



VALPARAISO
UNIVERSITY

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**



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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

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 general education requirements for all first-year students)

Finish up 2 courses:

- CC499 Christ College Colloquium Retreat (1 credit)
- Your last seminar

year
01

year
02

year
03

year
04

Take 2 Christ College courses:

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

Take 2 Christ College courses:

- Choose from a wide array of seminars or a study abroad experience. Many seminars fulfill general education requirements including Theology 300, Cultural Diversity, Humanities, or Social Science

Senior banquet and commencement



Course Requirements for Scholar Honors Designation

Effective Fall 2017

CC 110 Texts and Contexts I:

CC 110 fulfills 5 credits Core and 3 credits Humanities-Philosophy
Drama Workshop

8 credits

CC 115 Texts and Contexts II:

CC 115 fulfills 5 credits Core and 3 credits social science
Debates Workshop

8 credits

CC 201 Symposium

Sophomores, juniors and seniors must enroll each semester

0 credits

CC 215 Christian Tradition

CC 215 fulfills THEO 200 and WIC requirements

3 credits

One course from these options:

CC 205 Word and Image (fulfills 3 credits humanities-fine arts)
CC 255 Interpretation: Self, Culture, Society (fulfills 3 credits social science)

3 credits

Two courses from these options:

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

6 credits

CC 325

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.

3 credits

CC 499 Senior Colloquium

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

1 credit

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.

A Complementary Major in Humanities* 12 additional credits

(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
CHRIST COLLEGE

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
- [Late Registration](#) 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 **cannot** use the S/U grading option for courses within their major or minor
- Student **cannot** 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.



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Starfish: Advisor Role Overview

Jennifer Easthope

Interim Executive Director for
Retention and Student Success

Profile: Add Office Hours

Starfish@Valpo Search for Students

Office Hours Appointment Group Session Event Scheduling Wizard Reserve Time

System Announcement:

Add Office Hours

Never Mind Submit

* Title: Office Hours

* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

* What time? 9:00 am to 11:30 am

* Where? Type: online Details: zoom link Instructions: Knock once and enter

* Office hours Type: Scheduled Appointments Only
Only take scheduled appointments

* How long? 15 minutes minimum appointment length
45 minutes maximum appointment length

* Appointment Types: Select the types of meetings you will have in these office hours.
 Advising Course Related

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

[Shorten Zoom link](#)

Profile Menu

The image shows a user profile menu for Jennifer Easthope. The menu is open, displaying a list of options: Home, Appointments, Students, Services, Institutional Profile, Appointment Preferences, Email Notifications, Help, and Logout. The 'Appointment Preferences' option is highlighted with an orange arrow. The background of the application shows a welcome message for STARFISH@Valpo and a calendar of events.

Jennifer Easthope [Close]

Jennifer Easthope [Dropdown Arrow]

- Home
- Appointments
- Students
- Services
- Institutional Profile**
- Appointment Preferences**
- Email Notifications
- Help
- Logout

mission [Event] [Scheduling Wizard] [Reserve Time]

Welcome to STARFISH@Valpo!

A place where students are supported during their journey of student life. We make important decisions to fulfill our educational mission, keep our campus community safe and healthy, and reopening guidelines at our information for [Looking Forward: A Safe Reopening of Campus](#).

Students on track by filling out Starfish progress surveys throughout the semester. Below is the schedule:

- September 6 through September 27
- through November 1
- Course: October 16 for Full-term Courses
- 18 (Finals November 20 through November 24)

the resources below:

for Students - [Remote Resources for Students](#)

Profile: Appointment Preferences

☰ Starfish@Valpo

Institutional Profile **Appointment Preferences** Email Notifications

Basics

Please choose your default settings for your office hours blocks. You can change these whenever you add a block of office hours.

Minimum Appointment length 15 minutes ▾

Scheduling deadline:

None

3:00 pm ▾ the day before the office hours

9:00 am ▾ the day of the office hours

1 hour(s) before the office hours

Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name ▲	Instructions
Office	Neils Science Center, Room 243	
Online	zoom link	

Profile: Appointment Email Notifications

Starfish@Valpo Search for Students

Institutional Profile Appointment Preferences **Email Notifications**

Never Mind Submit

NOTE: If you do not receive Starfish@Valpo email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Starfish@Valpo emails if this is the case.

Appointments Notifications

Planning Reminders send me a separate email reminder for each appointment
 send one email reminder with all appointments
 don't send me an email reminder

Send Planning Reminders: 3:00 pm the day before the appointments

Appointment Alerts: Send me an email 15 minutes before the start of an appointment

Send me an email with a calendar attachment for every:

change to my appointments change to my Office Hours/Group Sessions

Read busy times from my external Google calendar

<https://calendar.google.com/calendar/ical/jennifer.easthope%40valpo.edu/private-3c3dedc87e7296a1ee97484b0f501916/basic>

Important: In order for this setting to take effect, you must share your private calendar link with Starfish@Valpo. [Click here](#) for further instructions.

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 8:00 am

Weekly on Monday at 9:00 am

Tracking Item Notifications

Profile: Tracking Item Notifications

Summary Emails

Send me a summary email of all tracking item and appointment activity:

Daily at 8:00 am

Weekly on Monday at 9:00 am

Tracking Item Notifications

Send me an immediate email whenever: an item is raised an item is cleared an item is assigned to me

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Flag Rules

Name	Category	Description
Academic Success Center Referral	ACADEMIC: REFERRAL	Use this to refer a student to the Academic Success Center.
<input checked="" type="checkbox"/> Meet with Asst Dean Mary Bandstra	ACADEMIC: TO_DO	Advisors and instructors may need to assign students a meeting to-do with Assistant Deans for academic or personal issues students may be facing.
No Show	ACADEMIC: FLAG	Use this flag to indicate that a student has never attended your class.
<input checked="" type="checkbox"/> Career Services: Make Your Web Presence Profes...	ACADEMIC: TO_DO	During their senior year, students should be preparing to ensure their web presence is professional including social media sites, LinkedIn, Wisr, etc.
I Need Help Paying For College	FINANCIAL: FLAG	Select this option when you need assistance with financial aid. Your advisor and the financial aid office will be notified. Let us know how you prefer to be contacted (email or phone) as well as your latest contact information.
I Need Help	SOCIAL: FLAG	Select this option when you know you need help but are not sure where to start. Your advisor will be notified. Please also enter the best way to contact you, including your phone number and email address.
<input checked="" type="checkbox"/> Attend a Career Fair	ACADEMIC: TO_DO	Attend a Career Fair
Language Tutoring: Spanish	ACADEMIC: REFERRAL	Faculty from the World Languages and Cultures Department will be facilitating tutoring and resources for language study.
<input checked="" type="checkbox"/> Career Services: Learn about various industries fo...	ACADEMIC: TO_DO	Use this as 2nd Year task for Career Services. Learn about various industries & occupations by looking at employer profiles, job descriptions, & required skills and activities.
<input checked="" type="checkbox"/> Meet with Asst Dean Laura Sanders	ACADEMIC: TO_DO	Advisors and instructors may need to assign students a meeting to-do with Assistant Deans for academic or personal issues students may be facing.
In Danger of Failing	ACADEMIC: FLAG	Raise this when a student is in danger of failing a course.

An emergency rule, which means that you will be notified immediately when a tracking item is raised regardless of your notification preferences.

* Required fields

Never Mind

Submit

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

The screenshot displays the Starfish web application interface. At the top, there is a navigation bar with the Starfish logo and a search bar labeled "Search for Students". Below the navigation bar, there are four main tabs: "MY STUDENTS" (highlighted in orange), "TRACKING", "ATTENDANCE", and "PROGRESS SURVEYS". Under the "MY STUDENTS" tab, there is a row of action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Message, Note, and Download.

The main content area is divided into several sections:

- Search:** A text input field for "Student Name, Username, or ID" with a "Go" button.
- Connection:** A dropdown menu currently set to "All My Students". The dropdown list is open, showing options: "All My Students", "Faculty Mentor", "Instructor", "Primary Advisor" (highlighted with an orange arrow), "Experimental Physics I (PHYS-141L-B)", "Newtonian Mechanics (PHYS-141-C)", and "Physics Colloquium (PHYS-499-A)".
- Term:** A dropdown menu currently set to "Active".
- Additional Filters:** A section with an "Add Filters" button.

An "Additional Filters" modal window is open, showing a list of filter categories on the left: Tracking Items, Cohorts & Relationships, Meetings, Success Plans, Retention Scores, and Attributes. The "Tracking Items" category is selected and expanded, showing a list of filters with checkboxes:

- Students with Tracking Items
- Count: Tracking Items matching criteria
- Status: Active Resolved Both
- Tracking Type: Flag
- Closure Reason: Flag Kudos Referral To-Do
- Item Name:
- Created By:
- Course Context:
- Due Date:
- Creation Date: Start to End

At the bottom of the modal, there are buttons for "Clear All Filters", "Never Mind", and "Submit". A red asterisk indicates required fields.

Flag Follow Up

The screenshot shows a web application interface for tracking student issues. At the top, a blue header reads "Student". Below it, a navigation bar contains buttons for "Referral", "To-Do", "Kudos", "Message", "Note", and "Appointment". A left sidebar lists menu items: "Overview", "Info", "Success Plans", "Courses", "Tracking" (highlighted with a blue bar and an orange arrow), "Meetings", "Notes", and "Network".

The main content area features a filter bar with "View: Inbox", "Status: Active Resolved Both", and "Created By: Anyone Me". Below this is a table of flags:

Item Name	Status	Created	Due	Assignee	Context
Academic Performance Alert: Substantial Change Needed	Active	Today by Drube, Paul via Survey			Calculus II (MATH-132-B)
Missing/Late Assignments	Active	Today by Drube, Paul via Survey			Calculus II (MATH-132-B)
Attendance Concern	Active	09-09-2020 by Zelechowski, Amanda			Psychotherapy and Counseling (PSY-260-A)

The "Attendance Concern" row is selected, opening a "Student" summary window. This window has tabs for "SUMMARY" and "STUDENT INFO". The summary shows the flag title "Attendance Concern", the raiser "Raised by Zelechowski, Amanda (09-09-2020)", and the context "Psychotherapy and Counseling (PSY-260-A)". Below the summary are buttons for "Edit", "Comment" (highlighted with an orange arrow), and "Clear".

A "Create Note" modal is open over the summary. It has a "Subject" field with "Checking In" and a "Note" text area containing the text: "Hi, STUDENT. I just wanted to check in to see how things have been going the first few weeks of the semester. If you haven't already, please be in contact with Prof. Name regarding your attendance. I'm sure you know attendance is important in staying on track and helping you move successfully through the semester. If you have questions...". Below the text area are three checkboxes: "Send copy of note to yourself" (unchecked), "Send copy of note to student" (checked), and "Send copy of comment to flag raiser" (unchecked). The modal includes "Never Mind" and "Submit" buttons at the bottom.

Entering Advising Notes

The screenshot displays a web application interface for entering advising notes. The background shows a 'Student Information' page with a navigation menu on the left and a toolbar at the top. The 'Create Note' dialog box is open, showing the following fields and options:

- Note Type:** Advising Note
- Date:** 09-14-2020
- Subject:** Spring 2021 Advising
- Note:** Hi, STUDENT. Below are the courses we discussed for spring 2021 registration:
CORE 115 4cr.
BIO 172 4cr.
CHEM 122 4cr.
LIST 400 2cr
- Send copy of note to yourself
- Send copy of note to student
- Note Sharing:** Shared Private
- FERPA Notice:** This note is not disclosable under FERPA
- Note Permissions:** People with the following roles may be able to see this note if they have a relationship with the student(s):
 - Academic Leadership
 - Academic Provider
 - Athletics Academic Support
 - CC Advisor
 - Faculty Mentor
- [More...](#)

At the bottom of the dialog, there are buttons for 'Never Mind' and 'Submit', and a note that 'Required fields' are indicated by an asterisk.

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 non-judgmental 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



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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 Conflict Permission

Valparaiso University | Office of the Registrar
1700 Chapel Drive | Kretzmann Hall | Valparaiso, IN 46383
Phone: 219.464.5212 | Email: registrar@valpo.edu
Hours: Monday - Friday, 8:00 AM - 5:00 PM Central Time

Petition Information

Student Information

Valpo ID Number (OneCard ID#) *

Must be 7 digits. Currently Entered: 0 digits.

Email *

Term Information

Please indicate the term in which you will take these courses.

Term *

Year *

Must be 4 digits. Currently Entered: 0 digits.

COURSE 1

The time conflict between the following courses has been resolved and the student is permitted to register for both courses

Dept (Course Prefix) *

Course Number *

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 [CAPS: Registration Change After the Deadline](#) 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

Degree Audit

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

Student [REDACTED]

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

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 registered and planned courses

Degree Audit

Program Requirements:

1: BSN - General Education Requirements, 2017- (Complete)

Credits Earned: 48

Complete all 9 subrequirements:

A: THE VALPO CORE I (Complete)

Take CORE 110, CC 110, or CC 110(A, B, and L).

Credits Earned: 5

Take CORE 110 or CC 110. (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. CORE-110	The Human Experience		2017FA	A	5	

B: THE VALPO CORE II (Complete)

Take CORE 115 or CC 115.

Credits Earned: 5

Take CORE 115. (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. CORE-115	The Human Experience		2018SP	A	5	

C: THEOLOGY 200 (Complete)

Take THEO 200.

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-200	The Christian Tradition		2019SP	A	3	

D: THEOLOGY UPPER LEVEL (Complete)

Take 3 credits from Upper Level Theology (except THEO 480, 481, or 495).

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-364	Native American Religions		2020SP	A	3	

E: WRITING (Complete)

Take ENGL 205.

Course	Title	Needed	Term	Grade	Credits	Notes
1. ENGL-205	Writing for Health Sciences		2018FA	A	3	

F: HEALTHY LIFESTYLES (Complete)

Take KIN 100 or 101.

Course	Title	Needed	Term	Grade	Credits	Notes
1. KIN-100	Healthy Lifestyles		2017FA	A	1	

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

Degree Audit

2: Writing Intensive Course, 2015- (Complete)

Take 1 course identified as a writing intensive (WI) course. This course may also be counted as partial fulfillment 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 Tradition-WIC		2018SP	IA	3	

3: Humanities Requirement (6 Credits), 2006-2016 (Complete)

Credits Earned: 24

Complete 2 of 4 subrequirements:

B: HISTORY (Complete)

Take a 3-credit history course.

Course	Title	Needed	Term	Grade	Credits	Notes
1. HIST-120	American Experience to 1877		2017FA	A	3	

C: LITERATURE (Complete)

Take a literature course (200).

Credits Earned: 15

Course	Title	Needed	Term	Grade	Credits	Notes
1. ENGL-200	Ls: Into the Wild		2017SP	A	3	
2. CLC-200	Classical Literary Studies		2018SP	A	3	*E
3. ENGL-370	Modern and Contemp Fiction		2020SP	A	3	*E
4. ENGL-313	American Literature II		2020FA		3	*IP *E
5. ENGL-493	Seminar in English Literature		2020FA		3	*IP *E

(*X) D: PHILOSOPHY (Complete)

Take a 3-credit philosophy course (except PHIL 145/150). CC 110 will also fulfill this requirement (it will count in two categories).

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

Degree Audit

4: Nursing Major, 2011-2018 (In progress)

Credits Earned: 55 GPA Achieved/Needed: 3.969 / 2.500 Complete 2 of 3 subrequirements:
 Institutional Credits Earned/Anticipated/Reqd: 42.00 / 13.00 / 31.50

A: REQUIRED NURSING (In progress)

Take NUR 201, 203, 210, 212, 325, 341, 351, 354, 356, 415, 418, 425, 458, 460, and 470.

Credits Earned: 51
 GPA Achieved/Needed: 3.969 / 2.500

TAKE NUR 201, 203, 210, 212, 325, 341, 351, (In progress)

354, 356, 415, 418, 460, and 470.

Credits Earned: 42
 Required: 50
 Remaining: 8

Course	Title	Needed	Term	Grade	Credits	Notes
1. NUR-201	Professional Role in Nursing		2018FA	A	3	
2. NUR-203	Health Assessment		2018FA	A	3	
3. NUR-210	Ther Interventn for Prof Nurse		2019SP	A-	4	
4. NUR-212	Intro Comm-Based Nur/Hlth Prom		2019SP	A	3	
5. NUR-325	Nurs Care of Childbearg Family		2020SP	A	5	
6. NUR-341	Psychiatric Mental Hlth Nursg		2019FA	A	5	
7. NUR-351	Gerontological Nursing		2020SP	A	3	
8. NUR-354	Nursing Care of Adults I		2019FA	A	5	
9. NUR-356	Nursing Care of Adults II		2020SP	A	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	A	3	

Take NUR 425. (Pending completion of unfinished activity)

1. NUR-425	Nursg Care of Childrearg Family		2020FA		5	*IP
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Take NUR 458. (Pending completion of unfinished activity)

1. NUR-458	Complex Hlth Care Needs of Adlt		2020FA		4	*IP
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B: NUR 480 CAPSTONE (Not started)

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 [General Catalog](#) 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.

Degree Audit

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	A	4	
3. CC-110L	Drama Workshop Fall Semester		2016FA	A	2	
4. FLF-204	French Comp & Conversation		2016FA	A	4	

Degree Audit

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	A	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	A	1	*AV
2. MUS-050	Choirs: Kantorei		2017SP	A	1	*AV *E

Degree Audit

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	A	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

4: Theology Major, 2015-2016 (Complete)

Credits Earned: 34 GPA Achieved/Needed: 3.374 / 2.000 Complete 9 of 10 subrequirements:
 Institutional Credits Earned/Anticipated/Reqd: 43.00 / 0.00 / 15.00

A: FOUNDATION (Complete)

Take THEO 200 or CC 215.

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-200	The Christian Tradition		2017SP	B	3	

B: BIBLICAL STUDIES (Complete)

Take one course from Biblical Studies: THEO 310-319.

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-311	Understanding the Old Testamnt		2018SP	A-	3	

C: FOUNDAT CHRISTIANITY (Complete)

Take one course from Foundations of Christianity: THEO 320-329.

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-329	Top: Global Christianity		2019SP	B+	3	

D: THEOLOGY & ETHICS (Complete)

Take one course in Theology and Ethics: THEO 330- 353 (when topic is appropriate).

Credits Earned: 12

Course	Title	Needed	Term	Grade	Credits	Notes
1. THEO-343	Theo of Marriage and Sexuality		2017FA	B	3	
2. THEO-349	TOP: Kierkegaard		2018SP	A	3	*E
3. THEO-348	Enfoque En la Teologia		2018FA	A	3	*E
4. THEO-349	Top: Pilgrimage		2019SP	B+	3	*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	C	3	*AV

Degree Audit

Example with Multiple Majors

7: Spanish Major, 2003-2018 (Complete)

Credits Earned: 41 GPA Achieved/Needed: 2.830 / 2.000 Complete all 5 subrequirements:
 Institutional Credits Earned/Anticipated/Reqd: 46.00 / 0.00 / 20.00

A: REQUIRED COURSES (Complete)

Take FLS 204, 220, (230 or 231), and (321 or 322). ***** SPANISH MAJORS WITH SECONDARY ED MAJOR: Must complete FLS 230 AND FLS 231, FLS 321 AND FLS 322 *****

Credits Earned: 15

Take FLS 204 and 220. (Complete)

Credits Earned: 8

Course	Title	Needed	Term	Grade	Credits	Notes
1. FLS-204	Spanish Comp and Conversation		2016FA	B	4	
2. FLS-220	Sel Readings in Hispanic Lit		2017SP	B	4	

Take FLS 230 or 231. (Complete)

1. FLS-230	Spanish Civilization		2018SP	C	4	
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Take FLS 321 or 322. (Complete)

1. FLS-322	Spanish American Literature		2019SP	C	3	
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B: SEMINAR (Complete)

Take FLS 493.

Course	Title	Needed	Term	Grade	Credits	Notes
1. SPAN-493	Senior Spanish Seminar		2019FA	B-	3	

C: ADDITIONAL COURSES (Complete)

Take an additional 9 credits beyond FLS 203. ***** TOTAL REQUIRED SPANISH CREDITS: 27 ***** A second major or a minor is required with this option.

Credits Earned: 19

Degree Audit

Example with Multiple Majors

8: Global Service (2nd), 2014-2016 (Complete)

Credits Earned: 62

GPA Achieved/Needed: 3.069 / 2.000

Complete all 10 subrequirements:

Institutional Credits Earned/Anticipated/Reqd: 68.00 / 0.00 / 14.50

A: INTRODUCTORY COURSES (Complete)

Courses must include INTL 150, the Service Learning Core, the Regional Emphasis, the Support Core, an Internship and the Senior Seminar.

Take INTL 150.

Course	Title	Needed	Term	Grade	Credits	Notes
1. INTL-150	Global Perspectives		2019FA	A	3	

B: SERV ISSUES & THEORY (Complete)

Take INTL 320 and 2 courses from PSJ 201, GS 220, SOCW 210, ENGL 396, POLS 331, THEO 345 or THEO 353.

Credits Earned: 9

Take INTL 320. (Complete)

Course	Title	Needed	Term	Grade	Credits	Notes
1. INTL-320	Global Humanitarianism Examine		2020SP	B	3	

Take 2 courses. (Complete)

!! Exception THEO 348 approved per chair THEO 347 substituted for THEO 353 per CAPS

Credits Earned: 6

1. THEO-348	Enfoque En la Teologia		2018FA	A	3	
2. THEO-347	Christian Respsns to Socl Vitms		2020SP	A	3	



VALPARAISO
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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!

The screenshot shows a web interface for a Knowledge Base. At the top, there is a navigation bar with a menu icon, a shield icon, the text "[~ Doc Store ~]", "Spaces", a search bar with a magnifying glass icon, a help icon, and a "Log in" link. On the left side, there is a sidebar with a "Knowledge Base" header and a list of items under "SPACE SHORTCUTS" and "PAGE TREE". The main content area has a "Dashboard" header, a "Knowledge Base" title, and a "Welcome!" message. Below the message is a green box with a "Still need help?" section. At the bottom of the main area is a search bar and a footer line.

[- Doc Store ~] Spaces

Search ? Log in

Knowledge Base

Pages

SPACE SHORTCUTS

- How-to articles
- Troubleshooting articles
- Frequently Asked Questions

PAGE TREE

- _Remote Resources for Students a
- Classroom Tools and Technology
- Class Schedule Abbreviations
- Credit by Examination
- Document Camera Software
- Google Takeout (Faculty Only)
- Helpful tips
- Online Instructional Methods
- Placement Exams

Space tools

Dashboard

Knowledge Base

Created by Unknown User (mivera1), last modified by Unknown User (bmorris2) on Aug 28, 2019

Welcome! In this IT knowledge base, you can find answers to common questions and information about common issues. Start your search by typing in the box below, or browse current labels through the list on the lower left. You may also navigate using the sections on the left for How-to instructions, Troubleshooting information, and Frequently Asked Questions.

Still need help?
Have you searched and still not found the answers you need? Contact the Help Desk and place an ITicket: login at <https://helpdesk.valpo.edu>, send email to helpdesk@valpo.edu, visit them on the first floor of the Christopher Center Library, or call 219.464.5678.

Search for a solution

Knowledge base for all software and hardware related issues.

Knowledge Base

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

- [Student Restrictions – Account Holds – Descriptions and Contact Information](#)
 - 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.



VALPARAISO
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Campus Resources: Learning Centers

Tricia Armstrong

Director of Academic Success Center

Valpo's Learning Centers

valpo.edu/learning-centers

VALPARAISO UNIVERSITY

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.

VALPARAISO UNIVERSITY

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Search Valpo...

Valpo's Learning Centers

Unified in purpose, distinct in service

Valpo's four learning centers offer a variety of services that support student learning, free of charge to students.

Looking for a tutor? Explore the four learning centers:

- ASC
Academic Success Center
- WRITING CENTER
Judith L. Beumer Writing Center
- HESSE CENTER
Hesse Learning Resource Center
- LRC
Language Resource Center

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:** Tim.Tomasik@valpo.edu
 - **German:** Tim.Malchow@valpo.edu
 - **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](https://valpo.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 first-year classes. Fall and spring semesters only.

Learn more:

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



Hesse Learning Resource Center

Fall 2020 Update:

- 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.

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

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.

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.



Help Sessions Offered by the Department of Mathematics & Statistics

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



FALL 2020 MATH TUTORING

FREE WALK-IN OR ZOOM HELP SESSIONS

MATHEMATICS & STATISTICS
DEPARTMENT

Faculty
Coordinator of
Math Help
Sessions:

Mindy Capaldi

mindy.capaldi@valpo.edu

<p><u>Calculus</u> Tuesday/Wed. 4:00-5:00 Thursday 3:00-5:00</p> <p>Tutor: Eric Burkholder Zoom Meeting ID: 678 086 2974, Passcode: TMd7Eu In-Person Location: GEM 160</p>	<p><u>Statistics</u> Monday 4:00-6:00 Wednesday 3:00-4:00</p> <p>Tutor: Julia Allen Zoom Meeting ID: 834 9190 6558, Passcode: 672193 In-Person Location: GEM 160</p>
<p><u>MATH 124: Finite Math</u> Tues./Thurs. 5:00-6:00</p> <p>Tutor: Sophie Zeller Zoom Meeting ID: 839 9481 6852, Passcode: 755075 In-Person Location: GEM 160</p>	<p><u>MATH 220: Discrete Math</u> Sunday 12:00-1:00 Wed. 4:00-6:00</p> <p>Tutor: Shree Pandey Zoom Meeting ID: 818 1697 1549, Passcode: 495288 Online Only</p>
<p><u>MATH 260/264: Linear</u> Monday 3:00-4:00 Wed. 5:00-6:00</p> <p>Tutor: Thomas Shomer Zoom Meeting ID: 875 249 6405 Online Only</p>	<p><u>MATH 421: Combinatorics</u> Monday 1:30-2:30 Wed. 3:30-4:30</p> <p>Tutor: Thomas Shomer Zoom Meeting ID: 875 249 6405 Online Only</p>



VALPARAISO
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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 [Accommodation Request Form](#) 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 200 Study Circle on Race Relations (2 cr.)

¹These 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
<ul style="list-style-type: none"> ● CHIN 200 Chinese Literary Studies ● CHIN 291 Topics in World Cinema ● FREN 200 French and Francophone Literary Studies ● FREN 291 Topics in World Cinema ● FREN 300 Topics in French and Francophone Cultures ● GER 200 German Literary Studies ● GER 291 Topics in World Cinema ● GER 300 Topics in German-Language Culture ● GKRO 200 Tales of Heroism: Greek and Roman Epic Poetry ● GKRO 201 Antiquity on Stage: Drama in Greece and Rome ● GKRO 202 Greek and Latin Roots of English ● GKRO 220 Approaches to Greek and Roman Archaeology ● GKRO 250 Greek and Roman Monuments in Context ● GKRO 251 Greek and Roman Mythology ● GKRO 290 Topics in Greek and/or Roman Studies ● GKRO 291 Topics in World Cinema ● JAPN 200 Japanese Literary Studies ● JAPN 250 Topics in Japanese Literature and the Fine Arts ● SPAN 200 Hispanic Literary Studies 	<ul style="list-style-type: none"> ● INTL 150 Global Perspectives ● INTL 290 Topics in International Studies ● COMM 291 Topics in World Cinema ● ENGL 203 Middle Eastern Literatures ● ENGL 204 Middle Eastern Cinemas ● ENGL 306 World Literature in English ● ENGL 343 Introduction to Linguistics ● ENGL 344 Sociolinguistics: Language Across Cultures ● ENGL 368 Teaching of English to Speakers of Other Languages: Theory and Methods ● ENGL 369 Teaching of English to Speakers of Other Languages: Methods and Practices ● EAST 340 East Asian Humanities Topics ● HIST 140 Introduction to East Asian Culture ● HIST 232 Latin American History and Society ● HIST 235 Modern Mexico: Competing Visions of the Nation ● HIST 250 African History and Society ● HIST 329 Revolution! Insurgence in Latin America ● HIST 333 Latin America in the Cold War Era ● HIST 341 Revolution and Its Roots: The Making of Modern China ● 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 full-time 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](#)



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QUESTIONS?



Thank you!