### Academic Advising Frequently Asked Questions

#### 1. Where can I find a copy of the class schedule for the semester?

For detailed instructions on how to locate the class schedule on WebAdvisor, please refer to the Class Schedule tab on the Registrar's Office web page. Please note that the Registrar's Office no longer prints paper schedules, since WebAdvisor contains "real time" information.

When advising students, please check to ensure that space is available in the course(s) that you have selected. Each course listing contains a line that reads, "Status." If space is available, the status will read "Open."

#### 2. How can I view the grades that my advisees received at the end of the semester?

In order to view your advisees' final grades, log into OurWAU. Click, "My Academics," followed by "Grade Report." You will be able to view a semester-by-semester schedule for your advisee. If grades for the courses that he/she took are available, they will appear on the schedule. If a grade is blank, it has not yet been submitted by the instructor.

Please note that midterm grades only appear on the grade report until final grades have been submitted. Midterm grades are denoted by a special symbol next to the grade.

### 3. How can I analyze my advisees' progress toward graduation?

You can run a program evaluation for your advisee by logging into Web Advisor, clicking on "Faculty Information," followed by "Student Educational Planning." Type in the student's name or identification number, and select "Evaluate Program." Click on the appropriate active program and hit "Submit." If the program for which you are advising the student does not appear on the list of options, send the student to the Office of the Registrar to complete the declaration/change of major form.

The program evaluation will show everything that the student has taken in residence, and courses that have been transferred from another institution to meet a requirement. If you believe that a course is not showing up on the appropriate place on the program evaluation, please check with the Registrar's Office for more information. It is possible that the requirement was not fulfilled because the student did not earn the requisite grade, or because a transfer course was not an appropriate match. In order to avoid surprises when the student applies for graduation, the Office of the Registrar strongly suggests that you run a program evaluation for your advisees each semester.

#### 4. How can I view my advisees' placement test scores?

Please refer to the Advisor Guide for Viewing/Reading Placement Test Scores (accessible by clicking on the appropriate link on the Faculty Resources section of the Office of the Registrar web page).

### 5. Is it mandatory that I electronically register students by using the e-advising system, or may I still register students by using a paper add/drop form?

WAU still permits advisors to register students using paper add/drop forms. However, if you prefer to use the e-advising system, please click on the appropriate link on the Faculty Resources section of the Office of the Registrar web page.

# 6. May I send my advisee to the Office of the Registrar, in order to check if the information that I have given him or her is accurate?

The Office of the Registrar is happy to respond to advisors' questions about academic policies or graduation requirements. However, in order to ensure that the advisor/advisee relationship is not undermined, the Office of the Registrar requests that all such questions be channeled directly through the faculty advisor. Office staff will *not* make appointments with students to analyze their progress toward degree completion.

### 7. My advisee transferred to WAU from an institution on the quarter system. What do I need to know?

When students take courses at an institution that is on the quarter system, the Office of the Registrar converts the credits to semester hours. If WAU requires a specific number of credits in a particular content area, it is possible that a student who transferred from a school on the quarter system may be left short of the requisite number of credits. If the difference is a credit hour or less, WAU waives the balance of the requirement. (Please note that the computer system does not automatically waive the balance, and this must be done manually by a staff member when reviewing the student's application for graduation.) If the difference is more than a credit hour, the student would need to plan to take additional credits in the content area. Please note that all students, including those who transferred from a quarter system institution, need to ensure that they accrue the total number of credits required for graduation.

## 8. If my advisee is a transfer student, how do I know which courses were accepted by WAU? Which courses do not ordinarily transfer to WAU?

In order to see a list of all courses that transferred to WAU, log onto OurWAU, click, "My Academics," followed by "Grade Report." If you would like to see how the courses that transferred to WAU are being applied toward the students' graduation requirements, you can run a program evaluation (see # 4 for further instructions).

Courses that do not transfer to WAU include: courses in which the student received a grade of C- or below, pass/fail classes (unless the transcript specifies that a passing grade is equivalent to a "C" or higher), ESL and developmental courses, and courses taken at non-regionally accredited institutions.

# 9. My advisee went to the Office of the Registrar to complete her registration, but was told that she was not eligible to take an upper division course. What are the necessary prerequisites for upper division classes?

Before a student can take a 300 or 400 level course, WAU requires that all students first complete ENGL 101, ENGL 102, and COMM 105 with a "C" or better. These courses are considered to be important foundational courses, and advisors are not allowed to waive this requirement at their discretion.

### 10. If my advisee took developmental (i.e., zero-level courses), will they count toward graduation?

No, developmental courses do not count toward the total number of credits required for graduation.

# 11. One of my advisees would like to take a class off campus during the summer. What does he/she need to do in order to receive approval?

He/she should submit an academic petition (available at the Office of the Registrar). He/she would need to specify the name of the institution at which the course is offered and attach a course description. The student's advisor, department chair, and the department chair of the area in which the course is housed will need to make a recommendation before the petition is submitted to the Office of the Registrar. The student should allow at least a week for the petition to be reviewed by the committee, so advance planning is important.

# 12. One of the students in the traditional program would like to take a class through the School of Graduate and Professional Studies. Is that possible?

Traditional students are allowed to take a limited number of courses through the School of Graduate and Professional Studies (typically, no more than four courses during their academic career at WAU), and they must submit a petition to the Academic Petitions Committee to do so. Traditional students who receive approval to take a course through the School of Graduate and Professional Studies are charged traditional rates and complete their registrations through the Office of the Registrar.

# 13. If my advisee has had a class waived, does this reduce the total number of credits required for graduation?

Waiving a course does not reduce the total number of credits required for graduation. Instead, it simply means that instead of taking that particular course, the student is free to take an elective of his/her choice.