Without a Minor (L&S)	BA/BS	L & S	Geography Option I	BSE	Geog
With a Minor (A&C)	BA	Arts& Comm.	Geography Option II	BSE	Geog
Without a Minor (A&C)	BA	Arts & Comm.	History w/Social Studies	BSE	Hist
<b>INFO TECH INFRAST</b>	BBA	ITBE	No Emphasis (Entry Lvl)	BSE	Hist
<b>INTERNATNL STUDIES</b>	BA/BS	L & S	Pol Sci Opt I	BSE	Pol Sci
Business Emphasis			Pol Sci Opt II	BSE	Pol Sci
Forgn Lng & Area St Emph			Psych Option I	BSE	Psych
Public Diplomacy Emphasis			Psych Option II	BSE	Psych
<b>INTEGRATED SCIENCE/ BUSINESS</b>	BS/BBA	Biol	Sociology Option IBSE		Soc
<b>JOURNALISM</b>		Bus	Sociology Option II	BSE	Soc
Advertising	BA/BS	Comm	<b>SOCIAL WORK</b>	BA/BS	Soc Wk
Broadcast	BA/BS	Comm	<b>SOCIOLOGY</b>		
International	BA/BS	Comm	Comparative Studies	BA/BS	Soc
Print	BA/BS	Comm	Criminal Justice	BA/BS	Soc
<b>LIBERAL STUDIES</b>	BA/BS	Comm	Sociology	BA/BS	Soc
with a minor		Phil	Sociology Education	BSE	Soc
without a minor		Phil	<b>SPANISH</b>	BA/BS/BSE	Lng/Lit
<b>MANAGEMENT</b>	See General Management		<b>SPECIAL EDUCATION</b>		
<b>MANAGEMENT COMPUTER SYSTEMS</b>			Cross Catagorical	BSE	Spec Ed
Mgmt Computer System	BBA/BS	MCS	Cognitive Disabl		
<b>MARKETING</b>	BBA	Mktg	Early Childhood	BSE	Spec Ed
Direct and Internet Mktg	BBA	Mktg	Cross Catagorical	BSE	Spec Ed
<b>MATHEMATICS</b>			LD & BD		
Applied Mathematics	BA/BS	Math	<b>SPEECH</b>		
Mathematics Computer	BA/BS	Math	Organization Commctn	BA/BS	Comm
Mathematics Pure	BA/BS	Math	Interpersonal Communictn	BA/BS	Comm
Mathematics Statistics	BA/BS	Math	Public Relations	BA/BS	Comm
Math Education	BSE	Math	Electronic Media	BA/BS	Comm
<b>MUSIC</b>			<b>THEATRE</b>		
Music BA	BA	Music	Design/Technology	BFA	Theatre
Music Ed General	BM	Music	Management/Promotion	BFA	Theatre
Music Ed Instrumental	BM	Music	Performance	BFA	Theatre
Music Ed Choral	BM	Music	Stage Management BFA		Theatre
Instrumental Performance	BM	Music	Theatre Education	BSE	Theatre
Keyboard Performance	BM	Music	Theatre	BA	Theatre
Vocal Performance	BM	Music	<b>UNDECLARED</b>		L & S
Theory/History	BM	Music	<b>WOMEN'S STUDIES</b>	BA/BS	WS
<b>MLTIMDIA DIGTL ARTS</b>	BA/BS	A&C	<i>MINORS</i>		
<b>OCCUPATNL SFTY</b>	BS	Safety	<u>TITLE</u>		<u>DEPT</u>
Construction Safety	BS	Safety	<b>ADVERTISING</b>		Commtn
Occupational Ergonomics	BS	Safety	<b>ART</b>		
Pre-Occup. Safety		Safety	Art		Art
<b>OPERATIONS MGNT</b>	BBA	Mgmt	Art Studio		Art
Service	BBA	Mgmt	<b>ART HISTORY</b>		Art
Supply Chain	BBA	Mgmt	<b>ARTS MGMNT</b>		Arts & Comm.
E-Operations	BBA	Mgmt	<b>ASIAN STUDIES</b>		L & S
<b>PHYSICAL EDUCATION</b>			<b>BIOLOGY</b>		
K-9	BSE	HPER	Biology		Biology
K-12	BSE	HPER	Elementary Education		Biology
Health, Human Perf & Rec	BSE	HPER	<b>BUSINESS STUDIES</b>		
<b>PHYSICS</b>			Accounting		Acctg
Engineering	BA/BS	Physics	Business Law		Finc
Graduate School	BA/BS	Physics	Finance		Finc
Industry	BA/BS	Physics			

General Business	Bus	MULTIMEDIA DESIGN	Art
Info Tech	Bus	MUSIC	Music
Managemnt General	Mgnt	PHILOSOPHY	
Managemnt Human Res.	Mgnt	Philosophy	Phl/Rel
Managemnt Production	Mgnt	Philosophy Educ	Phl/Rel
Marketing	Mkt	PHYSICS	
No Declared Emp-Entry	Bus	Physics	Physics
<b>CHEMISTRY</b>	Chem	Secondary Education	Physics
<b>COACHING</b>		PHYSICAL SCIENCE	Physics
Coaching	HPRC	POLITICAL SCIENCE	
Education	HPRC	Political Science	Pol Sci
<b>COMM DISORDERS</b>	Com Dis	Secondary Education	Pol Sci
<b>COMPUTER SCIENCE</b>		PSYCHOLOGY	
Computer Science	Math/Comp Sci	Business	Psych
Web Site Development & Admin	Math/Comp Sci	Psychology	Psych
<b>CRIMINAL JUSTICE</b>	Sociology	Secondary Education	Psych
<b>DANCE</b>		PUBLIC ADMINISTRTRN	Pol Sci
Dance	Theatre	RACE & ETHNIC CULTURE	Race/Eth
Secondary Education	Theatre	RECREATION LEISURE STUDIES	
<b>ECONOMICS</b>		Education	HPER
Economics L&S	Econ	Letters and Sciences	HPER
Secondary Education	Econ	OCCUPATIONAL SAFETY	Safety
<b>ENGLISH</b>		SOCIAL STUDIES- ELEMENTARY	History
English	Lng/Lit	SOCIOLOGY	Soc
English Education	Lng/Lit	SPANISH	
English Writing	Lng/Lit	Spanish	Lng/Lit
English Writing-Educ	Lng/Lit	Spanish-Education	Lng/Lit
<b>FAMILY &amp; HEALTH STUDIES</b>	Soc	SPECIAL EDUCATION	Spec Ed
<b>FORENSIC SCIENCE – CRIMINAL JUSTICE</b>	Soc	SPEECH	
<b>FRENCH</b>		Elementary Education	Commtn
French	Lng/Lit	General	Commtn
French Education	Lng/Lit	Public Relations	Commtn
<b>GENERAL SCIENCE</b>	Physics	Secondary Education	Commtn
<b>GEOGRAPHY</b>		TEACHING ESL	Lng/Lit
Environmental Studies	Geog	TEACHING ESL/BILINGUAL – BICULTURAL	Lng/Lit
Geography-Elementary	Geog	TEACHING ESL FOR ADULTS	Lng/Lit
Geography	Geog	THEATRE	
GIS	Geog	Theatre	Theatre
<b>GEOLOGY</b>	Geolgy	Theatre Education	Theatre
<b>GERMAN</b>		URBAN & AREA DEVELOPMENT	Geog
German	Lng/Lit	WOMEN'S STUDIES	WS
German Education	Lng/Lit		
<b>HEALTH</b>			
Health Promotion	HPER		
Health Education	HPER		
<b>HISTORY</b>			
History-Public	History		
History	History		
History-Elementary	History		
History-Secondary	History		
<b>HUMAN SERVICES FOUNDATIONS</b>	Soc Work		
<b>INDIVIDUALIZED (L&amp;S)</b>	L & S		
<b>INDIVIDUALIZED (A&amp;C)</b>	Arts & Comm.		
<b>INTERNATIONAL STUDIES</b>	PSCI		
<b>JOURNALISM</b>	Commtn		
<b>LATIN AMERICN ST.</b>	L & S		
<b>LEADERSHIP MILITARY SCIENCE</b>	Milt Sci		
<b>LEGAL STUDIES</b>	PSCI		
<b>LIBERAL STUDIES</b>	Phl/Rel		
<b>LIBRARY-MEDIA</b>			
K-12	Ed Fnd		
Public-Special	Ed Fnd		
<b>MATHEMATICS</b>			
Mathematics	Math		
Mathematics-Elem	Math		
Mathematics-Sec	Math		
<b>MULTIMEDIA</b>	Commtn		

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## UNIVERSITY HONORS PROGRAM (UHP)

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### Honors Course Eligibility

To enroll in an honors course, an undergraduate student must be in good standing in the UHP, freshmen must be in the top 10% of their high school class and have a cumulative ACT of 24 or higher, or must be in the top 25% of their high school class and have a cumulative ACT of 27 or higher, or a letter of recommendation from their high school counselor and one teacher. Continuing students are eligible for the UHP when they have completed at least 12 units (excluding remedial) with a cumulative GPA of at least 3.40. Transfer students may apply for admission to the UHP if, at the time of transfer, they have a 3.40 cumulative grade point average at an accredited institution. Information on this program can be obtained from the University Honors Program Center, in Andersen Library (telephone 262-472-1268) or at <http://acadaff.uww.edu/Honors/index.htm>.

# LEARNING COMMUNITIES

Learning Communities are a selective program for incoming freshman to share living and learning experiences at UW-W. Students with similar interests or areas of study take specially selected courses together. The sections for Learn-

ing Communities are listed in the Course Offerings section of the Schedule of Classes. Learning Community sections are designed with an X at the end of the section number. These sections are limited to students participating in a Learning Communities. To learn more about learning communities visit <http://www.uw.edu/Admissions/LearningCommunity>

## GRADUATE

<u>Major/Emphasis Title</u>	<u>Degree</u>	<u>Dept.</u>	<u>Program Coordinator</u>	<u>Office Number</u>	<u>Telephone Number</u>
<b>ACCOUNTING</b>	MPA	ACCTG	Zahn	C 4033	1945
Economics	MPA	ACCTG	Zahn	C 4033	1945
Finance	MPA	ACCTG	Zahn	C 4033	1945
General	MPA	ACCTG	Zahn	C 4033	1945
International Business	MPA	ACCTG	Zahn	C 4033	1945
Marketing	MPA	ACCTG	Zahn	C 4033	1945
<b>BUSINESS ADMINISTRATION</b>					
Finance	MBA	BUS	Zahn	C 4033	1945
Human Resource Management	MBA	BUS	Zahn	C 4033	1945
International Business	MBA	BUS	Zahn	C 4033	1945
IT Management	MBA	BUS	Zahn	C 4033	1945
Management	MBA	BUS	Zahn	C 4033	1945
Marketing	MBA	BUS	Zahn	C 4033	1945
Operations & Supply Chain Mgmt	MBA	BUS	Zahn	C 4033	1945
Technology and Training	MBA	BUS	Zahn	C 4033	1945
Human Resource Mgmt Cert	CERT	BUS	Zahn	C 4033	1945
<b>BUSINESS EDUCATION</b>					
General	MS	BUS ED	James, R.	C 4023	4993
Secondary	MS	BUS ED	James, R.	C 4023	4993
Post-Secondary	MS	BUS ED	James, R.	C 4023	4993
<b>COMMUNICATION</b>					
Corporate Communication	MS	COMMTN	Penington	HE 460	1983
Mass Communication	MS	COMMTN	Penington	HE 460	1983
<b>COMMUNICATIVE DISORDERS</b>	MS	COM DIS	Bradley	R 1016	5202
<b>COMPUTER INFORMATION SYSTEMS</b>	MS	CIS	Zahn	C 4033	1945
<b>CURRICULUM AND INSTRUCTION</b>					
Health, Physical Education & Coaching	MS	EDUCATION	Zbikowski	WH 3033	4860
Learning in the Adolescent Years	MS	EDUCATION	Zbikowski	WH 3033	4860
Learning in the Early Years	MS	EDUCATION	Zbikowski	WH 3033	4860
Library & Information Technology	MS	EDUCATION	Zbikowski	WH 3033	4860
Professional Development	MS	EDUCATION	Zbikowski	WH 3033	4860
Technology Enhanced Education	MS	EDUCATION	Zbikowski	WH 3033	4860
<b>COUNSELING</b>					
Community Counseling	MS	COUN ED	O'Beirne	WH 6047	1452
Higher Education	MS	COUN ED	O'Beirne	WH 6047	1452
School Counseling	MS	COUN ED	O'Beirne	WH 6047	1452
Community	CERT	COUN ED	O'Beirne	WH 6047	1452
Higher	CERT	COUN ED	O'Beirne	WH 6047	1452
School	CERT	COUN ED	O'Beirne	WH 6047	1452
<b>READING</b>	MSE	C & I	Stinson	WH 4046	1973
<b>SAFETY</b>	MS	SAFETY	Taveira	WH 6040	5427
Construction Safety	CERT	SAFETY	Kapp	WH 6037	5423
Occupational Ergonomics	CERT	SAFETY	Taveira	WH6040	5427
<b>SCHOOL BUSINESS MANAGEMENT</b>	MSE	SCH BUS	Statz	C 4016	1350
<b>SCHOOL PSYCHOLOGY</b>	MSE	PSYCH	Larson	WH 5030	5412
<b>EDUCATION SPECIALIST</b>	EdS	PSYCH	Larson	WH 5030	5412
<b>SCHOOL PSYCHOLOGY</b>					
<b>SPECIAL EDUCATION</b>	MSE	SPECED	Gordon	WH 3050	5376
Graduate Licensure Coordinator		SPECED	Kolb	WH 4039	4831
Early Childhood: EEN		SPECED	Riall	WH 3048	5809
Transitional/Special Needs		SPECED	Lombard	WH 3052	5813
Autism Specialist	CERT	SPECED	Stuart	WH 4042	4877
Transition Specialist	CERT	SPECED	Lombard	WH 3052	5813
<b>PROF DEV PROGRAM</b>	CERT	COLLEGE OF EDUC	Benson	WH 4030	1680
<b>COOPERATIVE PROGRAMS</b>					
Educational Leadership		(UW-Madison)	Hertting	WH 4035	4891
Public Administration		(UW-Oshkosh)	Johnson	S 245	4766
<b>NON-DEGREE CATEGORIES</b>					
Non-Candidate for Degree					
Guest Transfer of Credit					
Post Masters					
Business					
Special Education					

# ADVISING

## UNDERGRADUATE ACADEMIC ADVISING

### Advising Structure

First-year students and all undeclared students will be assigned advisors at the Academic Advising & Exploration Center(AAEC) (with the exception of Art, Music and Theatre 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.

#### COLLEGE OF BUSINESS:

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 business major.

Students planning to graduate in December 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, Multimedia, Music, and Theatre/Dance.
- 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)

Students with fewer than 24 credits and undeclared students should process all changes of degree, major and minor in 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 go through a formal admission process to be officially admitted to that program area. Contact the Winther Hall Information Desk 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:

ACT (English)	SAT (Verbal)	PLACEMENT
30 and higher	680+	placement in ENGLISH 102 with 101 waived
17-29	430-670	placement in ENGLISH 101
16 and lower	420-	placement in ENGLISH 090 (English 90 does not count toward graduation)

### 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
- MATH 141, Intermediate Algebra, or the equivalent course.

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:

<u>ACT (Math)</u>	<u>SAT(Math)</u>	<u>Math Course</u>
<b>PLACEMENT</b>		
24 and above	550 and above	waived from math Proficiency
19-23	460-550	Math 141 or 140
15-18	350-450	Math 041
01-14	200-340	Arithmetic Skills Test (Arithmetic Skills Test used to place student in either Math 40 or 41) (English 90 does not count toward graduation)

### 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.

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.

## COMMUNICATION & CALCULATION SKILLS

Courses or appropriate waivers are required.

3 units or waiver	ENGLISH 101
3 units	ENGLISH 102 or
3 units	ENGLISH 105H
<i>(Replaces both ENGLISH 101 and 102, Satisfies ENGLISH Proficiency Requirement)</i>	
3 units or waiver	SPEECH 110
3-4 units or waiver	MATH 141 or MATH 140
<i>(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.)</i>	

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)

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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

## 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:

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

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.

## ADVISING

**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.

**MILESTONES** – non course requirements

**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.

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## GRADUATE ADVISING

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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.

# SERVICES FOR STUDENTS

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## ADULT RESOURCE CENTER

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The Adult Resource Center is located in room 121, University Center and serves all University students with a special emphasis on meeting the needs of returning adult students. For further information call 262-472-5786.

## CENTER FOR STUDENTS WITH DISABILITIES

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UW-Whitewater has a unique specific mission to provide services for students with disabilities creating a positive and inviting environment for them. As a result, the University offers a broad array of services to provide students with disabilities complete access to all academic programs as well as to facilitate personal growth and development. These legally mandated services include academic accommodations in testing, note taking and alternative media, classroom modifications and classroom aides. Additional services include but are not limited to specialized transportation, individualized learning support (Project ASSIST), and assistive technology. All students who have disability-related needs and who want assistance in meeting those needs should contact: Center for Students with Disabilities, 1006 Roseman Hall, (262) 472-4711. <http://www.uww.edu/stdrscs/csd/>

## CHILDREN'S CENTER

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The University offers a high-quality preschool program for two-eleven year old children of student, faculty/staff and community families. Full-day and part-day schedules are available to suit families' work and study times on and off campus. The Children's Center also serves as a teacher-training site, is state-licensed, and is accredited by NAEYC. The Center is open daily from 7:30 am to 5:30 pm. For information regarding curriculum, registration and fees visit our website, <http://www.uww.edu/staffair/children/index.php> or call:

Cigdem Unal, Director  
University of Wisconsin-Whitewater  
The Children's Center,  
800 West Main St.1035 Roseman  
Whitewater, WI 53190  
262-472-1768

## COMPUTERS & TECHNOLOGY

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Instructional, Communication and Information Technology (iCIT) is responsible for the technology infrastructure for the UW-Whitewater campus, and provides access to online resources through the campus web site: <http://www.uww.edu>. The UWW web site is the starting point for students to access many resources, including:

- Online registration, course catalogs, and class schedules
- Online courses
- Syllabi and course materials
- Personal email account
- Storage space for personal web publishing and files
- Information about UW-W activities and operations
- Student billing and online payments

All UW-W students receive a University email account. The University email system is web-based, accessible from on or off-campus via <http://post.uww.edu>. Email for academic coursework and official University business are sent via the campus system, so it is important that students use their University email account.

iCIT operates two general access (GA) computing labs, open to all students more than 90 hours per week. The GA lab facilities provide access to computers, office application software and discipline-specific software for use in academic coursework. Internet access and print services are available from all lab computers. In addition, specialized equipment for high quality color printing and video editing is available. In Spring 2006 five collaborative learning spaces equipped with technology were created to facilitate group projects and collaborative learning.

UWW has been deploying a Wireless Network, and there are now more than 60 locations on campus where wireless network and internet access are available. iCIT also provides a program called Computers 4U (<http://www.uww.edu/4u>) that makes laptop and desktop computers available to students for purchase at highly competitive prices.

Learn more about these and other iCIT services online at (<http://www.uww.edu/icit>).

## HEALTH AND COUNSELING

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The University Health and Counseling Services provides a wide range of health care options -- for physical and mental health concerns. The physicians, psychologists, nurse practitioners, counselors, social workers, nurses, health educators, program support staff, physical therapist, medical technologist and administrators specialize in working with university students. Professional services are free, although there may be a small fee for some medications or laboratory services. All services are private and confidential. Call 262-472-1300 for Health Service appointments or 262-472-1305 for Counseling Service appointments.

## HEALTH INSURANCE

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The University will again endorse a student health insurance plan. Information can be received by contacting the Health Service. Call 262-472-5600.

## ID CARDS - HAWKCARD

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Students may obtain their University ID cards (HawkCard) at the HawkCard Office, UC-245, during normal office hours (8:00 a.m.-4:30 p.m., Monday-Friday). Extended office hours will be provided during the first week of the term.

The University does assess a charge for the replacement of lost ID cards.

## MEAL PLAN SIGN UP

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Students may sign up for a meal plan at the HawkCard Office, UC 245, or on our website: <http://uc.uww.edu/dining/enroll.php>. Various meal plan and/or Dining Dollar plans are available. All freshmen and sophomore students required to live in a Residence Hall are required to participate in a University meal plan program.

Meal plan and Dining Dollar plans will begin Wednesday, August 30, 2006. Meal plan changes will be accepted from Monday, September 11 to 3 p.m. on Friday, September 22.. All meal plan changes must be made at the HawkCard Office or at our website: <http://uc.uww.edu/dining/change.php>.

Students who are enrolled in a meal plan, and later withdraw from the university, MUST cancel their meal plan at the HawkCard Office.

## SERVICES FOR STUDENTS

All students may participate in the Purple Point program. A Purple Point Account is a discretionary, prepaid debit account. Purple Points may be used anywhere that cash is used on campus, and also at 19 locations off campus. The off campus locations include a variety of grocery stores, computer stores, restaurants, etc. Visit the HawkCard Office web page at: <http://uc.uww.edu/hawkcard> for a complete listing of on-campus and off-campus locations that accept Purple Points.

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## PARKING PERMITS

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All persons who use unmetered University parking facilities MUST display a valid parking permit, issued by Visitor & Parking Services. It is not necessary to have a permit on a vehicle which is parked at a meter.

A parking permit may be purchased at Visitor & Parking Services, located in the Visitor Center. Phone (262-472-1011)

### REGULAR BUSINESS HOURS

7:30 a.m.-8:00 p.m. Monday - Thursday (in session Fall & Spring)  
7:30 a.m.-4:30 p.m. Friday and when not in session  
12:00 p.m.-3:00 p.m. Saturday (in session Fall & Spring)  
9:00 a.m.-3:00 p.m. Sunday (in session Fall & Spring)

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## RESIDENCE LIFE

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Any questions concerning residence halls should be directed to the Office of Residence Life, Goodhue Hall (262-472-4200). Housing is available during the break periods in Goodhue Hall for an additional cost.

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## TEXTBOOK RENTAL AND UNIVERSITY BOOKSTORE

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Textbook Rental: Undergraduate students who have registered for classes may pick up textbooks in Moraine Hall (lower level).

The UNIVERSITY BOOKSTORE and TEXTBOOK RENTAL will extend hours during the first few weeks of classes to accommodate all students:

August 28-31	8:00 a.m.	-	6:00 p.m.
September 1	8:00 a.m.	-	4:15 p.m.
September 2-3	CLOSED		
September 4	9:00 a.m.	-	5:00 p.m.
September 5-7	8:00 a.m.	-	7:00 p.m.
September 8	8:00 a.m.	-	4:15 p.m.
September 9 (Bookstore Only)	11:00 a.m.	-	3:00 p.m.
September 10	CLOSED		
September 11-14	8:00 a.m.	-	7:00 p.m.
September 15	8:00 a.m.	-	4:15 p.m.
September 16 (Bookstore Only)	11:00 a.m.	-	3:00 p.m.
September 17	CLOSED		
September 18	8:00 a.m.	-	7:00 p.m.
September 19	Resume Normal Hours		
Bookstore: Mon-Thurs	8:00 a.m.	-	6:00 p.m.
Friday	8:00 a.m.	-	4:15 p.m.
Saturday	11:00 a.m.	-	3:00 p.m.
Textbook Rental: Mon-Fri	8:00 a.m.	-	4:15 p.m.

**All students**, regardless of status, **must bring their ID** in order to utilize Textbook Rental services. No exceptions will be made. Students must also know their class schedule, **including course and section numbers**.

**Books will not be issued to students who have outstanding fines or books not returned from the previous term.** Rented textbooks must be returned

during exam week December 14, 2006 (ID required). Fines will begin at the end of the exam period.

Some courses may require purchasing supplemental reading materials limited to \$23 per unit, \$69 per 3 unit course. Book Buyback will be December 14-15, 9:00 a.m. - 4:00 p.m., and December 18-20, 9:00 a.m. - 6:00 p.m. in the Bookstore Lobby.

**Graduate Students:** Graduate Students pay no textbook rental fees and are expected to purchase texts and other materials that are assigned in a course. **STUDENTS SHOULD CHECK WITH THE INSTRUCTOR OF THE COURSE FOR THE NEEDED MATERIALS AND TEXTBOOKS.** Since text requirements differ widely, no attempt is made here to estimate textbook purchase costs. The Textbook Rental Department is not authorized to rent books to graduate students. The University Bookstore, Moraine Hall, sells graduate texts and miscellaneous materials that may be required. Students may also purchase these items on our website at [www.uwwhitewaterbookstore.com](http://www.uwwhitewaterbookstore.com)

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## UNIVERSITY LIBRARY

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The University Library is located in the southern portion of the Andersen Library building. The library's website (<http://library.uww.edu>) provides information about its policies and services (such as hours, loan periods) and serves as the gateway to its traditional and electronic collections. Students must have a valid UWW ID card (HawkCard) when checking out materials. Off campus access to electronic resources and e-reserves, and on-campus wireless connection, require UWW ID or NetID authentication.

Students can check out materials from any UW libraries. Using the UB (Universal Borrowing) function on the UWW catalog, students can request materials from any UW libraries free of charge. Interlibrary Loan Service provides access to materials worldwide for a slight fee. UWW owned journal articles and chapters of books can be delivered electronically to graduate students and distance learners via the Document Delivery Service for \$1 per article/chapter.

Reference staff are available to provide research assistance and instruction in the use of library resources. Call (262)472-1032 (Reference Desk) or "Ask a Librarian" (virtual reference) at <http://library.uww.edu/subject/askwi.htm>.

Laptops for 2-hour in-library use and group study rooms are also available.

Regular library hours during spring and fall semesters: Mon-Thurs. 7:30 a.m.-Midnight; Fri 7:30 a.m.-6 p.m.; Sat. 9 a.m.-5 p.m.; and Sun. 1 p.m.-Midnight. (Details at [http://library.uww.edu/policies/ht\\_libhr.htm](http://library.uww.edu/policies/ht_libhr.htm))

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## WOMEN'S CENTER

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The UW-Whitewater Women's Center is a supportive community dedicated to fostering women's individual empowerment through educational programs, resources and referrals.

The Women's Center collaborates with UW-W students, faculty, staff and the larger community in programs designed to increase awareness about issues affecting women.

The Center is a place where women and men can work to address a diverse range of needs, interest and concerns including promoting equality by challenging imbalances of power based on sexism and other forms of oppression; such as classism, homophobia, racism, ageism, and ableism.

The Women's Center is located in Salisbury 236 and is open Monday through Thursday from 11:00 AM-6:00 PM. For more information, you can call the Center at 472-2786.

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## PHONE CONTACTS

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Phone (Area 262) Office

Admissions			
Graduate	John Stone	472-1006	R 2015
Undergraduate	Steve McKellips	1440	B Lobby
Academic Advising	Bruce Bukowski	5221	R 2054
Continuing Education	John Stone	1100	R 2013
Credit Outreach	Carrie Lencho	1100	R 2013
Non-Credit Outreach	Lou Zahn	3165	R 2005
Financial Aid	Carol Miller	1130	HY 130
Graduate School	John Stone	1006	R 2015
Housing	Jeff Janz	4255	GO 200
ID Cards/Meal Plan	David Halbach	1437	UC245
Registrar	Dan Edlebeck	1570	B 4
Student Accounts	Al Haberman	1373	HY 110
Summer Session	John Stone	1100	R 2013
Teacher Licensure	Advising Center	1585	WH 2003
Textbooks (Undgr)	Terri Meinel	1302	Moraine
Veterans	Janice Nordin	1211	B 027
Young Auditorium	Ken Kohlberger	5630	YA 140

# UNIVERSITY POLICIES AND INFORMATION

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT - FERPA

Interpretations of the Family Educational Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment) have important implications for the handling and releasing of student education record information by campus offices and school officials. FERPA applies to the “education records” (see next paragraph for definition) of “students”. “Students” are defined as those individuals who have applied for formal admission to UW-Whitewater, were admitted, and are or have been enrolled in classes at the University. FERPA does not apply to records of applicants for formal admission to the University who are denied acceptance or, if accepted, do not enroll in classes. In addition, rights are not given by FERPA to students enrolled in one component of UW-Whitewater who seek to be admitted in another component (e.g., a student enrolled in an undergraduate degree program, but is denied admission to a graduate program, does not have any FERPA rights in the graduate program which denied him/her admission).

“Education records” are those records that are directly related to a student and that are maintained by the University or by a school official who serves the University in an administrative, supervisory, academic, research, or support staff position (including student employees or agents of the University, persons/companies with whom the University has contracted, persons serving on official campus committees, or persons assisting other school officials in performing their tasks).

FERPA indicates that “education records” do not include:

- **Sole possession records.** Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who performs on a temporary basis the duties of the individual who made the records.

Important exception: Notes taken in conjunction with any other person are not “sole possession records”. Sharing information with another person or placing information where it can be viewed by others makes it an “education record” and subject to FERPA.

- **Law enforcement unit records.** Records maintained by a law enforcement unit of UW-Whitewater that were created by that unit for the purpose of law enforcement.

Important exception: Placing law enforcement records where they can be viewed or accessed by others outside the law enforcement unit makes them “education records” and subject to FERPA.

- **Employment records.** Records relating to individuals who are employed by UW-Whitewater which are made and maintained in the normal course of business and relate exclusively to individuals in their capacity as employees, and are not available for any other purpose.

Important exception: Records of students who are employed as a result of their status as students are “education records” (e.g., work-study, graduate assistants) and subject to FERPA.

- **Doctor-patient privilege (medical) records.** Records relating to a student which are (1) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional acting in his/her professional capacity or

assisting in a paraprofessional capacity; (2) used solely in connection with the provision of treatment to the student; and (3) not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

- **Post-attendance records.** Records that contain only information relating to a person after that person is no longer a student at UW-Whitewater (e.g., information gathered on the accomplishments of alumni).

The essence of FERPA can be summarized by the following two points:

- **CONFIDENTIALITY** – School officials must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his/her written consent unless such action is covered by certain exceptions permitted by FERPA. The student’s written, signed consent must:
  - o Specify the records to be released;
  - o Identify the party or class of parties to whom the records should be released;
  - o Indicate the reason for the release.

A consent form can be downloaded from the web at: <http://www.uw.edu/registrar/>. (under the FERPA section, click on “Authorization to Release Records”)

- **ACCESS**– A student must be permitted to inspect his/her own education records (see “Student Access to Education Records” section for information about the process for inspecting education records). FERPA provides the student the right to:
  - o Inspect and review his/her education records;
  - o Request an amendment to the education records if he/she believes there is an inaccuracy;
  - o Restrict the release of his/her “Directory Information” from public access;
  - o File a complaint with the U.S. Department of Education if he/she feels the University has failed to follow FERPA guidelines. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

FERPA generally prohibits the release of confidential personally identifiable student data from education records, with limited exceptions that include “Directory Information” (see below), without the student’s written, signed consent.

Personally identifiable student data, other than “directory information” for students who have not restricted its release, are confidential. Examples of confidential information include, but are not limited to, ID number, social security number, date of birth, ethnicity, gender, country of citizenship, percentile ranks, class schedules (including meeting times and locations), grades, and grade point averages.

Parents have no inherent rights to inspect or receive information about their children’s education records. Parents of a dependent (as defined for federal income tax purposes) student may request their child’s education record information only after providing notarized copies of both the most recent federal income tax return filed that shows the student listed as a dependent and a letter of intent to claim the student as a dependent on the next federal income tax return. Absent this information, UW-Whitewater shall not dis-

close a student's education record information to a parent without the written consent of the student.

FERPA provides certain exceptions for the release of personally identifiable education record information without the student's written consent. These exceptions include:

- Directory Information. UW-Whitewater determines the following to be student "directory information" which is available to the public if the student has not restricted its release:
  - Names, addresses (including email), and telephone numbers;
  - Dates of attendance (including term units carried and full-time/part-time status);
  - Classification (e.g. sophomore, senior, graduate student);
  - Major/minor/degree program;
  - Degrees conferred (including dates/anticipated dates);
  - Previous institution(s) attended;
  - Awards and academic honors;
  - Participation in officially recognized sports and activities;
  - Physical factors (weight and height) of members of athletic teams.

A student has the right to restrict the release of his/her directory information. Any student who wishes to do so must complete and file the "Request To Prevent Disclosure Of Directory Information" form in the transcripts department of the Registrar's Office, Baker Hall, lower level. The restriction will remain in effect until the student files written notification with the Registrar's Office to have it removed. A student who has ceased attending UW-Whitewater, and whose directory information was not restricted in his/her last term of attendance, does not have the right to restrict the release of directory information until such time as he/she re-enrolls at the University.

- Legitimate Educational Interest. Personally identifiable education record information may be disclosed without the student's written consent to UW-Whitewater officials who are determined to have a "legitimate educational interest" – a right to know and a need to know (i.e., the information is necessary to fulfill the official's professional responsibility to UW-Whitewater). Legitimate educational interest means there is an educationally related purpose that has a directly identifiable educational relationship to the student involved and underlies the request. The following criteria shall be taken into account in determining the legitimacy of a UW-Whitewater school official's access to records:

- o The official must seek the information within the context of his/her professionally assigned University responsibilities;
- o The information sought must be used within the context of official University business

Disclosure of education record information to a school official having a legitimate educational interest does not constitute institutional authorization for that school official to transmit, share, or disclose any or all of that information to a third party. A disclosure of personally identifiable information from the education record of a student, without the student's written consent, is prohibited unless the disclosure meets one of the specific exceptions cited in FERPA as outlined in the following section.

- Education record information may be disclosed without the student's written consent in the following instances:

- a) To the student.
- b) If it is "Directory Information" and the student has not restricted its release.
- c) If properly subpoenaed pursuant to a judicial, legislative, or administrative proceeding, provided UW-Whitewater will make a reasonable attempt to notify the student of the subpoena, in cases where FERPA applies, prior to the release of the information.
- d) In connection with the student's application or receipt of financial aid as necessary to determine the eligibility, amount or conditions of

- e) the financial aid, or to enforce the terms or conditions of the aid.
- e) In connection with audits or evaluation of federal or state supported educational programs requiring disclosure of information.
- f) To effect collection of past due financial obligations to the University.
- g) To attorneys representing the University when the data on the student is deemed necessary for the defense of the University in a suit filed by the student.
- h) To schools in which the student seeks or intends to enroll.
- i) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state or local educational authorities.
- j) To the Veterans Administration to determine compliance with educational assistance.
- k) To organizations conducting studies for or on behalf of the University.
- l) In connection with a health or safety emergency as determined by the University.
- m) In connection with a crime of violence or a nonforcible sex offense. The University has the discretion to disclose the final results of any disciplinary proceeding against a student who is an alleged perpetrator of a crime of violence or a nonforcible sex offense if, as a result of that disciplinary proceeding, the University has determined that the student in fact committed the crime or offense. The definition of "final results" is limited solely to the name of the student, the violation committed, and any sanction imposed by the University on that student. Only where a victim or witness has provided written consent may the University disclose the name of that student.
- n) The University may disclose to a student's parent or legal guardian information regarding any drug or alcohol violation (whether pursuant to federal, state, or local law or institutional policy) where the student is under 21 years of age and the University has determined the student has committed a disciplinary violation.

UW-Whitewater school officials conducting research using student education records will be asked to explain the use of the records in writing. Student organizations that need confidential information about their members must obtain the signatures of all members on a form explaining how the information is to be used (the signatures must be obtained before the information will be released).

School officials who have access to student education record information assume the legal responsibility for protecting the privacy and security of the information.

STUDENT ACCESS TO EDUCATION RECORDS

The student will have access to education records directly related to him/her that are maintained by the University, or any of its agents, and to which FERPA applies.

A student may request access to review and inspect his/her education records by writing to the University official (registrar, dean, department chair, or other appropriate person/office) responsible for the records. The written request must indicate the records the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct person/office to whom the request should be addressed and it becomes the student's responsibility to submit the request to that person/office. Upon receipt of the written request, the University has 45 days to comply. FERPA does not provide the student with the right to access certain records, including:

- i. Sole possession records
- ii. Parents' financial records used for financial aid purposes;

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- iii. Confidential letters and statements of recommendation placed in the student's record prior to January 1, 1975, or confidential recommendations to which the student has given prior written waiver of access and which are used for job placement, admission, or award purposes;
- iv. Law enforcement unit records;
- v. Certain employment records;
- vi. Doctor-patient privilege (medical) records;
- vii. Post-attendance records.

A student has the right to request an amendment of his/her education record that is believed to be inaccurate. However, FERPA was not intended to provide a process to be used by the student to question substantive judgments that are correctly recorded. The FERPA rights of challenge are not intended to allow a student to contest, for example, a grade in a course because he/she felt a higher grade should have been assigned. FERPA is intended to ensure the factual and accurate nature of the information in the student's educational records and the student's right to verify that information.

In those cases where FERPA intended to provide a student the right to request an amendment to an education record, the student should write the University official responsible for the record, clearly identify the part of the record s/he wants changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of this right.

In the process of challenging the education record information, the student may wish to have copies of appropriate documents in his/her education record file. The University may assess the student a reasonable per copy fee for such documents. This charge does not apply to copies of the student's official academic transcript (there is a \$5.00 charge for each official transcript). A request for a copy of any document in an education record will be denied if the student has a hold/service indicator on his/her records that prevents the release of the official academic transcript, or if the document is a transcript of an original or source document which exists elsewhere.

If UW-Whitewater decides, as a result of a hearing, not to amend the education record in accordance with the student's request, the student may place a written statement in the record commenting upon the information therein, and/or setting forth any reason for disagreement with the institutional decision not to amend the record. Such a statement will become part of the student's education record and will be disclosed with it.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by UW-Whitewater to comply with the Family Educational Rights and Privacy Act.

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## DISCIPLINARY & GRIEVANCE PROCEDURES & ADMINISTRATIVE CODE (Student)

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**NOTICE TO STUDENT:** The complete copies of the University of Wisconsin-Whitewater Student Non-academic Disciplinary Procedures (Administrative Code UWS Chapter 17), the Student Academic Disciplinary and the Student Grievance Procedures (Administrative Code UWS Chapter 14) are available on the UW-Whitewater web page at <http://www.uww.edu/stdhdbk/uwsystem.html>.

For information regarding these procedures, contact the Office of Student Life at 472-1533.

## Religious Beliefs Accommodation

It is the policy of the Board of Regents that a student's sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling examinations and other academic requirements.

1. A student shall be permitted to make up an examination or other academic requirement at another time or by an alternative method, without any prejudicial effect, where:
  - a. There is a scheduling conflict between the student's sincerely held religious beliefs and taking the examination or meeting the academic requirements; and
  - b. The student has notified the instructor, within the first three weeks of the beginning of classes (within the first week of summer session and short courses) of the specific days or dates on which he or she will request relief from an examination or academic requirement.
2. Instructors may schedule a make-up examination or other academic requirement before or after the regularly scheduled examination or other academic requirement.
3. Instructors shall accept, at face value, the sincerity of students' religious beliefs.
4. Student notification of instructors and requests for relief under sub. (1) shall be kept confidential.
5. Complaints of failure to provide reasonable accommodation of a student's sincerely held religious beliefs as required by this rule may be filed under institutional complaint and grievance procedures adopted pursuant to Chapter UWS 6 and Chapter UWS 13.
6. For additional information or to file a grievance regarding a failure to provide reasonable accommodation, please contact the Assistant to the Chancellor for Affirmative Action and Equal Opportunity (262/472-1072)

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## NONDISCRIMINATION

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General:

The University of Wisconsin-Whitewater is committed to equal opportunity in its educational programs, activities, and employment policies for all persons regardless of race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, political affiliation, marital status, Vietnam-era veteran status, parental status and pregnancy. Refer inquiries to the Campus Diversity Officer, University of Wisconsin-Whitewater, Whitewater, WI 53190. (262/472-4672)

On the Basis of Disability:

The University of Wisconsin-Whitewater does not discriminate on the basis of disability in admission to its programs, services or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. This notice is provided as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance officer.

Campus Diversity Officer/ADA Compliance Coordinator  
330 Hyer Hall  
472-4672  
Days/Hours Available: 7:45 a.m. - 4:30 p.m.,  
Monday through Friday

UNIVERSITY POLICIES & INFORMATION  
solid waste management program integrating reduction, reuse and recycling.

This notice is available from the ADA and Section 504 compliance officer in large print, on audio tape, and in braille.

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## SAFETY AND HEALTH POLICY

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The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the university. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

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## WEATHER - INCLEMENT

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The chancellor is responsible for determining if, for the safety and welfare of staff and students, the campus should be closed or classes canceled because of inclement weather. Individuals who must travel to or from campus should use their judgment as to whether or not such travel is wise.

In the event of severe weather conditions, all on-campus operations of UW-Whitewater will be carried on unless power outages or other critical circumstances preclude the use of University buildings. Therefore, it should be assumed that scheduled activities would continue unless instructions from the Chancellor's Office direct to the contrary.

Upon notification from the chancellor, the Office of News and Public Affairs will contact area media outlets concerning cancellation of classes and/or campus closing. Radio stations are SWUW-FM, WFAW-AM, WSLD-FM, WTMJ-AM and WIBA-AM. Television stations are WTMJ-TV, WISN-TV, WITI-TV, WVTV-TV, WISC-TV, WKOW-TV and WMTV-TV.

The operation of off-campus classes in a weather emergency will be governed by whether or not the facility in which they are held is open. If the facility is closed, the class will be canceled. The Office of Graduate Studies and Continuing Education will notify the instructor of such a cancellation. The instructor will activate the system set up by the class for notifying class members of the cancellation.

If it is necessary to cancel a class because of the absence of a faculty member, it is the responsibility of that faculty member to notify his/her department chairperson, and to schedule an appropriate make-up session. Students should contact the department of the course information about the status of individual classes.

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## RECYCLING

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The University of Wisconsin-Whitewater is committed to the preservation of the environment and natural resources and has developed a comprehensive

# COURSE OFFERINGS

## UNDERGRADUATE AND GRADUATE COURSE OFFERINGS

The course offerings in the Schedule of Classes are organized under six main areas that appear in the following order:

- General Education Core Courses
- College of Arts and Communication
- College of Business and Economics
- College of Education
- College of Letters and Sciences
- Interdisciplinary

Each of the six areas lists its associated courses in alphabetical order first by department/subject and then by course number. For example, ENGLISH (department/subject) courses are listed under the "Languages and Literatures" section of the College of Letters and Sciences area, and ENGLISH 102 (course number) appears before ENGLISH 206.

Classes begin on Tuesday, January 18 or the first meeting day after January 18 unless specified otherwise. Monday classes meeting only one day a week start on January 24.

### Course Numbering System

- 001-099 Non-degree Credit
- 100-199 Primarily Freshman Level
- 200-299 Primarily Sophomore Level
- 300-399 Primarily Junior Level
- 400-499 Primarily Senior Level
- 500-599 Graduate - normally taught with 300
- 600-699 Graduate - normally taught with 400
- 700-799 Graduate Only

Departments reserve the right to drop students from classes for which they do not have the requisites or appropriate academic preparation. A student must have graduate standing to register for graduate units or must be granted permission as a senior to take graduate course(s).

Special messages and requisites always refer to the course immediately preceding the message. The class number always appears below the course subject area, number and title. If students wish to petition to get into a course for which they do not meet the requirements, they should contact the department offering the course and request approval in advance for authorization to add the course by WINS. Students are responsible for meeting the published requirements before registering. Not all requisites are published in this Schedule of Classes but they are noted in the published UWW Catalog or online at <http://www.uww.edu/Catalog/> for Undergraduate courses and <http://www.uww.edu/gradstudies/catalog0406/gradcat0406.html> for Graduate courses.

**Prerequisite** - A requirement that must be satisfied before registering for the course. There are three types of prerequisites:

- Course(s) which must be successfully completed or in progress.
- Academic requirements i.e., curriculum, major, minor, classification or GPA.
- Consent of instructor, minimum credits in the discipline, minimum grade (e.g. "C" in Math 141), etc.

**Corequisite** - A course which must be completed prior to, or concurrent with, registration for the specified course.

If a prerequisite or a corequisite course has been completed prior to Fall Semester 1979, inform registration personnel in Baker Hall (or call 262-472-1211) of

this fact prior to registering for the class. Students will not be scheduled into the courses unless they meet the requisites or they have an override entered on WINS by the department offering the course.

If students wish to petition to get into a course for which they do not meet the requirements, or if they have questions about repeating requisite courses, they should contact the department offering the course and request approval prior to registration.

## OFF-CAMPUS AND DISTANCE EDUCATION COURSES

A listing of UW-Whitewater off-campus, weekend and distance education courses offered through the Credit Outreach office will be available a month or so before the start of the term. It will be available on line at <http://www.uww.edu/conteduc/credit> or students may request a print copy by e-mailing [contined@uww.edu](mailto:contined@uww.edu) or phoning (800) 621-5376. A University of Wisconsin System-wide listing of distance learning courses is available at <http://distancelearning.wisconsin.edu>.

Register well in advance of the start date for any distance education course (web-based, interactive video, etc.)—at least two to four weeks—so that the appropriate number of texts and other instructional materials can be ordered and made available to students at remote sites so that they are as prepared to participate as those in the Whitewater area. The University Bookstore accepts Visa, Mastercard and Discover credit cards. Checks should be made payable to UW-Whitewater and received by the bookstore before books can be shipped. A shipping and handling fee will be added.

Currently admitted students should use WINS to register for courses in this Schedule of Classes, including on and off-campus, web-based or interactive video courses. Advance registration allows the University to monitor enrollment and plan more effectively. Go to the UW-Whitewater home page at <http://www.uww.edu> and choose WINS. First-night registration is available for some classes, but not those offered by the College of Business & Economics.

Those courses identified as "web-based" may be taught either totally online as is the case with most College of Business & Economics courses, or they may have significant portions of course content online with some face-to-face sessions. If there are face-to-face sessions required, the dates of those meetings should be listed in a course note.

## ACADEMIC DEPARTMENT CODES

### COLLEGES:

<u>College</u>	<u>Subject</u>	<u>Phone</u>	<u>Location</u>
Arts and Communication		1221	CA 2001
	ACINDP (A & C Interdepartmental)		
Business & Economics			
Undergraduate		5588	C 4035
	BEINDP (B & E Interdepartmental)		
Graduate		1945	C 4033
Business Outreach (Non-Credit)		3217	C 2000
Pre-Business		5588	C 4035
Education		1184	WH 2003
	EDUINDP (Education Interdepartmental)		
	Directed Teaching	1123	WH 2038
Letters & Sciences		1620	S 124
	LSINDP (L & S Interdepartmental)		

COURSE OFFERINGS

DEPARTMENTS/ACADEMIC AREA:					
Department	Subject	Phone	Location		
Accounting		1344	C 5019	ENGLISH (English)	
				ESL (English/Sec Lang)	5038 HE 454
				FORNLANG (Forn Lang)	1033 HE 468
Art	ACCOUNT (Accounting)	1324	CA 2073	FRENCH (French)	1033 HE 468
	ARTHIST (Art History)			GERMAN (German)	1033 HE 468
	ARTMULTI (Art Multimedia)			SPANISH (Spanish)	1033 HE 468
	ARTSTDIO (Art Studio)			Leadership, Military Science & Aerospace	1541 S 111
Biological Sciences		1092	UH 320	LDRSHP (Leadership & Military Science)	
	BIOLOGY (Biology)			Management	3964 C 5045
Chemistry		1070	UH 303	MANGEMNT (Management)	
	CHEM (Chemistry)			Marketing	1333 C 4019
	SCIBUS (Integrated Science & Business)			MARKETNG (Marketing)	
Communication		1034	HE 464	Management Computer Systems	1467 MG 104
	JOURNLSM (Journalism)			MCS (Management Computer Systems)	
	SPEECH (Speech)			Math & Computer Science	1313 B 237
Communicative Disorders		1301	R 1011	COMPSCI (Computer Science)	
	COMDIS (Communicative Disorders)			MATH (Mathematics)	
Counselor Education		5426	WH 6035	Music	1310 CA 2038
	COUNSED (Counselor Education)			MUSC (Music)	
Curriculum & Instruction		1122	WH 3032	Occupational and Environmental Health & Safety	1117 WH 6034
	CIFLD (C & I Field Studies)			SAFETY (Safety Studies)	
	CIGENRL (Curriculum & Instruction General)			Philosophy & Religious Studies	4775 S 443
	EARLYCHD (Early Childhood)			LIBST (Liberal Studies)	
	EDADMIN (Educational Administration)			PHILSPHY (Philosophy)	
	ELEMMD (Elementary/Middle Education)			RELIGST (Religious Studies)	
	READING (Reading)			Physics	1067 GO 324
	SECNDED (Secondary Education)			ASTRONMY (Astronomy)	
Developmental Education		3223	MC 225	PHYSCS (Physics)	
	DEVLPED (Developmental Studies)			Political Science	1120 S 202
Economics		1361	C 4003	POLISCI (Political Science)	
	ECON (Economics)			Public Policy & Admin	1168 S 243
Educational Foundations		1380	WH 6035	Pre-Professional	
	EDFNDRPC (Ed Found Practicum)			Chiropractic	1070 UH 230
	EDFOUND (Educational Foundations)			Dentistry	1092 UH 303
	LIBMEDIA (Library Media)			Engineering	1067 UH 118
Finance & Business Law		1316	C 5002	Law	1120 S 202
	FNBSLW (Finance and Business Law)			Medicine	1092 UH 303
	SCIBUS (Integrated Science & Business)			Optometry	1067 UH 118
General Education				Pharmacy	1070 UH 230
	GENED (Interdisciplinary)			Veterinary Medicine	1092 UH 303
Geography and Geology		1071	UH 120	Psychology	1026 WH 5033
	GEOGRPY (Geography)			PSYCH (Psychology)	
	GEOLOGY (Geology)			Race & Ethnic Studies	1553 S 303
Health, Physical Education, Recreation & Coaching		1140	WC 113A	AFRIAMR (African American Studies)	
	COACHING (Coaching)			AMERIND (American Indian Studies)	
	HEALTHED (Health Education)			AMERSTDY (American Studies)	
	PEFIELD (Physical Education Field Studies)			ASIANSTD (Asian Studies)	
	PEGNRL (Physical Education General)			CHICANO (Chicano Studies)	
	PEPROF (Professional Physical Education)			RACEETH (Race & Ethnic Cultures)	
	RECREATN (Recreation)			School Business Management	1322 C 4018
History		1103	B 214	SCHBUSMG (School Business Management)	
	HISTRY (History)			Social Work	1137 S 231
Honors				SOCWORK (Social Work)	
	HONORS (Honors)			Sociology, Criminal Justice & Anthropology	1133 S 204
Individually Designed				ANTHROPL (Anthropology)	
	A&C	4754	CA 2030	CRIMJUS (Criminal Justice)	
	L&S	5304	S 233	SOCIOLGY (Sociology)	
Information Technology and Bus Education		1322	C 4018	Special Education	1106 WH 4033
	ITBE (Info Tech/Bus Ed)			SPECED (Special Education)	
Integrated Liberal Studies				SPECFLD (Special Education Practicum)	
	ILS (Integrated Liberal Studies)			Theatre & Dance	1566 CA 2076
International Studies		1168	S 240	DANCE (Dance)	
	INTRNAR (International studies)			THEATRE (Theatre)	
Languages & Literatures		1036	HE 403	Women's Studies	1042 S 338
				WOMENST (Women's Studies)	

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### HOW TO READ COURSE LISTING

