

Welcome to the Faculty Advising Workshop Fall 2020

Faculty Advising Workshop

Zoom Session

Tuesday, September 15, 2020 | 8:00-10:00AM

8:00 AM	Welcome
	Jennifer Easthope: Interim Executive Director for Retention and Student Success
8:05 AM	Advising: Best Practices and Registration Walkthrough
	Laura Sanders: Assistant Dean for Student Success and Director of the Hesse Center,
	College of Engineering; Chair, Council of Academic Advisors
8:30 AM	Starfish: Advisor Role Overview
	Jennifer Easthope: Interim Executive Director for Retention and Student Success
8:40 AM	Registrar: What Advisors Should Know
	Allison Urbanczyk: Interim Registrar
9:05 AM	Campus Resources
	- Learning Centers: Academic Success Center, Hesse Center, Writing Center
	Tricia Armstrong: Director of Academic Success Center
	 Access and Accommodations Resource Center
	Christina Hearne: Director of Access and Accommodations Resource Center
9:35 AM	Q&A





Advising Best Practices and Registration Walkthrough

Laura Sanders

CoE Assistant Dean for Student Success Chair of the Council of Academic Advisors

Best Practices Overview

- Resources
- Plans of Study
- Connecting with Students
- Getting to Know Your Advisees
- Referrals and Resources



Advising Resources

- DataVU: https://datavu.valpo.edu/
- Starfish: https://starfish.valpo.edu/
- Course Catalogs:

https://www.valpo.edu/registrar/catalogs/

Student Handbook

https://www.valpo.edu/reslife/files/2020/08/2020-21-Student-Handbook-current-8.25.20-1.pdf



Plans of Study

- Review the 8-semester plan of study for the majors you will be advising.
- Reference Degree Maps as needed.
- Make sure you know the prerequisites for each course and what semesters the courses are offered.
- Become familiar with the general education requirements in your department.



Connecting With Students

- Let them know how to schedule an appointment with you
 - Starfish, YouCanBookMe, etc.
- Email Updates to Advisees
 - Important dates, Deadline Reminders, and Well-being check
- Starfish Follow Ups
 - Flags for Attendance, Participation, and Poor Performance, and Scheduling Advising meetings
- Meet twice per semester
 - Well-being check after first exams and next semester schedule



Get to Know Your Advisees: History and Circumstances Academic Plans and Interests

- Starfish Intake Form (to be launched this fall)
 - Will ask students to share information about themselves and their educational journey
- What you learn can facilitate your conversation:
 - Where are they from?
 - What is their pronoun?
 - First-year or transfer student?
 - Domestic or international?
 - Resident or commuter?
 - First Generation?



Get to Know Your Advisees:

Academic Plans and Interests

- Academic Standing?
- What are their goals for the semester?
- Do they have a 2nd major or a minor?
- Are they interested in Study Abroad?
- Christ College?
- 4 or 5 Year Plan?
- Internship?



Get to Know Your Advisee's Involvement on Campus

- Athletics
- Sorority/ Fraternity
- Music Ensemble and/or Lessons
- Student Organizations
- Other Campus Organizations/Groups



Referrals and Resources

- Professor Office Hours
- Academic Success Center or Hesse Center
- Course Specific Help Sessions
- The Writing Center
 - Christopher Center on the first floor
- Counseling Services
 - Alumni Hall
- Access and Accommodations Resource Center
 - Christopher Center, Room 165
- Financial Aid
 - Kretzmann Hall, Main Floor Room 101





Registration Walkthrough

- Using DataVU
- Preparing for Registration Advising
- Holds
- Advising meetings and follow-up
- Adding, Dropping, and Withdrawing



Using DataVU

- Degree Audit
 - Ali will share samples and review later in the presentation
- Permissions on Student Profile Screen
 - Can you share information with parents?
- Student Schedule
- Student Grades
- Student Transcripts
 - Grades and Transfer Credit
- Student Test Summary
 - AP scores, World Language Placement, Math Assessment, Detailed Transfer Credit)



Preparing for Registration

- After getting to know your advisee's academic record and interests, you should be able to prepare a personalized plan of study for them.
- Make sure to include gen ed requirements, major requirements, minor requirements, and any additional programs like Christ College, Study Abroad, etc.



Your path through Christ College — the Honors College

year Fall: 6 credits of CC110 Texts and Contexts + 2 credits of Drama Workshop (fulfills general education requirements for all incoming students) Spring: . 6 credits of CC115 Texts and Contexts + 2 credits of Debate Workshop (fulfills vear general education requirements for all Take 2 Christ College courses: first-year students) Your major will determine what you take and when · CC215 Christian Tradition (fulfills THEO 200 and WIC requirements) CC205 Word and Image or · CC255 Interpretation: Self, Culture, Society year Take 2 Christ College courses: · Choose from a wide array of seminars or a study abroad experience. Many seminars fulfil general education requirements including Theology 300, Finish up 2 courses: Cultural Diversity, Humanities, or . CC499 Christ College Colloquium Social Science Retreat (1 credit) Your last seminar

Senior banquet and commencement

Course Requirements for Scholar Honors Designation

Effective Fall 2017

3 credits

CC 110 Texts and Contexts I:
CC 110 fulfills 5 credits Core and 3 credits
Humanities-Philosophy
Drama Workshop

CC 115 Texts and Contexts II:
CC 115 fulfills 5 credits Core and 3 credits social science
Debates Workshop

CC 201 Symposium

O credits

Sophomores, juniors and seniors must enroll each semester

CC 215 fulfills THEO 200 and WIC requirements

One course from these options: 3 credits

humanities-fine arts)
CC 255 Interpretation: Self, Culture, Society (fulfills
3 credits social science)

CC 205 Word and Image (fulfills 3 credits

CC 215 Christian Tradition

Two courses from these options: 6 credits
CC 300 Seminar (may be repeated)
CC 325 Seminar (may be repeated)

CC 455 Inquiry in the Liberal Arts **or** an approved course from an off-campus study program

These interdisciplinary seminars often fulfill general education requirements in cultural diversity, upper level theology, humanities, or social science. Visit valpo.edu/christcollege, "Courses," for recent course descriptions.

CC 499 Senior Colloquium

1 credit
CC 499 is a retreat for seniors held at the start of the fall semester

CHRIST COLLEGE SCHOLAR HONORS 32 TOTAL CREDITS

In addition to Christ College Scholar honors, students may earn a minor in Humanities* 6 additional credits

(two CC Seminars beyond Scholar)

CC 300 Seminar (may be repeated)

CC 325 Seminar (may be repeated)

CC 455 Inquiry in the liberal arts or an approved course from an off-campus study program

Total Credits for Christ College Scholar honors + a minor in humanities: 32 + 6 = 38 credits total.

12 additional credits

A Complementary Major in Humanities*

(four CC Seminars beyond Scholar)

CC 300 Seminar (may be repeated)

CC 325 Seminar (may be repeated)

CC 455 Inquiry in the liberal arts or an approved course from an off-campus study program

Total Credits for Christ College Scholar honors + complementary major in humanities: 32 + 12 = 44 credits

*No course may be used to fulfill two minors, two majors, or a minor and a major



Valparaiso University admits students of any race, color, national or ethnic origin, age, gender, disability, sexual orientation, or religion.
(For full statement, see valpo.edu.)

Valparaiso University Valparaiso, IN 46383

phone: 219.464.5022 web: valpo.edu email: christ.college@valpo.edu



Registration Holds

- As you are preparing or updating the plans of study, it is helpful to check on the student overview screen of Starfish to see if the students have any holds on their accounts.
- It is important to get holds removed before their registration time.
- Student Restrictions Account Holds –
 Descriptions and Contact Information



Advising Meeting

- Do a well-being check to see how the semester is going.
- Discuss the student's plan of study and ask if any changes need to be made.
- Ask if the student knows when they are eligible to register?
- Answer any questions the student has about DataVU.
- Remove the student's advising hold and email the personalized plan of study.



Releasing an Advising Hold

VU Community

Fitness Center Registration
Miscellaneous Balance Listing
Parking Self-Service
Health Center Patient Portal
Online Health Center New Registration

Faculty Information

My Advisees
Advisees (List Only)
Class Roster
Grading
Search for Sections
My Class Schedule
Advising Confirmation
Course Wait List Inquiry
Transfer Database
Student Educational Planning

- On the next screen, select the term for which they'll be registering.
- It will pull a list of your advisees that have an active advising hold.
- Once you've met with an advisee, you will check a box next to their name then click submit to release their advising hold.



Common Registration Errors

- Hold on student account
- Pre-requisite or co-requisite not completed
- Repeat course
- Granted petition or Instructor Approval Required
- Common Registration Messages



Adding and Dropping a Course

- Student schedules can be edited on DataVU during Open Registration and through the first week of classes
- <u>Late Registration</u> form required to add or drop a course after the deadline
 - Late adds can be approved by the Dean
 - Late drops need to be approved by CAPS



Satisfactory/Unsatisfactory Grading

- Satisfactory/Unsatisfactory Grade Petition
- Advisor must digitally sign the form
- Deadline for form submission can be found in the catalog calendar (4th week of the semester)
- Students <u>cannot</u> use the S/U grading option for courses within their major or minor
- Student <u>cannot</u> use the S/U grading option for courses that are a repeat
- Students can only take one course per semester as S/U
 - This does not include courses that are designated as S/U in the catalog (example: PHYS-499 Colloquium)



Withdrawing from a Course

- Withdrawing from a course
 - A grade of "W" will show on the student's transcript
- Withdrawals no longer need to be approved by advisor
- The advisor and instructor will receive a notice from the Registrar's Office notifying each that the student has chosen to withdraw from the course.



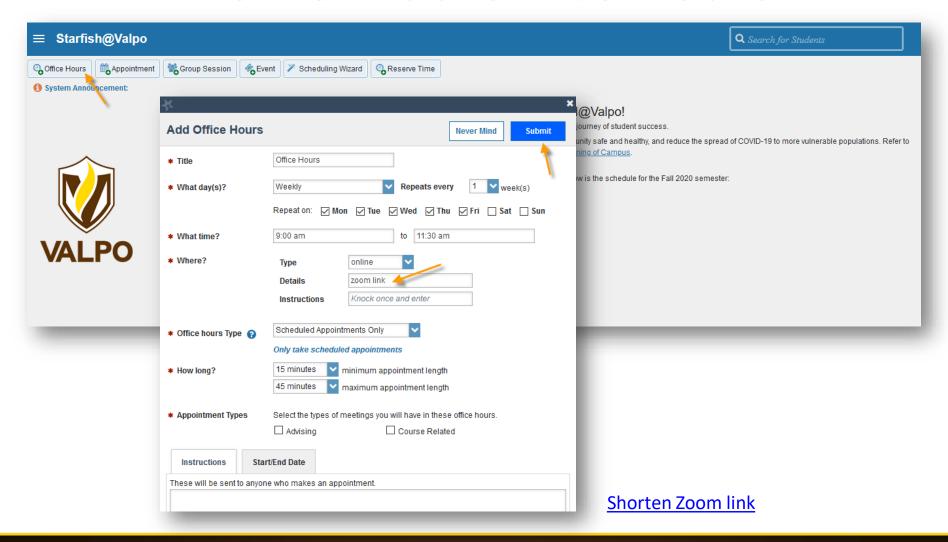


Starfish: Advisor Role Overview

Jennifer Easthope

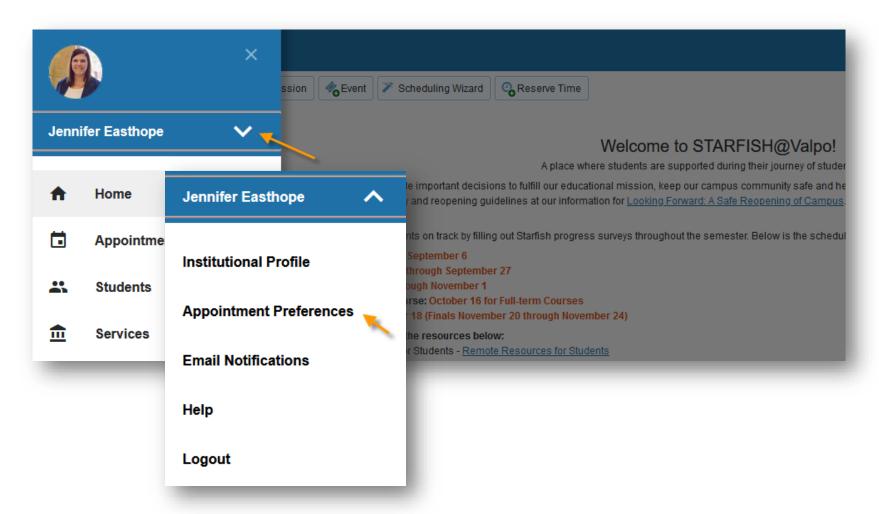
Interim Executive Director for Retention and Student Success

Profile: Add Office Hours



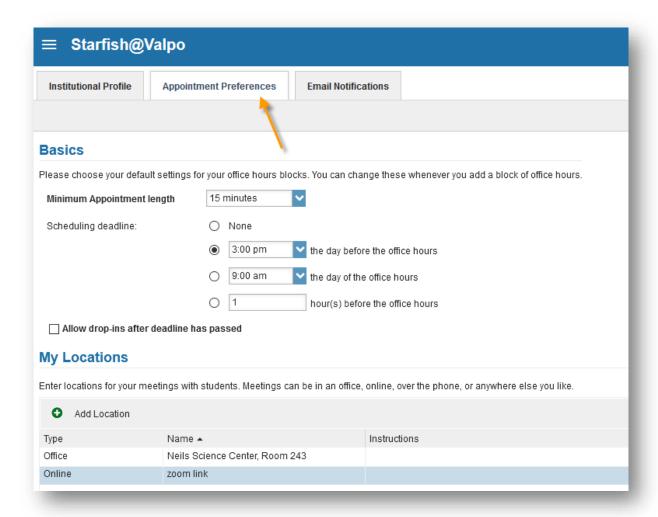


Profile Menu



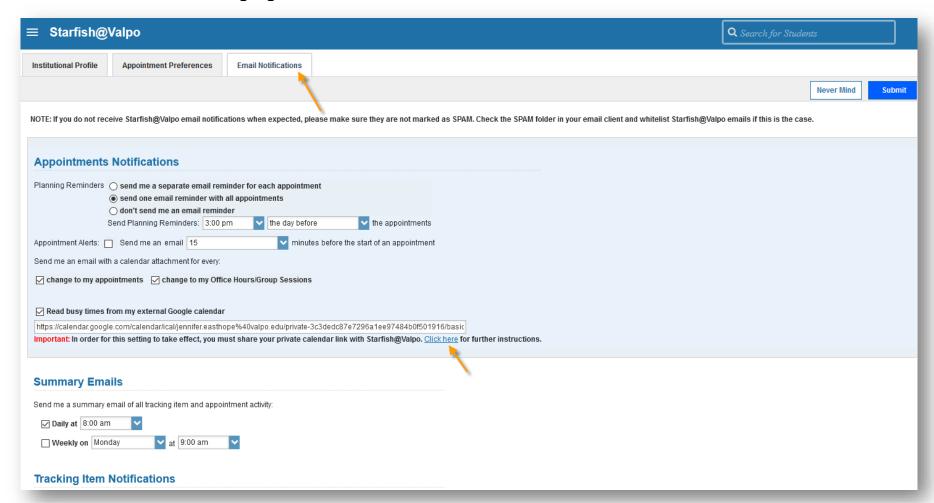


Profile: Appointment Preferences



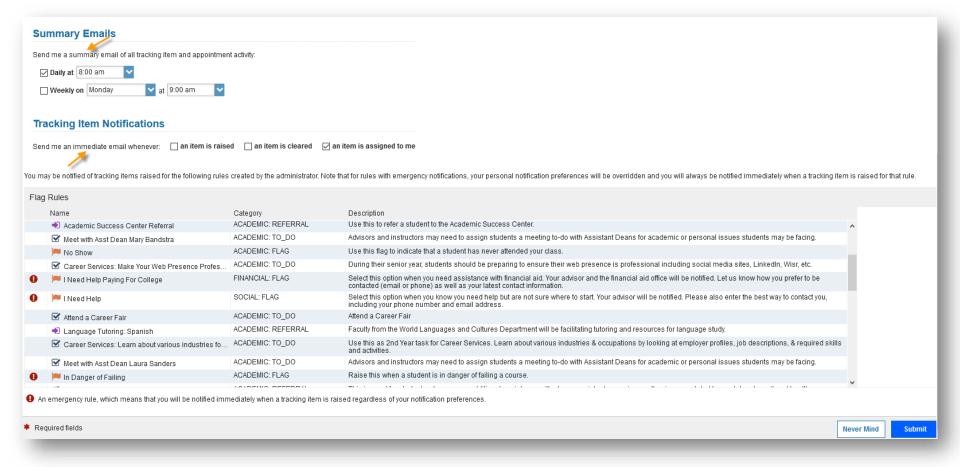


Profile: Appointment Email Notifications





Profile: Tracking Item Notifications





Starfish Flag Best Practices

Instructor Role

Faculty are able to raise and clear flags for their specific courses. If a student has been assigned a flag, quite often the student will go to the instructor and there is a resolution or plan put in place between the instructor and student. In this case, instructors will want to clear flags. Flags that are a priority for instructor follow-through include:

- Attendance Concern
- I Need Help in a Course (raised by the student)
- Low Average in a Course
- Low Quiz/Test Scores
- Missing/Late Assignments
- No Show
- Participation Concern
- Once instructors have a conversation with a student about the above flags, it will more than likely avoid an "Academic Performance Alert" or an "In Danger of Failing" flag for students.



Starfish Flag Best Practices

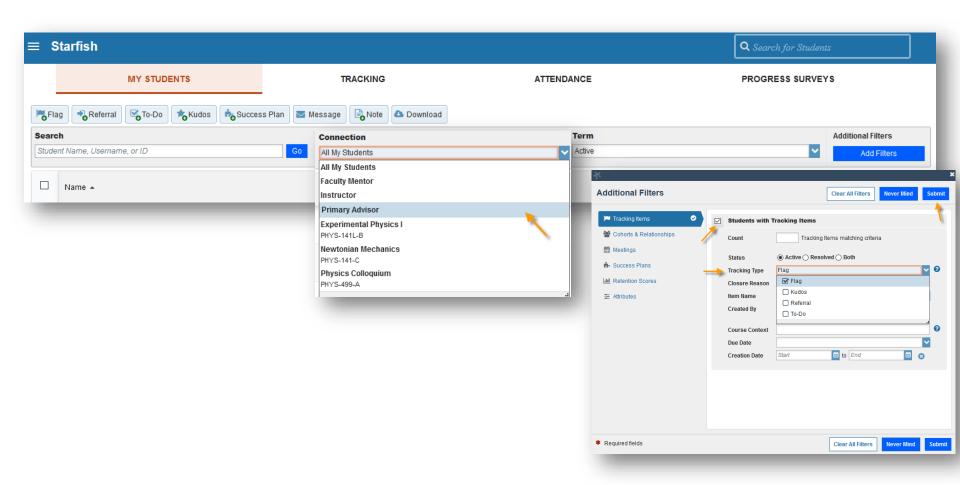
Primary Advisor

While all flags are useful to academic advisors when meeting with students for registration or other topics, there are a few flags that will require outreach from the academic advisor to the student. The priority flags for academic advisor outreach include:

- Academic Performance Alert: Substantial Change Needed
- In Danger of Failing
- I Need Help (raised by the student)
- Multiple Flags
- General Concern
 - **Note:** The General Concern flag is shared between primary advisors and instructors. This is for mild concerns such as a student coming unprepared for class consistently, a drop in participation, or a student permitted note to express difficulties that could affect their studies. This flag should not contain any terms that would be considered a medical diagnosis such as depression or anxiety.

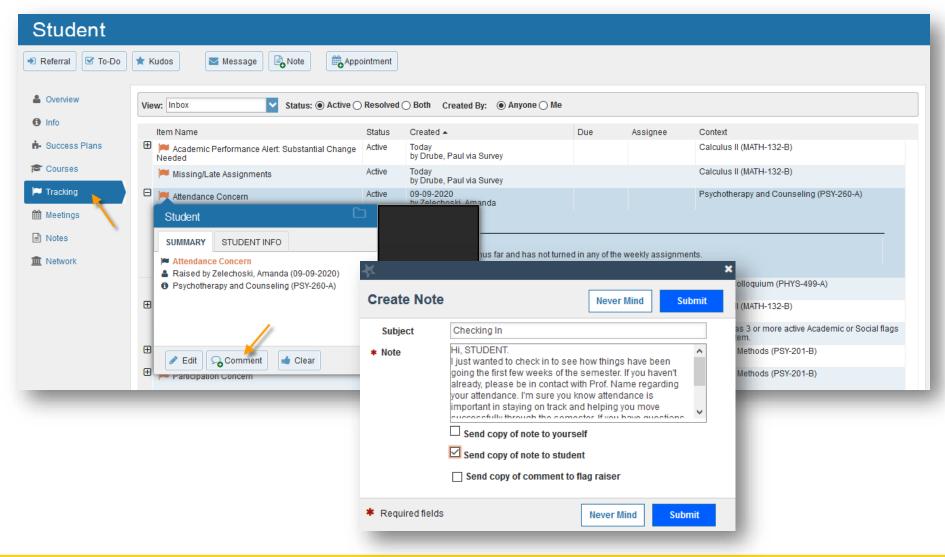


Filtering Students



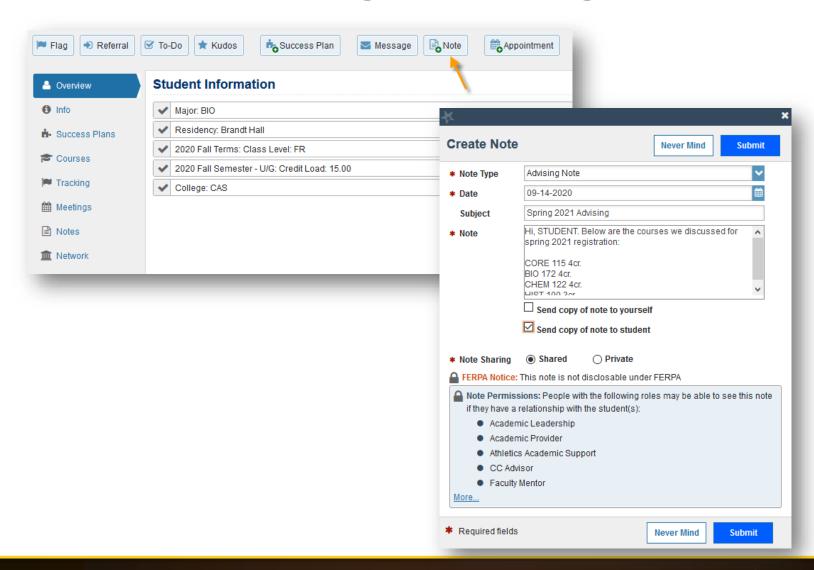


Flag Follow Up





Entering Advising Notes





Student Notes

Self-Check Questions When Entering Notes

- When entering notes, assume others will read your notes. Ask yourself:
 - Is this something another Starfish user connected with this student would need to know?
 - Is this something the student would want other people to know?
 - Are the details in my notes based on fact? Or are they observation and personal perspective? Is the distinction clear and written in a nonjudgmental tone?
 - Are my notes interpretable by someone else? Did I provide enough information for another to understand substance and context? Did I avoid using acronyms?



Student Intake Form

- Starfish Student Intake allows institutions to develop a customized questionnaire that students or staff can complete to gather important information about students. The intake form can also be updated to reflect changes in the students' goals or circumstances throughout their time at the institution.
- In working with the Council of Academic Advisors, the Starfish team has developed a customized Student Intake Form. Students can complete the form by themselves or with their advisor. The qualitative information collected by the form may be used to identify factors that could impact academic success and allow advisors to take appropriate action.
- This will also allow advisors to filter based on certain information provided in the form:
 - For example, you can filter by Post-Valpo Goals to see which of your students is planning on pursuing medical school after graduation.
- We would like to launch this form before the end of the month, prior to registration advising.



Resources and Support

- Institutional Starfish Website:
 - valpo.edu/starfish
 - Includes additional training videos and detailed how-to guides
- System Administrator:
 - starfish@valpo.edu
- One-on-one Training:
 - Contact Jennifer Easthope at jennifer.easthope@valpo.edu





Registrar: What Advisors Should Know

Allison Urbanczyk
Interim University Registrar

Spring 2021 Registration

- Class schedule is currently being built
 - Advisors will be notified via email as soon as it is available in DataVU
- 9/22/20 Deadline for changing curriculum for Spring registration
 - Some courses are restricted to students with a major or minor in the department
- 10/12/20 Deadline for student flu vaccinations (Health Center)
- 10/19/20 Registration Opens



Resources

- Academic Calendar & Final Exam Schedule
- Registration Tutorial
- Schedule Grid
- Catalog
- Faculty & Advisor Information
 - Web Registration Group List
 - FERPA Training
 - Student Educational Planning
 - Committee Meeting Details



Forms

Forms for Registrar Services are available online in an electronic format:

valpo.edu/registrar/forms

- Time Conflict Permission
- Satisfactory/Unsatisfactory Grading
- Academic Course Overload
- Independent Academic Work
 - Independent Study, Research, Internship
- Intensify a Course
- Audit a Course
- Curriculum Change (majors, minors)
- Course Substitution (updates degree audit)
- CAPS
 - Registration Change After the Deadline Drop, Withdraw, S/U
 - Exception to the Stated Graduation Requirements Residence Requirement, Excess Credits, Absence of a Required Course
- Forms for change in enrollment status
 - Non-Returning, Leave of Absence



Forms

REG - Time Conf Valparaiso University Office 1700 Chapel Drive Kretzma Phone: 219.464.5212 Emai Hours: Monday - Friday, 8:00	Flict Permissio of the Registrar ınn Hall Valparaiso, IN 4 I: registrar@valpo.edu	16383
Petition Information		
Student Information		
Valpo ID Number (OneCard	I ID#) *	Email *
		@valpo.edu
Must be 7 digits. Currently Entered	d: 0 digits.	
Term Information Please indicate the term in wh	ich you will take these cour	ses.
Term *		Year *
•		
		Must be 4 digits. Currently Entered: 0 digits.
COURSE 1 The time conflict between the courses Dept (Course Prefix) *	following courses has been Course Number	resolved and the student is permitted to register for both * Section *
Course Title		



Student Resources in DataVU

- DataVU Students Menu
 - Search for Sections, Register, Add, Drop,
 Withdraw from a Course, Withdraw from the University
 - -Student Restrictions, Registration Time
 - Degree Audit, Grades, Class Schedule
 - Proxy: Permissions for parents/guests
 - Graduation Application, Transcript,Diploma



Registration Change Deadlines

- Before the start of the term, students should register online through DataVU
- During the first week (Add/Drop), students can add and drop online through DataVU
- After the Add/Drop deadline, students can withdraw from a course (grade of W) online through DataVU
- To request an add or a drop after the deadline due to extenuating circumstances, students use the <u>CAPS</u>: <u>Registration Change After the Deadline</u> eForm
 - Late Add Academic deans may approve this eForm
 - Late Drop CAPS will review this eForm, and the student should withdraw through DataVU while awaiting the committee's decision



Registration Status

- Full-time Status = 12 credit hours per semester
- 8 semesters @ 15.5 average credit hours = 124
- Average credit load = 14-17 credits
- Overload status
 - College of Arts and Sciences 18 Cr.
 - Education (Elementary, Middle Level) 18 Cr.
 - Secondary Education 19 Cr.
 - Bachelor of Music 18 Cr.
 - Bachelor of Music Education 19 Cr.
 - College of Business 18 Cr.
 - College of Engineering 19 Cr.
 - College of Nursing and Health Professions 18 Cr.



Scheduled Advising Reports

- Advisee List with Active Restrictions,
 Accommodations and Registration Times
 - Track your advisees' registration date and time, registration holds, and accommodations
 - Follow up with any student not yet registered
- Graduation Candidates
 - Includes all advisees who have applied for graduation
 - Shows whether they have unmet graduation requirements
 - Full description in the email



Valparaiso University Academic Evaluation Report Date: 09/13/20

Student

Program: BSN: Nursing (N.BSN.NURS)

Catalog: 2017

Anticipated

Completion Date: 05/14/21

E-Mail Address:

Major Advisor(s): Minor Advisor(s):

Janneal Gifford

CC: N NCAA: NWVB Admit Status: FT

Aumii Status. 1 1

Program Summary: (In Progress)

	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	94.00	0.00	13.00	0.00
Institutional GPA:	2.500	3.967	Met		
Overall Credits:	124.00	104.00	20.00	13.00	7.00
Overall GPA:	2.500	3.967	Met		
(*) Anticipates completion	of in-progress and	d registered ar	nd planned courses		







Degree Audit Language Requirement

E: FOREIGN LANGUAGE (Complete)

Complete course number 102 in a foreign language in which you have no more than one year of high school credit, or course number 203 or higher in any foreign language. ***** Special Exception to Foreign Language Requirement. International students whose native language is not English and who are studying on a nonimmigrant visa are exempt from the Foreign Language General Education Requirement provided they successfully complete an approved course. For more information on this exception, please refer to the appropriate catalog. *****

Credits Earned: 20

(*X) Take FLS 101 and 102. (In progress)

Course	Title	Needed	Term	Grade	Credits	Notes
2. FLS-102	Placement: Beg Spanish II		05/28/16	CR	4	*AV *NE

Take FLS 102 and 203. (Complete)

Credits Earned: 8

1. FLS-102	Spanish II	05/28/16	CR	4	*NE
2. FLS-203	Placement: Interm Spanish	05/28/16	CR	4	*NE



2: Writing Intensive Course, 2015- (Complete)

Take 1 course identified as a writing intensive (WI) course. This course may also be counted as partial fulfilment of another general education requirement. The WIC requirement should be completed during the sophomore year.

Course	Title	Needed	Term	Grade	Credits	Notes
1. CC-215	The Christian T WIC	Fradition-	2018SP	IA	3	

: Humanities Req	uirement (6 Credits), 2006-2016	(Complete)			
Credits Earned: 24	Com	plete 2 of 4 subr	requirements:			
B: HISTORY (Co	omplete)					
Take a 3-credit histor	y course.					
Course 1. HIST-120	Title American Experience to 1877	Needed	Term 2017FA	Grade A	Credits 3	Notes
C: LITERATURE	(Complete)					
Take a literature cour	se (200).					
Credits Earned: 15						
Course 1. ENGL-200	Title Ls: Into the Wild	Needed	Term 2017SP	Grade A	Credits 3	Notes
2. CLC-200	Classical Literary Studies		2018SP	Α	3	*E
3. ENGL-370	Modern and Contemp Fiction		2020SP	Α	3	*E
4. ENGL-313	American Literature II Seminar in English		2020FA		3	*IP *E
5. ENGL-493	Literature		2020FA		3	*IP *E
(*X) D: PHILOSO	OPHY (Complete)					
Take a 3-credit philos categories).	sophy course (except PHIL	.145/150). CC 1	10 will also fulfill	this require	ment (it will co	ount in two
Credits Earned: 6						
Course	Title	Needed	Term	Grade	Credits	Notes
1. CC-110A	Texts and Contexts I: 1st Fall		2016FB1	S	3	*AV *U *F
2. PHIL-280	Modern Philosophy		2018SP	IA	3	*AV *E



edits Earned: 55 itutional Credits Ear	GPA Achieved/Needed: ned/Anticipated/Reqd: 42.00		Com	piete 2 oi 3	subrequirem	ents.
A: REQUIRED I	NURSING (In progres	s)				
Take NUR 201, 203,	210, 212, 325, 341, 351, 3	54, 356, 415, 418, 4	25, 458, 460,	and 470.		
Credits Earned: 51						
GPA Achieved/Need		144 254 (la au				
354, 356, 415, 418,	, 203, 210, 212, 325, 3 460, and 470.	141, 351, (In pro	igress)			
Credits Earned: 42 Required: 50 Remaining: 8						
Course	Title	Needed	Term	Grade	Credits	Notes
1. NUR-201	Professional Role in Nursing		2018FA	Α	3	
2. NUR-203	Health Assessment		2018FA	Α	3	
3. NUR-210	Ther Interventn for Prof Nurse	f	2019SP	A-	4	
4. NUR-212	Intro Comm-Based Nur/Hith Prom		2019SP	Α	3	
5. NUR-325	Nurs Care of Childbearg Family		2020SP	Α	5	
6. NUR-341	Psychiatric Mental Hith Nursq		2019FA	Α	5	
7. NUR-351	Gerontological Nursing		2020SP	Α	3	
8. NUR-354	Nursing Care of Adults		2019FA	Α	5	
9. NUR-356	Nursing Care of Adults		2020SP	Α	5	
10. NUR-415	Intro to Nursing Research	1 course needed				
11. IPE-318	Global Health Issue		2020FA		3	*IP
12. NUR-460	Public Health Nursing	1 course needed				
13. NUR-470	Mgmt & Ldrshp Strat for Pr Nur		2020S1R	Α	3	
Take NUR 425.	(Pending completion	of unfinished	activity)			
4 NUID 405	Nursg Care of		202054		5	*IP
1. NUR-425	Childrearg Famly		2020FA		5	1P
Take NUR 458.	(Pending completion	of unfinished	activity)			
1. NUR-458	Complx Hith Care Needs of Adit		2020FA		4	*IP
B: NUR 480 CA	PSTONE (Not started	i)				
Take NUR 480.						
Course	Title	Needed	Term	Grade	Credits	Notes
1. NUR-480	Professional Role Practicum	1 course needed				



Degree Audit – Arts & Sciences

- See pages 40-51 in the <u>General Catalog</u> for more special academic regulations for the College of Arts and Sciences.
- Many programs require either
 - 40 credit major
 - Fewer credits in the major if combined with a minor
 - When the student applies for graduation, the 40 credit requirement is waived if there is a minor.
- Courses above the requirement are often displayed as Additional or Extra and are factored into the major GPA.
- No more than 60 credit hours from one subject may be applied toward the 124 required for graduation. Students must complete at least 64 credits outside of their major field of study.



5: 60 Credit Cap - English (Complete)

No more than 60 credit hours from one subject area may be applied toward the 124 required for graduation. Students must complete at least 64 credits outside of their major field of study to reach the minimum credit total for the degree.

Credits Earned: 81

Course	Title	Needed	Term	Grade	Credits	Notes
1. CC-110A	Texts and Contexts I: 1st Fall		2016FB1	S	3	
2. CHEM-111	Introduction to Chemistry		2016FA	Α	4	
3. CC-110L	Drama Workshop Fall Semester		2016FA	Α	2	
4. FLF-204	French Comp & Conversation		2016FA	Α	4	



6: Restrictions on Use of Credit Hours in CAS (Complete)

This category exists only to count credits that have restrictions toward the total credit requirement for degrees in the College of Arts and Sciences.

Credits Earned: 3

A student may apply no more than four credit hours (Complete)

in Kinesiology 100 or Activity Courses (KIN 102-149) toward the total credit requirement for a degree in the College of Arts and Sciences.

Course	Title	Needed	Term	Grade	Credits	Notes
1. KIN-100	Healthy Lifestyles		2016FA	Α	1	

(*X) Non-music majors are limited to 16 total (Complete)

credit hours of applied music (studio instruction and/or ensemble) that may be applied to the total credit requirement for a degree.

Credits Earned: 2

1. MUS-050	Choirs: Kantorei	2016FA	Α	1	*AV
2. MUS-050	Choirs: Kantorei	2017SP	Α	1	*AV *E



Other Courses:

Course	Title	Term	Grade	Registered Credits	Earned Credits	Notes
1. AP-LOWSCOR	AP Exam Score Too Low	09/27/16		0.00	0.00	*NE
2. AP-LOWSCOR	AP Exam Score Too Low	09/27/16		0.00	0.00	*NE
3. CHEM-111L	Intro to Chemistry Lab	2017FA		0.00	0.00	
4. AP-LOWSCOR	AP Exam Score Too Low	07/01/17		0.00	0.00	*NE
5. BIO-151L	Human Anat & Phys Lab I	2017FA		0.00	0.00	
6. BIO-152L	Human Anat & Phys Lab II	2018SP		0.00	0.00	
7. BIO-210L	Microbiology Lab	2019SP		0.00	0.00	
8. KIN-192	Care Prevention Sport Injuries	2019FA	Α	1.00	1.00	

(Credits in parentheses are anticipated earned)



Degree Audit – NOTES

* AV	Available - Because this subcomponent is extra, all of the courses applied to it are still available for use elsewhere
* E	Extra - Either this course is not needed to complete this requirement, or else applying it would not have contributed anything toward the requirement's completion
* F	Forced - course was manually applied (Override)
* G	Grade - course failed the minimum grade requirement
* GPA	Credits shown are applied only toward GPA
* INC	Incomplete grade
* IP	In Progress
* NE	Non-course Equivalency
* RA	Replacement attempt - this course is a repeat attempt
* RP	Replacement pending - course is being repeated
* TE	Transfer Equivalency
* U	Used! - has already been used elsewhere
* X	Extra - It is not necessary to complete this component of the program. A sufficient number of other components have been completed



Degree Audit Example with Multiple Majors

1: Theology Major,	2015-2016 (Comple	te)				
Credits Earned: 34	GPA Achieved/Needed:	3.374 / 2.000	Comp	lete 9 of 10) subrequirem	ents:
nstitutional Credits Earne	ed/Anticipated/Reqd: 43.00	0 / 0.00 / 15.00				
A: FOLINDATION	J (Complete)					
A: FOUNDATION (Complete)						
Take THEO 200 or CC 215.						
Course 1. THEO-200	Title The Christian Tradition	Needed	Term 2017SP	Grade B	Credits 3	Notes
B: BIBILICAL STUDIES (Complete)						
Take one course from	Biblical Studies: THEO 3	10-319.				
Course 1. THEO-311	Title Understanding the Old Testamnt	Needed	Term 2018SP	Grade A-	Credits 3	Notes
C: FOUNDAT CHRISTIANITY (Complete)						
Take one course from	Foundations of Christiani	ty: THEO 320-329.				
Course 1. THEO-329	Title Top: Global Christianity	Needed /	Term 2019SP	Grade B+	Credits 3	Notes
D: THEOLOGY & ETHICS (Complete)						
Take one course in Theology and Ethics: THEO 330- 353 (when topic is appropriate).						
Credits Earned: 12						
Course 1. THEO-343	Title Theo of Marriage and Sexuality	Needed	Term 2017FA	Grade B	Credits 3	Notes
2. THEO-349 3. THEO-348 4. THEO-349	TOP: Kierkegaard Enfoque En la Teologia Top: Pilgrimage	1	2018SP 2018FA 2019SP	A A B+	3 3 3	*E *E *E
E: RELIGIONS OF WORLD (Complete)						
Take one course from Religions of the World: THEO 360-369.						



Degree Audit Example with Multiple Majors

I: 40 CREDIT MAJOR (Waived)

Take an additional 9 credits of theology. Courses are grouped by whether or not they are S/U. ***** TOTAL REQUIRED CREDITS: 40 ***** A second major or a minor is NOT required with this option.

!! Exception Waived per completion of Spanish and GLS Majors

(*X) J: EXTRA THEOLOGY (In progress)

This category may be left as incomplete. It exists to include additional courses in the major grade point average. No more than 48 credit hours in any one subject may be applied toward the total credit hours required for graduation. Please refer to the catalog for more information on the restrictions on the use of credit hours for degrees.

Credits Earned: 3 Required: 300 Remaining: 297

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-399	Church Vocations Symposium		2016FA	S	0	*AV *E
2. THEO-399	Church Vocations Symposium		2017SP	S	0	*AV *E
3. THEO-399	Church Vocations Symposium		2017FA	S	0	*AV *E
4. THEO-399	Church Vocations Symposium		2018SP	S	0	*AV *E
5. THEO-399	Church Vocations Symposium		2019SP	S	0	*AV *E
6. THEO-399	Church Vocations Symposium		2019FA	S	0	*AV *E
7. THEO-451	Theology of Diaconal Ministry		2019FA	С	3	*AV

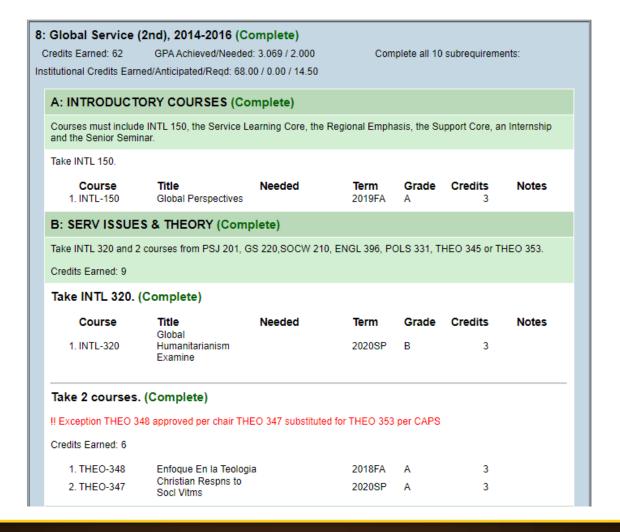


Degree Audit Example with Multiple Majors

7: Spanish Major, 2003-2018 (Complete) Credits Earned: 41 GPA Achieved/Needed: 2.830 / 2.000 nstitutional Credits Earned/Anticipated/Reqd: 46.00 / 0.00 / 20.00				Complete all 5 subrequirements:			
A: REQUIRED (COURSES (Complet	te)					
	(230 or 231), and (321 or ND FLS 231, FLS 321 AN		H MAJORS WI	TH SECON	NDARY ED MA	AJOR: Must	
Credits Earned: 15							
Take FLS 204 a	nd 220. (Complete)						
Credits Earned: 8							
Course	Title	Needed	Term	Grade	Credits	Notes	
1. FLS-204	Spanish Comp and Conversation		2016FA	В	4		
2. FLS-220	Sel Readings in Hispanic Lit		2017SP	В	4		
1. FLS-230	r 231. (Complete) Spanish Civilization r 322. (Complete)		2018SP	С	4		
1. FLS-322	Spanish American Literature		2019SP	С	3		
B: SEMINAR (C	omplete)						
Take FLS 493.							
Course 1. SPAN-493	Title Senior Spanish Seminar	Needed	Term 2019FA	Grade B-	Credits 3	Notes	
C: ADDITIONAL COURSES (Complete)							
Take an additional 9 a minor is required w	credits beyond FLS 203.	***** TOTAL REQU	IRED SPANISH	I CREDITS	3: 27 ***** A se	cond major or	
Credits Farned: 19							



Degree Audit Example with Multiple Majors







Confluence: Advising Resources

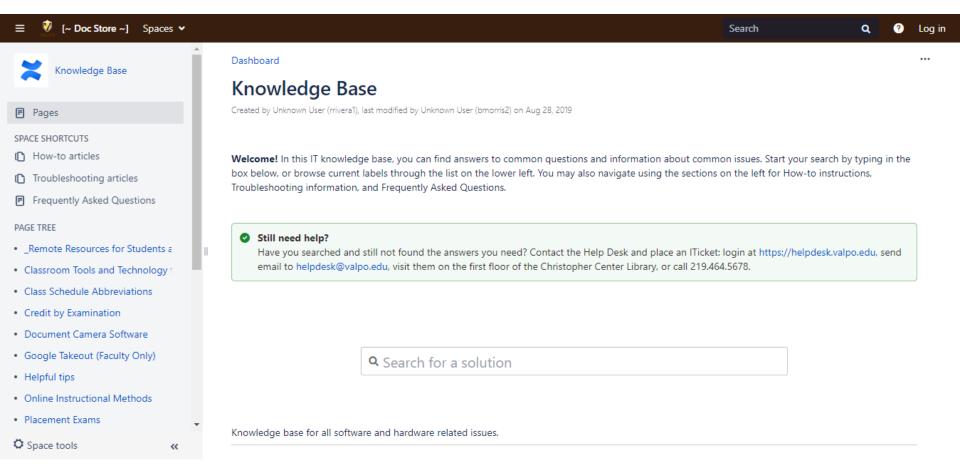
- What is Confluence?
- Accessing Confluence
- Search

What is Confluence?

- University-Wide Documentation
- Organized by Spaces and Documents
- Knowledge Base and Business Processes
 - Knowledge Base (KB) for all audiences
 - Business Processes for faculty/staff audience
- Labels for searching
- Find it here: https://confluence.valpo.edu



Try it Out!





Knowledge Base

https://confluence.valpo.edu/label/ITKB/registrar

- <u>Student Restrictions Account Holds Descriptions and Contact Information</u>
 - This shows which Student Accounts holds do and do not prevent registration (SA, SAD, SAP, SAF)
- Overriding Registration Restrictions Prerequisite, Corequisite, Granted Petition, Instructor Approval
- Student Educational Planning
- Class Schedule Abbreviations
- Online Instructional Methods
- Approve a Student Request in Perceptive Content
 - Includes a video tutorial

Email suggestions for new Knowledge Base articles to registrar@valpo.edu.





Campus Resources: Learning Centers

Tricia Armstrong

Director of Academic Success Center

Valpo's Learning Centers

valpo.edu/learning-centers





UNIFIED IN PURPOSE, DISTINCT IN SERVICE

As a Valpo student, you have access to numerous campus resources committed to your success inside and outside the classroom. Take advantage of our learning centers, where peer tutors are available to help you grow as a writer, strengthen your learning strategies, practice language skills, and thrive during your academic journey.





Language Resource Center (LRC)

Arts & Science Building, Room 240

Website: valpo.edu/language-resource-center



Language Resource Center

Location:

College of Arts and Sciences, Room 240

Function:

The LRC provides tutoring and resources for students of French, German, Spanish, and other languages. We also facilitate opportunities for conversation exchange, including GS-106/180: English Conversation Partners, a 1-credit course that pairs international and domestic students for weekly conversation in English. Our computer lab and study spaces are available to all students.

Appointments:

Schedule using TutorTrac through the LRC website. Fall and spring semesters only.

Learn more:

valpo.edu/language-resource-center Email: lrc@valpo.edu 219.464.5764



Fall 2020 Information:

- LRC is temporarily closed for Fall 2020-Spring 2021.
- Faculty from the World Languages and Cultures Department will be coordinating tutoring and resources for language study.
- Email faculty members listed below for information:
- > Chinese & Japanese:

Fontaine.Lien@valpo.edu

- French: <u>Tim.Tomasik@valpo.edu</u>
- German: <u>Tim.Malchow@valpo.edu</u>
- Spanish: Nelly.Zamora-Breckenridge@valpo.edu



Judith L. Beumer Writing Center

Christopher Center Library, 1st Floor

Website: valpo.edu/writingcenter



Judith L. Beumer Writing Center

Location:

Christopher Center for Library and Information Resources, Room 100

Function:

The Writing Center offers individual peer consultations and workshops on writing to support undergraduate and graduate students in their development as writers. In our sessions, we provide strategies and guidance on writing assignments from any discipline, at any stage in the writing process, and for writers at all skill levels.

Appointments:

Schedule a guaranteed appointment online at valpo.edu/writingcenter or drop in Monday-Friday.

Learn more:

valpo.edu/writingcenter Email: writing.center@valpo.edu 219.464.5216



Fall 2020 Update:

- Offering a wide range of online and limited in-person consultations, by appointment only. No walk-ins.
- Appointments generally last 25-30 minutes, but can be scheduled for up to an hour.
- Students may sign up for online and in-person appointments at: https://valpo.mywconline.com.
- Students need to create an account at mywconline.com before being able to make appointments.



Hesse Learning Resource Center

College of Engineering, Gellersen 121

Website: valpo.edu/college-of-engineering/academics/academic-support



Hesse Learning Resource Center

Location:

Gellersen Engineering and Mathematics Center, Room 121

Function:

The Hesse Center provides walk-in peer tutoring and help sessions in 100- and 200-level math, science, and engineering courses required in the engineering program.

Appointments:

No appointments necessary for walk-in tutoring in firstyear classes. Fall and spring semesters only.

Learn more:

valpo.edu/hesse-center Email: hesse.center@valpo.edu 219.464.5210





 Currently offering weekly engineering help sessions and individual math, science, and engineering tutoring appointments in person or online (GoogleMeet) by request. To find the current help session schedule and Hesse Center Tutor Request form visit website listed above.



Hesse Learning Resource Center

Special Note:

The Hesse Center is targeted at students pursuing an engineering degree, but is open to students taking physics and math courses in other majors. For example, a meteorology student taking PHYS 141 and MATH 132 can use the services offered by the Hesse Center because the Center's tutors are skilled in those specific courses.

Academic Success Center (ASC)

Christopher Center Library, 1st Floor Room 110

Website: valpo.edu/academic-success-center



Academic Success Center

Location:

Christopher Center for Library and Information Resources, Room 110

Function:

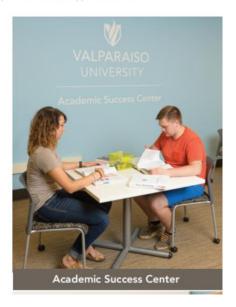
The ASC offers a variety of programs and services to support academic achievement, including the Peer Tutoring Program (serving many 100- and 200-level courses), Supplemental Instruction, and GS-100: Strategies for Academic Success (1-credit course). Visit, call, or email the ASC to get more information about campuswide academic support resources.

Appointments:

To find out if you can be matched with a tutor in the Peer Tutoring Program for a 100- or 200-level course, the first step is to submit a Peer Tutor Request Form. A link to the form will be available on the ASC website during the fall and spring semesters.

Learn more:

valpo.edu/academic-success-center Email: academic.success@valpo.edu 219.464.5985



Special Notes:

Students are expected to attend 3 collaborative learning sessions (at the ASC's SI or help sessions) prior to requesting second-level support through the Peer Tutoring Program.

Engineering majors should first be directed to the Hesse Center for tutoring in math, physics and engineering courses.

Fall 2020 Update:

- Supplemental Instruction Program (serving CHEM 111, CHEM 121, BIO 151 and BIO 171) offers both online and in-person sessions. Each course has a peer educator (SI Leader) who facilitates structured reviews of lecture content in a collaborative peer-to-peer learning environment. Flyer with weekly schedule is emailed to students.
- CHEM 221 Help Session Program offers in-person group tutoring on a drop-in basis. Flyer with weekly schedule is emailed to students.
- Peer Tutoring Program offers course-specific tutoring in many 100-200-level courses. A student must apply to be matched with a tutor by completing the Peer Tutor Request form on the ASC's website. Each tutor-student pair will decide whether to meet online or in person for one weekly appointment.



Help Sessions Offered by the **Department of Mathematics & Statistics**

Website: valpo.edu/mathematics-statistics/tutoring-andoutreach/community-partnerships



FALL 2020 MATH TUTORING

FREE WALK-IN OR ZOOM HELP SESSIONS

MATHEMATICS & STATISTICS DEPARTMENT

Monday 4:00-6:00

Wednesday 3:00-4:00

Coordinator of Math Help

Mindy Capaldi

Sessions:

Faculty

mindy.capaldi @valpo.edu

Calculus Tuesday/Wed. 4:00-5:00 Thursday 3:00-5:00

Tutor: Eric Burkholder

Zoom Meeting ID: 678 086 2974, Passcode:TMd7Eu

In-Person Location: GEM 160

Statistics

Tutor: Julia Allen

Zoom Meeting ID: 834 9190 6558, Passcode: 672193

In-Person Location: GEM 160

MATH 124: Finite Math

Tues./Thurs. 5:00-6:00

Tutor: Sophie Zeller

Zoom Meeting ID: 839 9481 6852, Passcode: 755075

In-Person Location: GEM 160

MATH 260/264: Linear

Monday 3:00-4:00 Wed. 5:00-6:00

Tutor: Thomas Shomer

Zoom Meeting ID: 875 249 6405

Online Only

MATH 220: Discrete Math

Sunday 12:00-1:00 Wed. 4:00-6:00

Tutor: Shree Pandev

Zoom Meeting ID: 818 1697 1549, Passcode: 495288

Online Only

MATH 421: Combinatorics

Monday 1:30-2:30 Wed. 3:30-4:30

Tutor: Thomas Shomer

Zoom Meeting ID: 875 249 6405

Online Only





Campus Resources: Access and Accommodations Resource Center

Christina Hearne

Director of Access and Accommodations Resource Center

Advising Students with Accommodations

- Students with accommodations are assigned a webgroup that opens at the beginning of the registration period.
- Even though students have an earlier webgroup, they may still have registration holds that could prevent them from registering just like any other student.



When to Refer a Student to AARC

- If in talking with your advisee you learn they may need an accommodation, you can refer them to the AARC to see if they qualify.
- Students can complete the <u>Accommodation</u> <u>Request Form</u> when requesting and/or renewing their academic accommodation request.
- Accommodations are reviewed each academic year.



Policy on World Language Requirement Accommodations

- For students graduating with a B.A., B.M.,
 B.S.W., or B.S.B.A. degree, the world language requirement is for 8 credits of a language.
- Students who have documented accommodations from the Access and Accommodations Resource Center may fulfill the world language requirement by taking three alternate courses from a list.



I. Required courses: 2 credits

- GS 180 Civic Engagement: Conversation Partner (2 cr.)1
- GS 200Study Circle on Race Relations (2 cr.)

These credits can only count when earned through the English Conversation Partner program in which domestic students meet for one hour per week with international students. The two credits can be earned by meeting with two students in one semester or one student in two different semesters.

For more information: https://www.valpo.edu/language-resource-center/english-conversation-partners/

II. WLC courses in translation: 3 credits	III. Courses outside WLC: 3 credits
CHIN 200 Chinese Literary Studies	INTL 150 Global Perspectives
CHIN 291 Topics in World Cinema	INTL 290 Topics in International Studies
FREN 200 French and Francophone Literary Studies	COMM 291 Topics in World Cinema
FREN 291 Topics in World Cinema	ENGL 203 Middle Eastern Literatures
FREN 300 Topics in French and Francophone Cultures	ENGL 204 Middle Eastern Cinemas
GER 200 German Literary Studies	ENGL 306 World Literature in English
GER 291 Topics in World Cinema	ENGL 343 Introduction to Linguistics
GER 300 Topics in German-Language Culture	ENGL 344 Sociolinguistics: Language Across Cultures
GKRO 200 Tales of Heroism: Greek and Roman Epic Poetry	ENGL 368 Teaching of English to Speakers of Other Languages: Theory and Methods
GKRO 201 Antiquity on Stage: Drama in Greece and Rome	ENGL 369 Teaching of English to Speakers of Other Languages: Methods and Practices
GKRO 202 Greek and Latin Roots of English	EAST 340 East Asian Humanities Topics
GKRO 220 Approaches to Greek and Roman Archaeology	HIST 140 Introduction to East Asian Culture
GKRO 250 Greek and Roman Monuments in Context	HIST 232 Latin American History and Society
GKRO 251 Greek and Roman Mythology	HIST 235 Modern Mexico: Competing Visions of the Nation
GKRO 290 Topics in Greek and/or Roman Studies	HIST 250 African History and Society
GKRO 291 Topics in World Cinema	HIST 329 Revolution! Insurgence in Latin America
JAPN 200 Japanese Literary Studies	HIST 333 Latin America in the Cold War Era
JAPN 250 Topics in Japanese Literature and the Fine Arts	HIST 341 Revolution and Its Roots: The Making of Modern China
SPAN 200 Hispanic Literary Studies	HIST 342 Tragedy and Triumph: The Making of Modern Japan
	HIST 350 Colonialism and Independence: Understanding Modern Africa
	HIST 355 Modern Middle Eastern History
	MGT 440 Cross-Cultural Management
	PHIL 220 Asian Philosophy
	THEO 345 The Church in the World
	THEO 361 Indian Religions and Cultures
	THEO 362 Islamic Religions and Cultures
	THEO 363 Religions of China and Japan
	THEO 364 Native American Religions
	THEO 367 Topics in South Asian Religions



Rationale:

- One of the goals of world language classes is to lead students to knowledge about and reflection on how language itself functions.
- Very few courses outside WLC and the English department discuss and teach language in a sustained, disciplinary fashion, or lead students to this kind of reflection on language. Thus, the list of alternate courses represents those in the university curriculum that have the closest affiliation with WLC courses in terms of source material, methods, and emphasis on cross-cultural learning.
- This list will be updated from time to time to reflect ongoing changes to the curriculum. All additions to this list must be approved by the Chair of the Department of World Languages and Cultures.



Disability Accommodation as a Reduced Credit load (DARC) Program

- The AARC recognizes that there are medical condition(s) that directly hinder a student's ability to successfully complete a full course load.
 - Full course load is defined as 12 or more credit hours per Valparaiso
 University and federal government guidelines.
- The Disability Accommodation as a Reduced Credit program (DARC) exists to remove barriers to access created by medically mandated part-time enrollment status.
- Individuals deemed eligible for DARC will be given access equal access to all campus activities and amenities that are currently granted to full time undergraduate students.



DARC Eligibility

Students eligible for DARC will meet one of the following criteria:

- Student must be registered for 6-11 credit hours at Valparaiso University. Any student who drops below 6 credit hours and or decides to take a full-time course load will be ineligible for DARC coverage.
- Student must be active status in receiving disability accommodations with the Access and Accommodations Resource Center (AARC) at Valparaiso University
- Student will present AARC with appropriate medical documentation that indicates:
 - Presence of a medical diagnosis with symptoms lasting at least the duration of a semester (16 weeks) that would impact the student's ability to complete at least 12 credit hours.
 - Justification of DARC CoverageContact information of recommending medical professional.
 - Student will meet the same admissions, conduct, and academic standing requirements as any other student at the university.
 - Student will supply additional documentation as needed to support further DARC coverage.



Financial Implications

- DARC students are not reported as full-time students to the U.S.
 Department of Education and/or other offices responsible for dispersing financial aid.
- Once the AARC approves a student for DARC status, the student's financial aid package will be adjusted i.e. prorated for less than fulltime credit load status.
- Students should note that by enrolling in DARC they may no longer be eligible for certain financial aid awards that are dependent on credit hour completion (i.e. 21st Century Scholarship, Frank O' Bannon Grants, and some private scholarship sources.). Prior to enrolling in DARC students are strongly encouraged to meet with their financial aid advisor to discuss specific changes to their financial award/package.
- Students who receive DARC status are provided the same access to University resources and services as full-time students and will be charged any and all fees associated with full-time status.



Academic Implications

- Even with a reduced course load DARC students are expected to remain in good academic standing with the University.
- If a student fails to meet the established academic standards of their specific College, major/minor and/or academic program, they will be subject to the same academic review processes as full-time students, which may result in academic probation, suspension or dismissal from the University.



Helpful Resources:

- Policy on World Language Requirement Accommodations
- Access and Accommodations Resource Center
- A Guide for Using Accommodations
- Viewing Student Accommodation Letters
- Exam Accommodation Request Form





QUESTIONS?

