



2015 - 2016

Centenary Administration Building, Room 316-B
Ext. 8121

Academic Advising Handbook

life choices

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

Nearly without exception, the happiest and academically most successful undergraduates... have at least one intense relationship built around academic work with other people."

Making the Most of College

Table of Contents

The Advisor's Role

7

Advising Policy & Procedure

Freshman Advising

Advising Special Groups

Unless the student has signed a waiver which is on file in the Records Office, advisors are prohibited by law from releasing confidential student records (grades, transcript information, etc.) to parents.

1. Exploring Life Goals

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Understand decision-making process

A Developmental View of Academic Advising as Teaching

developmental advising

Prescriptive Learning	Developmental Advising-Teaching
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Hints for Successful Advising

Declaring/Changing Degree Programs

Students must go to the Center for Calling & Career (located in the Watkins Building Terrace Level) to officially declare or change their degree program.

Changing Academic Catalog Years

Advising Freshmen

Classification

LEEU-101

may

NOTE:

Freshmen transferring in dual-enrollment college credits taken during high school are *not* exempt from LEEU-101.

English Composition

until the requirement is completed. each semester

Lab Science Placement

The General Education Core

Depending on the major chosen by the student, some of the core requirements may vary slightly from those shown on this list.

DEVELOPING BIBLICAL FAITH & LIFESTYLE (12 hrs)

BIBL-110 Message of the New Testament (3)^R

BIBL-111 Message of the Old Testament (3)^R

THEO-230 Intro. to Theology (3)^R

THEO-231 Intro. to Christian Ethics (3)

Christian Service (80 clock hours)*

*Christian Service is not a course; the hours are earned by a combination of class, group, and individual service learning experiences.

^RStudents choosing majors in the School of Religion have different course requirements.

Designing Schedules for New Students

(FRESHMEN AND TRANSFER)

Step One: All new freshmen must take the following courses:

or

[required even if student has dual-enrollment or AP credits]

religion majors only

Score	Placement
ACT English 12 & below / SAT Critical Read 330 & below	ENGL-091 Basic Writing (4 hours) pre-core READ-101 College Reading (2 hours) pre-core

DUAL ENROLLMENT OR TRANSFER:

English Composition:

non-remedial

non-remedial

English *Literature* and Composition (a separate test from Language):

AP Score	Credit Awarded	Remaining Composition Requirement
3	ENGL-106	ENGL-110
4	ENGL-106 and ENGL-221	ENGL-110
5	ENGL-110 and ENGL-221	None

American History:

AP Score	Credit Awarded	This Credit Counts As:
3	HIST-211	This does not count toward the core although it may fulfill requirements in some majors. Students must still take HIST-212 or PLSC-250.
4 or 5	HIST-211, HIST-212	Fulfills the core requirement.

Literature and/or European History:

AP Score	Credit Hrs. Awarded	This Credit Counts As:
Literature 3	3	3 hrs of the Humanities / History / Literature Option
Literature 4 or 5	6	The 6 – hr Humanities / History / Literature Option is complete
European / World History 3	3	3 hrs of the Humanities / History / Literature Option
European / World History 4 or 5	6	The 6 – hr Humanities / History / Literature Option is complete
Lit 3 and European / World History 3	6	The 6 – hr Humanities / History / Literature Option is complete
Lit 4 and European / World History 3	9	The 6 – hr Humanities / History / Literature Option is complete
Lit 3 and European / World History 4 or 5	9	The 6 – hr Humanities / History / Literature Option is complete
Lit 4 or 5 and European / World History 4 or 5	12	The 6 – hr Humanities / History / Literature Option is complete

Foreign Language:

AP Score	Credit Awarded
3	211 (Completes the core Foreign Language requirement for B.S. degrees)
4 or 5	211, 212 (Completes the core Foreign Language requirement for B.A. degrees)

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any

Additional AP exams for which we award credit are listed in the University Catalog.

Desired Core Course	Mathematics Sub-Score**				
	Below 18 ACT / Below 440 SAT	18 ACT 440 – 450 SAT	19 ACT 460 – 470 SAT	20-26 ACT 480-610 SAT	27+ ACT / 620+ SAT*
MATH-161	Take MATH-098 then MATH-099 then MATH-161	Take MATH-099 then MATH-161	OK to Enroll	OK to Enroll	OK to Enroll
MATH-111	Take MATH-098 then MATH-099 then MATH-111	Take MATH-099 then MATH-111	Take MATH		

Core Math Requirements for Undergraduate Degree Programs

COLLEGE OF ARTS & SCIENCES

BEHAVIORAL & SOC. SCIENCES

BUSINESS

COMMUNICATION ARTS

LANGUAGE AND LITERATURE

HISTORY, POL SCIENCE, & HUMANITIES

NATURAL SCIENCE & MATHEMATICS

MATH-101 or MATH-161 are suggested for majors requiring any 100-level math course.

DeVOS COLLEGE OF EDUCATION

* MATH-121 in the DAL will not fulfill the Undergraduate core math requirement.

Advising Transfer Students

Classification

college transfer credit

Evaluation of Transcripts

during the first semester

Any such request in major area must have department chair initials.

It is the student's responsibility to initiate the above process. Advisors should encourage students to

Advising Students on Academic Probation

Academic Probation Minimum GPA Scale	
<i>Hours Attempted*</i>	<i>Grade Point Average Required</i>
0 – 29	1.5
30 – 59	1.7
60 – 89	1.9
90 and above	2.0

**Hours Attempted includes withdrawn courses.*

ACADEMIC PROBATION.

must meet with the Director of Academic Services before meeting with an advisor.

Petition for Exception to Academic Policy

12 - 14 CREDIT HOURS

REPEAT ALL FAILED COURSES

Advising Student-Athletes

Minimum Academic Requirements

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You may want to ask some of the following questions:

Suggestions:

Center for Calling & Career

Strengths Vocational Advisors

Counseling Center

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Referral Skills Summary

HOW TO REFER STUDENTS

Referral Decision

Procedures for Application and Approval

Approval /Application	Obtain Forms From	Required Signatures	Return Forms To
Academic Petition Use this form to request an exception to any academic policy.	Academic Services or Uejqqn'Fgcpou'Qhkeg	Advisor Department Chair School Dean	

Undergraduate Degree Programs and Codes

Effective with Publication of 2015 Æ 2016 University Catalog

DFC; F5AGK #k-B'H<9'G5A9'6CL'A5MBCH'69'7CA6-B98'K #k'CB9'5BCH<9F'HC'7F95H9'5'Í8CI 6 @'A5>CFÎ

COLLEGE OF ARTS & SCIENCES

BEHAVIORAL & SOCIAL SCIENCES

BA	Anthropology	ANTHR.BA
BA	Psychology	PSYCH.BA
BA	Psychology (9 6 12 Licensure)	PSYCH.BAT
BA	Sociology	SOCIO.BA

BUSINESS

BS	Accounting	ACCTG.BS
BA	Business Administration (Accounting Emphasis)	BUSAC.BA
BS	Business Administration (Accounting Emphasis)	BUSAC.BS
BA	Business Administration (Finance Emphasis)	BUSFN.BA
BS	Business Administration (Finance Emphasis)	BUSFN.BS
BS	Business Administration (International Business Emphasis)	BUSIB.BS
BA	Business Administration (International Business Emphasis)	BUSIB.BA
BA	Business Administration (Mgt. Information Systems Emphasis)	BUSIS.BA
BS	Business Administration (Mgt. Information Systems Emphasis)	BUSIS.BS
BA	Business Administration (Management Emphasis)	BUSMN.BA
BS	Business Administration (Management)	



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