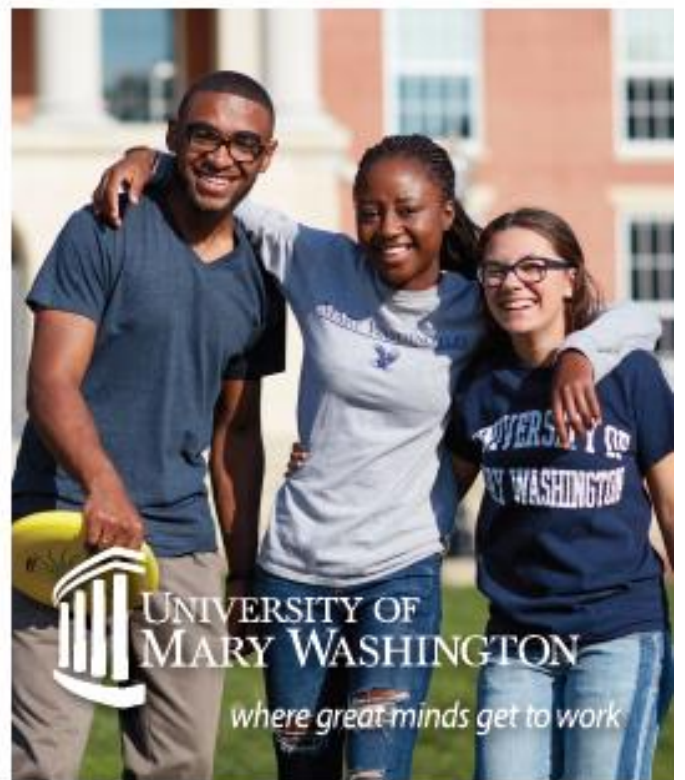




# ACADEMIC ADVISING HANDBOOK



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# General Policies and Procedures

## ➤ Official Schedule & Dates

The [academic calendar](#) for the fall, spring, and summer semesters is available online in the Academic Catalog. This information is updated annually by the Provost's office. It is important that all academic advisors understand the academic calendar and communicate deadline information to advisees. EAB Navigate is a helpful tool for sending text and email messages to advisees as communication is logged for future reference.

Please be sure that you are familiar with the following calendar terms so that you can guide your advisees. Please contact the Office of the Registrar with any questions.

**Final day to ADD a course** = this date references the last day that students can add a course to their schedule for the respective term by 5pm. After the add date, students will need approval from the Office of Academic Services for late course additions. Please have the student complete the [Course Change Request Form](#), and take the form to Academic Services to request a review.

**Final day to DROP a course** = this date references the last day for students to drop a course from the respective term by 5pm. When a course is dropped, it will be removed completely from the transcript and does not count as attempted credit. Depending on the refund schedule with the Office of Student Accounts, students may be eligible for tuition reimbursement. If a student wishes to drop a course after the deadline, approval is required from the Office of Academic Services. The student needs to complete the [Course Change Request Form](#), and then take the form to Academic Services to request a review. ***Before dropping a course, students should confirm that they will not drop below 12 credits if they live on campus, are a student athlete, or need to remain full-time for other purposes.***

**Final day to WITHDRAW FROM AN INDIVIDUAL COURSE** = this date references the last day for students to withdraw from an individual course at 5pm. A withdraw will update the student's course grade to "W" for the term and the attempt will not count towards the student's GPA or a course attempt for retake purposes; however, withdrawn courses do count as attempted credits for financial aid purposes. If a student wishes to withdraw from a course after the deadline, approval is required from the Office of Academic Services. Please complete the [Course Withdrawal Request Form](#), sign as the advisor, and have the student take the form to Academic Services to request a review. ***Before dropping a course, students should confirm that they will not drop below 12 credits if they live on campus, are a student athlete, or need to remain full-time for other purposes.***

**Final day to WITHDRAW FROM THE TERM** = this date references the last day students can withdraw from the entire term, meaning they would receive a "W" in all classes for the respective term. Students must complete this process if/when they withdraw from their final course in the term. ***Please direct students to the Office of the Registrar for the full-semester Student Withdrawal form.***

## ➤ **Schedule for Mid-Term Progress Reports**

In the middle of each semester, students are notified by the Office of the Registrar if their performance in a course is reported to be unsatisfactory (“U”). Although the report is neither entered on a student’s permanent record nor sent to parents or guardians, mid-semester unsatisfactory reports are posted in Banner and sent to advisors. Because a “U” is a warning that significant improvement is needed, the student should consult instructors, advisors, or the Office of Academic Services for assistance.

Academic advisors will be notified of any advisees who receive a mid-semester “U” grade in one or more courses and should contact advisees to schedule a meeting prior to the individual course withdraw date to discuss progress and withdraw options. ***Please document any follow up communication in EAB Navigate for future reference.***

❖ **Fall 2019 Mid-semester Deficiency Reports due Thursday, October 17 @ 12Noon**

❖ **Spring 2020 Mid-semester Deficiency Reports due Friday, March 6 @ 12Noon**





## ➤ **General Academic Advisor Responsibilities**

The following responsibilities fall to a student's assigned academic advisor. As an academic advisor, it is your responsibility to:

- Review your list of assigned advisees in Banner and EAB Navigate at the start of every fall and spring term to ensure accuracy. If there are errors on your list, communicate them to your department chair (for major advisees) or to Academic Services (for non-declared students).
- Attend required faculty advisor trainings offered at the start of the fall semester.
- Utilize EAB Navigate to schedule sufficient advising appointment availability during or before the standard two-week advising period in October or March.
- Hold an advising meeting with each assigned advisee a minimum of once per semester prior to advanced registration - meetings include reviewing an updated transcript and degree evaluation with each advisee.
- Enter an advising appointment summary note in EAB Navigate (required for all undeclared advisees and strongly encouraged for major advisees) to document the main points discussed during the meeting, intended major/graduation plans, and courses selected for the subsequent term.
- If applicable, remove the "advising hold" for fall and spring advanced registration following the advising meeting.
- Provide support for advisees who fall below a 2.0 GPA and in coordination with the required programming from Academic Services, facilitate an advising meeting to discuss Academic Warning and Probation.
- Hold required office hours and publicize office hours to advisees each semester.
- Be regularly available via email to respond to communication and questions from advisees during the academic semester.
- And, when applicable, coordinate with your department chair to reassign all advisees during periods of sabbatical before the end of the fall or spring semester immediately prior to sabbatical.



## ➤ EAB Navigate:

EAB Navigate functions primarily as an advising platform to assist advisor and faculty interaction with students. This system accommodates the inclusion of your office hours and allows you to make yourself available to students for appointments. Specifically, the Campaign feature facilitates direct outreach to students during the pre-registration advising period in order for them to make an appointment with you. Notes from your advising meeting can then be entered into the system as an “*appointment summary*” or a “*report on appointment*” which will serve as part of the student’s official advising record. These notes become especially beneficial should the student change advisors or find him or herself facing Probation or Suspension and need additional advising support.

Step-by-step instructions for the following EAB Navigate resources can be found on the academic services website under the [EAB Navigate Resources](#) tab for:

- How to Enter Campaign Availability and Run a Campaign
  - All about sending specific students an email to schedule an appointment with you, this is ideal for registration advising.
- Adding Appointment Summaries & Reporting on Appointments
  - If you are meeting with a student who has schedule through a Campaign or an Appointment (as opposed to a Drop/Walk-In), then it is BEST PRACTICE and STRONGLY RECOMMENDED that you add an appointment summary.
- Sync Outlook with EAB Calendar
  - Designed to help in safeguarding your time so you are not double booking yourself

For assistance, contact Samuel Shortt ([sshortt@umw.edu](mailto:sshortt@umw.edu)) or call 540-654-5649

## ➤ Degree Works

Effective Spring 2018, UMW has adopted a new degree evaluation tool, Degree Works, and will phase-out use of the legacy system (CAPP). Degree Works will fully replace CAPP as the University's degree evaluation tool as remaining students from prior cohorts graduate.

In addition to an updated degree evaluation display and improved audit processor, Degree Works offers several student planning tools which enhance the registration advising and student registration processes.

### **Key Features**

- Degree Evaluations with Planned Courses Functionality
- What-if Analysis with Planned Courses Functionality
- Student Planner with Student Registration Functionality
- GPA Calculator Tools

### **Which System Should I Use for My Advisee?**

All undeclared students are mapped to Degree Works, and should no longer use CAPP to generate degree evaluations or what-if analysis.

Declared students are mapped to degree evaluation systems based on their **Catalog Term**.

- Degree Works – students with a declared major with Fall 2017 Catalog Term or later.
- CAPP – students with a declared major with Catalog Term prior to Fall 2017.

The Catalog Term is visible on the Advising Profile in SSB Faculty Services:

SSB >> Faculty Services >> Advising Student Profile >> Advisee Search

### **How Do I Access CAPP and Degree Works?**

Both degree evaluation tools are accessible through the Advising Student Profile:

SSB >> Faculty Services >> Advising Student Profile >> Advisee Search

### **How to Generate Degree Evaluations**

- From the Advising Student Profile, the “**Degree Works Evaluation**” link will open the degree evaluation for the selected student.

- Advisors may also search for students using the FIND button. On the Find Menu, search for individual students (Student ID #, or Last and First Name), or find all students matching selected criteria.
- Enter the criteria and “Search.” The search results are displayed; verify the students are checked, and select “OK” to load degree evaluations.
- The student evaluation(s) are generated. For searches with multiple students selected, navigate to the appropriate student using the drop-down menu at top of the page.

### **Note on Evaluations for Double Majors**

- Double majors have a primary and secondary major. The primary major is always displayed first in Degree Works.
- Double majors where both majors lead to the same degree (B.A. or B.S.) have one evaluation with both major requirements displayed.
- For double majors leading to different degrees (B.A. and B.S.) a separate evaluation is generated for each major; toggle between evaluations using the Degree drop-down menu at the top of the page

**REMINDER:** Students with two majors are awarded one degree. Students with majors leading to a B.A. and B.S. are given the option of which degree they will earn during their final semester. Contact the Office of the Registrar with questions regarding this policy.

### **Reviewing the Degree Evaluation**

- The degree evaluation displays all degree requirements, beginning with the degree summary block and degree progress bar. Degree requirements are marked according to the Legend at the bottom of the page.
- The degree summary block lists the requirement areas of the student’s degree program. Requirements which are not complete appear as links; select the area to see more detail on the requirements.
- Within a requirement area, “Still Needed Advice” is displayed for all incomplete requirements. Courses fulfilling the missing requirement appear as links; click the course link to view the course description and any scheduled sections of that course in a new window.
- Courses which do not fulfill any degree requirements are listed in the Insufficient Courses block (typically these are failed, withdrawn, or repeated courses, but also include courses taken beyond the limits of what may be applied to a student’s degree).

## **Course Placement on the Degree Works Evaluation**

The Degree Works evaluation software uses an algorithm that attempts to maximize the fulfillment of degree requirements within the limits established by academic policy. Common reasons a course does not fall where a student expects:

- Course Sharing Limits - except for across-the-curriculum intensives, courses may only be applied to one general education requirement; 3 courses may be shared between majors; 2 courses between a major and a minor, or between two minors.
- Grade Mode - courses taken in standard grade mode (A-F) can apply anywhere; courses taken pass-fail can only count in the Experiential Learning requirement or as electives.

In rare situations a course is misplaced and a manual adjustment can be made by Registrar staff to override the software.

## **Evaluation Display Options, Class History, and Saving PDFs**

The evaluation can be displayed in two formats:

- Degree Audit View – lists all degree requirements including completed requirements
- Courses Still Needed View – filters out completed requirements to show only missing requirements

The Degree Audit View can be printed or saved as a PDF. Note: the Save as PDF feature does not work properly when using the Google Chrome browser.

The Class History link displays all of the student's completed and in-progress course work. This list should not be used in place of the academic transcript.

## **View Past Degree Evaluations**

Advisors and students have access to see “frozen” historical degree evaluations saved by the Registrar's Office. The historical evaluation can be viewed in the Degree Audit or Courses Still Needed views.

Select the desired evaluation format, and the historic report, and select View. The historical evaluation can also be saved as a PDF.

## **Look Ahead Tool**

The Look Ahead tool allows students and advisors to test how one or more courses would apply towards a student's degree requirements.

Add courses to consider, then “Process New” evaluation. Links to the University Catalog are provided as a reference.

The evaluation displays planned courses in blue, with a course status of “PLAN.” A drop-down menu of the planned courses is available for reference.

### **Generate What-If Evaluations**

Use the what-if evaluation to:

- Explore primary major, minor, or second major and minor requirements
- Include planned courses in the what-if analysis
- Generate a PDF of the what-if evaluation

### **GPA Calculator Tool**

Three GPA calculators are available to assist with projecting overall GPAs.

- Graduation Calculator – determine how to achieve a desired GPA given the number of credits remaining in a degree program
- Term Calculator – enter projected grades for courses in a term to determine impact to overall GPA
- Advice Calculator – enter desired GPA to determine how many credits with grade of A are needed to achieve that GPA

NOTE: The GPA calculators are for estimation purposes. They do not account for repeated courses (i.e., courses excluded from the GPA calculation after being repeated).

### **Who Should I Contact with Degree Evaluation Questions?**

- Brian Ogle: Associate Registrar for Student Systems  
[bogle5vu@umw.edu](mailto:bogle5vu@umw.edu) (540) 654-1258
- Kevin Caffrey: Senior Associate Registrar  
[kcaffrey@umw.edu](mailto:kcaffrey@umw.edu) (540) 286-8008

You may also contact the UMW Helpdesk for assistance. The Helpdesk can open issue tickets for Registrar staff to follow up if the issue cannot be resolved immediately.

[Helpdesk@umw.edu](mailto:Helpdesk@umw.edu) (540) 654-2255

## ➤ Advising Students with a GPA < 2.0

### Academic Warning

- The first time a student's Overall Cumulative Grade Point Average (GPA) falls below 2.00, that student is placed on **Academic Warning**.
- One instance of Academic Warning is permitted in a student's undergraduate career.
- If with the close of the semester immediately after being placed on Academic Warning (referred to as the warning semester) the Overall Cumulative GPA is not raised to a minimum of 2.00, the student is then placed on Academic Probation.
- At the beginning of the warning semester, all students placed on Academic Warning are required to attend an **Academic Warning Workshop**, offered through the Office of Academic Services.
- Advising during the period of Academic Warning is the responsibility of the student's Academic Advisor of record.
- At the beginning of the warning semester, advisors are encouraged to run campaigns in EAB to invite their advisees placed on Academic Warning to individual Academic Warning strategy advising sessions.
- As strategies are developed to help students avoid Academic Probation, the [course retake policy](#) should be considered
- At key points during the warning semester, such as just prior to the drop and withdrawal deadlines of the semester, advisors are encouraged to run campaigns in EAB and invite their advisees who are placed on Academic Warning to attend an Academic Warning progress advising session.
- Students should come to an Academic Warning progress advising session prepared to discuss their current course grades. During the Academic Warning progress advising session, a GPA calculator could be used to project what overall cumulative GPA could be expected if the student were to earn the reported current course grades as final grades for the courses. This exercise can be quite helpful in demonstrating actual progress to the student, where the strengths and weaknesses of the semester exist, and whether the student might benefit from dropping any courses, withdrawing from any courses or, in extreme circumstances, fully withdrawing from the semester.

## Probation

- If, after a student has been placed on Academic Warning, the Overall Cumulative GPA remains below 2.00, the student will be placed on **Academic Probation**.
- A student in *Good Academic Standing* who had previously been placed on Academic Warning, whose Overall Cumulative GPA again falls below 2.00 will also be placed on Academic Probation.
- Students may experience unlimited occurrences of Academic Probation.
- Students on Academic Probation are required to schedule a **Probation Advising Session** with an academic advisor with the Office of Academic Services.
- The purpose of the Probation Advising Session is to develop a strategy to assist the student to avoid *First Suspension, Second Suspension, or Dismissal* with the close of the probation semester (referred to as the probationary period). Ideally, this strategy is intended to assist the student to work out of Academic Probation altogether with the close of the probationary period. The [course retake policy](#) will be considered for this strategy
- Additional advising during the probationary period is, however, the responsibility of the student's academic advisor of record.
- Reference the *Overall Field* on the student's academic transcript (located just above the student's most current course registrations Attempt Hours column) to determine the student's current overall attempted hours. Add to this number the additional attempted hours for which the student is currently registered.
- The minimum overall cumulative GPA required to avoid First Suspension, Second Suspension, or Dismissal is based upon specific ranges of attempted hours of record. Note that withdrawn courses are attempted hours; dropped courses are not attempted hours.
- To reference the minimum overall cumulative GPA required to avoid First Suspension, Second Suspension, or Dismissal for specific ranges of attempted hours of record, click on the following link to the online [Undergraduate Catalog](#), and scroll down to the attempted hours/minimum required Overall Cumulative GPA chart
- At key points during the probationary period, such as just prior to the drop and withdrawal deadlines of the semester, advisors are encouraged to run campaigns in EAB, to invite their advisees placed on Academic Probation to Academic Probation progress advising sessions.
- Students should come to an Academic Probation progress advising session prepared to discuss their current course grades. During the Academic Probation progress advising session, a GPA calculator could be used to project what overall cumulative GPA could be expected if the student were to earn the reported current course grades as final grades for the courses. This exercise can be quite



helpful in demonstrating actual progress to the student, where the strengths and weaknesses of the semester exist, and whether the student might benefit from dropping any courses, withdrawing from any courses or, in extreme circumstances, fully withdrawing from the semester.

### **First/Second Suspension**

- If with the close of a probationary period a student who has never realized Suspension does not earn the minimum overall cumulative GPA required to avoid Suspension, that student will realize ***First Suspension***.
- Students are permitted one occurrence of First Suspension in their UMW undergraduate academic careers.
- First Suspension requires the student to “sit out” the next consecutive semester.
- Advising students serving First Suspension is the responsibility of the Office of Academic Services.
- A student who has realized First Suspension may seek approval from the Office of Academic Services to transfer up to two courses completed elsewhere during the period of First Suspension.
- For any course to be eligible for transfer to UMW a minimum final grade of “C” must be earned. A final grade earned in a course completed elsewhere is not included in the calculation of a student’s UMW GPA. Transferred courses will increase a student’s attempted hours of record.
- A student who realizes First Suspension with the close of a spring semester may seek approval from the Office of Academic Services to complete UMW summer courses. If with the close of the summer term the student’s overall cumulative GPA rises to the minimum required GPA to reinstate from First Suspension, then the student may petition the Office of the Registrar to register for fall semester courses.
- A student who realizes First Suspension is offered a limited period of time during which an appeal to Suspension may be submitted. If the Committee on Academic Standing (CAS) approves an appeal to First Suspension, the student is not required to “sit out” the next consecutive semester. An approved appeal will not remove reference to “First Suspension” from the student’s UMW transcript.
- If any time after First Suspension has been realized a student with an Academic Standing of “Probation”, “First Suspension”, or “Reinstated from First Suspension” does not earn the minimum overall cumulative GPA required to again avoid Suspension, that student will realize Second Suspension.
- Students are permitted one occurrence of Second Suspension in their UMW undergraduate academic careers.

- Second Suspension requires the student to “sit out” the next two consecutive semesters (one full academic year).
- Advising students serving Second Suspension is the responsibility of the Office of Academic Services.
- A student who has realized Second Suspension may seek approval from the Office of Academic Services to transfer up to two courses completed elsewhere during the period of Second Suspension.
- For any course to be eligible for transfer to UMW a minimum final grade of “C” must be earned. A final grade earned in a course completed elsewhere is not included in the calculation of a student’s UMW GPA. Transferred courses will increase a student’s attempted hours of record.
- A student serving Second Suspension is generally not approved to complete UMW summer courses during the period of Second Suspension.
- A student who realizes Second Suspension is offered a limited period of time during which an appeal to Suspension may be submitted. If the Committee on Academic Standing (CAS) approves an appeal to Second Suspension, the student is not required to “sit out” the next two consecutive semesters. An approved appeal will not remove reference to “Second Suspension” from the student’s UMW transcript.
- A student with an Academic Standing of “First Suspension”, “Reinstated from First Suspension”, “Second Suspension”, or “Reinstated from Second Suspension” will be assigned an Academic Advisor from the Office of Academic Services. The name of this assigned Advisor will be added to the student’s record in Banner.

### **Dismissal**

- If any time after Second Suspension has been realized a student with an Academic Standing of “Probation”, “Second Suspension” or “Reinstated from Second Suspension” does not earn the minimum overall cumulative GPA required to avoid Dismissal, that student will realize Academic Dismissal.
- A student who has realized Academic Dismissal is not eligible to earn a UMW bachelor degree.
- Any student who has realized Academic Dismissal who inquires about potential options for reinstatement from Academic Dismissal in order to earn a UMW bachelor degree should be referred to the Office of Academic Services.

## ➤ Transfer Student Advising

While UMW is in many ways a very traditional, residential liberal arts and sciences university, over the last generation our transfer student population has increased to the point that roughly 25% of UMW students are transfer students. This trend is being played about across the country. Data from the National Student Clearinghouse Research Center shows that over 37% of college students will transfer at least once within six years. Transfer students present unique situations and, along with covering traditional advising topics and situations, the advisor must look for the “question behind the question” or the “the question the student should be asking” but does not have the vocabulary to ask at that moment. These students have attended another school, and in some cases, several other schools, with coursework that may not have transferred to UMW or may not be familiar. Often transfer students will:

- Believe that they *know* college and do not need help! Advisors should acknowledge a transfer student’s previous academic experience while emphasizing that, as valuable as that background might be, the student is now at a completely different institution with its own procedures, processes, and academic culture.
- Seek minimal advising so that they can move to course selection as quickly as possible. This is an understandable instinct that occurs with many students whether they are transfer students or not. It is the job of the advisor to slow the rush to course selection a little so that appropriate questions can be asked and answered and so that the student can consider, holistically, the options available to them.
- Come from schools where the advisor will register them for classes during their advising appointment. Advisors at UMW need to work to manage this expectation.

We must also guard against making assumptions about transfer students, in the same way we should not pre-judge any student. After working with transfer students, certain truths become apparent:

- Not all transfer students matriculate to UMW from the Virginia Community College System.
- Many transfer students have academic difficulties in their background but many have been stellar students and are transferring for a variety of reasons.
- Some transfer students are non-traditional and may be older or have a military background, however, but many students are transferring at eighteen or nineteen years old and will blend with our traditional population.
- Many transfer students at UMW will be off-campus students but a significant percentage will reside on-campus.

All transfer students to the BA/BS program will complete their intake meeting with the Office Academic Services and be assigned to Charles Tate, Director of Transfer Advising, as their primary advisor. Because

many transfer students enter UMW with significant credit or an associate's degree, the goal is to move them to major declaration as soon as possible, provided they are not genuinely exploring majors. Many transfer students are not aware of the majors or opportunities at UMW until their intake meeting with Academic Services. When a student visits a department they may be ready to declare a major or they may be exploring majors.

As with any advising appointment, start with a short conversation about the student's background:

- Where is the student transferring from? Seek to understand the sequence of schools, if the student has coursework from multiple schools.
- If the student has any work from the Virginia Community College System, ask if they have completed an associate's degree. This will determine whether the student has general education requirements to complete or not. Early in their time at UMW, a transfer student may have an associate's that is not yet applied to their transcript and is not yet waiving their general education requirements on the degree evaluation. Likewise, it is also true that many students will matriculate to UMW and finish the associate's within a semester or two. Advisors need to be aware of these situations.
- If a student has a transferable associate's degree, all general education requirements will be waived except for the language requirement, experiential learning, and several writing and speaking intensive courses. However, if a student has transfer courses that meet these requirements, we will accept those courses. For instance, some students are advised while studying in the Virginia Community College System and take language at the 202-level.
- If the student has attended the Virginia Community College System but has not earned an associate's degree, a conversation is in order about the benefits of reverse transfer to complete the associate's. (There are cases where it is better for a student to return to the Virginia Community College System to complete the associate's rather than utilizing reverse transfer. These cases are rare and Academic Services is available to consult with a faculty member on this or any other situation.)
- While transfer students will transfer in work from previous schools (including AP, IB, etc), GPA's from previous schools never transfer to UMW. This is a frequent misunderstanding among transfer students. Once enrolled at UMW, transfer work, as well as UMW work, is factored into academic standing.
- When reviewing work from other schools be aware that the Office of the Registrar, which makes the first determination of transfer credit, will make a conservative determination and if a course is not an exact equivalent it will be entered as an elective course (ex: BIOL-NOTMJ.) Frequently, students will believe that the title of a transfer course hides the fact that a course is an equivalent. When this happens, please refer the student to Patricia Sarkuti [psarkuti@umw.edu](mailto:psarkuti@umw.edu) to initiate an appeal of that course. It is best if the student can provide Patricia with the course syllabus. At a minimum,

the student should provide the course description. The same process may be followed to appeal a transfer course the student believes meets the writing or speaking intensive requirements.

- Very often transfer students will want to attend another school while enrolled at UMW to fulfill certain requirements. This is most common with their language courses. This is possible, bearing in mind that a student must have permission from the Office of the Registrar before undertaking a course outside of UMW. Permission can be attained by filling out the course information under the following [Transfer Credit Permission](#) on the registrar website.
- Students should also be aware that UMW will not accept more than ninety total transfer credits.

# Special Population Advising

## ➤ First-Year (FSEM) Advising

- FSEM Advising is more general than discipline-specific advising.
  - It is important to know important features of a variety of majors including the majors that have sequenced introduction courses or have a set of courses needed prior to declaration.
  - Know who to ask for specific questions as not to register students for classes at inopportune times for their intended major.
- Advising will be academic in nature, but will not be limited to only academic matters.
- You should be touching base with first-year advisees at least three times each semester of their first-year.
- Keeping record of communication and notes from advising meeting in EAB Navigate is essential to show a track record of advising for new students and for aiding in major advisors latter understanding a student's journey to major and courses selection each semester. This provides a HUGE “Pay it Forward” opportunity!
- More so than at any other time - it is a collaborative process, seek help, suggestions, and advise early and often.
- Advisors will receive weekly emails from the Director of the First Year Experience in order to support the advising efforts and to serve as reminders.

Additional items to consider below were modified from “A Handbook for First-Year Advisors” from May 2016 to be relevant to the 2019-2020 academic year.

### **The Role of the First-Year Advisor**

Faculty academic advising is a cornerstone of the UMW experience and is conducted by the First-Year Seminar instructors. This creates multiple weekly contact points between first-year students and their advisor during the crucial first weeks of their first semester at college. The daily interactions of the seminar, bolstered by the weekly announcements from the Director of the First-Year Experience, provide a structured and seamless experience for UMW undergraduates.

First-Year Seminar instructors are the primary advisor for first-year students with the exception of the Student Transition Program where Justin Wilks is the primary academic advisor. Honors Program First-Year Students also have the Directors of the Honors Program serving as secondary advisors to help answer

questions about the Honors Program. Each First-Year Seminar section is assigned a Professional Advisor from the Office of Academic Services, a Peer Mentor, and residential students have a Resident Assistant as additional resources. Utilize these resources during the semester to better serve the first-year students, particularly during pre-registration advising.

Faculty advisors should keep in mind that every class period is an opportunity for advising, where you should highlight important dates, reinforce advising messages and answer questions. Much of this material will come to you in the weekly email from the Director of the First-Year Experience and can be augmented by other information you deem important.

The three advising touchpoints in the **Fall** are:

- During **the first 3 weeks of classes** - while students are able to drop classes
  - Get to know the students
  - See how they are adjusting to UMW
  - Ask if they are on track for success in each of their classes - if not, if they should adjust their schedule
- During the **Pre-registration period** for spring classes
  - See how the students are doing in each of their classes and what they need to successfully complete the semester
  - See if they have thoughts about declaring a major
  - Discuss courses for the spring semester. This will happen earlier for Honors Students, Military, Veterans, and some students registered with the Office of Disability Resources
- Prior to **the last day of classes** - while students still have the option to withdraw from the university
  - Briefly touch base with students about ways to navigate final exams
  - Meet with students who are struggling to determine the best course of action and determine if they will need to change the courses they planned on taking in the spring
  - Discuss with students that advising will be different in the spring as there is no FSEM course - provide information on office hours and how to get advised

The three advising touchpoints in the **Spring** are:

- During **the first 3 weeks of class** - while students are able to drop classes
  - Welcome students back and remind them how to reach you during the spring.
  - Help adjust schedules for students that struggled in the fall - prior to the end of the first week of class.
  - Discuss Academic Warning as appropriate and discuss success strategies for the spring semester.
- During **the Pre-registration period** for fall classes
  - See how the students are doing in each of their classes and what they need to successfully complete the semester.



- See if they have thoughts about declaring a major - they can fill out the paperwork now to be processed at the completion of the semester.
- Discuss courses for the summer and fall semesters. This will happen earlier for Honors Students, Military, Veterans, and some students registered with the Office of Disability Resources.
- Prior to **the last day of classes** - while students still have the option to withdraw from the university
  - Briefly touch base with students about ways to navigate final exams.
  - Meet with students who are struggling to determine the best course of action and determine if they will need to change the courses they planned on taking in the summer or fall.
  - Discuss the handoff to a new advisor for students that declared and what sophomore year advising will look like for those that did not.

## Referrals and Alters

***You are the front lines!*** Get to know your students and refer them to campus resources as needed including but not limited to the Speaking Center, Writing Center, Library, Academic Services, Peer Academic Consultants, Peer Tutoring, the Digital Knowledge Center, the Center for Community Engagement, the Tally Center, the Student Health Center, the James Farmer Multicultural Center and the Dean of Student Life. If you have concerns for a student or there is a crisis fill out a [UMW Reporting Form](#).

There may also be times when you as the academic advisor are contacted to reach out to a student as their advisor if others are worried about your student.

## Major Declaration

While many students come to UMW knowing in what they want to major, a large number come in undecided. Too often, these undecided students float through their first few semesters without finding clear direction which can delay their degree completion. Advisors should share our stories about how we came to our own major decisions and encourage students on a variety of majors by talking to individuals around campus with varied paths.

Students have the option of enrolling in IDIS 191—Liberal Arts and the World of Work, a one-credit course designed to help undecided students find the place where their talents and passions meet. Furthermore, students can seek guidance from the Career Center. Students can declare a major at the end of their first year by filling out the [Major Declaration Form](#), getting it signed by the Department Chair and turning it into the Registrar’s Office.

For students who choose not to declare a major at the end of their first year it is recommended that they stay with their first-year advisor to provide continuity of advising. If that is not possible, those students will be advised by staff in the Office of Academic Services until they declare a major.

## General Education Curriculum Advising

Remember that the 2019-2020 first-year students will be given a chance to consider switching to the new general education requirement (when finally approved). You should work with your students to determine if there are benefits to switching or if they should continue with the general education requirement under which they started. Running Degree Evaluations and What If Analysis might help with this discussion. As part of this conversation it is good to remind them not to rush through their general education courses and to take them in a developmental progression.

## **Undergraduate Degree Policies**

Quick reminders of some note for first-year student advising!

- Repeating a UMW class can help improve a student's GPA - a student can retake a course only if they earned a C- or below.
- Students cannot repeat a class if they have taken a subsequent class for which the first was a prerequisite.
- Students can only repeat ANY class once - this could narrow a student's choice of major.
- Double Majors - can only have 9 credits of overlap.

Prerequisites - Many courses, especially in linear-building subjects, have prerequisites and/or co-requisites in the form of other courses that must be taken prior to enrollment or during enrollment of the course.

Permission of Instructor - the instructor must approve the student's enrollment into the course. Listed as POI on the course schedule.

Taking a course out of sequence or waiving prerequisites - requires approval by the faculty member teaching the course and his or her department chair.

Placement testing - Some departments (Mathematics, Chemistry, Modern Languages and Literatures, Classics, Philosophy and Religion) have testing that helps place students into the most appropriate course for beginning their studies. Details vary by discipline. Students should generally contact the department chair if they have questions about placement testing.

Retaking courses - Students might earn poor grades in some courses and one very practical option for them to consider is repeating the course. UMW policy states that students can only repeat courses in which they have earned a grade of C-or below and a course may be repeated only one time. After taking a course twice they cannot repeat the course at UMW and only the most recent grade contributes to the GPA.

Transferring courses - Students will inquire about taking courses at another institution and transferring the credits to UMW to assist in completing their UMW degree requirements. This happens frequently in the summer. As a general rule, UMW credit trumps all others. Students cannot retake a course at another institution (that they already completed here) in an attempt to transfer it back to UMW to replace a lower grade. If a student received AP, IB, dual enrollment, or any other "examination" credit for a UMW course, and then later takes the UMW course, the prior credit is forfeited. Students should obtain "pre-approval" to take a course to transfer to UMW and should do so through the [Office of the Registrar](#) prior to enrolling in the course.

Virginia Community College System (VCCS) [Equivalency Chart](#) - Maintained by the Registrar's Office, it lists courses that have been determined as equivalent to UMW courses. Consideration of courses beyond those that have been evaluated for equivalency must come from the department chair. Requests for evaluation of transfer credit originate with an online form from the Registrar's Office.

Meeting Gen-Ed requirements with study abroad (GI/EL) - If approved in advance, study abroad experience can potentially satisfy either the Global Inquiry or the Experiential Learning requirement of our General Education Curriculum. The same study abroad experience may not be used to meet both Global Inquiry and Experiential Learning. In order to use a study abroad experience to meet a General Education requirement, students must complete a form identifying a faculty member who will monitor a “reflective component” of the experience (often, this is a short reflective paper about the experience). Students who opt for this approach enroll in SAGE 000 prior to departing on the study abroad experience. After the trip, and during the semester following the experience, the student completes the “reflective” component as described on the SAGE 000. They are expected to meet with the faculty advisor to reflect on their experience, and the faculty member assigns a Satisfactory or Unsatisfactory grade to the non-credit-bearing course. Also note that some programs have a separate study abroad reflection course that does earn credit.

### **Parents and Release of Information**

As an advisor, you are under no obligation to have a conversation about a student with parents or families if they make inquiries about a student’s performance. Should you elect to do so, you must consult the ROI list (call Academic Services at ext. 1010) before discussing any matters protected under federal law to ensure that the student has signed the “Release of Information”. The Family Educational Rights and Privacy Act (FERPA) states, in essence, that academic records may be maintained by the University and are accessible only by employees acting in an official capacity or by permission of the student. In particular, parents are not permitted to access such records without consent of the student. The Registrar’s Office has a process whereby students may “delegate access” to other individuals for certain information such as grades and financial information. In addition, a student who wishes to grant access to another individual to have a conversation about their academic performance must complete a “release of information” (ROI) form available from Academic Services. In such cases, the release is kept on file.

Furthermore, remember that email addresses are no longer considered public information - please communicate with your students using the BCC feature or communicate through EAB Navigate Professor and Advisor Home screens.

## ➤ Student Transition Program (STP)

STP provides numerous comprehensive opportunities throughout the summer and academic year to support program participants as they transition into and navigate the first year of college:

- **Summer Residential Program** - Five-weeks, summer session II
  - STP participants take three classes worth a total of 6-credits applicable toward degree completion to help them begin to develop the academic and interpersonal skills to navigate the first-year experience. Summer courses include a 3-credit course based on major or personal academic interest, 2-credit college success course, and a 1-credit PHYD course.
  
- **Student Success Courses** - Taken in sequence through the entirety of the first year
  - *Summer: Education 101: How to Succeed in College, Pt. I (2 credits)*

This course is designed to teach students how to develop, use and assess effective and efficient learning strategies with the goal of developing a personal system of study. Topics will include but are not limited to:

    - How You Learn, Goal-Setting and Self-Monitoring
    - Time Management and Concentration Strategies
    - Effective strategies for Listening, Reading, & Memory Enhancement
    - Exam Preparation and Test-Taking
    - Appreciating Cultural Diversity
  - *Fall: Education 102: How to Succeed in College, Pt. II (1 Credit)*

This course is designed to encourage students to be reflective in identifying personal strengths and challenges as it relates to the writing and speaking process and to place emphasis on team-building with fellow students. Topics will include but are not limited to:

    - Positive interpersonal relationships through effective communication
    - Developing positionality in the writing and speaking process
    - How to use various research databases and non-traditional sources
    - Presentation skills
  - *Spring: IDIS 191: Liberal Arts and World of Work (1 Credit)*

This course explores the connections between the liberal arts, disciplinary pathways, and the world of work. Students explore, discover, and evaluate their own interests, values, strengths, and skills while examining possible connections to academic programs and careers. Topics will include but are not limited to:

    - Connection between a liberal arts education, the world of work, and lifelong learning.
    - Career and professional development
  
- **Academic Advising** - In addition to regular weekly meetings during the student success courses, there will be three advising touchpoints in BOTH the fall and spring semesters with the STP advisor:
  - During the first 2 weeks of classes-- while students are able to drop classes
    - See how they are adjusting to UMW

- Assess if they are on track for success in each of their classes and, if not, if they should adjust their schedule
  - During the Pre-registration period for the next semester's courses
    - Check in on how the students are doing in each of their classes and what they need to do to successfully complete the semester
    - Discuss courses for the spring semester
  - Prior to the last week of classes
    - Touch base with students regarding exam preparation
    - Meet with students that are struggling to determine the best course of action and determine if they will need to 1) withdraw from the university for the semester 2) change the courses they plan on taking in the following semester
- **STP Discovery** - To provide individual support for all STP freshmen and undeclared sophomores facing academic challenges, students with a semester GPA of 2.25 or lower are required to meet with Justin for regular, ongoing academic planning meetings for the duration of the following semester. Note, past STP students (i.e., sophomores) who have already declared are invited to participate but it is not mandatory.
  - During the first three weeks of the semester:
    - Weekly meetings to assess if they are on track for success in each class and, if not, how should their schedule adjust
    - Create weekly academic plan for students to best navigate areas of concern inside and out of the classroom.
    - After the first three weeks or when Justin deems necessary, meetings become bi-weekly for the remainder of the semester.

## ➤ Honors Scholars

### Academic Advisors

The assigned academic advisor(s) for Honors Scholars is their first-year advisor (first-year seminar instructor) or major advisor(s). Additionally, Mara Scanlon and Kelli Slunt serve as program directors for the Honors Scholars and as academic advisors for the scholars. Even though the Honors Program staff have the ability to remove advising holds, the primary responsibility for advising Honors Scholars belongs to the first-year or major advisor(s).

### Advising Timelines

Ideally advising for Honors Scholars will begin soon after the new course schedule is posted each semester. Priority registration runs from 8 am on the Thursday to 5 pm on the Friday prior to the Advanced Registration for Upcoming Semester period. If an Honors Scholar misses the priority registration window, they can register for classes during the appointment registration window based on credits completed.

### Admission to the Honors Program

The Honors Program admits Honors Scholars to the program in one of two tracks: Track A (admitted directly from high school) and Track B (admitted by application in February of the first-year at UMW or admitted through transfer from an Honors Program at another institution). Students who were not accepted into the Honors Program through the Common Application to UMW, have a 3.2 UMW GPA or higher, have completed only one or two semesters of study at UMW, and have completed fewer than 60 total credits can apply to the Honors Program by February 1 each year. It is recommended that applicants will have completed or enrolled in (for the spring semester) at least one Honors-designated course. The application process is competitive and decisions are final.

### Honors Program Requirements

The Honors Program staff tracks and reviews the requirements completed by the Honors Scholars each semester. An advisor and the Honors Scholar can review the requirements in Banner and upon request; the Honors Program staff can provide a check sheet that tracks the non-course requirements (i.e. co-curriculars, leadership).

- Honors-designated first-year seminar (FSEM HN) – 3 credits – Track B students can substitute 3 credits of HN designated coursework for the FSEM HN.
- Honors-designated coursework – 9 credits beyond FSEM HN
- Honors Service Learning – HONR 201 – 1 credit (completed in second year)
- Honors Program leadership requirement – HONR 002
- Project Design/Research Methods Seminar – students matriculating before 2019 may fulfill this requirement with an approved discipline-specific course or HONR 005, Capstone Prep. Students

entering the program in or after Fall 2019 will fulfill the requirement with HONR 005.

- Capstone Research Project – a minimum of 3 credits of independent study (491 or 492 or an approved substitute course) completed during the last year of study at UMW, and presentation of the project at the Honors Program Symposium (fall semester), Research and Creativity Day (spring semester), or another pre-approved comparable venue.
- Honors portfolio – HONR 004
- One co-curricular event and reflection per semester in the program – HONR 003
- Minimum 3.2 GPA

## Yearly Requirements

Honors Scholars must complete the following requirements each year to remain in good standing:

- Maintain a 3.2 GPA (see GPA policy on the next page)
- Complete one Honors co-curricular event per semester and submit the reflection form about the event by the end of the semester (last day of classes) in which the event was attended.
- Maintain a portfolio of Honors Scholars work (submit through forms on Canvas).
- Complete the following minimum yearly academic requirements of the Honors Program until all program requirements are fulfilled.

### For Track A:

- By the conclusion of the first year in the program, complete a minimum of two Honors Program requirements.
- By the conclusion of the second year, complete the HONR 201 course and a minimum of one additional Honors Program requirement.
- By the conclusion of the third year, complete a minimum of two additional Honors Program requirements, if not already completed.
- By the conclusion of the fourth year, complete HONR 005, the capstone project requirement, and any other outstanding requirements.

### For Track B:

- Track B students are not required to complete honors program courses requirements in their first semester in the program.
- By the conclusion of the second year, complete the HONR 201 course and a minimum of one additional Honors Program requirement.
- By the conclusion of the third year, complete a minimum of two additional Honors Program requirements, if not already completed.
- By the conclusion of the fourth year, complete HONR 005, the capstone project



requirement, and any other outstanding requirements.

Students transferring from an Honors Program at another institution can submit a form (available from the Honors Program) to consider transfer honors credit for up to 6 credits of courses from the other institution to fulfill the honors-designated coursework requirement. Honors coursework from high school (including AP, IB, honors, dual enrollment) will not be considered and should not be submitted for consideration.

### **GPA Policy**

The UMW Honors Program expects participants to maintain a high academic standard throughout their college careers, as evidenced by a strong cumulative grade point average. The academic record is reviewed at the end of each semester. A student falling below the required GPA will be placed on probation unless a student drops below the probation GPA, which results in dismissal from the program.

**Table of Minimum Cumulative GPA (Effective Spring 2014)**

<b>Classification (based on entry into the University, not credits)</b>	<b>Minimum Cumulative GPA</b>	<b>Probation GPA</b>	<b>Dismissal GPA</b>
Freshman	3.0	2.7 – 2.99	2.69 or lower
Sophomore	3.0	2.7 – 2.99	2.69 or lower
Junior	3.2	3.0 – 3.19	2.99 or lower
Senior	3.2	No probation	3.19 or lower

## ➤ Support Students with Disabilities – ODR

Advising students with disabilities involves consideration of a variety of needs. The following is a list of some helpful points to consider. Please know that this is a general list provided to help guide the advising process, and it is not intended to be comprehensive. For specific questions, please do not hesitate to reach out to the Office of Disability Resources for assistance.

- Students may have many reasons they choose not to disclose disability-related information including their right to privacy around sharing personal information, anxiety, lack of understanding of how to share information, and communication difficulties.
- A balanced course load is especially important to students with disabilities.
- Some students with disabilities require careful planning of their schedule due to reasons related to their disability. It is important to consider what each student requires for success at UMW. Some areas to consider are as follows:
  - Type of course – students may have more challenges in particular types of courses (for example, reading-intensive, writing-intensive, speaking-intensive, math-intensive) and consideration of how a student might effectively balance their course load with more and less intensive courses can be an effective way to advise a student to build a more manageable course load.
  - Reduced course load accommodation – some students receive accommodations that allow them to take 9-11 credits and maintain their full-time status as students with disabilities. This effectively allows students to manage course work while taking a reduced number of classes.
  - Graduating in over 4 years – students often receive pressure to graduate within a 4-year timeline although, this is not always appropriate for students – with or without disabilities – and it is important to consider what each student needs to be successful.
- Some students may require the use of assistive technology (such as screen readers) to access information electronically and are unable to use printed information. Academic advising resources often involve the use of visuals and being prepared for a student who may interact with information differently is important to allow for a productive meeting.
- Please avoid recommending accommodations to students (for example, informing a student that they can get a language waiver, priority registration, or any other type of accommodation by registering with the Office of Disability Resources). Careful consideration is made by ODR when determining accommodations in an equitable and fair manner in accordance with the law. This can lead to students assuming they will receive particular types of supports from ODR that cannot be guaranteed by an academic advisor, cause confusion and frustration, and may attribute to conflicts with the relationship that ODR builds with students.

- A second language substitution is an accommodation offered by ODR for students with a language-based disorder after careful review of documentation and involvement in an interactive process with the student. Academic advisors are responsible for assisting students with choosing courses to fulfill the substitution after it is approved and will be notified via email when a student is approved for this accommodation. A copy of approved courses will be attached to that email.
- Remember, each student is unique. What works for one student may be ineffective for another.

## ➤ Pre Health Student Program

There is a formal Pre-Health Program at UMW. The program provides academic and career advising to all students who self-identify as being pre-health (i.e., Premed, Pre-Dental, Pre-Veterinary Medicine, Pre-Physician Assistant, Pre-Physical Therapy, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Optometry, and Pre-Nursing).

The UMW Pre-Health Advisor, Professor Stephen Gallik, administers the program. All UMW students interested in a possible health career should contact Professor Gallik for academic and career advice.

Contact information:

- Email: [sgallik@umw.edu](mailto:sgallik@umw.edu)
- Pre-health advising office hours with the Pre-Health Advisor are held in the Center for Career and Professional Development, University Center, Suite 206. Office hours vary by semester. To make an appointment with the Pre-Health Advisor, go to the [Career Center website](#) and make an appointment through Handshake.

None of the pre-health career programs mentioned above are majors or minors. Rather, they are pre-career paths that students can follow from virtually any major offered at UMW. Students in pursuit of any of these clinical careers may major in any of the major programs at the University. Although most pre-health students major in one of the sciences, students can easily major in one of the humanities, arts, or social sciences and still incorporate their pre-health curriculum into the course schedule.

All pre-health career programs have the same basic components:

- **Coursework:** Students participating in any one of the pre-health career programs listed above are required to take a variety of science, math and non-science courses. Most of these courses overlap with general education requirements of the University. There is significant variability among course requirements, but most minimally require 2 semesters of introductory biology, 2 semesters of general chemistry, and English. Many also require at least 1 psychology course and 1 sociology course. Some require much more.
- **Clinical Experiences:** Most pre-health career programs require students to complete extracurricular clinical experiences that show students the reality of the profession.
- **Community Service:** Volunteering in the community has become an increasingly important part of all health professions.

The Pre-Health Program has a Canvas site in which all pre-health students should enroll. This site is the one location where UMW pre-health students can find detailed descriptions of specific pre-health career

requirements, campus meetings and events, open houses, etc. Students can self-enroll in the course by going to this URL: <https://canvas.umw.edu/enroll/XGDA4J>.

## ➤ Nursing

Point of contact: Dr. Janet Atarthy-Dugan CCRN-E, CNE [jatarthy@umw.edu](mailto:jatarthy@umw.edu) x8024

### Overview of the [Nursing Programs](#) offered

#### **BSN-C Program:**

The [BSN Completion Program](#) (BSN-C) is designed for a licensed RN who holds an associate's degree in nursing from an accredited university/college or diploma nursing program. The student can attend full-time or part-time. The program prepares the nurse to identify and improve patient care within a complex healthcare system, to assume more vital roles within the medical profession, and to continue their nursing education to the graduate level.

#### **1-2-1 Nursing Plan:**

The University of Mary Washington offers an innovative, dual degree plan in affiliation with Germanna Community College. Under the 1+2+1 [BSN Dual Degrees](#) in Nursing Plan, the student attends both UMW and Germanna for the first three years. In the senior year, the student attends only UMW. This plan is designed for the student who wants a traditional four-year residential experience while earning a BSN.

#### **Concurrent Enrollment program:**

The [Concurrent Enrollment program](#) is designed for local students in the Germanna Community College nursing program who intend to transfer to the BSN Completion Program at UMW. These students can get a head-start on the BSN coursework by taking the three BSN liberal arts courses at UMW during the summer (while in the community college RN program). In addition, these students will be guaranteed admission to our BSN Completion Program when they graduate from the community college with an AAS in Nursing degree, and they obtain their RN license.

## ➤ Student Athletes

### Athletic Department Special Notes for advising a “Student Athlete”

All varsity student-athletes (SA) are required to register for PHYD 4XX (1 credit SA/UN) each semester. Every varsity sport has an assigned number. Please refer to the [Academic Catalog](#) for course numbers:

In order for a student to be eligible for NCAA competition they must meet the following criteria:

1. Student-Athletes must be registered in a minimum of 12 credits each semester.
2. Exemptions:
  - In their final academic semester, the SA may be registered in less than 12 credits.
  - A nursing student must have a minimum of 12 credits (they may have some of those credits at Germanna Community College).
  - If a SA is carrying a course overload (18 credits) they are not required to register for the 1 credit PHYD 4XX class (we do not require the SA to pay to play). But they do need to notify their head coach if they are carrying an academic overload.
3. SA should be conscience of their practice, strength training and competition schedule when scheduling classes. The Athletic Department recommends all SA take as many early morning classes as possible in order to minimize missed class time. The NCAA does not allow missed class time for practices!
4. The Capital Athletic Conference schedules competitive contests on Wednesdays and Saturdays. The Athletic Department recommends all SA avoid Wednesday evening classes due to the competition schedule.
5. The Athletic Department emphasizes to all SA to be aware of departure times for all away games and consider those when scheduling games to minimize missed class time.
6. If a SA is considering dropping or withdrawing from a class that would drop their total semester credits below 12 credits the SA must notify their Head Coach immediately. The SA will become immediately ineligible to practice or compete in a contest.

## ➤ BLS – Bachelor of Liberal Studies

The Bachelor of Liberal Studies degree program is intended for nontraditional and transfer students who wish to complete their studies at UMW. Nontraditional students enrolled in the BLS program complete the same [liberal arts major](#) as BA and BS students or the [Leadership and Management major](#), which is only open to BLS students. This major was designed for full-time working students and offers short 8-week core courses in the evenings at the Stafford Campus. BLS students may minor in any of the programs offered at the institution. Students enrolled in the BA/BS program may transfer to BLS before completing 30 institutional credits if they have maintained a 2.5 GPA or higher and qualify as a non-traditional student/

Students also have the option to work with the BLS program director and faculty advisors to design a special interdisciplinary major if upon review of the Academic Catalog there is no major that meets their career goals. Special majors must be submitted for the approval of the BLS committee. Examples of recently approved special majors include Arts Management and Counseling Studies. The special major in [Criminal Justice](#) is primarily designed for BLS students who have earned an Associate of Applied Science in Police Science within the VCCS, and wish to continue with the discipline. However, any BLS student who meets the prerequisites for the major is free to pursue that major as well.

General education requirements for BLS students differ slightly from those of BA or BS students. Currently the general education and intensive requirements for BLS students are:

- 2 courses ALPA (or 1 ALPA and 1 ALPP)
- 1 course GI
- 2 courses HES
- 1 course GSCI (lab science)
- 1 course GMSC (Math, CPSC, Science)
- 1 course QR
- 1 course SI
- 3 courses WI

BLS students are required to complete at least 30 credits at UMW. Transfer credit may be obtained through college coursework, [BLS Portfolio credit](#), [ACE credit](#), or [CLEP](#). A maximum of 90 credits may be applied to the BLS degree.

Questions regarding degree requirements for BLS students should be directed to [Dr. Ana Chichester](#), Program Director, or [Susanne Tomillon](#), BLS Advisor & Asst. Director.



# Advising Upper-Class Students

## ➤ Application to Graduate

- **Senior Check Sheet**

All students in a Bachelor of Arts or Bachelor of Science degree program are required to complete a senior check sheet with their major advisor prior to their final year of study. Senior check sheets are generated by the Office of the Registrar based on the student's self-reported expected graduation term, with the intent of giving the student a point-in-time assessment of degree progress with two remaining semesters; in the case of double-majors, a check sheet is generated for each major program.

The senior check sheet is a one-page document detailing completed and remaining degree requirements based on *completed* coursework. Once generated, the check sheet document is distributed to the major advisor in order to facilitate the required senior advising meeting. Any questions regarding the information communicated by the check sheet should be addressed to the Office of the Registrar as part of this meeting. Student and advisor develop a plan to address all remaining requirements, record that plan on the check sheet, and confirm the intended graduation time frame is feasible. Once the student and advisor sign off, the advisor and student each retain a copy and the signed copy is submitted to the Registrar.

- **Policy for Walking at Graduation**

UMW holds commencement annually in May. The date for the degree awarded is the conclusion of the summer, fall or spring terms in which all the degree requirements were completed. The student is cleared for the degree award and the degree is posted on the official transcript at the conclusion of the summer, fall or spring terms in which all degree requirements were completed and all other obligations to the university have been met. Students submit degree applications during the second semester of the junior year.

A student who requires no more than one course (up to a maximum of 4 credits) for graduation or faces extraordinary circumstances and plans to complete the degree requirement following commencement may petition the Office of the Registrar, by no later than the close of business on the Tuesday immediately preceding commencement, for special consideration to participate in the commencement ceremony.

- **Major Declaration**

A first time, first year B.A./B.S. student is eligible to declare a major by submitting the [Major/Minor Declaration Form](#) to the chairperson of the chosen department at the end of their first year or upon completion of 28 credits. To declare a major the students must go to the appropriate academic department. The academic department will then assign a major advisor. Students can also declare a minor by visiting the academic department of interest. If they change their mind about the major and/or minor they originally select, it is possible to change to a different major simply by visiting the new academic department of interest and resubmitting the [Major/Minor Declaration Form](#).

# Undergraduate Degree Program Advising

## ➤ College of Arts and Sciences (CAS)

The vast majority of students at UMW will eventually declare a major housed in one of the departments in the College of Arts and Sciences. Each department has their own set of processes for assigning major advisees and providing resources to these students. Some departments host events for new majors and others have a major handbook that they distribute. Since the resources and processes vary so much between departments, it is critical that students interested in declaring a major connect early with the chair of the department in which the major program is housed. The department chair is their best resource for understanding the program requirements and processes for new majors. After meeting with the department chair, new majors will be assigned a major advisor within the department as discussed earlier.

There are occasions when a student may wish to design their own major by selecting courses that lead to expertise in an area not already covered by one of the college's 30+ majors. At UMW, we refer to these as "Special Majors" and any such request needs to pass a thorough review by the CAS Curriculum Committee. [Details on Special Majors](#) can be found on the [CAS Website](#).

Finally, the college is regularly looking to develop partnerships with other institutions, especially for graduate programs. Our goal is to leverage the high-quality graduate programs in the Commonwealth that we do not offer at UMW, but that naturally complement our undergraduate programs. Examples include our agreement with the Scalia School of Law at George Mason University and our agreement with the Bernard J. Dunn School of Pharmacy at Shenandoah University. As programs are developed and agreements are signed, details will always be posted on the [Graduate Pathways](#) page in the student section of the CAS Website.

## ➤ College of Business (COB)

### **General Admission Requirements**

To be admitted to the College of Business, students must have earned a cumulative grade point average of 2.0 or better after completing at least 27 college credits. Additionally, applicants will have completed the following courses for the College of Business and have earned an average GPA of 2.5 or better in these 5 courses: ACCT 101, ACCT 102, ECON 201, ECON 202, and STAT 180 (or equivalents). Note: Accounting 110 may substitute for Accounting 101, 102.

### **Transfer students**

In addition to the requirements above, transfer students must have earned a cumulative overall GPA of 2.0 in 15 semester hours taken at the University of Mary Washington and have completed 9 semester hours of required College of Business coursework with a cumulative course GPA of 2.5 to be admitted to the College of Business.

## **Direct Transfer Agreement with Germanna Community College**

Students who graduate from Germanna with the AA&S degree in Business Administration, General Studies or Liberal Arts with at least a 3.0 grade point average in all attempted college work and a 2.5 average in the five pre-admission courses are guaranteed admission to the BS in Business Administration Program at UMW. The pre-admission VCCS equivalent courses are ACC 211, ACC 212, ECO 201, ECO 202, and MTH 157 or 240.

### **Pre-business**

With the exception of first year freshmen, students who are interested in one of the majors offered by the College of Business may declare as a Pre-business student. When meeting with the student, please advise them to contact Rhonda Stills, the Academic Advisor for the College of Business, at [rstill@umw.edu](mailto:rstill@umw.edu) to complete the declaration process.

### **Credit limitations for non-business students**

A student who has not declared a Business major is limited to taking no more than 27 hours in business or business related courses defined as those courses with the following prefixes: ACCT, BLAW, BUAD, DSCI, FINC, MKTG, MGMT, MIST, BPST, CIST, or LRSP. This should be taken into consideration if students would like to take additional business coursework as they work on the admission requirements. As many will complete the minor if they are not admitted, it is recommended that students choose courses that will count in either the major or the Business Administration minor. Suggested courses are BUAD 105, MIST 201, MGMT 301 (Prerequisite: Junior status), and MKTG 301 (Prerequisites: Junior status and ECON 201 or 202).

### **Declaration process**

After a student has met the requirements for admission to the College of Business, they should complete the [major declaration](#) form and submit it to Rhonda Stills in Woodard Hall, Room 232 or via email at [rstill@umw.edu](mailto:rstill@umw.edu).

### **Major and Minor Requirements**

All majors within the College of Business require 48 hours of semester coursework. In addition, students must complete BLAW 201, which is a prerequisite for the major capstone, BUAD 490 – Strategic Management.

Both minors require 18 hours of semester coursework. Students who are completing a major within the College of Business may not complete the Business Administration minor because of the extensive course overlap between the major and the minor. They may, however, complete the Finance and Quantitative Analysis minor.

The specific requirements for each College of Business major and minor can be found online under the College of Business [Undergraduate Catalog](#).

## ➤ College of Education (COE)

Students interested in pursuing a teaching license must apply to the College of Education (COE) before enrolling in education courses. The COE offers four 5-year pathways:

1. Elementary Education (Grades PreK-6)
2. PreK-12 Education (Grades PreK-12): Foreign Language (Spanish, French, German, and Latin), Music (Instrumental or Vocal), Theater Arts, or Visual Arts
3. Secondary Education (Grades 6-12): Biology, Chemistry, Computer Science, Earth Science, English, History and Social Sciences, Mathematics, or Physics
4. Special Education: General Curriculum (Grades K-12) - Special Education: Adapted Curriculum is offered as a post-baccalaureate program only.

Students can be directed to Dr. April Brecht [abrecht@umw.edu](mailto:abrecht@umw.edu), Director of Advising Center Services, for more information.

### How to Apply:

#### ❖ UMW Students

For admission to the education program and permission to take the first education course, EDUC 203 or 204, a student must:

1. Earn at least a 2.5 Overall GPA in a minimum of 12 UMW credit hours (does not include dual enrollment or AP);
2. \* Pass the Praxis Core exam or have qualifying substitute test scores (see [passing criteria](#)). (Students may take three education courses before submitting passing test scores);
3. Complete the online application for admission to the College and to enroll in the first course, EDUC 203 or 204: Introduction to Teaching and Learning.

#### ❖ Students Transferring into UMW

For admission to the education program and permission to take the first education course, EDUC 203 or 204, a student must:

1. Earn at least 3.25 GPA from his/her transferring institution. If the student does not have a 3.25 GPA from the previous institution, he/she would need to meet the requirements for UMW students (above) after a minimum of 12 UMW credit hours.;
2. \*Pass the Praxis Core exam or have qualifying substitute test scores (see [passing criteria](#)) (Students may take three education courses before submitting passing test scores);

3. Complete the online application for admission to the College and to enroll in the first course, EDUC 203 or 204: Introduction to Teaching and Learning.

\* Priority acceptance will be given to students who have passed qualifying exams. Students can be admitted to EDUC 203 or 204, and provisionally admitted without these scores, but will not be officially admitted into the education program, and are limited to three education courses (including EDUC 203 or 204), until they submit passing scores.

### **Advising Information**

- Education students should meet with their College of Education advisor at least once per semester to review their academic progress. The COE advisor will share important information about courses, program completion, and licensure requirements.
- Students admitted provisionally will be assigned to Dr. April Brecht.
- Fully admitted College of Education students will be assigned a faculty advisor. Students may check [Banner](#) or [EAB Navigate](#) for the assigned advisor.
- COE advisors do not remove advising holds, so students still need to meet with their primary academic advisor for registration advising.
- Students will be required to complete several courses that include field experiences. Students should take this into consideration when registering for courses and try to allow for blocks of time in their schedule to visit their assigned schools. All field placements are arranged by Kristina Peck, the Director of Clinical Experiences.
- Most of the pathways require specific courses within the discipline or general education courses in addition to the COE courses. The specific requirements can be found on the [individual check sheets](#).
- Students who have previously taken EDU 200 at a Virginia community college will initially receive transfer credit for an education elective. Once students are admitted to COE, these courses are adjusted to the equivalent of either EDUC 203 or 204. Any other education courses from other institutions will be evaluated individually.
- COE students must meet specific requirements to continue in the program. These requirements can be found in the catalog under the [Education Program](#).
- Students who are not accepted into the program or choose not to complete the program can use a maximum of 12 credits of education coursework towards their degree.

## **Glossary of Forms & Documents**

[Course Change Request Form](#)

[Course Withdrawal Request Form](#)

[Major/Minor Declaration](#)

Full Semester Withdrawal

Academic Services General Request Form

Disability Resources – Campus Resources



**OFFICE OF THE REGISTRAR**

Fredericksburg Campus  
 Lee Hall 206  
 Phone: (540) 654-1063  
 Fax: (540)654-2145

Stafford Campus  
 South Building 144  
 Phone: (540) 286-8008  
 Fax: (540) 286-8005

Office Use Only	
DATE	_____
USER	_____

**COURSE CHANGE REQUEST**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

Last First Middle Initial

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**A. COURSES TO BE DROPPED:** Indicate below the courses to be dropped from your schedule for the current term. Courses may be dropped without instructor or advisor signatures during the first three weeks of the term. A course drop is not official until this form is completed and received by the Office of the Registrar. You are required to see the Athletic, Financial Aid, and Housing offices to determine how an underload will affect your status.

CRN	Course	Section	Abbreviated Course Title

**B. COURSES TO BE ADDED:** Courses may be added during the Add/Drop period and during the first week of the semester only. If the total number of credits taken this term, including the course(s) added below, creates an overload, approval must be obtained from the Office of Academic Services.

CRN	Course	Section	Grade Type		Repeat Course*	Abbreviated Course Title
			Graded	P/F or S/U		

\*Permission to Repeat a Course: To repeat a course, the original grade must be less than a C. No course may be repeated more than once. No more than three courses may be repeated in a single semester.

Overload Authorization (Academic Services or Stafford) MAX: \_\_\_\_\_ Authorized by: \_\_\_\_\_  
 Students must pay additional fees for taking more than 18 credits

**C. PASS/FAIL CHANGES:** Use this section to change to or from a pass/fail grade.

CRN	Course	Section	Change To:		Abbreviated Course Title
			Graded	P/F or S/U	

**TOTAL CREDITS** registered for this term, including the above changes: \_\_\_\_\_

I accept responsibility for my course schedule, including the above change(s).

Student Signature: \_\_\_\_\_



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Fredericksburg Campus  
 Lee Hall 206  
 Phone: (540) 654-1063  
 Fax: (540) 654-2145

Stafford Campus  
 South Building 144  
 Phone: (540) 286-8008  
 Fax: (540) 286-8000

Office Use Only	
DATE	_____
USER	_____

**COURSE WITHDRAWAL REQUEST  
 FOR A GRADE OF "W"**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Term: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Policy:** According to the Academic Catalog, courses may be dropped after the first three weeks of the semester until approximately the middle of the term (see official University calendar for specific dates each term); however, a grade of "W" is indicated on the student's permanent academic record for the course. The grade of "W" does not imply that the student was either passing or failing the course at the time of withdrawal; credit is not included in the grade point average. Students who are withdrawing from all of their courses for the term must completely withdraw from the University.

**Instructions:** Complete the form below. The course instructor's signature is required for each course withdrawal listed. Your advisor/mentor's signature is required at the bottom of this form. Course withdrawals are not official until this form has been processed in the Office of the Registrar.

CRN	Course	Sect	Instructor's Signature	Date

Including the change requested on this form, show the TOTAL number of credits registered for the current term: \_\_\_\_\_

**NOTE TO FULL-TIME STUDENTS:** By withdrawing to less than full-time status (Undergraduate 12 credits; Graduate 9 credits), you may no longer be eligible for athletic participation, financial aid, or on-campus housing. Immediately contact each of those offices to determine your status.

I accept responsibility for the above course(s) changes(s). I understand that a grade of "W" will appear on my permanent academic record as the grade for the above course(s).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I concur with the student's decision to withdraw from the course(s) listed above.

Academic Advisor/ Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





MAJOR/MINOR DECLARATION

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Banner ID: 000 \_\_\_\_\_

Are you a graduating senior?  Yes  No Degree (Circle one) BA BS BSN BLS

Are you declaring or adding:  Primary major  Second major  Third major  Minor  Second minor  
(Circle or underline which)

Are you dropping or changing:  Primary major  Second major  Third major  Minor  Second minor  
(Circle or underline which)

Describe changes: (i.e. drop Chem major/minor; change major/minor from Econ to Math; drop English, add History)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major \_\_\_\_\_ Track (If applicable) \_\_\_\_\_

Major Advisor \_\_\_\_\_ (COE) Seeking Licensure? Yes \_\_\_\_\_ No \_\_\_\_\_  
Name

Second Major \_\_\_\_\_ Second Major Advisor \_\_\_\_\_  
Name

Third Major \_\_\_\_\_ Third Major Advisor \_\_\_\_\_  
Name

Minor \_\_\_\_\_ Second Minor \_\_\_\_\_  
(GISC Certification contact Dr. Rizzo or Kevin Caffrey)

Student \_\_\_\_\_  
SIGNATURE \* (always required) DATE

Department Chair \_\_\_\_\_  
SIGNATURE (required to add any major; or minor in Arts Administration) DATE

Department Chair \_\_\_\_\_  
SIGNATURE (required to add 2nd major; or minor in Arts Administration) DATE

\* Students must satisfy either the major and/or the minor program requirements listed in the University Catalog in effect at the time of major declaration OR any intact set of major requirements listed in a subsequent University Catalog. Unlike General Education requirements, major requirements are determined by the semester of major declaration, not by the date of matriculation. Minors will always have the same catalog year as the major, regardless of when it is declared.

OFFICE USE ONLY  
Date Entered: \_\_\_\_\_ By: \_\_\_\_\_  
Degree: Yr: PN Grad: \_\_\_\_\_  
SHADEGR Updated:   
Degree Auditor Emailed:

## STUDENT WITHDRAWAL

### IMPORTANT - PLEASE READ!

Your withdrawal for the semester is not official until this form is complete and signed. We recommend that you notify your academic/major advisor of your withdrawal. **It is your responsibility to seek clearance from any office having an impact on your financial obligation to the University, including the offices of Student Accounts and Financial Aid.** Failure to do so could result in collection or legal action. Please be aware that charges and refunds are determined by the official date of withdrawal (*see chart published each semester*).

Name: \_\_\_\_\_ Banner ID: 000 \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

*IF YOU CURRENTLY LIVE IN CAMPUS HOUSING, YOU MUST COMPLETE THE INTENT TO VACATE HOUSING FORM IN MYUMWAT: [Vacate Housing Form](#) DATE YOU WILL VACATE ON CAMPUS HOUSING: \_\_\_\_\_.*

I intend to (initial **one** choice):

\_\_\_\_\_ Cancel classes for the upcoming semester. This option is only used when classes have not yet begun.

\_\_\_\_\_ Withdraw from the current semester. I understand that I will be withdrawn from all classes in the current semester. All classes I am currently enrolled in for future semesters will NOT be cancelled.

\_\_\_\_\_ Separate from the University. I understand that I will be withdrawn from classes in the current semester, any classes I am currently enrolled in for future semesters will be cancelled, and my record will become inactive.

Effective with the (choose one) \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer term of \_\_\_\_\_ (Year)

Do you plan to return to UMW? Yes \_\_\_\_\_ No \_\_\_\_\_. If so, when? Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

Please indicate the reason for withdrawal or separation from the university:

\_\_\_\_\_ Financial \_\_\_\_\_ Medical \_\_\_\_\_ Military deployment \_\_\_\_\_ Family/employment obligations \_\_\_\_\_ Not academically prepared

\_\_\_\_\_ Transfer to another institution (where) \_\_\_\_\_

\_\_\_\_\_ Dissatisfaction with UMW (please explain) \_\_\_\_\_

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

***I hereby withdraw or separate from the University of Mary Washington as requested above and understand, to the best of my ability, that this request is in accordance with university policies as detailed in the Academic Catalog. I understand that this does not relieve me of any financial obligation to the university.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, acknowledge that I may owe the University of Mary Washington additional money by submitting a withdrawal form to the UMW Registrar's Office the week of \_\_\_\_\_. I agree to contact the Office of Student Accounts within 5 business days of the date I sign this agreement to get an updated account balance. I will then either pay UMW directly with cash/check or make a one time payment with a credit card thru UMW's third party credit card processor within two weeks of this signed letter. In signing this I understand that the Office of Student Accounts is making an exception in my case, so that I can withdraw immediately.

If payment is not received by the Office of Student Accounts within this two week time span I understand that I will receive a late fee and a hold will be placed on my account preventing the completion of transcript requests and future enrollment at the University.

If payment continues to go unpaid I understand that the Office of Student Accounts will be forced to turn this matter over to a third party collection agency or the Office of the Attorney General in accordance with University and State policy. Accounts submitted to a third party collection agency are subject to collection fees and credit agency reporting. Additionally, accounts will be submitted to the Virginia Department of Taxation in order to obtain any refunds made payable to you from another Virginia State agency.

Student ID # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_

**Academic Services Request Form**

Date Stamp \_\_\_\_\_

Print Your Complete Name \_\_\_\_\_  
Last Middle Initial First

Student ID# \_\_\_\_\_ Phone Number \_\_\_\_\_

Freshman     Sophomore     Junior     Senior     BLS     Non-Degree

**REQUEST:** \_\_\_\_\_

Semester This Action Affects \_\_\_\_\_ Graduation Date \_\_\_\_\_ Major \_\_\_\_\_

List Courses Affected \_\_\_\_\_  
\_\_\_\_\_

**Reason for Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: UMW students will receive an email regarding this decision only through their UMW e-mail.**

**Decision:**     Approved     Not Approved     Schedule Appointment

Need more information \_\_\_\_\_

Comments \_\_\_\_\_

Office of Academic Services

Date





# Campus Resources

## PEER ACADEMIC CONSULTANTS (PAC)

PACs can discuss a variety of academic success topics, such as: understanding your syllabus, textbook reading strategies, learning styles, communication with faculty, study strategies and techniques, time management, goal setting, and test preparation. See website for scheduling.

[umwpeertutoring.com](http://umwpeertutoring.com) | 540-654-1395

## PEER TUTORING

Peer tutors provide assistance to students in developing strategies that will help strengthen their knowledge of content material and develop study strategies that can assist in their academic success. Subject areas may change each semester. See website for scheduling.

[tutorsvs@umw.edu](mailto:tutorsvs@umw.edu) | 540-654-1395 | [umwpeertutoring.com](http://umwpeertutoring.com)

## OFFICE OF DISABILITY RESOURCES (ODR)

ODR provides accommodations to students with disabilities, and collaborates with and supports students, faculty, and staff to promote an inclusive environment for students with disabilities.

Lee Hall, Room 401

[academics.umw.edu/disability](http://academics.umw.edu/disability) | 540-654-1266 | [odr@umw.edu](mailto:odr@umw.edu)

## WRITING CENTER

The Writing Center provides resources that enhance the writing skills of UMW students and a space and atmosphere that is conducive to student writing and development. Students can make appointments through the campus scheduler.

Hurley Convergence Center, Room 429

[technology.umw.edu/hss/eab-tools](http://technology.umw.edu/hss/eab-tools) | 540-654-5653

## SPEAKING CENTER

The Speaking Center provides individualized consultation sessions and printed, audio-visual, and web resources to assist the university and community in achieving its liberal arts education goals. Students can make appointments through the campus scheduler.

Hurley Convergence Center, Room 427

[academics.umw.edu/speaking/speaking-center](http://academics.umw.edu/speaking/speaking-center)

## TALLEY CENTER FOR COUNSELING SERVICES (TCCS)

TCCS offers crisis intervention, consultation, community referrals, and training and educational outreach programs to the entire UMW community.

Lee Hall, Room 106

[students.umw.edu/counseling](http://students.umw.edu/counseling) | 540-654-1053

## CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT (CCPD)

CCPD teaches students to make meaningful connections between their academic experiences and post-graduation plans and opportunities. The Center provides instruction on career planning and search strategy, individualized coaching, and a variety of resources and programs designed to empower students for success in life and career.

University Center, Room 206 | [umw.edu/careercenter](http://umw.edu/careercenter)

540-654-5646

## DIGITAL KNOWLEDGE CENTER (DKC)

DKC provides peer tutoring to all university students on digital projects and assignments. Students can schedule one-on-one or small group tutorials with a trained peer tutor on a variety of subjects relating to common systems, technologies, and tools used in courses at UMW.

Hurley Convergence Center, Room 408

[dkc.umw.edu](http://dkc.umw.edu) | [info@dkc.umw.edu](mailto:info@dkc.umw.edu) | 540-654-5815

## SIMPSON LIBRARY

For individual and group research and reference assistance, students are encouraged to contact their liaisons. See library website for listing of liaisons for each department.

[libraries.umw.edu/reference](http://libraries.umw.edu/reference)

Text questions to 540-657-3337 | [refdesk@umw.edu](mailto:refdesk@umw.edu)

## INFORMATION TECHNOLOGY (IT) HELP DESK

The IT Help Desk provides support for technology-related problems or questions from the UMW community and is staffed by both full-time employees and part-time student aides.

Hurley Convergence Center, Room 112

[technology.umw.edu/helpdesk](http://technology.umw.edu/helpdesk) | 540-654-2255

[helpdesk@umw.edu](mailto:helpdesk@umw.edu)

## HURLEY CONVERGENCE CENTER (HCC) INFORMATION DESK

The HCC information desk is located in the HCC, second floor, just inside the main entrance and is staffed by students who:

- Help visitors find people, offices, and rooms
  - Do basic troubleshooting for the systems found in the public areas of the second and third floors
  - Help visitors reserve a room or check on an existing reservation
  - Help visitors check out equipment with EagleOne cards
- Collaboration spaces, conference rooms, study rooms, and the Advanced Media Production Studio can be found in the HCC. Reserve spaces online at [libcal.umw.edu/booking/surface](http://libcal.umw.edu/booking/surface).

HCC Building Manager Cartland Berge | 540-654-1150

[rberge@umw.edu](mailto:rberge@umw.edu)

### **MODERN LANGUAGE AND LITERATURE TUTORING**

The Modern Language and Literature department offers foreign language tutoring by visiting instructors who are native speakers. Tutoring languages and hours vary by semester.  
540-654-1032

### **VETERAN RESOURCE CENTER**

The Veteran Resource Center is a space for Veteran and military-connected students to gather informally, study, or socialize.  
University Center, Room 114A  
students.umw.edu/veterans/veterans-resource-center  
540-654-1659

### **THINK LAB**

The ThinkLab at the University of Mary Washington is a makerspace open to the UMW community.  
Simpson Library Simpson 225A  
umwthinklab.com | 540-654-2045

### **CAMPUS POLICE**

It is our mission to provide a safe and secure environment for the University of Mary Washington community by promoting community-oriented customer service while maintaining a high level of professionalism. In addition to law enforcement, we provide the resources, personnel and procedures to proactively promote safety on campus  
Brent House  
umw.edu/police | 540-654-1025

### **STUDENT HEALTH CENTER (SHC)**

The SHC is a weekday health clinic that focuses on routine and acute health care needs of the UMW students. Students with chronic or long term medical condition are urged to contact the Health Center for a visit as soon as possible after arrival at UMW. Please have your physician send us a summary of your medical records, including instructions for any medications or treatments you are to receive. Every effort will be made to coordinate care either with your physician or local specialist.  
Lee Hall, Room 112  
students.umw.edu/healthcenter | 540-654-1040

### **PEER ASSISTED STUDY SESSIONS (PASS)**

PASS is available for certain courses in the Chemistry, Physics, and Math departments. PASS leaders each run 2-3 sessions per week; session times and locations are determined each semester. These are not walk in sessions, and the student should attend for the full hour of the session. Students do not need to make an appointment. They should check with their instructor to see if PASS is offered for their course.  
academics.umw.edu/academicsservices/peer-assisted-study-sessions

### **OFFICE OF THE REGISTRAR**

The Office of the Registrar oversees the integrity of academic records and the maintenance of those records for current and former students. It schedules classes and processes transfer credit, veterans' benefits, and registration requests. It determines student graduation eligibility and prepares information such as honors, transcripts, and class rankings.  
Lee Hall, 2nd floor, Student Services Suite  
academics.umw.edu/registrar  
540-654-1063 | umwregistrar@umw.edu

### **OFFICE OF TITLE IX**

The Office of Title IX provides reporting options, accommodations, and investigative options for students affected by sexual assault, domestic violence, dating violence, and stalking or other discrimination due to pregnancy, gender, or sex. The Center for Prevention and Education coordinates workshops, events, and training on issues of gender-based violence, healthy relationships, and bystander intervention.  
Fairfax House | diversity.umw.edu/title-ix | 540-654-1166

### **RESIDENCE LIFE AND HOUSING**

Residence Life and Housing offers a learning environment and knowledgeable staff that will help to guide you toward reaching your personal and academic goals. Residence Life and Housing works with students on room assignments, the residential experience, roommate conflicts, facility concerns, and more.  
umw.edu/residencelife | 540-654-1058 | reslife@umw.edu

### **CAMPUS DINING**

Campus Dining offers a variety of menu options designed to fit a broad range of dietary preferences or requirements. The Top of the UC offers the most selections, but specialty items are also available from our retail locations. For detailed information about dining options that fit with your dietary restrictions contact Marketing Manager Rose Benedict rbenedic@umw.edu 540-654-2169.  
For questions related to meal plan changes or special diet accommodations, contact UMW Dining Services Liaison and Meal Plan Manager Chris "CJ" Porter cjporter@umw.edu. Office: University Center 320B. The meal plan exemption request form can be found online: [umw.presence.io/form/meal-plan-exemption-request](http://umw.presence.io/form/meal-plan-exemption-request).

### **STUDENT ACTIVITIES & ENGAGEMENT (SAE)**

The Office of Student Activities and Engagement is here to help students get involved on campus. We support over 150 clubs and organizations, as well as large-scale events, focused on a variety of topics from the arts, performance, and academics, to video games, service, and recreation. If you don't see a club you're interested in, let us know and we can help you create a new club! Check out a full list of clubs and a calendar of events when you log into MyUMW.  
University Center, Room 303  
students.umw.edu/studentactivities  
540-654-1061 | sae@umw.edu

### **OFFICE OF TRANSFER AND OFF-CAMPUS STUDENT SERVICES**

The Office of Transfer and Off Campus Student Services works with students who may need support, assistance or have a question.  
students.umw.edu/commuters

