



Faculty Advising Handbook 2023-24

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CBA Faculty Advisors

WELCOME!

Fall 2023

ADVISING HANDBOOK

There are also many new resources on the web for anyone to access. The link for the site is found in the “*Students*” section of the CBA home page: <https://www.uwlax.edu/cba/resources-for-students/students/>.

NEW STUDENTS

Students were given access to a Canvas Course with CBA Advising information and the CBA Website has information for all students.

OFFICE HOURS

Please be sure to post your office hours as soon as possible, AND MAKE SURE YOUR NAME IS VISIBLE ON YOUR OFFICE DOOR. **Please also consider posting your office hours on your UWL profile page at <https://share.uwlax.edu/profile/> and setting up your appointment availability in Navigate.**

FOUR-YEAR GRADUATION GUARANTEE

Qualified students must set an appointment with Nicole Vidden to discuss the program by mid-semester. Contracts will not be issued after that date.

ACADEMIC ADVISING CENTER (AAC)

Students who are REALLY undecided about their undergraduate program should be encouraged to visit the AAC, 1209 Centennial Hall. Students can visit with either one of the professional advisors or one of the student peer advisors. AAC staff are also the assigned advisors for 1st & 2nd year undeclared CBA students.

CALL OR EMAIL us when you have questions or concerns. If we don't have the answer, we can find out who does. We'll also send out announcements from time to time as important information becomes available. Please don't hesitate to make suggestions to us, and your colleagues, to improve academic advising. It's important to all of us and plays a significant role in our students' success.

Thank you in advance for all your efforts this year.

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PART I

GENERAL INFORMATION

ADVISING RESOURCES

Advising Responsibilities and Expectations

Based on the College's commitment to providing quality programs for our students, and the students' expressed needs, it is expected that **every faculty advisor should, at the minimum, be able to competently address these academic advising areas:**

- Requirements in the general education program
- Requirements in the business core and major
- Requirements for admission to the business program
- Career possibilities related to your area of expertise
- Probation/Retention Standards

Some suggestions for establishing advising relationships....

- **Let your advisees know how they can make an appointment with you.** Navigate is a great resource for scheduling, and you can utilize the Campaigns tools to target specific groups of students.
- **Post/publish office hours** by the first day of classes.
- **Send a note of introduction and welcome to your new advisees.** Invite them to stop by. You can access your advisees from your Faculty Center in WINGS or as your Assigned Students in Navigate.
- Ask your advisees, particularly new 1st years and transfer students, to provide some **written information about themselves:** goals; hobbies; their sense of themselves academically; where they're from; family; etc. Consider providing information about yourself to your advisees, too.
- **Utilize Navigate** to save notes from meetings or communications with advisees. Remember that students can see those saved notes
- Consider **requiring an advisee contact** at some point during the semester; registration time is probably the most logical opportunity. If you wish to try this, contact the Dean's Office for information. [With the exception of Accountancy, the CBA does not require registration advising. ACC majors cannot register without having met with their advisors.]
- Provide a written **referral** to the Academic Advising Center (AAC) to your **really undecided advisees**. Consider notifying that office about such students; they will follow-up! AAC is located in Centennial Hall.
- **Share** your successes **with** and seek the advice of **your colleagues**.
- Understand that some advisees will not take advantage of the myriad of advising opportunities provided to them, despite all of our efforts. Concentrate your energy and thoughts on those who do.

Advising Evaluation

The academic departments and the Dean's Office conduct ongoing evaluations to assure quality advising. Each summer the new first-year advising/orientation sessions are evaluated by the students. Every other year the CBA also conducts a program assessment of current students and alumni using Educational Benchmarking Inc. (EBI). The survey includes some advising satisfaction questions. Every 3-5 years the CBA evaluates advising (students and faculty) using its own surveys.

Advisor/Advisee Assignment

All students with declared majors in business are assigned to faculty in the following manner:

- **All first year students, sophomores in Finance, Management, and Marketing to Dean's Office advisors**
- **ACCOUNTANCY** sophomore through senior students to accountancy faculty
- **BUSINESS ANALYTICS** sophomore through senior students to information systems faculty
- **ECONOMICS** sophomore through senior students to economics faculty
- **FINANCE** junior and senior students to finance and economics faculty
- **FIN (RIFP)** junior and senior students to finance and economics faculty
- **INFORMATION SYSTEMS** sophomore through senior students to information systems faculty
- **INTERNATIONAL BUSINESS** sophomore through senior students to the international business advisors
- **MANAGEMENT** junior and senior students to management faculty
- **MARKETING** junior and senior students to marketing faculty - (many juniors to Dean's Office advisors)
- **UNDECIDED** freshman and sophomore students to ACC professional advisors, juniors to Dean's Office advisors

Advisor assignments are made, randomly, within the above departments. Assignment is done in the Dean's Office.

New first-year students are assigned in the summer after they've registered.

New transfer students are assigned to staff in the Dean's Office or in Academic Advising Center for their 1st semester or year on campus.

Students changing majors are assigned at the time they submit their major change to the Dean's Office.

Students can check their advisor assignments on the WINGS system and Navigate. **Faculty can view or obtain a current list of advisees** in their **Faculty Center in WINGS**. All ADAs are also able to access this information, as well as the Dean's Office. Each advisor has access to their advisee emailing list.

Occasionally, a student may **request to change advisors**, though they are not changing their major. A form for such a request is available online. Approval by the "new" faculty advisor and Dean is required to effect the change.

CBA Canvas Course

All 1st year students, transfer students, and students who change their major will automatically be added to the course. This course includes information on Academic Advising, Course Requirements for each Major/Minor, information on gaining experience, internships, the CBA Application, preparing for registration, and FAQ's.

Multicultural Business Scholars Program

In the last few years, in collaboration with the Office of Multicultural Student Services (OMSS), the CBA started this program for new first-year students of color. Students take ECO 110 together as a cohort in their first semester and ECO 120 as a cohort in the second semester. The second year, they will continue to take ACC 221/222 together. They also receive mentoring and advising from faculty advisors.

Program Information Resources

The **Advisement Report (AR)** is the university's **automated electronic degree audit**. Faculty and advisees can view the ARs at any time in WINGS. Questions concerning the accuracy of the reports should be referred to the Dean's Office. (cont.)

All requirements and information for programs, general education, and university policies and procedures are found in the [University catalog](#). The undergraduate catalog is published every year online. Degree requirements are determined by the catalog in effect when the student enters the university.

[CBA planning guides](#) are issued from the Dean's Office and are continually updated. The guide includes the requirements for the general education program, business core, business majors and minors. Some CBA departments/majors have versions for their programs, as well.

Academic Issues

Students are subject to the program requirements and policies stated in the catalog in effect when they enter (or re-enter) the University. The Advisement Reports (AR) are driven by these requirements. Students may move to a newer catalog, but not back to an older version. Except in special circumstances, they must meet the requirements as stated, in total, for their major, minor, etc.

- **Course Substitutions or Waivers** – Occasionally, students may need to seek exceptions or substitutions, especially in cases where a required course is not offered. Students seeking course substitutions or waivers should be referred to the Department of the course for review, appropriate paperwork.
- **Prerequisites** – Course prerequisites frequently change, and students are subject to these changes regardless of what catalog they are following. You should be aware of prerequisites for courses in your own program, and the CBA core. When advising students, be sure to use a current catalog for course prerequisites, especially for courses outside the business areas.
- **Remedial Course Requirements** – All new first-year students are required to complete placement tests for English and math, before they register for their first semester. Occasionally, the scores place students at the lowest remedial level in math and/or English (MTH 051, ENG 100); such students are required to complete the remedial courses by the time they've earned 30 credits, or during their first year. Students are advised about this at summer START, and are encouraged to register for the course(s) their first semester.
- **Placement in Mathematics** – Students are **required** to start math courses at the level in which they have placed. If advisees have questions or concerns about their placement level, they should be referred to the Math Department Chairperson.
- **Dropping Courses** – Students may drop classes online through the first 10 days of the semester with no permissions needed. Instructor or advisor approval is required after that point. Students may drop throughout the semester, check dates here: <https://www.uwlax.edu/records/dates-and-deadlines/>. There is no limit to the number of courses a student may drop. **It is appropriate to caution students who want to drop any pre-business courses. They need to consider what dropping such courses will mean to their progress in, and admission to, the business program.**
- **Withdrawing from the University (dropping ALL classes)** – Students contemplating withdrawing from the University must contact the Office of Student Life (149 Graff Main Hall), which will provide a checklist of procedures to follow and will also offer counseling about such a decision. Grades of "WP" or "WF" are recorded, if the withdrawal occurs after the established midterm point. "WF" grades **DO** affect students' grade point averages.
- **Probation and Retention** – Probation and retention standards are issues advisors may need to address from time to time. The standards are outlined in the University catalog. Questions about the standards should be directed to the Dean's Office. **Many faculty, and most students, are unaware that it is possible to be suspended from the University for ONE bad semester.** If a student's semester grade point average is ever less than 1.0 they are automatically declared suspended from the University. Thus, a student who's had a decent, or even exemplary, record can be dismissed for one poor semester. Students should be encouraged to immediately repeat courses in which they earn unsatisfactory grades,

particularly if they have been placed on academic probation. The [Counseling and Testing Center](#) can provide **help** with such issues as **time management, study skills, test anxiety, and special needs assistance**. This office will also provide counseling for personal problems, eating disorders, substance abuse, etc. **Students on probation will be required to meet with their faculty advisor prior to registration for the next term.**

Good Standing	Warning	Probation	Suspension
Cumulative and semester GPAs ≥ 2.00	Cumulative GPA 2.00 or higher and semester GPA 1.00-1.99	Cumulative GPA less than 2.00. Probation takes precedence over warning	<ol style="list-style-type: none"> 1. Semester GPA below 1.00 2. Failure to regain good standing after two consecutive semesters on probation 3. Failure to regain good standing the semester immediately following readmission from suspension

Advising for Admission to the Business Program

This is a vital advising issue for students in the first half of the degree. **Requirements for admission are [listed in the catalog](#), [the planning guides](#); [CBA Canvas Course](#) and the [CBA website](#).** However, you need to counsel your advisees, during the first-year and sophomore year, to complete the requirements in an appropriate way so they will be eligible for admission at the start of the junior year. Appropriate scheduling sequences are identified in Part II of this handbook; a sample application form is in Part III.

Students must be admitted to the business program in order to enroll in all 300/400 level business courses except those in Economics, ACC 311, FIN 360, MGT/MKT 301, IS 300, and IS 310.

Application forms are available on the CBA website. They **are due by mid-semester**. Students completing admission requirements over a winter session or summer session, must apply in the preceding semester by the deadline (this requires early planning). **Late applications are processed as the Dean's Office is able to.**

Career Advising

Career advising in your area of expertise should be provided as part of the advising process. You should be able to at least identify careers/career titles that are associated with your major area. Refer to your department's handbook, brochures, and Career Services Placement Report for helpful information. There are also numerous websites, too. Handshake is a great resource for students to find internships and careers.

When your advisees need information outside your area, and you don't feel competent to provide such advice, refer them to the department/colleague that does, or to the Dean's Office.

Undecided students may need to be referred to the **Academic Advising Center** or **Counseling and Testing**. These offices will provide individual counseling along with printed, audiovisual and online information. Handshake has interest inventories and career exploration tools.

Career Services provides staff to help students get ready for and begin the job or internship search. They provide workshops on various related topics, and work one-on-one with students. Career Services also **coordinates CBA internships for credit**.

BUS 350, Career Preparation, prepares students to change from the academic environment to the professional environment. This 1 credit course is offered occasionally and is intended for students at the junior level, at least; prerequisite is admission to the business program.

Supplemental Advising

The Dean's Office coordinates the CBA advising program, and provides services and information to address advising needs of faculty and students. The CBA Academic Services Director, Nicole Vidden, is responsible for these duties. She is also responsible for confirming, to the University, that students have met all degree requirements.

The Dean's Office also advises new transfer students and coordinates the summer START first-year orientation/registration program. CBA Dean's Office hosts drop-in hours 9-12 and 1-4 Monday-Thursday during the semesters.

Student Support Offices

It is not reasonable to expect that every faculty member can give their advisees the answers to every question they may have, but you should be able to refer students to an appropriate office or staff member. Student support offices and personnel to whom you may need to *refer* students for assistance are listed below. If in doubt, call the Dean's Office.

ACADEMIC ADVISING CENTER (AAC) – 1209 Centennial Hall

Assists students who are undecided about their collegiate program. Staff there will assist such students in determining the educational path most suitable for them. They do not provide academic advising about the business program or majors.

ACCESS CENTER – 124 Wimberly Hall

Provides special advising and tutoring services for students with diagnosed physical and learning disabilities. Also provides information to faculty regarding accommodations for such students.

ADMISSIONS – 2320 the U

Responsible for the admission of new, special and transfer students.

ARTS, SOCIAL SCIENCES & HUMANITIES, COLLEGE of (CASH & VPA) – 138 Wimberly Hall

Advise students considering majors in the arts areas (art, music, comm studies, and theatre arts).

CAREER SERVICES – 1209 Centennial Hall

Assists business students in the job search and internship placement; includes the Coop. Ed. /Internship services.

COUNSELING & TESTING CENTER – 2106 Centennial Hall

Help students with career and majors search questions, as well as counseling for other personal issues. Administers national and international testing programs.

EDUCATION, SCHOOL of (SOE) – 235 Morris Hall

Provides advice for students interested in teaching programs, elementary, secondary, early childhood and special education.

FOOD PANTRY – 3200 Student Union

The Leadership & Involvement Center (LIC) coordinates the food pantry on campus that is available to UWL students, faculty, and staff

FINANCIAL AID – 215 Graff Main Hall

Handles all matters regarding federal and state financial aid programs.

INTERNATIONAL EDUCATION & ENGAGEMENT (IEE) – 1140 Centennial Hall

Responsible for the admission of international degree and exchange students; study abroad programs for UWL students; ESL program; advising international students.

INVOLVEMENT CENTER (University Centers) – 3200 The U

Connecting point for students interested in becoming involved in volunteer activities on and off campus.

MULTICULTURAL STUDENT SERVICES (OMSS) – 1101 Centennial Hall

Provides a multitude of services for minority/multicultural students, including special tutoring and study skills. Also coordinates social and cultural campus events and community outreach efforts.

RECORDS & REGISTRATION – 117 Graff Main Hall

Coordinates most aspects of registration, and maintenance of student academic records.

PRE-HEALTH STUDENT RESOURCE CENTER – 1209 Centennial Hall

Comprehensive health professions information for students, faculty, and staff. One on one and group academic and career advising with a focus on pre-health paths. Workshops and events for career exploration, grad school preparation, and application tips. Opportunities to explore, shadow, and network via our community partnerships.

SCHOLARSHIP RESOURCE CENTER – Lower Level of the Student Union

Handles student scholarships from both UWL and outside sources. (<https://www.uwlax.edu/scholarships/>)

SCIENCE & HEALTH, COLLEGE of (CSH) – 105 Graff Main Hall

Advises students contemplating majors/careers in areas served by that college, including physical therapy, medical technology, physician assistant, science, math, sport management, recreation, exercise science, community health.

STUDENT LIFE – 149 Graff Main Hall

Coordinates the process for withdrawing from the University. Will notify instructors of student absences. Coordinates legal aid program; student conduct policies and procedures.

STUDENT SUPPORT SERVICES – 2131 Centennial Hall

Provides various special advising and tutoring services for qualified students (first generation; low income) for the federally funded program.

PART II

REGISTRATION & CURRICULUM INFORMATION



College of Business Administration

BACHELOR'S DEGREE

Generic, sample four-year degree plans can be found in the catalog:

[Accountancy](#)

[Business Analytics](#)

[Economics](#)

[Finance](#)

[Finance-Risk Insurance, Financial Planning](#)

[Information Systems](#)

[Management](#)

[Marketing](#)

[International Business](#)

ADMISSION to the BUSINESS PROGRAM REQUIREMENTS

Business Program Admission Requirements CBA Pre-Business Core

1. Minimum grades of "C" required in the following courses:

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | ECO 110: Microeconomics and Public Policy | Prereq: MTH 051 with C or better or placement in MTH 150 or higher |
| <input type="checkbox"/> | ECO 120: Global Macroeconomics | Prereq: MTH 051 with C or better or placement in MTH 150 or higher |
| <input type="checkbox"/> | ACC 221: Accounting Principles I | Prereq: 12 credit hours |
| <input type="checkbox"/> | ACC 222: Accounting Principles II | Prereq: ACC 221 with C or better |
| <input type="checkbox"/> | BLAW 205: The Legal and Ethical Environment of Business | Prereq: sophomore standing, ECO 110 or 120 |
| <input type="checkbox"/> | MTH 160: Mathematics for Business
or MTH 175: Applied Calculus
or MTH 207: Calculus 1 | Prereq: C or better in MTH 150 or appropriate placement |
| <input type="checkbox"/> | ENG 110: College Writing
or ENG 112: College Writing AP (Advanced Placement) | |
| <input type="checkbox"/> | STAT 145: Elementary Statistics | |

2. 54 or more credits earned (or in progress)

3. Combined cumulative GPA of 2.50 (This includes courses taken at UWL and elsewhere)

4. Submit application for admission to the business program prior to mid-semester. Students taking winter or summer courses to be eligible should apply the preceding semester

***Started prior to Fall of 2023? Contact the Dean's Office with questions**

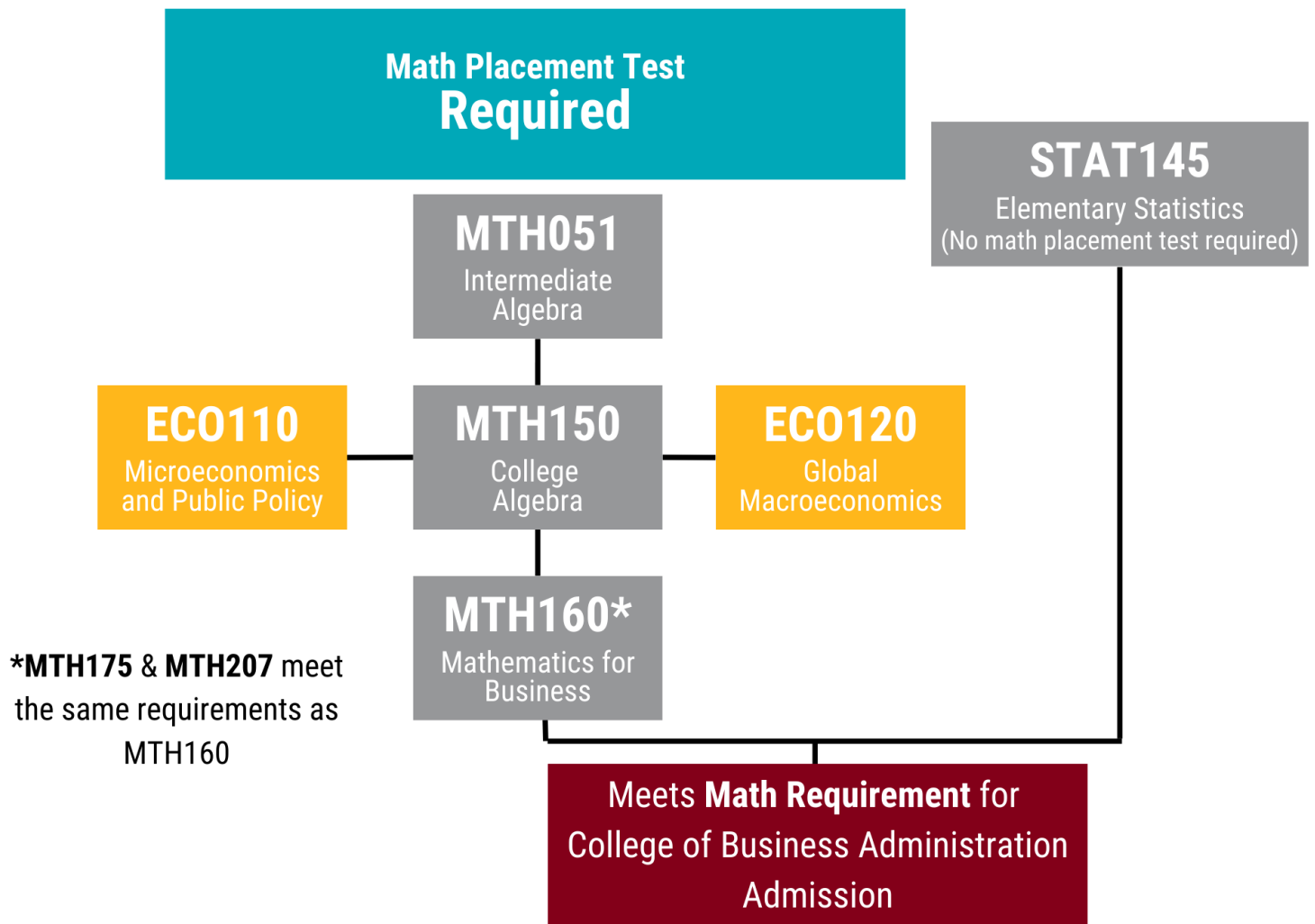
Applications are accepted during the fall and spring semesters only; the deadline date is always mid-semester. **Late applications may not be accepted. Students who are meeting admission requirements over winter or summer sessions must submit applications within the semester deadlines.**

PLACEMENT IN MATHEMATICS

All CBA majors must complete MTH 160 (Math for Business), MTH 175 (Applied Calculus), or MTH 207 (Calc 1) for the business core. If they are successful with the AP Calculus exam (3 or better score), they will earn credit for MTH 207, an automatic substitute for MTH 160.

The math placement exam places the student at a starting level in math course here and they must start at that level. Some may need to complete algebra preparatory courses before they can enroll in MTH 160. See the sequences, below

College of Business Administration Math Map



All CBA majors must also complete STAT 145, Elementary Statistics, for admission. The placement level for STAT 145 is the same as for MTH 051. They can enroll in either course to start.

REGISTRATION ADVISING in the **FIRST YEAR**

Course selection is very similar for most CBA majors for the first two years, because of the pre-business courses that must be completed for admission to the program. Students will not have a wide range of choices to make the first year.

First Semester

All new first-year students are advised during START days in the summer. Most faculty have participated in this program. Generally, new first-year students are advised to include the following courses in their first schedule:

- ENG 110/112 or CST 110
- ECO 110 or 120
- Math (dependent upon placement)
- and two or three other general education requirements; foreign language, etc.

Second Semester

Advisees should be encouraged to continue to complete pre-business courses and general education courses. Typically, schedules will include:

- ECO 110 or 120
- ENG 110/112 or CST 110
- Math
- (Accountancy majors will usually include ACC 221 in this semester)
- one or two additional general education courses

REMINDERS....

- Grades of "C" minimum are required in ECO 110, ECO 120, ENG 110, and CST 110 and math courses. If students do not expect to earn this minimum, at the time they are advance registering, they should be encouraged to register to repeat.
- Students who placed into remedial courses (ENG 100 and MTH 051), must/should complete the coursework in their freshman year. If they have not yet enrolled in the requirement, they must do so in the second semester.
- The pre-business requirements should be reviewed for completion over the next three semesters.
- ARs will identify uncompleted program requirements.

REGISTRATION ADVISING for the **SOPHOMORE YEAR**

First Semester

Typically, a first semester sophomore's schedule will include the following courses:

- ACC 221
- Math course not yet completed
- BLAW 205 (prereq. ECO 110 or 120 and sophomore (30cr.) standing)
- IS 220 (Accountancy majors will enroll in ACC 222)
- two or three other general education requirements

REMINDERS...

- Students not successfully completing ("C" grades or better) ECO 110 or ECO 120 courses in the freshman year should register to repeat.
- A grade point average of 2.50 is expected for admission to the program.
- Grades of "C" minimum also are required in BLAW 205, ACC 221, 222, and math courses.
- Students **should** be prepared to apply for admission to the business program during second semester.
- Students planning to complete minors or additional majors should be working toward them. Courses required in all University majors and minors are listed in the catalog.

Second Semester

Typically, a second semester sophomore's schedule will include:

- ACC 222 (prereq. "C" or better in ACC 221)
- ECO 230 (prereq. STAT 145; ENG 110/112)
- Accountancy majors may enroll in ACC 311
- Math course, if not yet completed
- other general education courses not yet completed
- repeat coursework if necessary
- MGT/MKT 301

REMINDERS...

- Review the pre-business requirements for **Admission to the Business Program**. Students who will complete admission requirements during this semester, and/or summer session or winter session, must apply for admission to the program by mid-semester. Applications are obtained online or in the Dean's Office. Students must apply and be admissible before they may register for future 300/400 level core and major courses. **Late applications may not be processed until grades are posted at the end of the semester.**
- Applications should be submitted during fall and spring, not short terms (summer or winter sessions). Students completing requirements over the short terms must plan ahead so that their applications are submitted in a timely way.

PART III

SAMPLE FORMS & FAQ



Forms Available Online

Available Online @ <https://www.uwlax.edu/cba/resources-for-students/forms-and-resources/>

Application to the Business Program

Requirements

1. At least 54 credits earned (or in progress)
2. Combined cumulative GPA of 2.50 (includes transfer courses)
3. Completion (or in progress of minimum pre-business coursework) with a grade of C or better.

Applications submitted after the mid-semester deadline will be processed on a rolling basis.

- **Change of Major/Minor Form**

Use this form only if you are changing any majors, minors, or certificates

- **Change of Advisor Form**

Use this form **only if you are a CBA student** wanting to change advisors within your major.

- **Off Campus Course Evaluation and Permit Form**

Complete this form prior to taking a course at another institution.

FAQ for CBA Faculty Advisors

Business Program Applications

Late? Will be processed as the Dean's Office is able to. Students will need to wait to register for courses requiring admission to business until it is processed.

Apply in summer? If students are meeting the requirements based on summer work, they must submit their applications in the spring term, by the deadline. So, students must **PLAN AHEAD**. The same holds true if students are completing requirements over winter session....the application is due in the fall semester, by the deadline. If submitted in winter or summer, the Dean's Office will look over applications when available.

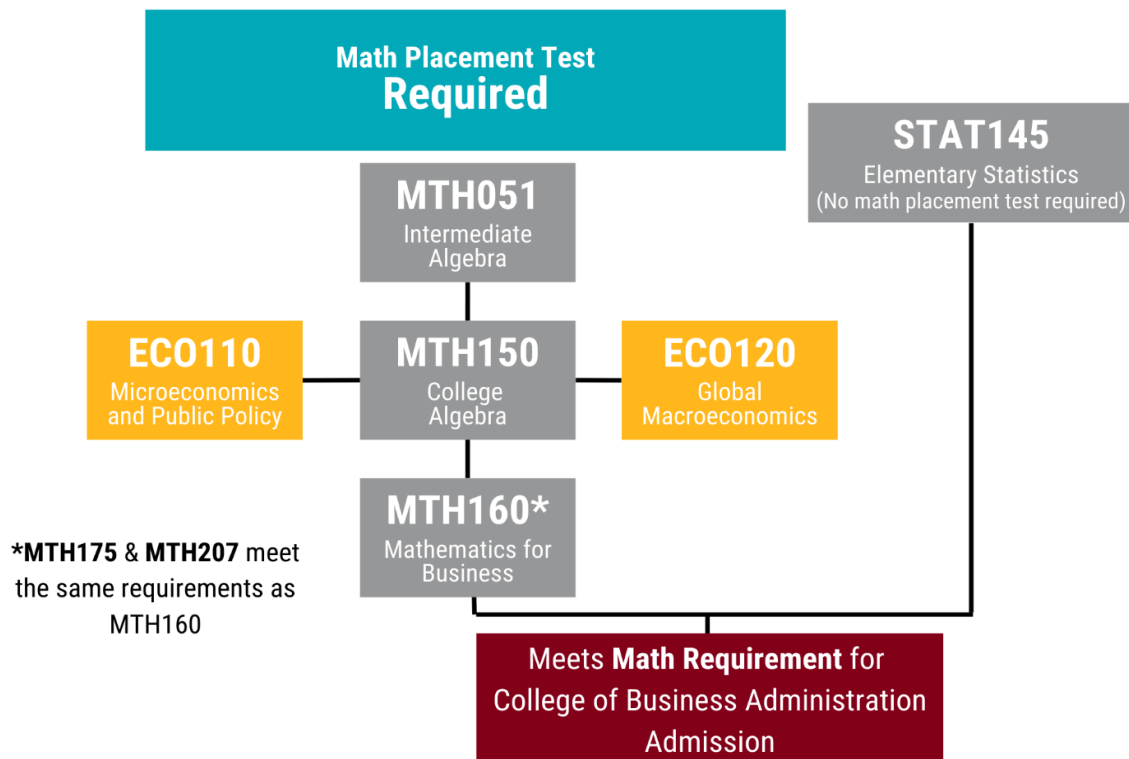
Meet all the admission requirements, but don't have 2.50 GPA? Students should submit the application, by the deadline, and the application will be re-checked after grades are posted.

How do we know if the student is admitted? They will have a *WINGS Milestone*, "Admission Business." And, their Advisement Report will indicate that that requirement is "Satisfied."

Math Placement

Where do we find it? If the student has a placement value, it will be in their Milestones or on their transcript.

How should I advise? All CBA majors must complete MTH 160 (Math for Business), MTH 175 (Applied Calculus), or MTH 207 (Calc 1) for the business core. **Success on the AP Calculus exam (3 or better score) results in credit for MTH 175 or 207**, an automatic substitute for MTH 160. **A student's math placement level is where they must start.**



All CBA majors must also complete STAT 145 (Elementary Statistics) for the business core. **The placement level for STAT 145 is the same as for MTH 051.**

My advisee hasn't taken the placement exam! Refer them to Counseling & Testing Center. Unless your advisee has transferred in both MTH 160 and STAT 145, they have to take it and get a placement value before they can enroll in any math course, beyond MTH 051/STAT 145 if their test score is more than two years old!

AP or IB Tests/Credits

Where do I find them in the student's WINGS? Look in "transfer credit report" or "course history" to see what credit/courses the student has. (AP=Advanced Placement; IB=International Baccalaureate)

My advisee says they took the test, got the score...but it's not in their record, course history, or AR. What to do? Refer them to the Office of Records and Registration; 117 Graff Main Hall.

MGT 449 Registration Issues

Completion of all the CBA core courses is required before students may enroll in MGT 449, the capstone core course. The core includes the following courses: MKT 309; MGT 308 and 393; FIN 355; and all of the 100 and 200 level business core courses.

This message is included in the AR; the CBA curriculum guide (and likely other departmental guides); the web CBA scheduling/advising info; etc. MGT 449 should be taken in the final semester.

Exceptions to these prerequisites are not allowed.

Transfer Issues

What is GEL 000? Transfer courses that have no equivalent here (no department or number), are transferred that way. **Do they apply to anything?** The credits certainly apply to the total credits earned, and sometimes they may apply to a requirement or required area. If so, they'll show up in the student's Advisement Report.

My advisee wants to transfer to another school, and is looking for advice. Students transferring to other institutions need to contact that institution for all information about transferring; the process; the course requirements there; and what, if anything, from here will satisfy requirements there; etc. My advice is to not try to answer questions, unless you're absolutely sure you know how things will play out at the new school.

What about taking courses elsewhere, to apply here? Many students take courses at other schools, especially over the summer, to transfer to their programs at UWL. Students need advance approval to do that, and they need to fill out the off campus form.

Students may not repeat courses, nor improve a grade point average, by taking courses at another campus.

Students can easily find out how courses transfer from another institution using Transferology: <https://www.transferology.com/>

Advisement Report (AR)

Where is it? The university's automated degree audit, The Advisement Report (AR), is found in the drop down menu list on the left side of the student's WINGS Academics tab; the same drop down menu with Milestones, Course History, Transfer Credit Report, etc. **(cont.)**

Many advisees haven't looked at their ARs, or don't know what they are. It's a good thing to ask them to do this before they ask you for advising. Ask them to come prepared.

What if something seems wrong on the AR report? Be sure to raise questions about the report with the Academic Services Director (ASD) so she can address the concern.

Studying Abroad

My advisee is planning to study abroad, but doesn't know how the credits transfer back here. If they haven't already visited Office of IEE, they should do that first to get information about the whole process, and the requirements and deadlines to coordinate with UWL. The Office of IEE has a database of course equivalencies for hundreds of courses at hundreds of international study sites. IEE is located in 1140 Centennial Hall.

Who approves the course transfer? In the case where an evaluation has already been done and is in the database, the student will print out the information, write it on their Academic Plan sheet and bring both to their faculty advisor for approval. No further review is required.

When evaluations have not been done previously, or when evaluations are more than five years old, the student may be directed to the Department of the courses they want to take.

Note: Prior to fall 2013, Economics and Finance courses that have been evaluated as specific equivalencies (i.e. ECO 340 or FIN 355) will require a new review by the department chair. Those evaluated as elective (FIN 000, ECO 000, and the like) will not require additional review.

How to View All Writing Emphasis Courses

Instructions for how students can find specific Writing Emphasis Courses can be found here: <https://www.uwlax.edu/records/registration-tips-and-tricks/#tm-writing-emphasis-courses>