

What's New in the 2002-2003 *Advisor Handbook*

Additions

- New Section: Undergraduate Academic Advising at Utah State University (pages 5-16)
- New Section: Professional Development for Advisors (pages 22-23)
- New Section: Advising Issues and Strategies (pages 24-31)
- Undergraduate Admission Testing (page 44)
- Credit by Advanced Coursework (page 48)
- Credit by Departmental Examination (page 49)
- Graduate and Professional School Testing (pages 49)
- Spreading Payments Over Time (SPOT) Tuition Payment Program (page 52)
- New Section: Forms (pages 55-65)
- Graduation Procedures (pages 73-74)
- Computer and Information Literacy (CIL) Advisor Waiver Form and CIL Fee Refund Application (pages 77-78)
- College and Department Directory (page 165)
- Quick Reference (back cover)

Revisions

- Revised and New Section: Advising Resources and Accessing Student Records (pages 17-21)
- Transfer Student Admission (page 34)
- University Connections Course (formerly University Survival (page 36)
- New Century Scholarship (page 40)
- Revised and New Section: New Student Orientation (pages 42-43)
- College-Level Examination Program allocation of credits (pages 44-46)
- Advanced Placement (AP) allocation of credits (pages 46-47)
- Adding Courses Deadline (page 50)
- Dropping Courses Policy (pages 50-51)
- Pass/Fail Deadline (page 52)
- Changing a Major Procedures (page 52)
- Petition for Academic Record Adjustment (page 67)

Deletions

- Tuition and Fee Schedule - still subject to change
 - Semester Note Policy - the Semester Note is no longer available.
-

2002-2003 Advising and Transition Services Calendar

New Advisor Orientation	Monday, August 12, 2002	8:30 a.m. - 3:00 p.m.	Main 115
USU Advising Conference	Tuesday, August 13, 2002	9:00 a.m. - 3:00 p.m.	ESLC 130
Peer Advisor Retreat	October 11-12, 2002	Bear Lake Training Center	

Advising Coordinating Committee: Meetings are on Thursdays from 10:30 to 11:45 a.m. in Merrill Library 204 and are broadcast to Distance Education Centers.

September 19, 2002	January 16, 2003
October 17, 2002	February 6, 2003
November 14, 2002	March 6, 2003
December 5, 2002	April 3, 2003

Student Orientation, Advising, and Registration (SOAR)

Success Student Advising	Tuesday, August 20, 2002
Spring 2003	Tuesday, November 12, 2002
Summer 2003	Tuesday, March 25, 2002
Fall 2003	several dates in June 2003

Advising Conferences

NACADA National Conference
NACADA Regional Conference

September 29 - October 2, 2003
February 26-28, 2003

Salt Lake City, Utah
Sedona, Arizona



Advisor Handbook

2002-2003



Advisor Handbook 2002-2003

Prepared by

THE OFFICE OF ADVISING AND TRANSITION SERVICES

Under Direction of

The Office of the Provost

June 2002

Introduction from President Kermit L. Hall

Good advising is critical to every student's success. This handbook provides specific information on the philosophy and guidelines of advising, the guidelines to follow in working with students, as well as admission requirements, financial aid, registration policies and procedures, grading and academic standing, graduation requirements, special examinations, University Studies requirements, transfer articulation agreements, accessing student records, special academic programs, and academic support services. Additional information is also available about the various service components of the University.

Ultimately, the best measure of our advising is the success of our students. By using this handbook well we serve our students well.

Kermit L. Hall
President, Utah State University

Message from the Director of Advising and Transition Services

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.

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

CONTENTS

	Page		Page
Undergraduate Academic Advising at Utah State University . . . 5		SOAR Options for First-Year Students	42
Undergraduate Advising Structure at Utah State University	5	Online Orientation and Orientation-by-Mail	43
Undergraduate Advisor Directory	6	SOAR Registration Holds	43
USU Philosophy of Advising	11		
Guidelines for Undergraduate Advising	11		
Evaluation of Advising at Utah State University	13	Testing and Examinations	44
Advisor Recognition	15	Undergraduate Admission Testing	44
Advising Resources and Accessing Student Records 17		College-Level Examination Program (CLEP)	44
Resources Offered by Advising and Transition Services	17	Advanced Placement (AP)	46
Accessing Student Records	17	Placement Tests	48
SIS Plus	17	Credit by Special Examination	48
Data Warehouse	20	Credit by Advanced Coursework (Language Credits)	48
Professional Development for Advisors 22		Credit by Departmental Examination	49
USU Resources	22	Graduate and Professional School Testing	49
Utah Advising and Orientation Association (UAOA)	22	Registration Policies and Procedures 50	
National Academic Advising Association (NACADA)	23	Registration Options	50
Advising Issues and Strategies 24		Adding Courses	50
Advising Goals	24	Dropping Courses	50
Academic Advising	24	Auditing Courses	51
Characteristics of Effective Advisors	24	Repeating Courses	51
Advisor Checklist	25	Pass/D+, D, F Option	52
The Advising Process Model	26	Changing a Major	52
Advising Self-Assessment	26	Spreading Payments Over Time (SPOT) Tuition Payment	
The Advising Interview	27	Program	52
Interview Questions	27	Deferred Fee Note Policy	52
Referral Skills	28	Tuition, Fees, and Activity Cards	52
Limitations on Advising Responsibilities	28	Refund Policy	53
When an Advisor Should Be Concerned	28	2002-2003 Academic Calendar	53
Reminders for Effective Advising	29	Forms 55	
Legal Issues and Advising	30	Course Authorization Form	55
Some Ways to Reduce Advising Problems and Complaints	30	Pass/D+, D, F Option	55
Undergraduate Admission and Residency 33		Complete Withdrawal Form	56
High School Curriculum	33	Undergraduate Change of Major Form	57
General Admission Policies	33	Request for Refund Form	58
Early Admission Procedures	33	Petition for Academic Record Adjustment	59
New Freshmen Admission Procedures	33	USU Change of Personal Information Form	60
SAT Scores Converted to ACT Equivalent	34	Privacy Hold Form	60
Transfer Student Admission	34	Release of Student Information	61
International Student Admission Procedures	34	Supplement to the Application for Candidacy for Graduation	62
Readmission Procedures	34	Undergraduate Split Form	63
Admission Procedures for Nonmatriculated Undergraduate		Advisor Waiver Form - CIL Fee	64
Students	35	CIL Fee Refund Application	65
Evaluation of Transfer Credit	35	Grades and Academic Standing 66	
Incoming First-Year Students	36	Grades and Calculating the Grade Point Average (GPA)	66
First-Year SUCCESS Program	36	Incomplete Grade	66
Residency	36	Academic Renewal	66
Financial Aid and Scholarships 38		Petition for Academic Record Adjustment	67
Grants, Loans, and College Work-Study	38	Academic Appeals	67
Scholarships	39	Academic Standing	67
New Century Scholarship	40	Academic Warning	67
Centennial Scholarship	40	Academic Probation	67
Incoming Freshmen Scholarships	41	Academic Suspension	68
Transfer Student Scholarships	41	Academic Honors, Awards, and Recognition	68
Continuing USU Student Scholarships	41	Transfer of USU Credits to Other Institutions	68
New Student Orientation 42		Family Educational Rights and Privacy Act (FERPA)	69
On-Campus Orientation	42	Undergraduate Graduation Requirements	
		and Procedures	71
		University Requirements	71

Contents

Certificates, Diplomas, and Associate of Applied Science Degrees	71	Liberal Arts and Sciences (LAS) Certificate	135
Bachelor's Degree Requirements	71	Evening School	135
Graduation Procedures	73	Distance Education	137
Second Bachelor's Degree	74	Independent Study	138
Split Form (pursuing concurrent degrees)	75		
		Page	
	Page		
University Studies Requirements	76	Academic Support Programs	139
General Education Requirements	77	Academic Resource Center	139
Competency Requirements	77	Career Exploration Resource Center	140
Computer and Information Literacy	77	Career Services	140
Breadth Requirements	78	Counseling Center	141
Depth Education Requirements	80	Courses for Students with Special Needs	142
Categorization of Majors	83	Disability Resource Center	142
University Studies (USU) Courses	84	General Registration Program	143
		International Students and Scholars, Office of	144
Transfer Articulation Agreements	85	Reentry Student Center	145
Institutional Agreements	85	Student-Athlete Services	145
Transferring University Studies Coursework		Student Support Services	146
From Other Institutions	87	Student Wellness Center	146
Brigham Young University	87	Testing Services	147
Brigham Young University—Idaho	92	Women's Center for Lifelong Learning	147
College of Eastern Utah	94		
Dixie State College of Utah	96	University Resources - A Referral Directory	148
LDS Business College	98	Undergraduate Majors, Minors, and Emphases	154
Salt Lake Community College	99	(By College and Department)	
Snow College	101	USU Undergraduate and Graduate Programs	162
Southern Utah University	104	(Alphabetical Index)	
University of Utah	107	College and Department Directory	165
Utah Valley State College	115	Undergraduate Advisor Directory	166
Weber State University	118	Index	171
Westminster College	121		
Quarter General Education Requirements	124		
Special Academic Programs	133		
On-Campus Programs	133		
Honors Program	133		
Cooperative Education Internship Program	133		
Women and Gender Studies	134		
Cultural Exchange Program	134		
Student Exchange Programs	134		
National Student Exchange (NSE)	134		
Study Abroad Program	135		
International Student Exchange Program (ISEP)	135		