



# ***Advisor Handbook***

***2001-2002***

**Utah State**  
**UNIVERSITY™**  
ADVISING AND TRANSITION SERVICES

## **CHECKLIST FOR ADVISORS**

- ? Help student identify needs**
- ? Help student set realistic goals**
- ? Find resources to meet needs**
- ? Make appropriate student referrals**
- ? Assist student with program planning**
- ? Support realistic problem solving**
- ? Check student progress toward graduation**
- ? Verify completion of degree requirements**

# What's Different About the 2001-2002 *Advisor Handbook*

## Additions

- ? Residency information (page 13-14)
- ? Fall 2001 Tuition and Fees (page 14)
- ? Information for current high school students and incoming first-year students including:
  - New Century Scholarship (pages 15-16)
  - Centennial Scholarship (page 16)
  - Incoming Freshmen Scholarships (page 17)
  - University Survival Class (page 17)
- ? University Studies section includes AP and CLEP credit that satisfies specific requirements (pages 35-41)
- ? Transferring University Studies Coursework From Other Institutions (pages 51-85)
  - Brigham Young University (pages 51-55)
  - BYU—Idaho (Ricks College) (pages 55-57)
  - College of Eastern Utah (pages 58-59)
  - Dixie State College of Utah (pages 59-61)
  - LDS Business College (pages 61-62)
  - Salt Lake Community College (pages 62-64)
  - Snow College (pages 64-66)
  - Southern Utah University (pages 67-69)
  - University of Utah (pages 69-77)
  - Utah Valley State College (pages 77-80)
  - Weber State University (pages 80-83)
  - Westminster College (pages 83-85)
- ? Referral Directory now includes website addresses
- ? More comprehensive advisor directory (pages 137-141)

## Revisions

- ? Moved Testing and Placement Examinations section just after University Studies (pages 43-47)
- ? Moved Advising Award Recipients section to the inside back cover
- ? Moved Alphabetical Index to USU Academic Programs and Degrees to back cover

# ADVISOR HANDBOOK 2001-2002

July 2001

Dear Colleagues:

Advising is an essential activity that supports and enhances the personalized atmosphere we try to maintain at Utah State University. One of the top priorities of the Office of Advising and Transition Services (ATS) is to provide students, faculty, and administrative staff with accurate, up-to-date academic information about University requirements, policies, procedures, programs, and services.

The *Advisor Handbook* has been compiled to provide an easy-to-use reference book for advisors as they work with students. It is not intended to include all of the academic information concerning USU and its academic programs, which is available in other publications. It does, however, contain the information concerning policies, procedures, services, and resources most often needed for advising and helping students accomplish their educational objectives at USU. Please read and become familiar with the information in this handbook; it will increase your effectiveness as advisors.

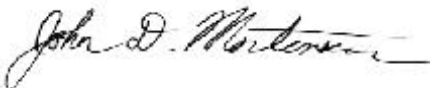
It is our desire to continually improve this handbook each year. If you find information in the handbook which needs correction or clarification, please contact me at 797-9303. If you have suggestions that will make the handbook more useful, or have information that you feel should be included in this publication, I welcome your suggestions. Your input is both needed and valued.

The Office of Advising and Transition Services also provides many other resources to assist in the advising process, including: the *Advisor News* newsletter, major requirement sheets, the *General Catalog*, *The Source: New Student Handbook*, transfer articulation guides, and the *Plan Now* advising sheets. You may access all of these resources on the ATS web site ([www.usu.edu/ats](http://www.usu.edu/ats)) or contact the ATS Office for more information. The Office also facilitates the Student Orientation, Advising, and Registration (SOAR) program.

I express my appreciation to the many faculty members, administrators, and staff members at Utah State University who assisted with the development of information and material for this handbook. The efforts of each individual have contributed toward the improvement of Utah State University's academic advisement program.

As advisors, you play a vital role in the success of the students at USU. I appreciate all you do to maintain the warm and friendly atmosphere we try to project at USU.

Sincerely,



John D. Mortensen  
Director, Advising and Transition Services

# ADVISOR HANDBOOK 2001-2002

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# ADVISING AND TRANSITION SERVICES

## 2001-2002 Calendar

August 13	New Advisor Orientation	9:00 a.m. - 4:00 p.m.	MAIN 115
August 14	Academic Advisor Workshop	9:00 - 11:30 a.m.	MAIN 225
August 19-24	University Survival Class		
August 21	Advising for SUCCESS Students	3:00 - 5:00 p.m.	TSC
September 7	Peer Advisor Training	3:00 - 5:00 p.m.	TSC 336
September 13	Advising Coordinating Committee	10:30 a.m.	MLIB 204
September 28-29	Peer Advisor Retreat		
October 18	Advising Coordinating Committee	10:30 a.m.	MLIB 204
November 12	SOAR (for students beginning Spring 2002)		
November 15	Advising Coordinating Committee	10:30 a.m.	MLIB 204
December 6	Advising Coordinating Committee	10:30 a.m.	MLIB 204
January 17	Advising Coordinating Committee	10:30 a.m.	MLIB 204
February 7	Advising Coordinating Committee	10:30 a.m.	MLIB 204
March 7	Advising Coordinating Committee	10:30 a.m.	MLIB 204
March 26	SOAR (for students beginning Summer 2002)		
April 4	Advising Coordinating Committee	10:30 a.m.	MLIB 204
June - July	SOAR (for students beginning Fall 2002)		

### **ADVISING CONFERENCES**

October 11-14	NACADA National Conference	Ottawa, Canada
March 6-8, 2002	NACADA Regional Conference	Albuquerque, New Mexico
May 23-24, 2002	UAOA Conference	Park City, Utah

# ADVISOR HANDBOOK 2001-2002

## ACADEMIC CALENDAR 2001 - 2002

Note: The calendar below is based on the best available information and is subject to change.

### Fall Semester (2001)

#### AUGUST

- 1-15 Open Registration
- 8 Fee Payment Deadline (Mail)
- 15 Fee Payment Deadline (In-Person)
- 16-17 Registration Not Available
- 19-24 University Survival Class
- 20-24 Open Registration (Fees Due Daily)
- 27 Classes Begin
- 27-28 100% Tuition Refund Available
- 27-31 Late Registration (Fees Due Daily)
- 29-31 90% Tuition Refund Available
- 31 Last Day to Add Classes Without Instructor's Signature

#### SEPTEMBER

- 1-17 Late Registration (Fees Due Daily)
- 3 Holiday (Labor Day)
- 4-10 70% Tuition Refund Available
- 4-29 Dropped Classes Count Toward Super Drop Limit
- 11-17 50% Tuition Refund Available
- 17 Last Day to Add Classes
- 17 Last Day to Receive Tuition Refund

#### OCTOBER

- 1-8 Dropped Classes Count Toward Super Drop Limit
- 8 Last Day to Drop Classes
- 8 Last Day to Change to Pass/Fail
- 15 Spring Graduation Application Deadline
- 29-31 Early Registration for Spring Semester

#### NOVEMBER

- 1-9 Early Registration for Spring Semester
- 12 SOAR for Spring Semester
- 21-23 Holiday (Thanksgiving)

#### DECEMBER

- 3-7 No-Test Week
- 7 Last Day of Classes
- 10-14 Final Examinations
- 11 Fee Payment Deadline (Mail)
- 18 Fee Payment Deadline (In-Person)
- 19 Registration Not Available
- 20 Open Registration (Fees Due Daily)

### Spring Semester (2002)

#### JANUARY

- 2-4 Open Registration
- 2-4 University Survival Class
- 7 Classes Begin
- 7-8 100% Tuition Refund Available
- 7-28 Late Registration
- 9-11 90% Tuition Refund Available
- 11 Last Day to Add Classes Without Instructor's Signature
- 15-19 70% Tuition Refund Available
- 15-31 Dropped Classes Count Toward Super Drop Limit
- 21 Holiday (Dr. Martin Luther King, Jr. Day)
- 22-28 50% Tuition Refund Available
- 28 Last Day to Add Classes
- 28 Last Day to Receive Tuition Refund

#### FEBRUARY

- 1-19 Dropped Classes Count Toward Super Drop Limit
- 15 Fall and Summer Graduation Application Deadline
- 18 Holiday (Washington and Lincoln Day)
- 19-22 Olympics (No Classes)
- 25 Last Day to Drop Classes
- 25 Last Day to Change to Pass/Fail

#### MARCH

- 25 Open Registration for Summer Session
- 26 SOAR for Summer Session
- 29 Spring Break (No Classes)

#### APRIL

- 15-26 Early Registration for Fall Semester
- 22-26 No-Test Week
- 26 Last Day of Classes
- 29-30 Final Examinations

#### MAY

- 1-3 Final Examinations
- 3-4 Graduation
- 6 Summer Session Begins
- 27 Holiday (Memorial Day)

