Need to Change Your Academic Plan?

CSH Dean’s Office
205 Graff Main Hall

- Change your major, add a minor, etc.
- Change of Program forms
  - When? Before mid semester or after priority registration
  - We will resume changing student plans/majors the second week of December
Academic Advising

- Who is your advisor?
- Where is he/she?
- Have more than one?

- Advisor will have access to academic plan requirements — as do you through WINGS

- Beware of advising “restrictions”
  - In WINGS under “Holds”
  - Prevent you from registering
Meeting with Your Advisor

**Be Prepared**
- Bring a tentative class schedule
- Be familiar with requirements for admission to program and your majors/minors
- Consider career goals to discuss with advisor
- Make a list your questions you want to ask

**Take Responsibility**
- Help your advisor be more helpful to you
- You’re familiar with the Timetable, UG Catalog, websites relating to your academic plan—right?
Wings Student Center

- Advisor Name & Phone
- Holds or Service Indicators
  - Advising Restriction
  - Probation Restriction
- Pull-Down Menu
  - Academic Requirements
  - >>Advisement Report
Holds (Service Indicators)

- Advising restriction—advisor
  - Advising restrictions are set when your Enrollment Dates are set; expect these items to be visible the last week of October
- Unpaid fees—Cashier’s Office
- Always check the “buster” or the “Holds” section in WINGS Student Center
Advisement Report

What is an AR?

How do I read my AR?
The Advisement Report (AR)

Requirements Listing Order

- Course Enrollments/Academic Standing
- University Graduation Requirements
- General Education Requirements
- Science and Health Core Requirements
- Courses Not Allocated (Electives)
- Major(s)
- Minor (or Program Option)
- Pre-Professional Requirements

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**GENERAL EDUCATION REQUIREMENTS**

- Not Satisfied: GENERAL EDUCATION REQUIREMENTS - 40 Units Required (2011-Present) (RQ-20008)
  - Units: 48.00 required, 45.00 taken, 3.00 needed

**GE: COLLEGE WRITING**

- Satisfied: COLLEGE WRITING (RQ-20002)

**GE: PUBLIC ORAL COMMUNICATION**

- Satisfied: PUBLIC ORAL COMMUNICATION - 3 Units Required (RQ-20280)

**GE: MATHEMATICAL AND LOGICAL SYSTEMS (BIO)**

- Not Satisfied: MATHEMATICAL AND LOGICAL SYSTEMS - 7 Units Minimum Required
  - Math Placement scores are used to determine the appropriate placement in a math course. Scores are valid for 2 years only; after that time students must retake the test. (RQ-20004)

**Statistics**

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 145</td>
<td>Basic Statistics</td>
<td>4.00</td>
<td>Fall, Spring, Summer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GE: MINORITY CULTURES OR MULTIRACIAL WOMENS STUDIES**

- Not Satisfied: MINORITY CULTURES OR MULTIRACIAL WOMENS STUDIES - 3 Units Required (RQ-20035)

**Minority Cultures or Multiracial Women's Studies**

- Not Satisfied: Minority Cultures or Multiracial Women's Studies - 3 Units Required (LN-010)
  - Courses: 1 required, 0 taken, 1 needed

Collapsed Arrows = Satisfied
Expanded Arrows = Unsatisfied
More Advisement Report

- Read Carefully
  - Sometimes a certain number of Units (credits) are required
  - Sometimes a certain number of Courses are required

- GPA is listed by majors and minors
  - UWL uses UWL grades only when determining requirements
  - The AR may not calculate credits/GPA consistently correctly when courses have been transferred or repeated
Registration Advising

- See your Advisor in the next 6 weeks to go over your AR together

- Registration time is listed on right-hand side of Wings under Enrollment Dates
  - Earliest time you are able to register for courses next semester (either on or after this time)
  - Freshmen will register in December
Registration

- **Spring 2018 Class Timetable**
  - Click Search from Student Center

- **Use WINGS to register**
  - On or after your assigned date and time
Add or Plan

- Use the **Plan** feature (or **Shopping Cart**) in advance of registration and then **Enroll** when your registration date arrives.
- Use **My Planner** to plan ahead
Add or Plan

- Use the Schedule Planner to fit classes together in a semester.
- View desired arrangement of courses in schedule, and then roll these sections into your Shopping Cart.
- (Maybe wait until closer to your registration date, since sections will close.)
Advanced Search

- **Search by**
  - Subject
  - Course Number
  - Days
  - Times
  - Mode of Instruction
  - Units/Credits
  - Gen Ed Categories (Requirement Designation)
  - Instructors
How to Enroll in Classes

- Fill out the search criteria
- Find the class you wish to enroll in
  - Make sure the class is open
- Select the class and add it to your Shopping Cart
- Go to your Shopping Cart
- Click Enroll (if it is on or after your enrollment date)
Example Schedules

- Things to think about when choosing classes for next semester
- How to decide what to take
  - Major requirements
  - Minor requirements
  - Pre-professional requirements
  - Advisement Report
  - Talk with advisor
  - Balance
Example Spring Schedule:
Computer Science Major

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Course</td>
<td>CS 220</td>
</tr>
<tr>
<td>Major Requirement from different department</td>
<td>MTH 208</td>
</tr>
<tr>
<td>Marching Band</td>
<td>MUS 151</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>CST 110</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>PSY 100</td>
</tr>
</tbody>
</table>
### Example Spring Schedule: ESS-Exercise Science: Fitness

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>ESS 205</td>
</tr>
<tr>
<td>Major Requirement from different dept.</td>
<td>ESS 201 and/or 207</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>ECO 110</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>HIS 101 or HIS 102</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>CST 110</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>ENG 200, ARTS GE, etc.</td>
</tr>
</tbody>
</table>
### Example Spring Schedule: Biology and/or Pre-Med

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>BIO 203, MIC 230</td>
</tr>
<tr>
<td>Major Requirement for major from different dept.</td>
<td>CHM 104</td>
</tr>
<tr>
<td>Intro to Health Careers</td>
<td>HP 106</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>GEO 110</td>
</tr>
<tr>
<td>Gen Ed</td>
<td>MUS 105</td>
</tr>
</tbody>
</table>
Closed Classes...what to do???

- Keep checking the class timetable
- Contact the course instructors or dept. chairs for closed classes you want (maybe they have ways to help that are not visible online)
- Visit the first class meetings for closed classes
- Whether to keep trying or give up?

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Course overrides (ie, closed/full class) are at the purview of the instructor; if permission is granted, the instructor will adjust their section so that you are allowed to register (YOU still need the class in WINGS).
Winter Intersession (J-Term)

- January Classes (3 weeks between semesters)
- 2-3 credit classes (many Gen Eds)
- See Class Timetable after Oct 2, 2017
- Begin enrolling at 12:30 AM on Fri, Nov. 10 (Seniors/Juniors begin Nov. 9)
- Enrolling at another college/university?
Transferring Courses

- Check the school’s website to see what’s offered
- See Carla or Guy to make sure a class will transfer
  - 205 Graff Main Hall
- If from a UW System school, check Transfer Information System (TIS)
  - wisconsin.edu/transfer/wizards/
- You cannot repeat a course off-campus
Information that’s good to know

- Each course has drop deadlines; when viewing your Class Schedule, click on the calendar icon under “Deadlines”

- Excess Credit Policy: Wisconsin Residents
  - Undergraduate students who have earned 165 credits (or 30 credits more than required by their degree programs, whichever is greater) will be charged a surcharge, equal to 100% of the regular resident tuition, on credits beyond that level.
Drop Deadlines

- Check out the Records and Registration website for important deadline information
  - uwlax.edu/Records/Dates-and-deadlines/

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### Drop/add calendar (Fall)

After Drop/Add via WINGS ends, you need a signed Change of Schedule (Drop/Add) form. Forms must be returned to Records and Registration, 117 Graff Main Hall.

Drop dates on this calendar DO NOT MATCH the tuition refund dates. See the Cashier’s Office for information regarding payment and refund deadlines.

Thinking about repeating a course? See the Course Repeat Policy.

<table>
<thead>
<tr>
<th>Fall 2017</th>
<th>Full Semester Course</th>
<th>1st Half Semester Course</th>
<th>2nd Half Semester Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add via WINGS ends</td>
<td>September 11</td>
<td>September 7</td>
<td>October 26</td>
</tr>
<tr>
<td>Last day to drop a class without a W*</td>
<td>September 18</td>
<td>September 11</td>
<td>October 30</td>
</tr>
<tr>
<td>Last day to drop a class with a W*</td>
<td>October 30</td>
<td>October 2</td>
<td>November 20</td>
</tr>
</tbody>
</table>

*What is a W?*

**Other dates:** Drop/Add dates for other class formats/lengths can be found in WINGS, or by contacting Records and Registration. Examples of these “other” courses may include ESS courses that are only one weekend long, or courses that are shorter than the traditional 7-week half-semester course. [How to find other Drop/Add dates](uwlax.edu/Records/Dates-and-deadlines/).
## Calculating GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>GPA</th>
<th>Credits</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105</td>
<td>C</td>
<td>2.0</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>ENG 110</td>
<td>AB</td>
<td>3.5</td>
<td>x</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>B</td>
<td>3.0</td>
<td>x</td>
<td>2</td>
</tr>
<tr>
<td>MTH 150</td>
<td>B</td>
<td>3.0</td>
<td>x</td>
<td>4</td>
</tr>
<tr>
<td>ESS 100</td>
<td>P</td>
<td></td>
<td>1</td>
<td>13</td>
</tr>
</tbody>
</table>

13 (graded) 36.5 grade points/13 credits = 2.80 GPA

Check out the GPA calculator by ESS Sport Management: [uwlax.edu/Exercise-Sport-Science/GPA-Calculators/](uwlax.edu/Exercise-Sport-Science/GPA-Calculators/)
# Making the Grade

<table>
<thead>
<tr>
<th>Good Standing</th>
<th>Warning</th>
<th>Probation</th>
<th>Suspension</th>
</tr>
</thead>
</table>
| 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 | 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 |

See the “Academic Policies → Academic Eligibility” section of the UG Catalog for more information.
Other Resources

- **VISIT!**
  - Web - [www.uwlax.edu](http://www.uwlax.edu)
    - Current Students
    - CSH Advising site ([uwlax.edu/CSH](http://uwlax.edu/CSH))
  - Academic Advising Center (Centennial)
  - Counseling & Testing Center (Centennial)

- **READ!** online...
  - Undergraduate Catalog
  - Timetable
  - Websites for your major, minor, etc.
  - Emails from faculty and administration

- **TALK** to your instructors and advisors!
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Phone: 608/785-8156