

Advising Handbook

***To help each of us
As faculty mentors at
Valparaiso University
To become even better academic advisors***

***Cynthia Rutz, Editor
Director, Teaching Resource Center***

An electronic version of the Advising Handbook will be found on the VU website at

www.valpo.edu/registrar/assets/pdfs/AdvisingHandbook.pdf

From the Registrar's Home Page (www.valpo.edu/registrar) you can also click on the "Faculty" option under "Calendars and Planners" (lower left)

This electronic version will be continually updated.

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NOTE: The forms mentioned in this book are available:

- From the Registrar's office (all)
- On the website at www.VU.edu/registrar (many)
- In Huegli Hall, front office (many)

INTRODUCTION

QUESTION: What makes a good academic advisor?

ANSWER: A Meaningful Relationship
Availability
Accurate Information

Advising IS Teaching

When we think of teaching and learning, we most frequently think of the formal classroom setting of instructor and students. However, much of life's learning and teaching occurs in very informal settings, outside of the classroom. As you advise students, you are teaching them in more ways than one, not just imparting knowledge about scheduling and careers, but also modeling the best way to teach informally, to learn and to live one's life.

These are some of the qualities that we hope to strengthen in students through the advising process in order to encourage them to become self-sufficient and independent young adults.

Preparation:

Help students understand that the better prepared they are, the easier and faster their advising and registration will be. Do they have an idea of what they want to take? Have they looked at the schedule of classes and planned a tentative schedule? Have they printed out their program evaluation (degree audit) prior to the advising session?

Problem-Solving:

Help students see that life throws us curves – things don't always work out exactly as planned. Do they have a backup plan? What if certain courses or sections are filled? Do they have an alternate course or section to plug in its place? Can they step back and take a rational and logical look at the problem? Do they know who to call with questions? Are they comfortable asking questions of people other than their parents or do they still think they can do it all themselves? Do they know where to seek additional academic help (especially international students)?

Persistence:

Help students see that sometimes we have to ask more than once and/or with different approaches to get something done. If they complain that they can't ever reach their advisor, ask them if they have left a phone message (frequently not), written an email, and/or left a note on the door. Sometimes they just don't realize the different ways that one needs to be persistent.

Patience:

Help students realize that some things just take longer than five minutes to resolve, that problems don't always get solved immediately. Students frequently ask what to do if their name is on a waitlist for a course. The obvious answer is that they wait. This is so hard for them to see because they have grown up in an age of instant communication and instant gratification. Not having things resolved right away becomes frustrating for them until they have developed patience (and persistence and problem-solving skills). For students, especially international students, their concern for completing their degree on time, fulfilling the requirements to do so, and an anxiety about this process, may come across as impatience. Teaching your advisee the skill and value of, patience will be beneficial for you both.

Questions:

Encourage students to ask "dumb" questions; they are easier to handle than stupid mistakes. Help them to see that if they are asking a thoughtful question, then it truly is something uncertain in their mind and deserves to be respectfully addressed and answered. You as an advisor need to ask questions of them, too, to elicit thoughtful conversation about their progress as students, their plan of study, and their future after VU.

Flexibility:

Help students understand that it is important for them to be flexible, and to realize that their schedule may not turn out to be exactly as it was written on paper. No academic decision that is made is life-threatening. Sure, it can change the direction and shape of their life dramatically, as can almost any decision. But incoming freshman students have eight semesters to complete their study. A lot can happen in eight semesters and it is almost impossible to make a fatal mistake in scheduling the first semester's courses. VU does not have 'fluff' courses – our curriculum is very tight and rational, so that even electives can provide a great learning experience.

As a role model for your advisees, you, too, should demonstrate these qualities.

Lead by your good example!

I. A Meaningful Relationship

How does a faculty member establish a meaningful relationship with a student? This may be the hardest part of our advising responsibilities. The primary way is to show the student that you care about the individual person he or she is. Here are some of the possible ways to do this:

1. Basic communication skills surely come into play in our role as advisors.
 - a. Help advisees to make their own decisions; don't make decisions for them. **Guide them without doing for them.**
 - b. Listen carefully, paraphrase as a question when helpful. Try open-ended questions:
 “How do you feel about. . .”
 “Tell me about . . .”
 - c. Discuss the advisee's background and experiences as well as his or her progress on goals and future plans.
 - d. Focus on an advisee's strengths as well as weaknesses.
 - e. Help students make **realistic** decisions: If you believe that they will fail or are making an inappropriate choice, you should honestly discuss this with them.
 - f. Cultural factors impact how comfortable a student is in crafting their own academic and professional goals. For example, an international student very much wants to be independent and identify his or her own goals for his or her future at Valparaiso University, but perhaps has not been encouraged to be so forthright with personal concerns and issues. International students are often anxious about the process and need a compassionate guide to ease the transition and educate them about the benefits of being in charge of their own path.
2. Take a mental picture of your advisee and learn your advisee's name. You will probably have these students in your classes and that will reinforce their name/face recognition.

Before the student comes in for an appointment, review their file to help you recognize and recall something about the student as you are greeting him or her.
3. Show that you care about the individual student by keeping up with his or her progress. Before the meeting pull up a copy of the student's program evaluation (degree audit) and review it or consult the planning sheet in your advisee folder.

4. Save clippings from the TORCH or other sources (sometimes good-sometimes not) in the advising folder, and, if appropriate, comment to the student about an achievement or involvement in a specific activity.
5. Many departments have clubs or group meetings of students who are majors. Make it a point to attend and welcome your advisees specifically along with the other students.
6. Talk with a student advisee about his or her future. Discuss potential hiring institutions and jobs as well as graduate school opportunities. International students have certain restrictions with employment and internships; employment is only available to them after proper authorization is granted through the Office of International Programs (OIP). Refer to Appendix B and direct students to OIP for details.
7. Encouraging your advisees to do well academically is an important part of this process. You can be quite specific and focused in your guidance. VU now has the Academic Success Center and you can direct your advisees to its website at www.valpo.edu/academicsuccess. On the website students and faculty alike can find a comprehensive link for a Resource Directory, the Peer Tutoring Program, and the Strategies Course. Other tools for all VU students include the Writing Center, Graduate Tutoring Lab, and Smart Scholars. International and domestic students alike will benefit from your interest in not only their academic progress, but in their academic success
8. If there seems to be a problem in the student's life that is psychological in nature (e.g., depression, anxiety, relationship or family concerns), try to help the student become connected with counseling services. You may talk to the student about making an appointment with someone at the Counseling Center, and encourage the student to do so on his/her own time. You may also, when possible, have the student agree to call the Counseling Center (ext. 5002) from your office, to make an appointment. The Counseling Center is able to see all full-time undergraduate and law students. If you are working with part-time or graduate students who are ineligible for receiving services at the Counseling Center, you may encourage them to seek help at the Porter County Family Counseling Center (464-3919). If you believe a student is in crisis or imminent danger to self or others (e.g., suicidal or homicidal), you may call the VU Police Department (5430) for assistance. You may also call the Counseling Center in order to consult about how to best help the student.
9. Don't forget the Career Center services, which can really be helpful to any student looking for help with jobs and career placement.
10. If possible, find an opportunity for social time with your advisee, perhaps over a cup of coffee at the library or the Union. If you are comfortable doing so, invite them to your home for a meal or just dessert. For many students this is their first independent situation away from home, and that home may be here in northwest

Indiana, or it could be in China or India. The personal connection that they make with a trusted advisor can have a strong impact on their success here at VU.

11. Finally, as the demographics at VU change, it is important to consider all types of students, domestic and international, traditional and non-traditional. While it would be impossible to list all of the issues that should be considered for all students, an awareness that different populations have different needs is the critical step to developing a meaningful advising relationship

In these and many other ways advisors have established good and lasting relationships with their advisees. You may not know this until one Homecoming weekend when an individual or a group of graduates from years before greets you and you suddenly realize as you talk, catch up, and reflect, that you really did establish a meaningful relationship.

II. Availability

We all must recognize that there are many kinds of advising, and that advising is actually a year round activity. Effective advising goes on throughout the semester and is geared toward providing guidance and reassurance to students as they continue to develop their personal plan. As this is done successfully, our other advising, that done during the “Advising Period,” is actually an easier process. Here are some tips for getting together.

A. Office Hours

Students say they want to know when faculty advisors will be in their offices. For each semester choose times when you will be in your office, post them on your door, and be there. If you cannot be present during office hours on a given day, post a note on the door saying so. It could also be helpful to include them in the signature of your email.

If a student calls and says he or she will not be able to meet you during official office hours, try to arrange an alternative time to meet.

B. Advising Period

The advising period begins the two weeks before the start of registration time. In the fall, the registration period is the 3 weeks before Thanksgiving Break. In the spring the registration period is usually the last 3 weeks in April. Try to schedule student appointments EARLY during the Advising Period.

C. Advising Appointments

Although students should be responsible for their own advising process, a lot of reminders will surely help this to be achieved. International, non-traditional, and new students may need additional time and guidance in the process of establishing Advising Appointments. It will be helpful for your advisees if you follow some of these suggestions:

Because many students only check email one time per week, two weeks before the Advising Period begins, and then again one week before, send an email to your entire list of advisees with the following information:

- Remind them to schedule an EARLY appointment with you during the Advising Period (especially students with multiple majors/minors/Christ College who will have to meet their other advisors as well).
- Ask them to sign the “sign up list” on your office door (see below) or to sign-up electronically.
- Give them your office hours and phone number.
- Give them directions to your office.

- Instruct them to bring their current DataVU program evaluation (degree audit) to the meeting (see page 8).
- Instruct them to bring their tentative course selection to the meeting.

Arrange a method for students to schedule appointments. Many faculty post a sign-up list on their doors for advisees to request time slots for a visit. The advantage to this is that they will already know where your office is when they come for their meeting. Be sure that your sign-up list has more time slots than the number of advisees that you have.

D. Time Allotted

If you have met with the advisee previously and have a completed planning guide (see page 8), a 15-20 minute appointment may be adequate. However, if you have an advisee who is an international or non-traditional student, they will most likely require a full 30 minutes. Allowing 30 minutes to catch up with the student would truly be desirable.

During the meeting you will want to see how the advisee is doing academically:

- Are his or her major/minor selections still viable and truly what they want to pursue?
- Does he or she need to add/change/drop major(s) or minor(s)?
(**NOTE:** This is done through the “Curriculum Change Form.”)
- Is he or she enjoying classes? Why or why not?
- Are there any academic support needs (especially for an international student)?

III. Accurate Information

A. RESOURCES FOR ADVISORS

The three main sources of accurate advising information to use at all times and especially at advising times are:

1. THE VALPARAISO UNIVERSITY CATALOGS

- a. The General Catalog (i.e. the Undergraduate Catalog)
- b. The Graduate Catalog

Both of these are available through the registrar's office and/or online at www.valpo.edu/registrar. These two are our "bible" or "owner's manual" and the last word in course and residency requirements.

2. THE STUDENT GUIDE TO UNIVERSITY LIFE.

The Student Guide includes information on academics and student services; planning guides; lists of advisors, website addresses, and administrative offices; as well as university-wide policies which are applicable to every student, both graduate and undergraduate. This guide is available online at www.valpo.edu/registrar.

Current editions of each of these should be available to you when advising.

3. THE DATAVU PROGRAM EVALUATION (DEGREE AUDIT).

This form, keyed to the Catalog requirements, is customized for each student's program and academic progress. It tells what courses they have taken, are taking, and will be taking. By using the "what if" option you can also use this form to project what the requirements for a new major would look like for this student. (For clear instructions on using DataVU, see Appendix A.)

Additional aids:

4. Planning Guides.

Planning Guides are spreadsheet layouts of the general education requirements for a specific degree. They have been developed for the following degrees: Bachelor of Arts, the Bachelor of Science, the Bachelor of Science in Accounting, the Bachelor of Science in Business Administration, and the Bachelor of Science in Nursing. The forms for business and nursing include specific major

requirements, but the forms for the BA and BS are generic and there is space to record requirements for any major.

The great thing about these forms is that there is space on the right half to plan out a student's courses semester by semester. This is a good way for an advisor to keep track of the course selection that has been discussed or decided upon for a specific student.

The planning guides are available in paper format (and copyable) at the end of the Student Guide to University Life. They are also available online at www.valpo.edu/registrar.

5. Advisee Folders

It is essential to keep a file folder for each advisee in order to remember details from semester to semester. In this folder, keep relevant information, such as:

- Advising notes from meetings with students; it is sometimes useful to keep one paper at the top of the file with a running list of meetings recorded (date, brief note on issues covered, questions raised)
- Copies of Unsatisfactory Academic Performance emails
- Copies of email correspondence
- Letters sent by deans, Honor Council, etc.
- Planning sheets and/or program evaluation (degree audit) with your notes on them
- A copy of any document you write or sign on behalf of your advisee.

Students must be responsible for their own pathway through VU, but as faculty advisors we are here to help and support them. Do not forget that your guidance is crucial to this process.

B. THE ADVISING SESSION

According to the National Academic Advising Association, the primary purpose of an academic advising program is to assist students in the development of meaningful educational plans that are compatible with their life goals and is a continuous process of clarification and evaluation.

For Undergraduates:

Strategies for Building a First-Semester Schedule

Your first advising session with incoming freshmen students usually takes place during summer FOCUS (the freshman/transfer student orientation program) in June. The goal of this session is create a fall schedule of

preferred courses along with a list of alternative courses. This is not a time to establish the entire four-year plan.

For Graduate Students:

Your first meeting with a graduate student who is an advisee could be as early as several months before classes begin through email communication all the way up to the day classes begin. Graduate students range from those who are here in our immediate geographic area to those who are coming from thousands of miles away. International students often arrive on campus only one or two days prior to classes, and will therefore require advising during that short time period.

For Non-Traditional Students:

Similar issues are confronted by students who arrive during different semesters. While we continue to have those 17-18 year olds who arrive each fall, VU increasingly serves non-traditional students who may well begin in January or in May.

For assistance with international students (whenever they arrive), you can always contact the Office of International Programs. This office does not do academic advising; however, they can provide guidance and assistance throughout the process for both students and faculty.

Credit Hours: Undergraduates

It is helpful for you and the students to know that they will need to average 15.5 credit hours each semester in order to reach the 124 total credits required for most degrees (some degrees require more). For their first semester, it is better to take fewer credits and get a good start at college rather than to attempt too many credits, which may be overwhelming during the first transitional semester of college. Full-time students take between 12 and 18 credits. Depending on the major, freshmen should generally take 13-16 credits.

Credit Overload: Undergraduate Students

Undergraduate students are limited to a maximum of 18 credit hours per semester except for majors in the College of Engineering, Secondary Education, and Music Education. Students in those programs may take up to 19 credit hours per semester.

Students who want to take more than the allowable maximum must petition their academic dean to be permitted to do so. The dean may approve or not, depending on the situation.

Credit Overload: Financial Charges

There is an additional financial charge per credit hour for any credits that a student takes above 19 credits. Music lessons are exempt from this overload charge because students are already paying an extra fee for the lessons. Music ensembles are not exempt from this policy. The amount charged is posted in the catalog and is usually 1/12 of the tuition. For 2009-2010, the charge was \$1140 per credit hour.

Credit Hours: International and Non-traditional Students

NOTE: International students must be enrolled full time.

For international undergraduate students this means that students are required to be enrolled in at least 12 credit hours. For graduate students, at least 8 (MBA program) or 9 credit hours are required. Of these required credit hours, only one course per semester can be an on-line course. Fewer credit hours may require that these students take a bit longer to graduate, but this will also help them to be more successful, which is the ultimate goal.

Non-traditional students go through their education at a very different pace than others. They may take only one or two classes a semester because of family and/or work commitments. The advising process must take this into consideration.

Here are the three steps to follow for your first advising session for undergraduate students:

Step 1: List Courses

One strategy for building a schedule is to first list preferred courses without regard to the schedule. (In step 2, you will select specific sections of courses in consultation with the schedule.) A template for a possible list of courses, in order of priority, would include:

<u>Credits</u>	<u>Course</u>
5	CORE
0-8	Course(s) in Major
0-3	Math 110 (if needed)
0-4	Foreign Language (if student is continuing in a language)
0-8	General Education Course(s)
0-8	Elective Course(s)
1	PE 100, Healthy Lifestyles

When reviewing the students' list of courses, keep in mind:

- Freshmen should not take 300 or 400-level courses.

- Prerequisites must be met and can be found in the VU General Catalog (e.g., Math 110 is a prerequisite for CHEM 111).

Step 2: Schedule Sections

After listing courses, specific sections of courses must be selected. The easiest way to work this out is to use the blank schedule grid from the Schedule of Classes to pencil in courses in the following order:

First, schedule any course in the major that has only one section offered.

Second, select any other single-section course.

Third, select a section of any multi-section course in the major.

Fourth, select a section of any other multi-section courses.

Finally, select a section of CORE (it is offered at all times of day and evening).

Reassure students that they will get courses they absolutely need (e.g., CORE and any course that you, as their major departmental advisor, sign as approved) and that other courses may be taken in one of their remaining seven semesters. Both you and the students need to be aware that this preferred schedule is probably going to change, depending on class availability. It is almost impossible to make a fatal mistake in advising first-semester freshmen.

Step 3: Choose Alternative Courses

The last task of the advising session is to list three or four alternative courses. Do not list other sections of the multi-section courses selected in step 2 above, since the Registrar's Office will try this automatically. Rather, this list must be composed of courses completely different from those in the requested schedule. Try to list a couple of courses that have lots of seats available. Listing alternative courses that have only 1 or 2 seats left will not be helpful.

Subsequent Advising Sessions

Advising students for subsequent semesters may follow steps 1 and 3 of the procedure outlined above. Students should come to you with their program evaluation (degree audit) and a tentative list of courses, which you will review. The students will figure out the exact scheduling of sections later (step 2), and then will register themselves through DataVU at their assigned registration time. This will provide you with more time during the regular advising session to discuss other matters.

NOTE: If a student has a good reason to take a credit overload and a cumulative GPA of 3.0 or higher, that student may fill out a Petition for

Course Overload, which must be approved by you as advisor and then by the dean of the student's college.

NOTE:

It is a good idea to remove a student's advising hold on DataVU during or immediately after the advising session, as it is easy to forget to do this later. If the advising hold is not lifted, the students will not be allowed to register at their assigned time. After students successfully register, you will receive an email copy of their schedule.

Advising Graduate Students

There are individual needs, and of course specific requirements for each program. It is also important for us, as advisors, to realize that for Graduate students, there are unique advising needs. Of course, you can refer to the Graduate website at www.valpo.edu/grad or the Graduate Catalog which is found on the Registrar's website. However, the most effective and efficient line of communication is to call the Coordinator of Academic Services at the Graduate School with any advising questions that you may have that impact a Graduate student – 219-464-5313.

C. GENERAL ACADEMIC POLICIES

This section will highlight some of the University's general education requirements using the Bachelor of Arts Degree as a model. These requirements are found in the *Catalog* and the *Guide* so there is no need to completely reprint them here. What we shall do instead is point out the most frequently confused and misunderstood of these requirements.

NOTE: There are certain policies that are unique to international students because of federal regulations or sponsorship requirements. Please refer to Appendix B and contact the Office of International Programs at 464-5333 if you have any questions.

There are also unique policies for graduate students that are found in the *Graduate Catalog*. If you are advising a graduate student, please refer to that Catalog for guidance. In addition, please contact the Graduate School at 464-5313 if you have any questions.

1. Satisfactory/Unsatisfactory Grade Option (S/U)

At VU students are encouraged to venture outside their area of concentration, to investigate new disciplines and to discover new, perhaps unsuspected, interests. In order to reduce a student's anxiety about taking a course in an area in which he/she has had little or no prior experience,

some courses, under certain regulations, may be taken Satisfactory/Unsatisfactory (S/U) as follows:

S = C- or higher
U = D+ or lower

Some universities have a Pass/Fail option where P = D- or higher and F = F. Pass/Fail is **not** an option offered at VU.

The University allows students to choose to take only one course per semester on an S/U basis. This is in addition to any courses that are graded **only** on an S/U basis according to the course description in the catalog.

- An “S” grade grants credit but does **not** affect the student’s GPA
- A “U” grade does **not** grant credit and also does **not** affect the student’s GPA

Because this option exists so that students may venture into new areas outside their main disciplines, the S/U grade option may **not** be used for:

- A course in the student’s major or minor.
- Any required course for a professional degree or a pre-professional program.
- A repeated course if the course was not originally taken on the S/U basis.

The decision to take a course S/U must be made by the end of the fourth full week of the Fall and Spring semesters. After this date, the S/U basis may not be changed.

Graduate courses cannot be take S/U, unless specifically identified as such in the Graduate Catalog.

NOTE: There are some graduate admissions offices which will recalculate the student’s GPA to include classes taken S/U. They will calculate an “S” as the lowest possible pass, that is, as a C-, or not accept it at all, thus lowering the student’s chance of admission to graduate school. Therefore, students who are pursuing academic programs with a competitive professional or graduate school goal should discuss the S/U option with their advisors.

2. Residence Requirement

Regardless of other degree requirements, candidates for bachelor’s degrees must meet these residence requirements:

- At least one-half of the credits for all declared majors and minors must be taken in residence.
- At least 30 of the last 40 credits must be completed in residence (30/40 rule).
- At least 3 credits of Theology must be completed in residence.

NOTE: Courses taken under one of the VU-sponsored semesters off campus are counted as residence courses.

Requirements for Graduate students with regards to residency and course transfers are outlined in the *Graduate Catalog*.

3. Registration for VU Off-Campus/Study Abroad Programs

VU offers off-campus programs both nationally (such as the Chicago Urban Semester, the Washington Semester, the Chicago Arts Semester) and internationally. Students must apply for these programs well in advance since there are deadlines, extra paperwork, and specific application forms.

All students will register for the off-campus course, which is listed under AAA in the schedule of classes. For some off-campus programs students will also need to register for specific credit-bearing courses.

Study Abroad Programs

Students are encouraged to participate in study-abroad programs during their junior year; however, sophomore standing during the term abroad is a minimum requirement for admission. Some programs have a minimum foreign language requirement, but most programs offer coursework in English. Minimum GPA requirements are 2.75 for VU-administered programs and 3.0 for all other programs.

In order to facilitate planning, both by students and the administration, students should apply two semesters in advance of the semester in which they plan to participate. However, students can still apply one semester in advance for VU-administered programs in Cambridge, England; Hangzhou, China; Puebla, Mexico; and Reutlingen, Germany.

While the course offerings available through study-abroad programs vary considerably, students may frequently satisfy some Major, Minor and/or General Education Requirements through these courses. All credits taken in a VU-affiliated program are considered Valparaíso University credits. Participation in any Valparaíso University study-abroad program fulfills the Cultural Diversity Requirement.

Additional information is online at www.valpo.edu/studyabroad and in the University Catalog. For inquiries, please contact the director of Study Abroad Programs (studyabroad@valpo.edu; ext. 5333), located in the Office of International Programs at the Harre Union.

4. Transfer Students

Many students transfer to VU. In fact, with the increase of mobility both nationally and internationally, we have benefited from an increased population of transfer students. It is important to remember that non-traditional and international students transfer to VU as well—and therefore the advising process plays an even greater role in their satisfaction with the University overall.

If you have a student with transfer credit, whether Advanced Placement (AP), International Baccalaureate (IB), or actual college credits from another institution of higher education, the registrar's office must first evaluate the credits for acceptability to the University.

Then the dean's office of the student's college reviews each of these courses for possible fulfillment of general education requirements and completes a *Statement of Equivalence*. This Statement will show which general education requirements have already been fulfilled by transfer credit and which will need to be fulfilled by courses taken at VU.

The next step is for the department chair to review the transfer courses to see if they could be used to meet major/minor requirements. If there is any doubt about the specific nature of the course, check the course description from an online version of the college catalog. For assistance, college catalogs are available online at <http://www.collegesource.org>. It might be necessary to ask the student to produce the specific catalog used and/or a syllabus of the course(s) in question.

You, as the student's advisor, should receive a copy of the *Statement of Equivalence* from the Dean's office, or you can request one. All of the equivalencies are also reflected in the student's program evaluation (degree audit).

It may be useful to remind transfer students of VU's residency requirements:

1. At least one-half of the courses for any major(s) and minor(s) must be taken in residence.
2. 30/40 rule—30 of the last 40 credits must be taken in residence at VU.
3. At least one course in Theology must be taken in residence at VU.

4. Grades from another institution are **not** transferred, only the credit hours transfer. Therefore transfer credits will not affect the students GPA at VU.

As the demographics of VU continue to change, the type of transfer student that we are getting is changing. While you will still see the administrative aspects as discussed above, you will also hear some new terminology that you should be familiar with:

- **Gateway Programs** – VU currently has agreements with various international universities in which faculty deliver VU courses to students prior to their arrival on our campus. This coursework is then transcribed to their VU transcript. These students are referred to as “Gateway” students, because they are coming through one of our Gateway programs.
- **Provisional Admission** – Some students are admitted “provisionally,” which indicates certain requirements that they must satisfactorily complete prior to beginning their program coursework. These provisions are determined by an admission committee and identified on admission paperwork.
- **Dual Admission** – International students who still need additional language learning will oftentimes be “Dual Admit with INTERLINK.” In other words, they have been admitted to VU, with the condition that they will first satisfactorily complete INTERLINK, a private English language learning center located on VU’s campus. More information about INTERLINK can be found at www.valpo.edu/interlink.
- **2 plus 2** – VU is beginning to develop “2 plus 2 partnerships,” which describes a student who has completed two years of education at an international university and will come to VU to complete the remaining two years. The coursework that is accepted toward the VU degree is already determined by the agreement and is therefore part of the student’s VU transcript.
- **Bridge Student** – Certain international universities offer a three-year Bachelor’s degree, and those students may apply to VU for a Master’s Degree. As a result they are admitted as a “Bridge student,” which indicates that they come to VU to take approximately 30 credits of undergraduate “bridge” work before being allowed to continue with their master’s program coursework. These students do not receive a VU

bachelor's degree; however, they will have completed the equivalent of four years of coursework.

NOTE: For transfer students it is important to spend more time on the initial advising session in order to sketch out a graduation plan so that the student can figure out how many semesters it will take them to earn their degree at VU.

5. Current VU Students Taking Courses at another Institution

For Undergraduate Students:

Undergraduate VU students often take courses elsewhere during the summer. Here is the procedure for doing that:

If your advisee is planning to take a course at another college, help them to fill out a Transfer Credit Equivalency form, found online at <http://www.valpo.edu/registrar/forms.php>. The approval comes from either the department chair or an academic dean.

The form itself gives prior approval for a course and indicates if the course will fulfill a requirement whether General Education, part of a major or minor, or an elective. The student should take the course for a letter grade, not an S/U or P/F option.

Ordinarily credit is not counted for courses taken concurrently at another institution of higher education by a student registered full-time at VU. However, additional courses, including correspondence and on-line courses, might be approved by the CAPS committee. The student will need to file a *Petition for Exception to Stated Catalog Requirements*, signed by the advisor, the appropriate college dean, and the CAPS committee prior to registration.

For Graduate and International Students:

There are unique policies for graduate students and international students who wish to take coursework at another institution at any time while they are studying at VU. If you are advising a graduate or an international student, please refer contact the Graduate School at 464-5313 or the Office of International Programs at 464-5333 for guidance.

6. Full-time and Part-Time Status

For Undergraduates:

A full-time undergraduate student at VU is one who registers for and completes a minimum of 12 credits a semester. There are occasions when a student may need to withdraw (W) from a course. He/she will need your signature on a withdrawal card. This is a time to review the situation and look again at the student's planning sheet and/or program evaluation (degree audit). Academic deadlines are in the front of the catalog and posted on the registrar's website.

The deadline to withdraw does **not** correspond with the tuition refund schedule, which is in the back of the catalog in the section entitled "Refund Policy." The tuition refund policy only applies to a student going from full-time to part-time status or for a student withdrawing from the University. If a student retains full-time status, a withdrawal will not cause a change in tuition.

If the student is dropping from full-time to part-time status, suggest that the student check several sources before you sign the withdrawal card. Areas for the student to check for the impact of having part-time status are:

- The Financial Aid Office
- Compliance Officer for eligibility for all sports teams
- Parents (especially for insurance issues)
- Residential Life Office
- Office of International Programs (for international students)

These two categories of students **must** retain full-time status:

- International students, since it will affect their U.S. student visa
- Student athletes, since it will affect their eligibility to play

For Graduate Students:

Graduate students may not enroll in more than 12 credit hours per semester. Those graduate students enrolled in less than 8 or 9 credit hours are considered part time.

Financial aid has different calculations for full-time status, therefore if you are advising a graduate student you should refer the student to the Office of Financial Aid, or to the website at www.valpo.edu/finaid for clarification.

NOTE: International students may not study less than full time in the United States. Under certain circumstances they may be granted permission to have less than full-time status. Prior authorization must be

obtained from the Office of International Programs at ext. 5333. For details, see Appendix B.

7. Academic Safety Nets

a. *Access Authorization to Release Academic Information Form*

New undergraduate students are asked to sign this form during FOCUS (the freshman/transfer student orientation program). Because of FERPA (The Family Educational Rights and Privacy Act) students may or may not allow VU to share information with parents. Most students grant parental access, but you should always check.

This information is available on DataVU under “Student Profile” in “My Advisees” and also in “Class Roster.”

If a parent contacts you for information about the student, you may either 1) check the release information and respond to the parent yourself or 2) contact the academic dean, who can give you advice on how to handle the situation or who may be a more appropriate person to contact the parent directly. In the case of international students you may also want to contact the Office of International Programs at 464-5333.

Beginning Fall 2010, students will have the capability on DataVU of granting their parents/guardian web access to their class schedule, financial information, and/or grades.

b. Freshman Four-Week Academic Progress Report

Faculty members with freshmen in their classes will receive an email reminder in the third week of classes to go to DataVU and record the attendance and participation level for each freshman student. As a primary advisor you will receive an email copy of this data for each of your freshman students.

c. Freshman Mid-Term Grades

Professors of freshmen students are asked to submit mid term grades via DataVU in both Fall and Spring. As primary advisor, you will receive a midterm summary report on all of your freshman advisees, listing their credits and GPA. A supplementary report will be sent for students who have unsatisfactory grades (below C-, U, I, or NR). You may view specific grades on DataVU using the “My Advisees” option.

NOTE: This is the time to help students decide whether to withdraw from a class. The withdrawal deadline is usually within a week of midterm grades.

d. Unsatisfactory Academic Performance

A professor of any student can send out a notice of *Unsatisfactory Academic Performance* at any time through DataVU. This email report is sent to the student from the instructor and copied to the student's primary advisor. A copy also goes to the academic dean, the dean of students, and to the director of student-athlete services if it concerns a student-athlete. If the student is an international student a copy will also go to the Director of International Students.

e. Verification Rosters

Professors are sent an email reminder from the Registrar around the 9th week of classes asking them to verify student attendance through DataVU. These Verification Rosters are extremely important to complete. More than one student has gotten an "F" in a course even though he/she never attended because the roster was not carefully reviewed and submitted on DataVU. The role of the advisor in this situation is to help the student petition to withdraw from the course after the deadline.

f. Only the Unsatisfactory Academic Performance and the Verification Rosters apply to graduate students. Therefore if you are advising a graduate student, or have a graduate student in your class, the other mechanisms will not be feasible tools. For additional guidance in working with graduate students who may be experiencing difficulty, please contact the Coordinator of Academic Services for the Graduate School at 464-5313.

With all of these academic safety nets, whenever there is a concern the student is encouraged to contact you as their advisor. However, sometimes it is most helpful if you invite the student to come talk to you. Talk openly with the student. Suggest support services when necessary (see Appendix E) and help the student to follow through. Always plan a follow-up appointment to see how things are progressing. If there is a serious enough concern, feel free to contact the academic dean of your college for assistance.

8. Catalog Year Assigned for Graduation Requirements

Students are assigned the catalog of the academic year of their first semester of attendance. Most students will follow this catalog until they graduate.

Occasionally students may choose a more recent catalog. But they cannot “mix and match.” For example, they cannot use the major requirements from one catalog and the general education requirements from another.

Another example is a student who wants to add a minor that is new to the catalog in their junior year. That student must then fulfill all graduation requirements from the more recent catalog.

NOTE: The student’s program evaluation (degree audit) is catalog-year specific. Therefore, if a student needs to change to a different catalog year he or she must notify the Registrar’s Office.

9. Deadlines

There are some very important deadlines listed in the front of the General Catalog for each semester. You will probably want to mark your semester calendar with these at a minimum:

- Instruction begins
- Deadline to file for “S/U” for regular courses
- Deadline to “withdraw” from regular courses with a “W”
- Advance registration dates for the upcoming semester
- Deadline to officially withdraw from the University
- Deadline to apply for graduation
- Instruction ends
- Reading Day
- Final Exam Period
- Deadline for grades
- Dates of any holidays

Each semester the Registrar’s Office produces a one-page calendar grid that includes these dates. It is sent out to all faculty in the fall in your packet of information from the Registrar’s Office. It is also available online from the Registrar’s home page.

10. The Financial Aid Impact of Dropping/Withdrawing from Courses or Withdrawing from the University

For Undergraduate Students:

- A. Dropping/Withdrawing from Courses but Continuing To Be Enrolled at the University
- 1) If an undergraduate student drops or withdraws from a course but remains a full-time student (12-18 credits), then there is NO CHANGE in financial aid.
 - 2) The following chart explains the consequences of a student falling below 12 credits:

Dates (assuming aid is disbursed)	VU Aid (scholarships, grants, VU Gift Awards, etc.)	Federal (SEOG, Pell, ACG/SMART, loans) and State Aid
During Drop/Add Period	<ul style="list-style-type: none"> • Lose eligibility for most scholarships and other VU Aid. 	<ul style="list-style-type: none"> • Lose eligibility for ACG/SMART. Pell and SEOG reduced. Loans may be reduced. • Drop below 6 credits: Lose loan eligibility. Pell reduced. SEOG may be reduced.
Next 6 weeks of semester (grade of W)	<ul style="list-style-type: none"> • VU Aid reduced in proportion to the amount of tuition refund. 	<ul style="list-style-type: none"> • No change in Pell, ACG/SMART. • Loans and SEOG may be reduced. • Indiana State Aid: Withdraw during first 4 weeks, lose all state aid; beginning 5th week, keep all state aid.
Second 7 weeks (grade of W)	<ul style="list-style-type: none"> • No change in VU Aid or tuition charges. 	<ul style="list-style-type: none"> • No change in state or federal aid.

B. Withdrawing From All Classes

NOTE: Withdrawing from all classes is the same as withdrawing from the University. An international student may not withdraw from all classes without prior approval from the Office of International Programs at ext. 5333. See Appendix B.

Dates (assuming aid is disbursed)	VU Aid (scholarships, grants, VU Gift Awards, etc.)	Federal (SEOG, Pell, ACG/SMART, loans) and State Aid
First 7 weeks	<ul style="list-style-type: none">• Charged 10% of tuition for each week enrolled, starting the first day of class.• Keep the same percentage of VU Aid as tuition.• e.g., withdraw beginning of the 2nd week of class: charged 20% of tuition; keep 20% of VU Aid to apply towards that charge.	<ul style="list-style-type: none">• Federal Aid: calculated according to percentage of calendar days in semester during which student was enrolled.• e.g., Withdraw after 10 days: keep roughly 9% of federal aid.• Indiana State Aid: Withdraw during first 4 weeks, lose all state aid; beginning 5th week, keep all state aid.
Second 7 weeks	<ul style="list-style-type: none">• No change in VU Aid or tuition charges.	<ul style="list-style-type: none">• Federal aid continues to be reduced through about 9.5 weeks. Thus, tuition might <u>not</u> be reduced but VU might be required to return some federal loan money.

Academic deadlines and financial aid deadlines are completely separate entities. Note carefully that the last day to withdraw with the grade of “W” is not the last day to receive a refund, nor the last day that federal funds might be taken back from their student account. Although students may petition to withdraw from classes or from the University with a grade of “W” later in the semester, the deadline for any reduction in tuition charges still occurs at the end of 7 weeks.

Students withdrawing from classes should be reminded that, at the end of every academic year, their academic progress is evaluated and they must have completed 67% of all credits attempted at VU (includes grade of “W”) in order to remain eligible for financial aid. Thus, if they develop a pattern of withdrawing from classes after the drop-add period, their future aid might be in jeopardy.

For Graduate Students and/or Non-traditional Students:

Please be sure to refer the student to the Office of Student Accounts and the Office of Financial Aid, as there may be different guidelines for a variety of funding sources.

In all cases the Financial Aid staff welcomes advisors' phone calls or referrals of students to assess the impact of their decision on financial aid. The phone number is 5015, and the office is located on the lower level of Kretzmann Hall. Staff is available from 8 to 5, including the lunch hour, Monday through Friday.

11. Committee on Academic and Professional Standards (CAPS)

The Committee on Academic and Professional Standards (CAPS) is a nine-member university-wide committee that considers student petitions for exceptions to University policies on a case-by-case basis. The program evaluation (degree audit) on DataVU has prevented many problems encountered in the past, but there are still petitions submitted on the basis of advisor error and/or extenuating circumstances (e.g., a student's hospitalization or a death in the family). In all cases, students should consult with the dean of their college before submitting a petition. Petitions are available from the Office of the Registrar, Huegli Hall front window, and the Registrar's website (www.VU.edu/registrar). Listed below are some common petitions that appear before CAPS.

For Graduate Students:

Many of the petitions and requests are similar for graduate students. However, there are also minor differences. Therefore, when you have a special consideration that involves a graduate student, the best course of action is to start the process by including the Coordinator of Academic Services for the Graduate School. Call 219-464-5313 and the Coordinator will assist you with these special considerations.

a. Kinds of Petitions:

- 1) S/U Petition: "Petition to Change a Course from a Regular Grade to S/U Grade After the Deadline (or Conversely)"

The reason for offering the S/U option is to encourage students to broaden their horizons while lessening their anxiety over a grade in the course. Students sometimes mistakenly elect to take a course S/U to "protect" their GPA, but the S/U option is not an insurance policy. CAPS sees far

too many petitions from students who wish to change their S/U status back to a regular grade once they find out that they are doing well, but these petitions are seldom, if ever, approved. CAPS also sees too many petitions from students who are not doing as well as they would like in a course and therefore want to switch from a regular grade to S/U in order to keep a C off of their transcript. These petitions are usually not approved. Once again, protecting the GPA is not the reason VU offers the S/U option.

An example of an S/U petition that has been approved in the past is a student who is taking a course S/U and enjoys the content so much that he or she declares a minor (or major) in that department. Courses taken S/U may not count for a minor or major, so an approved petition to change from S/U to a regular grade allows the student to proceed with the new minor (or major).

2) Late Withdrawal: “Petition to Withdraw from a Course After the Deadline”

Students may withdraw using the yellow withdraw card up until the deadline (usually in the 8th week of classes). After that, students must petition to withdraw. For international students, if a withdrawal would put them below 12 credits, then they would need prior permission from the Office of International Programs at ext. 5333. (See Appendix B.) As stated on the petition, “unsatisfactory academic performance is not sufficient reason for petition.” A change of major is not grounds for late withdrawal either. Only “extreme contributory circumstances,” such as major medical or psychological problems, a death in the family, etc. are sufficient reasons.

3) Exception to Requirements: “Petition for an Exception to the Stated Catalog Requirements”

- Concurrent Registration

Students may not normally attend both Valparaiso University and a different University during the same term. Permission may be granted if there is a good reason, which is supported by the advisor, department chair and dean. International students would need prior permission from the Office of International Programs at ext. 5333. (See Appendix B.) The total number of credits at both institutions may not result in an overload.

- Over 48 credits in a single subject

The reason for a maximum of 48 credits in a single subject is that students with an Arts and Sciences degree are expected to take a minimum of 76 credits outside of their area of specialty. For a liberal arts degree, 124 total credits are required. It is easier to track 48 credits in one subject than 76 in all other subjects combined.

A student may, in fact, take more than 48 credits in one subject, but will need more total credits to graduate. This student will still take the same number of credits (76) outside of the major as all other students. For example, if a student pursuing a B.A. in Music earns 54 credits in Music, then that student must earn a total of 130 credits to graduate (54 + 76).

- Problems resulting from Dual Degree vs. Dual Major confusion

Students who wish to pursue dual degrees should be encouraged to declare the second degree program during their sophomore year. Problems often result if dual degree programs are declared during the senior year when applying for graduation.

For example, a student pursuing a BSBA in Management and a BA in Spanish must complete all of the requirements for both degrees, must earn 30 credits beyond those required for the first degree, and may not use a course in a major/minor in both degrees. The BA in Spanish must include the 40-credit Spanish major or the 30-credit Spanish major plus a separate minor. That minor could not be, for example, the Business Administration Minor or Liberal Arts Business Minor, since many courses are already required for the BSBA degree.

Please direct any students considering dual degrees to the appropriate dean(s) to ensure a good understanding of the requirements.

4) Course Substitution

A student may make one course substitution within a major, minor, program or concentration with the approval of his or her

advisor, department/program chair, and the academic dean. A student may only make a second course substitution with the approval of CAPS as well as the approval of these same three people.

b. Procedures for Submitting Petitions to CAPS

- 1) Students have a right to petition CAPS and should consult with advisor and academic dean before submitting a petition.
- 2) Students should write the petition with clarity and good grammar. Petitions that are unclear as to the exception requested or the remedy sought are sometimes tabled or denied.
- 3) Advisors must sign petitions, but may communicate their recommendations directly to their academic dean.
- 4) CAPS meets the second Monday of the month during fall and spring terms. Petitions should be submitted to the appropriate dean by the first Monday of the month. Petitions submitted during the summer will be considered at the first meeting of the fall term in September.

D. COMPONENTS OF A DEGREE AT VALPARAISO UNIVERSITY

Overview

Valparaiso University is organized into three academic entities: the Undergraduate Division, the Graduate School, and the School of Law. The Undergraduate Division houses four degree-granting colleges: the College of Arts and Sciences, the College of Business Administration, the College of Engineering, and the College of Nursing. Christ College, the honors college of the undergraduate division, does not grant degrees, but does offer a humanities major, a humanities minor, and courses that fulfill components of general education requirements for the undergraduate degrees. Students in Christ College are simultaneously members of one of the degree-granting colleges.

1. THE GRADUATE SCHOOL

The Graduate School at VU now offers more than 25 masters programs. These programs include, but are not limited to, Education, Clinical Mental Health Counseling, International Commerce and Policy, Digital Media, Information Technology Management, and Nursing. Each program has a different curriculum, with different components and different requirements.

Therefore, use of the *Graduate Catalog*, which is found online, coupled with use of the student's degree audit is critical for effective advising.

2. THE UNDERGRADUATE DIVISION

Valparaiso University offers 15 bachelor's degrees. Each of these degrees includes **three** major components:

- 1) General Education
General education provides a broad educational foundation, including requirements in CORE, Theology, Diversity, Science, and Physical Education. Specific requirements vary from degree to degree, but may include courses in Foreign Language, Social Sciences, Mathematics, and Humanities.
- 2) Major(s)
A major provides depth of study in a field of choice.
- 3) Electives
Electives further broaden students' educational experience. This component of a degree is often overlooked or undervalued, but provides a wonderful opportunity for students to expand their horizons and pursue interests outside of their major.

3. Double Dipping

Double dipping is defined as using a single course to fulfill more than one requirement (e.g. a requirement for a major, a minor, or general education)

Below is a list of the restrictions on double dipping. A single course:

- May be used both within a major and for a general education requirement.
- May not be used within both a major and a minor.
- May not be used for two different general education requirements. For example, a Political Science major who takes POLS 130 Comparative Politics may use the course to fulfill both 1) a major requirement and 2) a Social Science OR a Cultural Diversity general education requirement.
- May not be used for an individualized major/minor and any other requirement, except on a limited basis. In other words, courses dedicated toward an individualized major/minor may

not be used for general education requirements or for any other major or minor.

- Restrictions for Interdisciplinary Majors in the College of Arts and Sciences: An additional major requires at least four courses of at least three credits each beyond those courses in the interdisciplinary major. An additional minor requires at least two courses of at least three credits each beyond those courses in the interdisciplinary major. (For details, see the *General Catalog*).
- Restrictions for Interdisciplinary Minors in the College of Arts and Sciences: No more than two courses for these minors may overlap with other requirements whether within general education or within courses in any majors or other minors (See the *General Catalog*).

4. Other Restrictions on the use of Credit for a College of Arts and Sciences Degree

- No more than 15 credits from a professional college may be used toward the minimum 124 credits. Exceptions are the Liberal Arts Business, Bachelor of Music, Business Administration, and Engineering minors. The required credits for these minors may all be counted.
- No more than 16 credits of applied music (i.e. private lessons or ensembles) may be counted.
- No more than 48 credits in any one subject area may be counted. Exceptions are the Bachelor of Music Education, the Bachelor of Music, the Bachelor of Science in Fine Arts, and the English major with a minor in creative or professional writing.

E. GENERAL EDUCATION

1. The Foreign Language Requirement

The easiest way to summarize this requirement is as follows:

The Foreign Language Requirement may be met by:

- Learning a new language—101 and 102 or
- Continuing a language—102 and 203

The foreign language requirement can seem complex because students come in with varying high school foreign language backgrounds. For this reason, it is worth making sure that your advisees understand it. A student's high school experience in foreign language determines what to take at VU to fulfill the requirement.

- a. Students who are starting study of a new language must complete 101 and 102.
- b. Students who plan to continue in a foreign language they studied in high school should take the placement test upon entry to VU. They should then enroll in the course indicated by that placement test.
- c. Students who completed two years of a language in high school must complete the third semester course 203 in that language.
- d. Students testing into 203 should register immediately for this class. Upon satisfactory completion of this course at VU, the transcript will reflect the 4 credits with an earned grade for 203 and 4 credits with no grade (called “retroactive credit”) for the 102 level. This will complete the Arts and Sciences General Education requirement.
- e. Students who test into course 204 or higher and who complete the course will receive the 4 credits with the grade earned for 204 and 4 retroactive credits for 203 and 4 retroactive credits for 102.

Example:

Your student is a social work major and plans to work in Southern California with a large Hispanic population. He has completed 2 years of Spanish in high school but admittedly “knows nothing” (possibly “a bad teacher”) and tests into the FLS 101 level.

Choices:

- 1) Take 101 for elective credit only:
This will not fulfill the general education requirement, but he will earn 4 credits with a grade for 101. Then he will need to complete 102 and 203 to meet the general education requirement and prepare for his future.
- 2) Select a new language and take 101 and 102:
This choice may or may not help his future goal of job and location.

For International Students:

International students, whose native language is not English, studying on a non-immigrant visa, are exempt from the foreign language requirement if they successfully complete the General Education Requirement in Humanities: Literature.

Transfer Credit

Valparaiso University does not give credit for high school foreign language courses. A student may receive credit if he or she earns the required grade on the AP exam.

If students transfer in credit from another University for a 203 course or higher, they do not receive retroactive credit at VU, but will meet the general education requirement.

2. The Natural Science Requirement

Another component of general education that sometimes generates questions is the Natural Sciences general education requirement. Simply stated, the requirement is that:

A science course, in order to count for general education, must be three or more credits and include a lab.

NOTE: Mathematics and Computer Science courses are not defined as natural science courses.

When registering for Psychology (PSY), Physics (PHYS), or Astronomy (ASTR) courses, the lab is a separate 1-credit section; the student must register for both.

Biology (BIO), Chemistry (CHEM), Geomorphology (GEO 104), Meteorology (MET) and Natural Sciences courses (NS) include the lab credit in the 3 or 4-credit lecture section; however, the student must also register for a 0-credit lab section.

Math 110 is a prerequisite for any science course.

3. The Physical Education Requirement

The 1-credit PE requirement must be fulfilled with PE 100. This course is intended for freshmen and for transfer students who have not fulfilled the PE requirement.

Varsity athletes must also take PE 100.

4. Totals for General Education

It is not appropriate to ascribe a specific number of credits to general education because of “double dipping” and the above-discussed general education areas as well as majors and minors of different numbers of

credits. Your student will be much better off if we never say Gen Ed is equal to “X” number of credits.

For example, a problem arises when a student believes that he or she can graduate with a 30-credit major, a 15-credit minor, and the required 48 credits of general education courses. But this does not meet the requirement of a minimum of 124 credits to graduate with a B.A. degree because it totals only 93 credit hours. This is why students must take electives beyond their general education requirements.

NOTE: The total number of a student’s credits is shown at the top of his or her program evaluation (degree audit). There you will find the number of credits that are Needed, Earned, and In Progress.

5. Advising Christ College Students as it affects General Education

The Christ College (honors college) curriculum complements all majors and degree programs at Valparaiso University. All CC students hold concurrent enrollment in the College of Arts and Sciences, Business Administration, Engineering, or Nursing where they earn their degrees.

Completion of programs of study in Christ College leads to graduation with the honors designation Christ College Associate or Christ College Scholar. A student may also earn a complementary major or an academic minor in Humanities with Christ College humanities course work, as indicated in the catalog.

All CC students have a CC advisor as well as an advisor in their major department or professional college. First-year CC students are assigned faculty advisors during Fall Welcome in August. Sophomore, Junior, and Senior Christ College Students see Associate Dean Margaret Franson for advising.

During the advising and pre-registration period each semester, it is usually most efficient for CC students to meet with their CC advisors after they have met with their major advisors and planned their courses.

Many Christ College courses fulfill general education requirements.

Gen. Ed. Requirements

CORE 110

CORE 115

Theology 200

Upper Level Theology Course

Humanities: Philosophy

Christ College Equivalents

CC 110: Texts and Contexts I

CC 115: Texts and Contexts II

CC 215: The Christian Tradition

CC 300 or 325: Seminar cross-listed with Department of Theology as designated

CC 110: Texts and Contexts I

Humanities: Fine & Performing Arts	CC 205: Word & Image
Social Sciences	CC 115: Texts and Contexts II
	CC 255: Interpretation: Self, Culture, Society
Cultural Diversity	CC 300 or 325: Seminar with appropriate topic as designated
Natural Sciences	CC 270: Interpretation in the Natural Sciences may fulfill 4 cr. of the natural sciences requirement

CC courses may often be used to fill electives for any of the other colleges.

F. MAJORS AND MINORS

Although you know about your own major, please refer frequently to the catalog with your student if multiple majors and/or minors are being considered. If a student has formally declared additional majors or minors, then those requirements will appear on the student's program evaluation (degree audit).

1. Major/s

A major may contain as few as 25-30 credits or as many as 52-62 credits. It is difficult to plan more than one of these large majors but it is not unusual to plan two smaller-sized ones.

Remember that no more than 48 credits from any one subject may be counted toward the minimum total credits for a degree. Of course, students may take more than 48 if they have more than the minimum total credits. (See CAPS section, page 25, for a fuller explanation.)

Before saying "Sure, you can plan those two majors," it would be good to see if this is an obtainable goal. The student should therefore meet with advisors for **both** majors.

2. Minor/s

Most minors are 15-18 credits. However, the Business Administration Minor, the largest one, is 31 credits. Here again, help your student refer to the catalog when considering the feasibility of multiple minors. They should contact advisors for each minor.

3. Complementary Majors

There are several "complementary" majors in the catalog. These are majors that cannot be a primary major; they are not "stand alone." These include: Secondary Education; Modern European Studies; Pre-Seminary Studies; Youth, Family, and Education Ministry; and Humanities.

Example:

If a student majored only in secondary education, what would he/she teach? A student must have a primary major in a field (English, History, Math, etc.) to which the secondary education major is attached.

4. Interdisciplinary Majors

An interdisciplinary major is a University-defined set of courses from more than one department. Most frequently the number of credits required for these majors is much higher than for a departmental major. The catalog lists all seven interdisciplinary majors.

Restrictions for Interdisciplinary Majors

A student may combine an additional major or minor with an interdisciplinary major. If there are overlapping courses, the following restrictions apply. An additional major requires at least four courses of at least three credits each beyond those courses in the interdisciplinary major. An additional minor requires at least two courses of at least three credits each beyond those courses in the interdisciplinary major.

An administrative committee for an interdisciplinary major or minor may set further restrictions for their major or minor of desired.

5. Individualized majors and minors

An individualized major or minor is a unique set of interdisciplinary courses that the student creates in close consultation with the advisor and dean. Individualized majors and minors may take the place of departmental programs but catalog information is very important here. Courses taken for this major or minor may not be counted to fulfill any general education or any other major or minor requirements, i.e. these courses may not be used to meet any other graduation requirements. Very careful planning should be the hallmark of these programs. A student may not graduate with both an individualized major and an individualized minor.

6. Multiple Majors or Dual Degrees

There is a large difference between a multiple (dual, second, or double) major and a dual degree. Students sometimes mistakenly think they have a dual degree when they only have a dual major. **A dual major** occurs when a student receives one degree with two or more majors. **A dual degree** occurs when a student earns two *separate* degrees (for example a BA in communications and a BSBA in management.)

The requirements for a second degree are:

- Earn at least 30 semester credits in addition to the total number of semester credits required for the first degree, with at least a 2.0 GPA. Example: 124 credits for a B.A. plus at least 30 credits for the second degree.
- Fulfill the general education requirements for both degrees.
- Fulfill all requirements for both degrees.

NOTE: Students cannot use the major/minor from the first degree for a major/minor in the second degree. The only credits which may fulfill both degrees are the general education credits and electives.

Any student considering a dual degree should declare it early, get it approved by both Deans and advisors, and do early planning using the curriculum change form.

For example, a student pursuing a BSBA in Management and a BA in Spanish must complete all of the requirements for both degrees, must earn 30 credits beyond those required for the first degree and may not use a course in a major/minor in both degrees. The BA in Spanish must include the 40-credit Spanish major or the 30-credit Spanish major plus a separate minor. That minor could not be, for example, the Business Administration Minor or Liberal Arts Business Minor, since many courses are already required for the BSBA degree.

7. Applying ROTC Credit Toward Graduation Requirements

The University offers two programs for the Reserve Officer Training Core (ROTC), one for the Air Force and one for the Army. The policy of applying ROTC credit toward degree requirements varies from college to college.

The College of Arts and Sciences will grant up to sixteen (16) credits of ROTC coursework for free electives only.

The College of Nursing will grant twelve (12) credits of ROTC coursework toward the 12 elective credits required for the B.S.N. degree.

The Colleges of Business Administration and Engineering have a more complex policy. Consult the catalog.

8. Exploratory Students

Although you will probably not have many of these students, you may have an advisee who is uncertain about their major or has declared a major but is still making decisions about the remainder of his or her academic program and plans.

The best way to explore a possible major or minor is to encourage the student to take a first course in that discipline.

Sometimes a student is exploring a change of college, perhaps going from the College of Arts and Sciences to one of the professional colleges (Business Administration, Engineering, or Nursing). If Business Administration or even the large Business Administration Minor (31 credits) is a consideration, then it is important for the student to complete Math 124 and/or 131. Students interested in the College of Engineering or Nursing should contact the dean's office of the appropriate college.

9. Non-Degree Graduate Students

The Graduate School does allow certain students to enter the Graduate School with a non-degree status. This allows an applicant who has otherwise met admission standards to begin graduate work without declaring a program—for a limit of 9 credit hours. These 9 credit hours are determined by the Admission Committee of the Graduate School. Some students are granted non-degree status to allow them an opportunity to establish performance in a particular program. Although non-degree students are advised by the Coordinator of Academic Services, in some cases, advising may be done in tandem with a departmental advisor to ensure that coursework is in accordance with program requirements.

APPENDIX A: Using DataVU

- I. Introduction to DataVU
- II. DataVU for Faculty
- III. Faculty Information
 - A. My Advisees
 - 1. View Student Transcript
 - 2. View Student Schedule
 - 3. Evaluate Program (degree audit)
 - 4. View Student Test Summary
 - 5. View Student Profile
 - 6. Advisee Grades
 - B. Advising Confirmation
 - C. Advisees (List Only)
 - D. Class Roster
 - E. My Class Schedule
 - F. Course Wait List Inquiry
 - G. Search for Sections
 - H. Grading – Midterm and Final
 - I. Tips for Entering Grades
 - J. Student Profile
- IV. Student Progress Reporting
 - A. Unsatisfactory Academic Performance
 - B. 4 Week Freshmen Report (Fall, Spring)
 - C. NCAA Student Report (Fall, Spring)
 - D. Verify Attendances

I. INTRODUCTION TO DATAVU

What is DataVU?

DataVU is the name that Valparaiso University has given to the web interface to its administrative software. It is an intranet site and secured to your name and password, so that only you can see your information, including those students for whom you are the primary advisor.

The information that you view is the most current information because it is taken directly from the administrative system at the moment of your request.

What information can I see on DataVU?

You can view and/or print the following information:

- Your **class schedule** for a specified semester (this will include classroom updates or other changes as we become aware of them)
- Your **course section rosters**.
- **Waitlists** (if there are any) for courses (by course, not by section).
- If you are an advisor, you can see your advisees' schedules, unofficial transcript, grades, test scores (ACT/SAT, AP, placement tests)
- Enter **Midterm and Final Grades** online for your courses.
- Enter information for **student progress reporting**, such as Unsatisfactory Academic Performance, 4th Week Freshman Progress, NCAA Student Report (midterm), and Verify Class Rosters (8th week).
- The program evaluation (degree audit) that will compare the courses your advisees have to their degree requirements and let you know what they still have to complete

What is the DataVU web address?

The direct web site is: <https://datavu.VU.edu/>

You can also click on the link on the Registrar's Office home page:
<http://www.VU.edu/registrar/>

How do I sign on to DataVU?

You sign on by using your VU e-mail user ID and password to access your information. If you need help with your VU e-mail user ID and password, contact the IT Helpdesk
(phone 5678 or e-mail IT.Helpdesk@VU.edu)

Is DataVU available 24/7?

No, it isn't. There are times when the administrative system needs to be backed up and during those times DataVU is not available. These times are:

Monday through Saturday	6:00 a.m. - 7:00 a.m.
Wednesday and Saturday	3:00 a.m. - 7:00 a.m.
Sunday	5:00 a.m. - 12:00 noon

How current is the information that I can look at on DataVU?

The information is current right up to the moment that you press the SUBMIT button. You will get the most up-to-date information possible. Obviously if a student has not yet turned in a form to make a change, then that change is not yet going to be reflected in the database.

Can I look at any student's record?

No, the information on DataVU is secured so that you can view only the records of students for whom you are an advisor. You don't have to be the primary or first major advisor; you could be the advisor for the student's third minor. But the important point is that you **must** be electronically recorded as an advisor for the student on the administrative database.

What's in the future for DataVU?

If there is something that you would like to see added, please let us know!!

ABOUT VU E-MAIL:

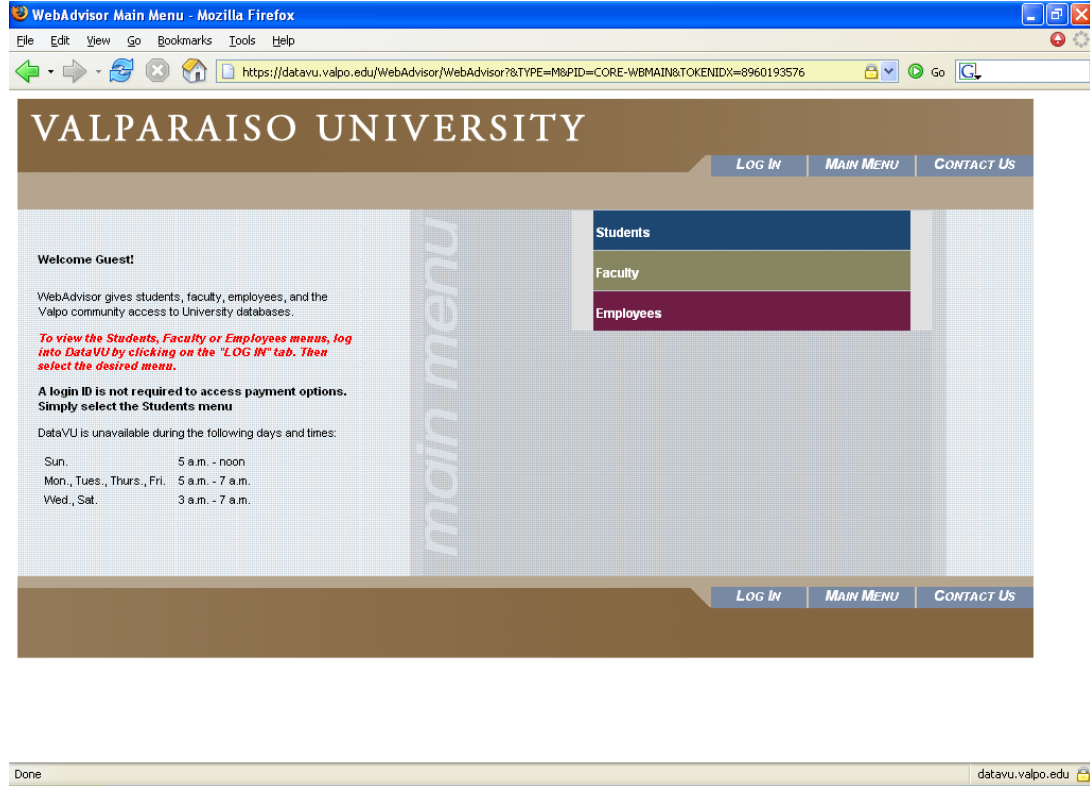
The University uses your VU e-mail address to send important information to you. It is your responsibility to check it regularly. If you want to forward your VU e-mail to another address, please see XX

HINTS

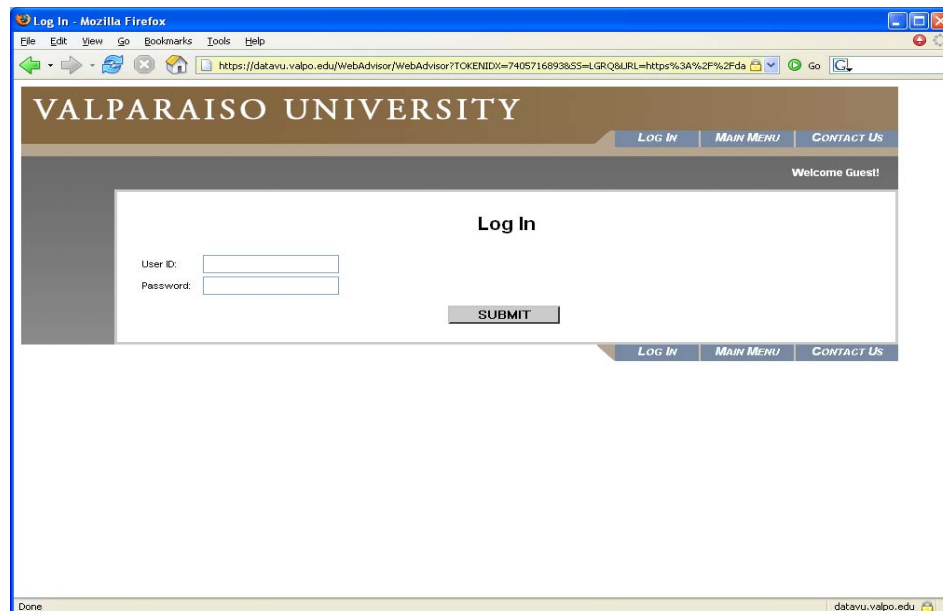
1. The browser BACK button works (it didn't used to) and will save you lots of time, since you won't have to re-initiate a program.
2. Where you have the option to pull down a table of values to make a selection, the first line is often blank so that you can select it to cancel a previous selection that you no longer want.
3. Remember to officially **Log Out** by clicking the Log Out button.

II. DATAVU FOR FACULTY

The first screen that you see after clicking on the DataVU option is the following:

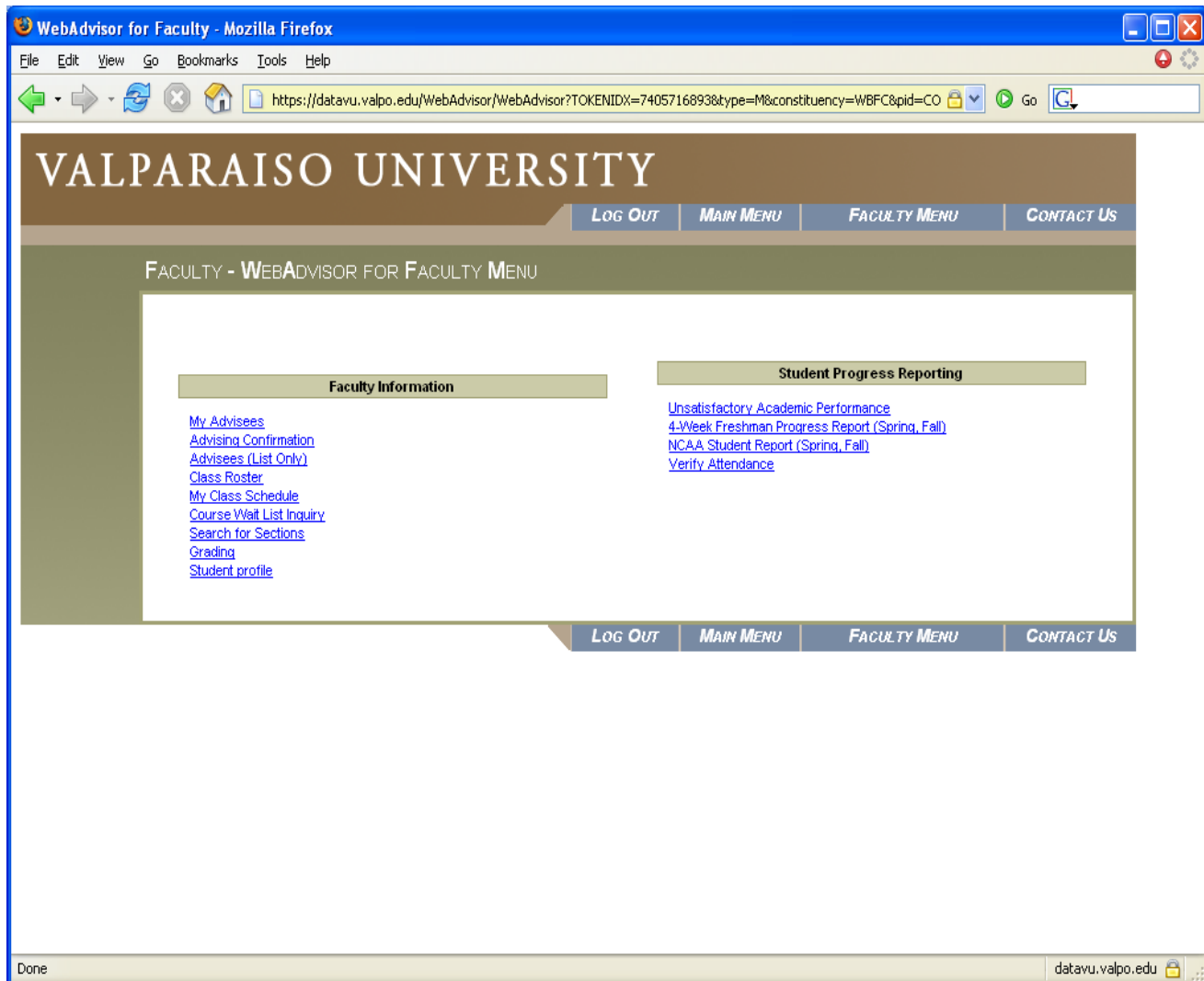


This is the main menu for DataVU. It will always have a reminder of the 'down' times for maintenance and backup of the administrative system. You will need to Log In before you will be able to see any of the menu options under the Faculty section. Click the Log In tab and enter your email user name and password to log in.



III. FACULTY INFORMATION

Next click on 'Faculty' to see the options that you have as a faculty member. The screen will look like the following:



You can see that the Faculty menu is divided into two areas; Faculty Information, on the left side of the screen and Student Progress Reporting on the right.

We will look at each of these options on the following pages.

A. MY ADVISEES

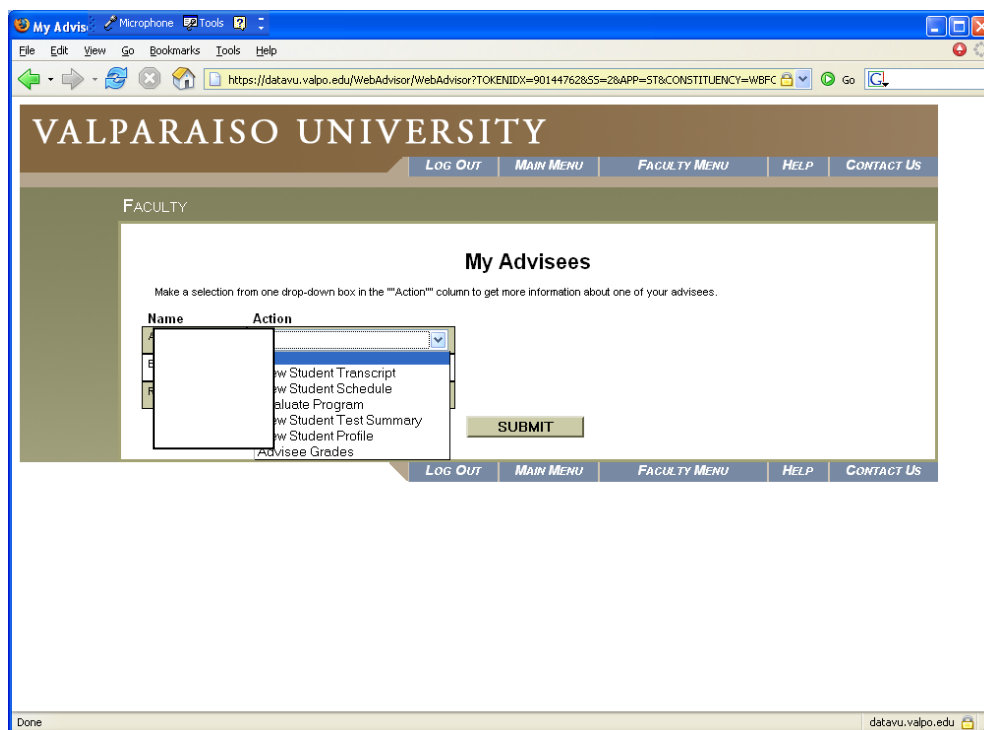
What is the difference between 'My Advisees' and 'Advisees (List Only)'? Well, we paid a lot of extra money to get the functionality of the 'My advisees' option. It is very powerful and will give you a lot of different information about your advisees, depending on which option you choose. The 'Advisees' option is just a listing of students whom you advise.

After you choose 'My Advisees', you must specify a term. This can be done by using the pull-down menu, at the end of the "Term" line to select a term. Terms are designated with the calendar year followed by FA for fall, SP for spring, S1R for Summer I, and S2R for Summer II. In addition, there are specific terms for the 7 week MBA courses (FB1 for Fall I, FB2 for Fall 2, SB1 for Spring 1, and SB2 for Spring 2). After the term has been specified, click on the Submit button. and a listing of your advisees will appear.

The screenshot shows a web browser window titled "My Advisees - Mozilla Firefox". The address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=74057168938&SS=1&APP=ST&CONSTITUENCY=WBFI>. The page header features the Valparaíso University logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "FACULTY" and "My Advisees". It contains a form with a "Term" dropdown menu and a "Start Date" input field. A list of terms is displayed in the dropdown menu, including: 2007 Fall Semester - G/U, 2007 Fall MBA Term 1, 2007 Fall MBA Term 2, 2007 Fall Semester - Law, 2008 Spring Semester - Law, 2007 Summer I - Law, 2007 Summer I Semester - GU, 2007 Summer II Session - G/U, 2007 Summer I - Law, 2007 Spring Semester - G/U, 2007 Spring MBA Term 1, 2007 Spring MBA Term 2, 2007 Spring Semester - Law, 2006 Fall Semester - Law, 2006 Fall Semester - G/U, 2006 Fall MBA Term 1, 2006 Fall MBA Term 2, 2006 Summer I Semester - G/U, and 2006 Summer II Semester - G/U. A "SUBMIT" button is located to the right of the dropdown menu. The footer of the page shows the text "Done" and the URL "datavu.valpo.edu".

If you want to be most current, you can put the current date in Start Date and End Date. If you have had advisee changes at an earlier date in the semester, this will limit your list to your advisees as of the date you enter.

Next you must select the student you are interested in from the “Name” column. Then, from the “Action” column pull-down menu, select the option that you want for that student. (Your list of names will be much longer than this one!)



Some of these screen options are rather long and to see all the information you will have to use the scroll down button. We won't display all of these features but, instead, will describe them to you. Besides, you need to do a little exploring on your own as well.

1. View Student Transcript

You will first need to indicate the 'academic level' that you want to see for the selected student (undergraduate, graduate, or law). Most frequently this will be undergraduate. This option will display all of the courses that the student has completed (but not the ones that the student is currently enrolled in), in chronological order with the grade earned for each course. This is just a straight listing and does not include semester totals. However there are cumulative totals at the end of the listing.

2. View Student Schedule

Again, you need to select a term from the pull-down menu, then the student's schedule for that term will appear, giving you a list of the courses and schedule information. An example screen is given below. If you click on the Course Name and Title, you'll get additional information like the instructor's name and e-mail address, and prerequisites for the course. If

you do that, be sure to go to the bottom of that screen to 'Close Window' to get back to the schedule screen.

VALPARAISO UNIVERSITY

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

Schedule

27

Term
2007 Fall Semester - G/J

Total Registered Credits 17.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MATH-240-A (23423) Statistical Analysis	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Thursday, Friday 02:00PM - 02:50PM, Gellersen Engineering-Mathematics Center, Room 232	4.00			08/28/07
FLF-306-A (24647) Contemp. French Language & Comm	New	08/28/2007-12/21/2007 Lecture Monday, Tuesday, Wednesday, Friday 10:10AM - 11:00AM, Meier Hall, Room 148	4.00			08/28/07
FLF-232-A (24645) French Civ 1870 to the Present	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 12:55PM - 01:45PM, Meier Hall, Room 148	3.00			08/28/07
ECON-326-A (23035) International Economics	New	08/28/2007-12/20/2007 Lecture Tuesday, Thursday 11:50AM - 01:05PM, Meier Hall, Room 140	3.00			08/28/07
ECON-236-A (23032) Comparative Economic Systems	New	08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 09:05AM - 09:55AM, Meier Hall, Room 140	3.00			08/28/07

OK

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Done datavu.valpo.edu

3. Evaluate Program

We commonly call this the student's 'program evaluation (degree audit).' It is a program that matches the courses that the student has taken or is currently taking or will be taking (i.e., is pre-registered for) with the requirements for the degree program. You can select either the student's current program, which is what will be listed, or a different degree program from the pull-down menu by the 'What if I change my program of study' question. Selecting a different program will show you what would be required if the student changed majors (or possibly changed degrees, e.g., from a BS to a BA). This option takes about 10-15 seconds to run out and gather information, so be patient. The results are well worth the effort.

The degree requirements will be laid out in outline format with the general education requirements first, followed by the major requirements and then any additional majors or minors that the student has added. In front of each requirement there is a code to indicate the status of the requirement:

- C Complete (this is the best status!)
- I In progress (the student has completed some but not all components)
- P Pending completion (the requirement will be complete once the student finishes work in progress)
- N Not started
- W Waived (the requirement has been waived. You'll see this occasionally for transfer students)

Viewing the results of the program evaluation (degree audit) takes some getting used to, but once you have seen a few from your particular major it will become more familiar to you. You can use your browser print button to print out the entire program evaluation (degree audit) (not just what you see on a screen).

4. View Student Test Summary

This option will show you the student's ACT or SAT scores as well as any AP, CLEP, or IB test scores that have been submitted. In addition, you will see the results of VU placement exams in chemistry, education, foreign languages, and mathematics.

Test Summary - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=5668094500&SS=38&APP=ST&CONSTITUENCY=WB

Test Summary

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
Sat - Verbal	10/01/04	600			
Sat - Verbal	03/01/04	560			
Sat - Verbal	01/01/04	590			
Sat - Math	10/01/04	570			
Sat - Math	03/01/04	490			
Sat - Math	01/01/04	530			
Sat - Composite	10/01/04	1170			
Sat - Composite	03/01/04	1050			
Sat - Composite	01/01/04	1120			
Act - Science	12/01/03	25			
Act - Reading	12/01/03	28			
Act - Math	12/01/03	20			
Act - English	12/01/03	19			
Act - Composite	12/01/03	23			

Placement Tests	Date Taken	Score	Percentile	Status	Status Date
Latin Placement Exam	06/13/05	5		Accepted	06/14/05
Math Placement Exam	06/13/05	2		Accepted	06/15/05

Other Tests	Date Taken	Score	Percentile	Status	Status Date
AP History, American	06/26/04	4		Accepted	07/08/04
AP English Literature & Comp	06/25/05	3		Notational Only	07/15/05
AP Government & Politics, Amer	06/25/05	4		Accepted	07/15/05
AP Environmental Science	06/26/04	4		Accepted	07/08/04

OK

Done

datavu.valpo.edu

5. View Student Profile

This option gives you a general summary of the student's academic profile, including their name and address, e-mail address, degree program, their majors, minors, advisor names, advisor type (major, minor). The top and bottom of the template are not shown in this example.

An important piece of information is contained in the Notes and Comments section at the bottom. This will indicate whether the student has signed the Honor Code agreement to follow the honor code as a student. It will also show to whom the student has given permission to release academic information.

Student Profile

Student ID:
 Preferred A:

E-mail Address **Type**

Tony.Ocepek@valpo.edu	VU E-Mail
-----------------------	-----------

Phone Number **Extension** **Type**

330-825-5453		Home Telephone
330-858-2087		Cell Phone

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
BA: International Economics & Cultural Affairs	U	BA	05/09		Intl Ec & Culti Affairs, French	Classics CLAS		

Advisor **Advisor Type** **Phone Number** **Extension** **E-mail Address**

Randa J. Duvick	Major	219-464-5169	5169	Randa.Duvick@valpo.edu
Mark S. Farmer	Minor			Mark.Farmer@valpo.edu
Ann F. Trost	3rd Major	219-464-5212	5212	Ann.Trost@valpo.edu

Notes and Comments

HC Honor Code Pledge Signed
RP Parents - Release Acad Info
Release to Thomas and Donna Ocepek

Counselor **Counselor Type** **Phone Number** **Extension** **E-mail Address**

None Specified				
----------------	--	--	--	--

6. Advisee Grades

This option will show you your advisee's grades for any given semester. You'll have to choose the semester that you want to view from a list, then click submit. The grades (midterm also, if appropriate) will be displayed. For example, this is what appears when I select the 2005FA term (note midterm grades also):

VALPARAISO UNIVERSITY

[LOG OUT](#) [MAIN MENU](#) [FACULTY MENU](#) [HELP](#) [CONTACT US](#)

Advisee Grades

Advisor
 Randa J. Duvick

Term **Term GPA**
 2005 Fall Semester - GAJ 3.529

Course Section	Title	Midterm Grade	Final Grade	Credits
CORE-110-V	The Human Experience	B+	A	5.00
FLL-411-A	Latin Prose: Tacitus	B	A-	4.00
FLF-101-A	First Semester French	A	A	4.00
MATH-151-A	Calculus I - Honors	C-	C+	4.00

[LOG OUT](#) [MAIN MENU](#) [FACULTY MENU](#) [HELP](#) [CONTACT US](#)

B. ADVISING CONFIRMATION

This screen is to be used by **primary advisors** (i.e., exploratory, general, or first major advisors) to indicate that they have seen the student for advising purposes for the semester selected. Students will **not** be able to register until their primary advisor has checked off the advising box on this screen. There will be an advising hold on their record until this is done. Only primary advisors can do this and it is done only once per semester. If you mistakenly check off a student whom you still need to advise, please call the Registrar's Office to have the advising hold restored. Once you check the student off and press submit, the student's name will be removed from subsequent listing.

C. ADVISEES (LIST ONLY)

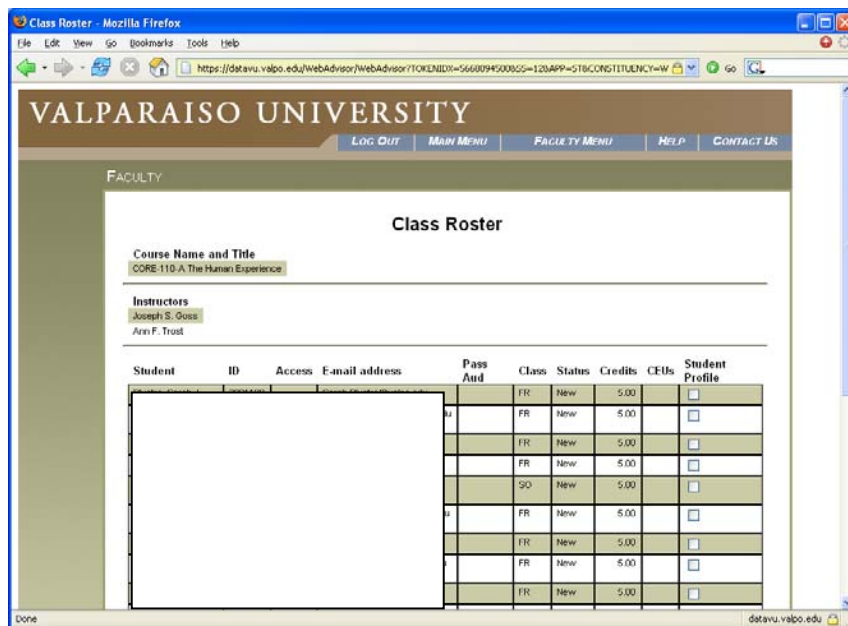
This option provides a listing of your advisees only, displaying in alphabetical order by student's last name the following information: student ID number, name, degree program, cumulative GPA, ungraded credits (i.e., in progress or preregistered), attempted credits (total number of credits attempted including transfer credits or credits by exam), and earned credits (includes only VU credits).

It doesn't matter **what** you are advising the student for (e.g., second major or third minor). If your name is attached to the student's record in any way, that student will show up on this listing.

This is a listing only, it is not an interactive option in any way. There may be students who are no longer in school on your list – contact the Registrar's Office to have them removed.

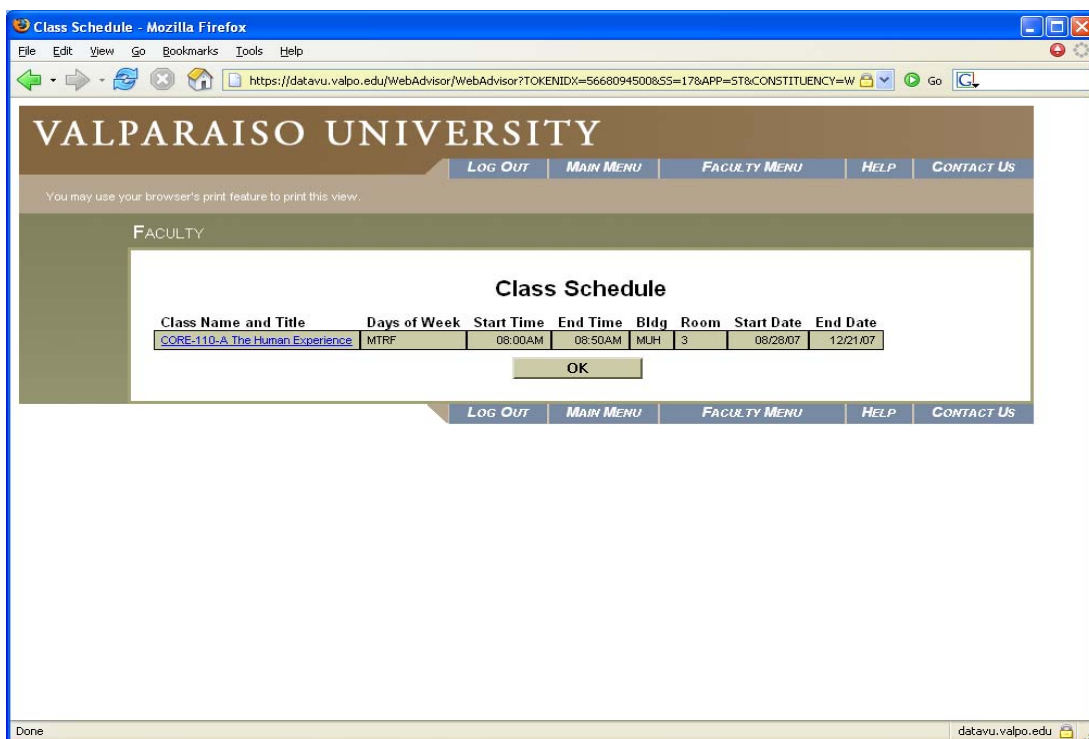
D. CLASS ROSTER

This option will show you your class roster(s) for a given semester. You must first enter the term that you are interested in, then a listing of your semester courses will appear that will give you the meeting times and the building and room that is assigned to your sections. Select the section that you want; the most current roster will appear, showing the students currently enrolled in the course section, along with their ID number, e-mail address, class level, status (i.e., when they registered – N = new preregistration or registration, A = during the drop/add period), the credit hours, and a place to check on student profile if you want to view that information for a given student (see information above on Student Profile). If you print this roster, the entire roster will print, not just what shows on the screen.



E. MY CLASS SCHEDULE

This option is the same one that students have, only it's from **your** perspective and will display **your** schedule for a given semester. You must select the term that you want, then your schedule will appear, giving you summary information on days, time, building, room, start and end date:

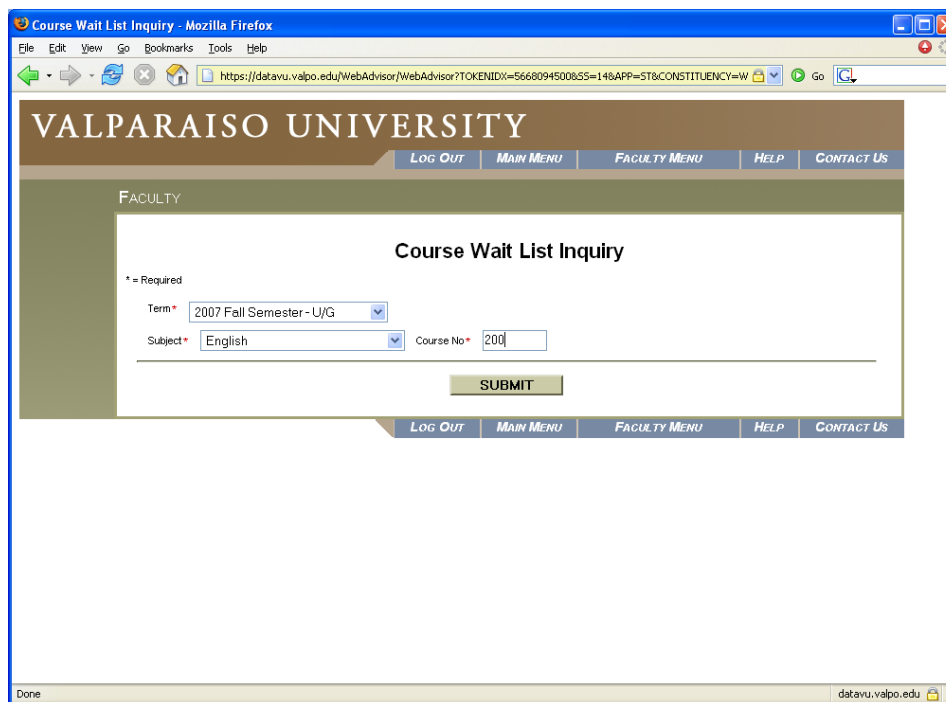


You can click on the Class Name and Title for additional information, just remember to go to the bottom of that page and 'Close Window'.

F. COURSE WAIT LIST INQUIRY

This option allows you to look at the wait list for any course that is offered for a given semester. You are not restricted to courses in your own department. Please note that this is a course wait list inquiry, not a section wait list inquiry. So if the course that is waitlisted has multiple section offerings, you will enter the course number only; the student's section preference will be indicated on this screen.

First you must enter the term, the department, and the course number:



The screenshot shows a web browser window titled "Course Wait List Inquiry - Mozilla Firefox". The address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENID=X=5668094500&SS=14&APP=ST&CONSTITUENCY=W>. The page header features the Valparaíso University logo and navigation links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled "Course Wait List Inquiry" and includes a form with the following fields: "Term" (a dropdown menu showing "2007 Fall Semester - U/G"), "Subject" (a dropdown menu showing "English"), and "Course No" (a text input field containing "200"). A "SUBMIT" button is located below the form. The footer of the page contains the same navigation links as the header.

Then a listing of the students who are on the waitlist will appear showing the course title, student ID number, student name, waitlist status A (active), status date, preferred section, local phone number, and e-mail address. This listing will be in chronological order according to the time that the student was placed on the waitlist unless a department has chosen to prioritize or weight the wait list.

G. SEARCH FOR SECTIONS

This is a search option that allows you to query the courses that are being offered for a given term by limiting the parameters of the search. You must specify the term and also one other criteria – one or more subjects from the pull-down menu (or it can be one specific course section), the course level (100, 200, 300, 400, etc), time parameters (classes meeting after, classes meeting before), day or days, academic level (undergraduate, graduate, law), or instructor's last name (this is another way to get a listing of the courses that you are teaching for a given semester!).

Search for Sections - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://datavv.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=5668094500&SS=18&APP=ST&CONSTITUENCY=W

FACULTY

Search for Sections

Term:

Starting On/After Date: Ending By Date:

Subjects	Course Levels	Course Number	Section
<input type="text" value="Valpo Core"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After: Sections Ending Before:

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

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Done datavv.valpo.edu

The resolution screen will give you a listing of the courses that fit your request and will include the term, the status of the course (open, closed, waitlisted), the section name and title, meeting information (building, room, days, time), the instructor's name, the available/capacity/waitlist seats, the credit hours for that section, and the academic level (undergraduate, graduate, law). The more criteria that you put in, the more that you will limit the search, and the fewer courses will be selected.

Section Selection Results - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://datavv.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=5668094500&SS=20&APP=ST&CONSTITUENCY=W

Section Selection Results

<< Prev. Next >> Jump Page 1 of 3

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs	Academic Level
2007 Fall Semester - GAU	Closed	CORE-110-AA (22893) The Human Experience		08/28/2007-12/21/2007 Lecture Monday, Tuesday, Thursday, Friday 09:00AM - 09:50AM, Mueller Hall, Room 3	J. Goss, A. Trost	0 / 18 / 0	5.00		Undergraduate
2007 Fall Semester - GAU	Open	CORE-110-AA (22894) The Human Experience		08/28/2007-12/20/2007 Lecture Tuesday, Thursday 11:50AM - 01:45PM, Mueller Hall, Room 6B	L. Grantz	7 / 18 / 0	5.00		Undergraduate
2007 Fall Semester - GAU	Open	CORE-110-B (22895) The Human Experience		08/28/2007-12/21/2007 Lecture Monday, Tuesday, Wednesday, Friday 09:00AM - 09:50AM, Mueller Hall, Room 8	K. Ostoyich	2 / 18 / 0	5.00		Undergraduate
2007 Fall Semester - GAU	Closed	CORE-110-BB (22896) The Human Experience		08/29/2007-12/19/2007 Lecture Monday, Wednesday 11:50AM - 01:45PM, Mueller Hall, Room 10	B. Kies	0 / 18 / 0	5.00		Undergraduate
2007 Fall Semester - GAU	Closed	CORE-110-C (22897) The Human Experience		08/28/2007-12/20/2007 Lecture Tuesday, Thursday 09:05AM - 11:00AM, Guild Hall, Room 115	A. Bloom	0 / 18 / 0	5.00		Undergraduate
2007 Fall Semester - GAU	Open	CORE-110-CC (22898) The Human Experience		08/29/2007-12/19/2007 Lecture Monday, Wednesday 09:05AM - 11:00AM, Guild Hall, Room 115	B. Kies	1 / 18 / 0	5.00		Undergraduate

javascript:void(0); datavv.valpo.edu

HINT: If you are looking for open lab sections to a course, do not put in course BIO 125 for your search since the lab sections are actually course BIO 125L, for example. Instead, do a search for the subject (BIO) and the course level (100). You'll get all of the level 100 courses in biology, but also all of the lab sections:

The screenshot shows a web browser window with the title 'Section S' and a microphone icon. The address bar shows a URL from datav.u.valpo.edu. The main content area is titled 'Section Selection Results' and displays a table with the following columns: Term, Status, Section Name and Title, Location, Meeting Information, Faculty, Available Capacity/Waitlist, Credits, CEUs, and Academic Level. The table lists six sections for the 2007 Fall Semester - GIJ.

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available Capacity/Waitlist	Credits	CEUs	Academic Level
1	2007 Fall Semester - GIJ	Open	BIO-125-A (22696) Biotechnology		08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 09:05AM - 09:55AM, Neils Science Center, Room 234	G. Hicks	4 / 48 / 0	4.00		Undergraduate
2	2007 Fall Semester - GIJ	Open	BIO-125L-B (22697) Biotechnology Lab		08/28/2007-12/18/2007 Tuesday 09:05AM - 11:00AM, Neils Science Center, Room 205	G. Dulin	2 / 24 / 0	0.00		Undergraduate
3	2007 Fall Semester - GIJ	Open	BIO-125L-C (22698) Biotechnology Lab		08/29/2007-12/19/2007 Wednesday 02:00PM - 03:55PM, Neils Science Center, Room 205	G. Dulin	3 / 24 / 0	0.00		Undergraduate
4	2007 Fall Semester - GIJ	Waitlisted	BIO-151-A (22699) Human Anatomy & Physiology I		08/29/2007-12/21/2007 Lecture Monday, Wednesday, Friday 10:10AM - 11:00AM, Neils Science Center, Room 234	B. Scaglione-Sewell	-8 / 120 / 8	4.00		Undergraduate
5	2007 Fall Semester - GIJ	Open	BIO-151L-B (22700) Human Anat & Phys Lab I		09/03/2007-12/17/2007 Lab (no credit) Monday 01:00PM - 03:30PM, Neils Science Center, Room 306	B. Scaglione-Sewell	9 / 24 / 0	0.00		Undergraduate
6	2007 Fall Semester - GIJ	Waitlisted	BIO-151L-C (22701) Human Anat & Phys Lab I		08/28/2007-12/18/2007 Lab (no credit) Tuesday 08:00AM - 10:30AM, Neils	D. Gillisple, B. Scaglione-Sewell	-4 / 24 / 3	0.00		Undergraduate

This same option is available to students also and to the general public without using a password from the Registrar's Office menu (Class Seat Availability) at:

<http://www.VU.edu/registrar/>

H. GRADING – MIDTERM AND FINAL

The 'Grading (Midterm and Final)' option on DataVU will allow you to enter either midterm or final grades on the web. This option allows you to enter grades at times outside of regular office hours for the Registrar's Office and is available at all times **except** during the planned maintenance hours:

Sunday	5:00 a.m. - 12:00 noon
Monday, Tuesday, Thursday, Friday	5:00 a.m. - 7:00 a.m.
Wednesday and Saturday	3:00 a.m. - 7:00 a.m.

After entering the term for which you wish to submit grades, the next screen will ask you to **select either midterm or final grades and the course** that you wish to grade. The screen looks like this (except you'll probably have more than one class listed):

VALPARAISO UNIVERSITY

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

Grading

Final or Midterm/Intermediate Grading: Final

Choose One	Class Name and Midterm/Intermediate Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	CORE-110-A The Human Experience	08/28/07	12/21/07	MUH	3	08:00AM - 08:50AM	MTRF	2007FA

SUBMIT

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

Done datavu.valpo.edu

Press the SUBMIT button to get the listing of students to be graded. If you are entering midterm grades, the screen will look like this:

VALPARAISO UNIVERSITY

LOG OUT MAIN MENU FACULTY MENU HELP CONTACT US

FACULTY

Midterm Grading

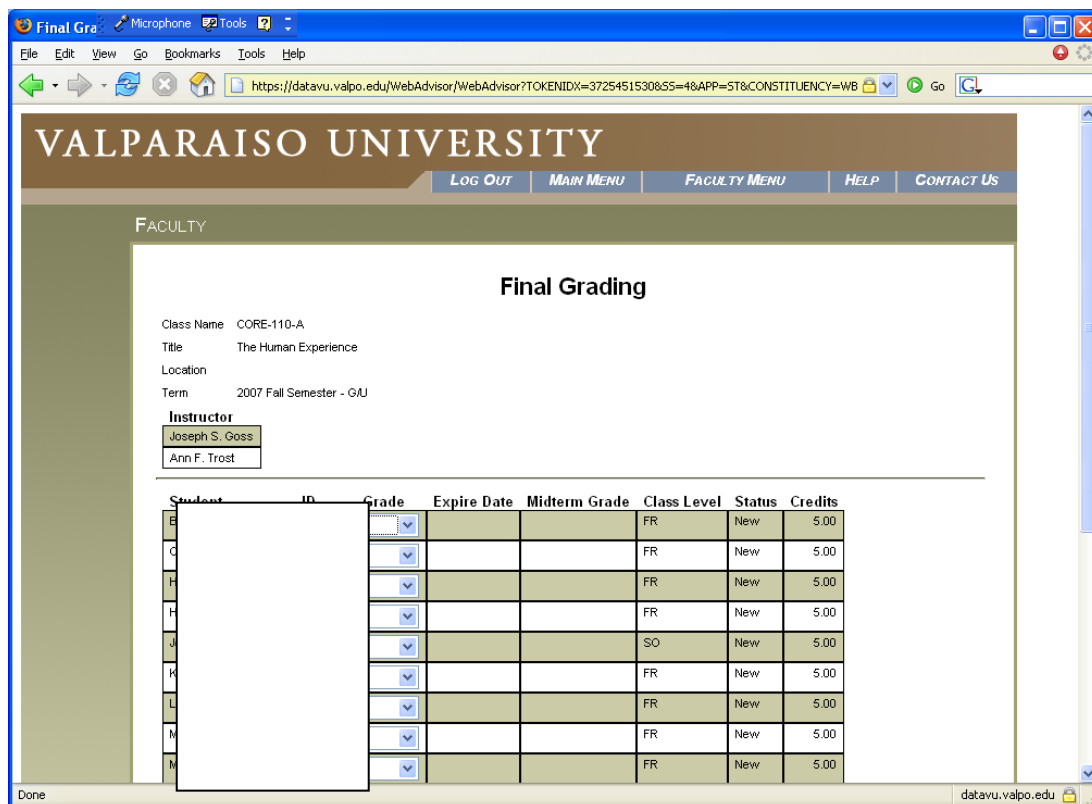
Class Name: CORE-110-A
Title: The Human Experience
Location:
Term: 2007 Fall Semester - GAJ

Instructor
Joseph S. Goss
Ann F. Trost

Student	ID	Midterm Grade	Class	Status	Credits
		FR	FR	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00
		SO	SO	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00
		FR	FR	New	5.00

Done datavu.valpo.edu

If you are entering final grades, the screen will look like this:



Midterm grades will be displayed if they have been previously entered when you are on the final grade entry screen.

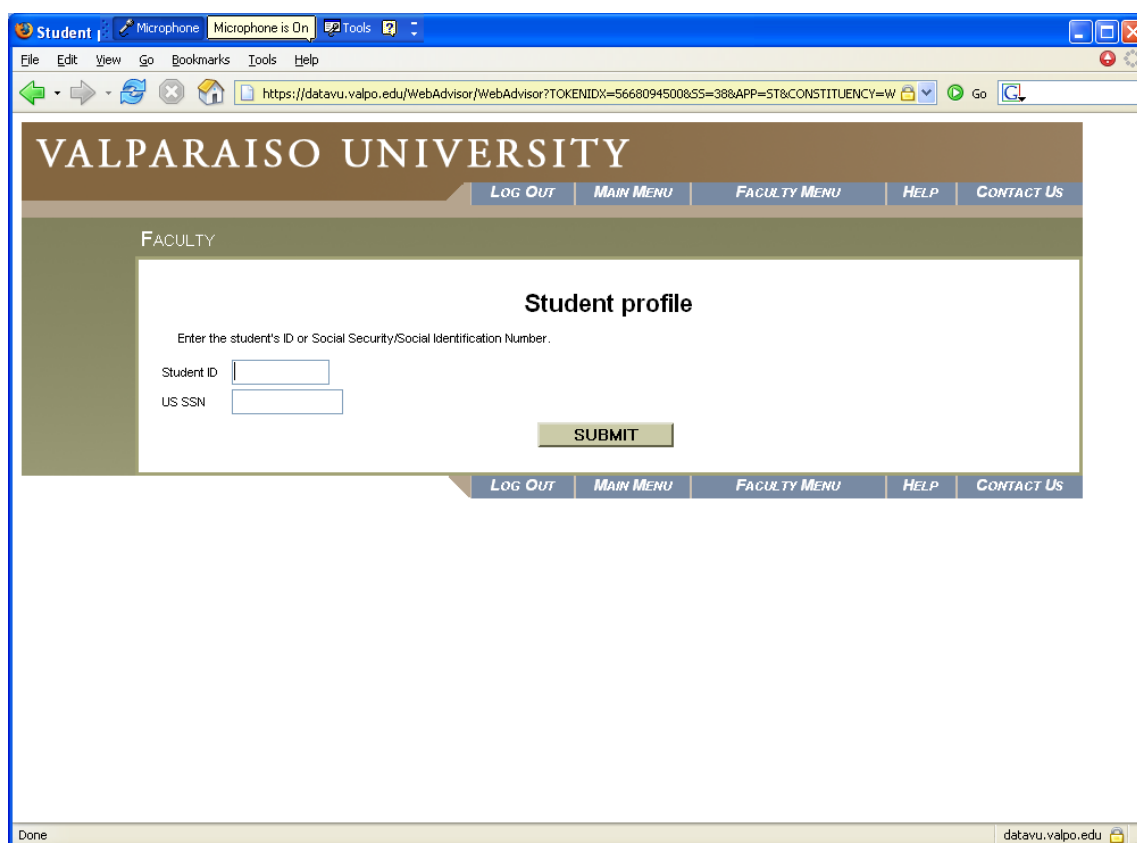
I. TIPS FOR ENTERING GRADES

1. Place your cursor on the grade field to pull down the available grades. Click on the grade you wish to enter. You can also type in the grade you wish to enter, but may need to press the letter grade key to get "+" or "-" attached to the grade.
2. **Use the TAB key to move to the next student.**
3. **Do NOT use the wheel on your mouse to scroll down to the next student.** With the cursor in the grade field, you are actually scrolling through the grades and will change the grade that you intended to assign to the student.
4. When you are finished, press SUBMIT at the end of the class list. You must do this to record your grades. Check to see if the grades have been submitted by going back into that class option for grading. You will see the grades that you entered if they have been successfully entered. If you don't see them, then you will have to re-enter your grades.

5. If you have a large section to enter, put part of the grades in and press SUBMIT. There is a time limit of 10 minutes to process information, so if you haven't pressed SUBMIT in 10 minutes you will be timed out and will need to start over. We are looking into extending the time limit during the period for entering final grades.
6. Always check to make sure that your grades have been recorded by going back into the course section to see if the grades are there.

J. STUDENT PROFILE

To use this screen, you will need to know the student's VU ID number (or SSN which we do not use as an identifier).



The screenshot shows a web browser window with the Valparaíso University WebAdvisor interface. The browser's address bar displays the URL: <https://datavu.valpo.edu/WebAdvisor/WebAdvisor?TOKENIDX=5668094500&SS=38&APP=ST&CONSTITUENCY=W>. The page header features the Valparaíso University logo and a navigation menu with links: LOG OUT, MAIN MENU, FACULTY MENU, HELP, and CONTACT US. The main content area is titled 'FACULTY' and contains a 'Student profile' section. This section prompts the user to 'Enter the student's ID or Social Security/Social Identification Number.' and includes two input fields: 'Student ID' and 'US SSN'. A 'SUBMIT' button is positioned below these fields. The same navigation menu is repeated at the bottom of the content area. The browser's status bar at the bottom shows 'Done' and the address 'datavu.valpo.edu'.

It's probably a lot easier to use the 'Student Profile' option under 'My Advisees' or 'Class Roster' since you will have the student names listed on the screen for those two options. It is the same information that is displayed no matter which way you get to this screen.

IV. STUDENT PROGRESS REPORTING

These options are used as part of our efforts to track students progress and to get them the help that they might need in a timely fashion as part of our overall retention strategy. Each will be described; each follows the same general format. If you have questions on their specific use, please contact the Registrar's Office.

A. Unsatisfactory Academic Performance

This option may be used for any student at any point in the semester. Usually instructors have tried to help or contact students informally before using this formal reporting option. Using this option will document that you have reported to the student what needs to be done to improve coursework and will alert others that help is needed.

You must select the term, then the course section, then the student or students in that section that you wish the report to go to. You may enter any or all of the following: current course grade, attendance, participation, and two fields for comments. The first three are pull-down selections, the last two are free text entry. You may do multiple students or one at a time.

Student Name	ID	CI	Cr	Sports	Grd	Attendance	Participation	Comments re: quizzes, exams
		FR	5.00					
		FR	5.00					
		FR	5.00					
		FR	5.00					
		SO	5.00					
		FR	5.00					
		FR	5.00					

When you are done, click SUBMIT at the bottom. An e-mail will be sent to the student **from you** with copies to you (save it!), the student's advisor, the department chair of the student's advisor, their academic dean, and the Dean of Students. The e-mails are batched and sent once a day shortly after midnight to the people listed above.

If you need to send a second notice, simply type over the first information (or delete it). E-mail messages will be sent only to the students with a new message and **not re-sent** for previous messages.

B. 4 Week Freshmen Report (Fall, Spring)

This report uses the same format as the Unsatisfactory Academic Performance, but is for freshmen only. The Registrar's Office will send an e-mail out to faculty, asking you to fill out this option for freshmen only (and only freshmen should show up on this option) at the fourth week of the semester.

Currently (8/07), this information is NOT e-mailed to anyone, but collected, collated, and returned to student advisors and deans to help them identify students who need early intervention and help before it is too late in the semester.

However, we are working on an update to this portion that WILL email your data entries to the student and the student's advisor, the department chair of the student's advisor, the student's academic dean, and the Dean of Students. You will also receive a copy. Watch for an email notification to use this report. This option will be available for the 3rd and 4th weeks of the semester.

C. NCAA Student Report (Fall, Spring)

This report also uses the same recording format. At the time that you report midterm grades for freshmen, you will need to report on student-athletes using this option. Again, only the student-athletes in your course sections should show up on this option. If you don't have any, then no names will show up. But check regularly, because sports rosters change almost daily.

D. Verify Attendance

This option is used after the deadline to withdraw from a course section, the 8th week of classes. The Registrar will send out rosters and an e-mail to have you verify that the listing of students is accurate for each of your classes.

Place a **check mark** next to the names of students who are **NOT attending** (or have not attended) class. You may add comments if you think that will be helpful. This is not sent directly to the student, but used by the Registrar's Office to notify students who are not attending and to give them information on their options, if any.

APPENDIX B: Overview of Federal Regulations Pertaining to International Students

**NOTE: The regulations cited (8 CFR 214.2 [f]) are for F-1 students.
J-1 exchange students have similar requirements.**

The Office of International Programs has summarized the legislation regarding international students as pertaining to VU students. The summary points are followed by the referenced legislation in text boxes. Please note that this is not a complete list. We chose to include special topics that would affect academic advisors when advising international students. If you have questions please contact our office at 464-5333 for details.

NOTE: The glossary at the end of this appendix lists abbreviations and acronyms.

FULL COURSE OF STUDY REQUIREMENT

- In order to maintain their legal status, international (F-1 and J-1) students must complete a full course of study (i.e. full course load) each semester.
- Graduate students at Valparaiso University are considered full-time when they register and complete at least 8 credit hours each semester.
- Undergraduate students are required to register and complete at least 12 credit hours each semester.
- INTERLINK students are required to take at least 18 clock hours of attendance a week to be considered full time. INTERLINK is a private English language center housed at VU.
- Only one online course may be counted towards the full course of study requirement. If there is only once course left to complete the degree requirement, that course may not be an online or distance learning course. If that situation arises, please have the student contact the Office of International Programs. Also, there are certain cases where a sponsoring agency may not allow *any* online courses to count.

8CFR 214.2 (f)

(6) Full course of study

(i) - General. Successful completion of the full course of study must lead to the attainment of a specific educational or professional objective. A course of study at an institution not approved for attendance by foreign students as provided in [§ 214.3\(a\)\(3\)](#) does not satisfy this requirement. A full course of study as required by section 101(a)(15)(F)(i) of the Act means:

(A) - Postgraduate study or postdoctoral study at a college or university, or undergraduate or postgraduate study at a conservatory or religious seminary, certified by a DSO as a full

course of study;

(B) - Undergraduate study at a college or university, certified by a school official to consist of at least twelve semester or quarter hours of instruction per academic term in those institutions using standard semester, trimester, or quarter hour systems, where all undergraduate students who are enrolled for a minimum of twelve semester or quarter hours are charged full-time tuition or are considered full-time for other administrative purposes, or its equivalent (as determined by the district director in the school approval process), except when the student needs a lesser course load to complete the course of study during the current term;

(D) - Study in any other language, liberal arts, fine arts, or other nonvocational training program, certified by a designated school official to consist of at least eighteen clock hours of attendance a week if the dominant part of the course of study consists of classroom instruction, or to consist of at least twenty-two clock hours a week if the dominant part of the course of study consists of laboratory work; or

(F) Notwithstanding paragraphs (f)(6)(i)(A) and (f)(6)(i)(B) of this section, an alien who has been granted employment authorization pursuant to the terms of a document issued by the Commissioner under paragraphs (f)(9)(i) or (f)(9)(ii) of this section and published in the Federal Register shall be deemed to be engaged in a full course of study if he or she remains registered for no less than the number of semester or quarter hours of instruction per academic term specified by the Commissioner in the notice for the validity period of such employment authorization.

(G) For F 1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F 1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

(H) On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

EXCEPTIONS TO THE FULL-COURSE-OF-STUDY REQUIREMENT

Authorization of Reduced Course Load (RCL)

An advisor at the Office of International Programs must authorize a drop below full course load and update the student's immigration record prior to the student reducing his or her course load. A student who drops below a full course of study without the prior approval of an OIP advisor will be considered out of status, i.e. illegally in the U.S.. Please complete an *Academic Advisor's Recommendation Form for Reduced Course Load* and send it to the Office of International Programs. You can get this form at http://www.valpo.edu/international/iss_forms.

RCL can be granted for the following 6 reasons:

1. Illness or Medical Condition
2. Initial Difficulty with English Language
3. Initial Difficulty with Reading Requirements
4. Unfamiliarity with American Teaching Methods
5. Improper Course Level Placement
6. To Complete Degree Requirements in the Current Term

PLEASE NOTE:

- RCL authorization can only be granted to a student only once per academic level, except in the case of a medical condition.
- A reduced course load must consist of half the credit hours required for a full course of study, except in the case of a medical condition or during the student's final term of study.

8 C.F.R. § [214.2\(f\)\(6\)\(iii\)](#)

(iii) Reduced course load. The designated school official may allow an F 1 student to engage in less than a full course of study as provided in this paragraph (f)(6)(iii). Except as otherwise noted, a reduced course load must consist of at least six semester or quarter hours, or half the clock hours required for a full course of study. A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. On-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship is deemed to be part of the academic program of a student otherwise taking a full course of study.

(Paragraph (f)(6)(iii) revised effective 1/1/03; 67 FR 76256 ([PDF](#)))

(A) Academic difficulties. The DSO may authorize a reduced course load on account of a student's initial difficulty with the English language or reading requirements, unfamiliarity with US teaching methods, or improper course level placement. The student must resume a full course of study at the next available term, session, or semester, excluding a summer session, in order to maintain student status. A student previously authorized to drop below a full course of study due to academic difficulties is not eligible for a second authorization by the DSO due to academic difficulties while pursuing a course of study at that program level. A student authorized to drop below a full course of study for academic difficulties while pursuing a course of study at a particular program level may still be authorized for a reduced course load due to an illness medical condition as provided for in paragraph (B) of this section.

(B) Medical conditions. The DSO may authorize a reduced course load (or, if necessary, no course load) due to a student's temporary illness or medical condition for a period of time not to exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. The student must provide current medical documentation and the DSO must reauthorize the drop below full course of study each new term, session, or semester. A student previously authorized to drop below a full course of study due to illness or medical condition for an aggregate of 12 months may not be authorized by a DSO to reduce his or her course load on subsequent occasions while pursuing a course of study at the same program level. A student may be authorized to reduce course load for a reason of illness or medical condition on more than one occasion while pursuing a course of study, so long as the aggregate period of that authorization does not exceed 12 months.

(C) Completion of course of study. The DSO may authorize a reduced course load in the student's final term, semester, or session if fewer courses are needed to complete the course

of study. If the student is not required to take any additional courses to satisfy the requirements for completion, but continues to be enrolled for administrative purposes, the student is considered to have completed the course of study and must take action to maintain status. Such action may include application for change of status or departure from the US

(E) SEVIS reporting requirements. In order for a student to be authorized to drop below a full course of study, the DSO must update SEVIS prior to the student reducing his or her course load. The DSO must update SEVIS with the date, reason for authorization, and the start date of the next term or session. The DSO must also notify SEVIS within 21 days of the student's commencement of a full course of study. If an extension of the program end date is required due to the drop below a full course of study, the DSO must update SEVIS by completing a new SEVIS Form I-20 with the new program end date in accordance with paragraph (f)(7) of this section.

Other Exceptions

- Summer session—a student is not required to take classes during summer session, unless he/she is a new initial student with a program start date set to begin during the summer session. In which case, the student must be physically present on campus and enroll full-time for that specific session (Summer I or II). [8 C.F.R. 214.2 (f)(5)(iii), SEVP F-1 Transfer FAQ, item 7.1.]
- Students who are authorized by the Office of International Programs to engage in full-time internships or co-ops (Curricular Practical Training-CPT) are considered to be maintaining their full-time status.
- Concurrent enrollment-- F-1 students can be enrolled in two different SEVIS-approved F-1 schools at the same time, as long as the enrollment in both schools amounts to a full time course of study.

EXTENSION OF STAY

International students must complete their program before the expiration date noted on their immigration documents. If they are unable to complete the program by that date, they must apply for an extension of stay from the Office of International Programs **prior to** the expiration date. They are eligible for an extension if they have been maintaining their immigration status, and have been making normal progress toward completion of their degree.

Acceptable reasons for an extension include (but are not limited to):

- Delays caused by a change in the student's major field of study
- Delays caused by lost credits upon transfer to VU
- The original length of time given for completion was not sufficient.

Note:

- Delays caused by academic probation or suspension are not acceptable reasons for program extension.
- Program extension cannot be granted once a student's degree requirements have been met.

In order to determine a student's eligibility for an extension, the academic advisor must complete an *Extension of Stay Form*. This form can be found at http://www.valpo.edu/international/iss_forms.

8CFR 214.2 (f) 7

(i) General. An F 1 student who is admitted for duration of status is not required to apply for extension of stay as long as the student is maintaining status and making normal progress toward completion of his or her educational objective. An F 1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply prior to the program end date for a program extension pursuant to paragraph (f)(7)(iii) of this section.

(ii) Report date and program completion date on Form I-20. When determining the report date on the Form I-20, the DSO may choose a reasonable date to accommodate a student's need to be in attendance for required activities at the school prior to the actual start of classes. Such required activities may include, but are not limited to, research projects and orientation sessions. However, for purposes of employment, the DSO may not indicate a report date more than 30 days prior to the start of classes. When determining the program completion date on Form I-20, the DSO should make a reasonable estimate based upon the time an average student would need to complete a similar program in the same discipline.

(iii) Program extension for students in lawful status. An F 1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20. An F 1 student who is unable to complete the educational program within the time listed on Form I-20 and who is ineligible for program extension pursuant to this paragraph (f)(7) is considered out of status. If eligible, the student may apply for reinstatement under the provisions of paragraph (f)(16) of this section.

SCHOOL TRANSFER

International students may transfer to another U.S. institution by following certain notification procedure (8CFR 214.2 (f) 8). Please ask your advisee to seek assistance at the Office of International Programs.

EMPLOYMENT

Employment means the rendering of services on either a part-time or full-time basis for any type of compensation (financial or other). Employment is only available to international students who are in lawful immigration

status, and only after proper authorization is granted. There are restrictions attached to employment and students should consult the Office of International Programs about the rules and restrictions. Working illegally in the U.S. is a serious violation of international students' immigration status and may result in deportation.

On-Campus Employment

- On-Campus employment is defined as employment which provides a paycheck from Valparaiso University. During fall or spring semester, an international student may work a maximum of 20 hours per week. If a student has several jobs, the total work hours may not exceed 20 hours per week. During official school/summer breaks, on-campus employment may be full-time for students who register for the following semester.
- Once a student completes his/her program requirement (usually it is the last day of class), (s)he may not work on campus any more. However, if the student has been issued a new I-20 immigration document from VU for a new degree program and intends to register the following semester, (s)he may continue on-campus employment.
- Students who are on a dual-admission I-20 are not eligible to work on-campus until they complete their language requirement at INTERLINK.

Off-Campus Employment

Employment is a "benefit" for international students, which means students must be in legal status to be eligible to apply.

Internships, practicums, and co-op programs (Curricular Practical Training –CPT)

CPT is authorization for employment that is an integral part of an established curriculum in the student's major field of study. It is not meant to be a way to create special employment opportunities for international students. For a student to participate, the academic advisor must complete the CPT recommendation form, which can be found at: http://www.valpo.edu/international/assets/docs/cpt_app_advisor_form.pdf. The Office of International Program will then determine whether this employment meets the requirements of Department of Homeland Security.

- Before (s)he begins work a student must obtain work authorization for CPT from the Office of International Programs. The work must be "an integral part of an established curriculum" and must be directly related to the student's major field of study, defined as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school" (federal regulation 8CFR214.2(f)(10)). This cooperative agreement is formalized through an Internship/Practicum/Co-Op course in which the student enrolls.

- Curricular Practical Training may be full-time or part-time. Employment for more than 20 hours per week is considered full-time. Students participating in full-time CPT are not required to enroll for a full course of study. The student must register for and complete an internship, practicum, or Co-op course during the semester (s)he is on CPT.
 - Students registered for part-time CPT during fall or spring semester must also be registered for a full course of study to maintain their F-1 status. Students in part-time CPT during summer vacation do not need to register full time. Again, the student must register for and complete an internship, practicum, or Co-op course during the semester he is on CPT.
 - A student may not begin employment prior to obtaining CPT authorization from OIP;
 - A student may not work prior to the date authorized, or beyond the dates authorized, as indicated on the new I-20 immigration document.
 - A student may only work for the employer indicated on the new I-20.
 - A student must register for and complete the course related to the CPT. Failure to do so will make the student fall out-of-status.
- If there is a change in the dates and employer, the student must contact OIP immediately. New paperwork will be needed before a student may start working for the new employer.

Employment after graduation—Optional Practical Training (OPT)

OPT is work authorization granted by the Department of Homeland Security for international students to work in a job related to their major field of study. Unlike Curricular Practical Training, a job offer is not required and the student does not need to register for a course for the employment. The academic advisor must complete a recommendation form for OPT. This form is available at:

http://www.valpo.edu/international/iss_forms

8 CFR 214.2 (f) 9 (i)

(i) On-campus employment.

On-campus employment must either be performed on the school's premises, (including on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location which is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company building a school building, which do not provide direct student services is not deemed on-campus employment for the purposes of this paragraph. In the case of off-campus locations, the educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment must be an integral part of the student's educational program. Employment authorized under this paragraph must not exceed 20 hours a week while school is in session, unless the Commissioner suspends the applicability of this limitation due to emergent circumstances, as determined by the Commissioner, by means of notice in the Federal Register, the student demonstrates to the DSO that the employment is necessary to avoid severe economic hardship resulting from the emergent circumstances, and the DSO notates the Form I-20 in accordance with the Federal Register document. An F 1 student may, however, work on campus full-time when school is not in session or during the annual vacation. A student who has been issued a Form I-20 A-B to begin a new program in accordance with the provision of [8 CFR 214.3\(k\)](#) and who intends to enroll for the next regular academic year, term, or session at the institution which issued the Form I-20 A-B may continue on-campus employment incident to status. Otherwise, an F 1 student may not engage in on-campus employment after completing a course of study, except employment for practical training as authorized under paragraph (f)(10) of this section. An F 1 student may engage in any on-campus employment authorized under this paragraph which will not displace United States residents. In the case of a transfer in SEVIS, the student may only engage in on-campus employment at the school having jurisdiction over the student's SEVIS record. Upon initial entry to begin a new course of study, an F 1 student may not begin on-campus employment more than 30 days prior to the actual start of classes.

8CFR214.2(f) (10) (i)

Practical training may be authorized to an F 1 student who has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training, and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available:

(i) Curricular practical training programs. An F 1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

(ii) Optional practical training

(A) General. A student may apply to the Service for authorization for temporary employment for optional practical training directly related to the student's major area of study. The student may not begin optional practical training until the date indicated on his or her employment authorization document, Form I-766 or Form 688B. A student may submit an application for authorization to engage in optional practical training up to 90 days prior to being enrolled for one full academic year, provided that the period of employment will not begin until after the completion of the full academic year as indicated by the DSO. A student may be granted authorization to engage in temporary employment for optional practical training:

(1) During the student's annual vacation and at other times when school is not in session, if the student is currently enrolled, and is eligible for registration and intends to register for the next term or session;

(2) While school is in session, provided that practical training does not exceed 20 hours a week while school is in session; or

(3) After completion of the course of study, or, for a student in a bachelor's, master's, or doctoral degree program, after completion of all course requirements for the degree (excluding thesis or equivalent). Continued enrollment, for the school's administrative purposes, after all requirements for the degree have been met does not preclude eligibility for optional practical training. However, optional practical training must be requested prior to the completion of all course requirements for the degree or prior to the completion of the course of study. A student must complete all practical training within a 14-month period following the completion of study.

(C) Request for authorization for practical training. A request for authorization to accept practical training must be made to the designated school official (DSO) of the school the student is authorized to attend on Form I-538, accompanied by his or her current Form I-20 ID.

NOTE:

- If a student is planning for a leave of absence or will withdraw from classes, please contact the Office of International Programs before action is taken.
- If a student is about to be suspended or expelled, please notify the director of International Students and Scholars immediately so we may find ways to help the student to maintain his/her legal status.
- If you are aware that a student has changed his/her major or moved to a new address, please advise the student to notify the Office of International Programs immediately.

GLOSSARY:

DSO	Designated School Official
F-1 students	International students who are engaged in academic programs may enter the U.S. to study full-time in an F-1 non-immigrant visa status. There are federal regulations governing their non-immigrant status.
J-1 students	A J-1 visa is a non-immigrant visa issued by the United States to exchange visitors who are participating in programs that promote cultural exchange. J-1 students are exchange visitors/exchange students engaging in either degree-seeking or non-degree programs. They are supported substantially by funding other than personal or family funds. They are governed by federal regulations and may be subject to a "foreign residence requirement."
SEVP	Student and Exchange Visitors' Program
SEVIS	Student and Exchange Visitor's Information System

APPENDIX C:

Faculty Advising and Teaching in the Graduate School

Below are some suggestions when working with Graduate Students at VU. These ideas are useful for both an advisor and a faculty member who has graduate students in his or her class.

NOTE: Academic advising is program specific. Therefore advisors who are working within a particular graduate program will receive information and assistance for the process of academic advising from the graduate school.

Advising Graduate Students:

- You are an academic role model for Graduate Students – if they hear of the experiences that you have had during your own academic development they can gain insight from you.
- Get to know your students and maintain regular communication with them. This will assist in the advising process, as well as with the post-graduation requests (such as recommendation letters) that you are likely to receive.
- Know and explain the specific requirements of a program, provide accurate information about academic policies and procedures, and be familiar with the laws that govern student records (such as FERPA).
- Pay attention to non-verbal as well as verbal communication from your students, allowing you to respond to the individual needs of students because the advising process is an individual process. For international students in particular, when you ask if they understand something they may say “yes” but their body language tells you “no.”
- Remember the Golden Rule – treat others as you wish to be treated. In a recent national study of graduate students, when asked to measure their satisfaction with faculty advising, they indicated that their top priority was the care they received in the advising process. When faculty are only “businesslike” and superficial, it leaves the impression that they do not care about the student as a person. Faculty should always treat their advisees as they would want to be treated.

Teaching in the Graduate School

Many faculty teach courses that are Graduate Only (600 and 700 level), and/or courses that are crosslisted with an Undergraduate class (500 level). There are many issues to consider; while we cannot list all of them here, we will note a few of the primary ones.

- **Balance lecture with discussion when you can.** Graduate students value the opportunity to discuss issues in class. At the same time, they want to hear and learn from you, the expert, so a class that consists either of only student discussions and presentations, or of straight lecture may not work well.
- **Keep standards and expectations high.** For each hour of in-class time, graduate students should expect about 2-3 hours outside class preparing, reading, and studying. While expectations should be high, faculty should also make sure they provide students with the means to meet those expectations.
- **The emphasis is on student learning and outcomes**—developing new perspectives, acquiring new skill sets, understanding new methodologies. Assignments should be designed around such learning goals, and attainment of these goals should weigh heavily in the evaluation of students. Practical applications, particularly for courses serving professional programs, are often appreciated by students.
- **Keep the students engaged** by assigning weekly readings, requiring make-up assignments for missed classes (e.g., a paper on the topic), having them respond frequently to questions based on reading or bringing essays/work to class each week. Make sure the relationship between these activities and the course objectives is clear to the students. Students may initially resist this kind of “hands-on” classwork, but invariably, if they see the value and function of these activities, they rate such courses higher in terms of learning experiences.
- **Graduate students should do something extra**, if the class has both undergraduate and graduate students. This may be realized by having the graduate student write a more extensive paper, give a class presentation, do related research for the instructor, etc. Use your own discretion about this but feel free to be creatively selfish. For example, you may ask the student to gather materials (or develop a Powerpoint presentation) on some topic (assuming there is learning value in the exercise) related to this or a future course, or related to your own research.

Working with non-native English speakers in Graduate Courses

Here are some thoughts to keep in mind as you work with international students.

- Part of the US experience for many international students at VU is developing ease with the English language and the terminology of the discipline, so these may be additional course goals for these students in your course.
- Take simple steps to facilitate learning for these students, such as speaking loudly, clearly, and not as rapidly as you would for a native English audience, and having them sit in the front rows. Frequent handouts and chalkboard use help immensely. Don't assume "learning" checks work, as cultural differences and embarrassment may lead international students to indicate that they understand a concept even if they have no idea what you're talking about.
- Textbook language is often dense for non-native speakers, so international students may need your extra help in understanding meanings, concepts, etc. Also, English is a highly nuanced language compared to many others, so keep your language simple, and take the time to explain unfamiliar or difficult terms to the students. Be cautious about how you use slang or jargon as well. You would be surprised at how many U.S. students appreciate this also!
- Find ways to help the international students successfully demonstrate what they have learned, even though their language skills may not be highly developed. Make sure they use the support systems on campus (e.g., the Academic Success Center, the Graduate tutoring lab).
- Keep expectations for international students realistic and make allowances for them. Yet, while it's important to be sensitive to the challenges that these students face, the overall rigor of the course should not suffer or be compromised.
- International students from many cultures have never been encouraged to speak in class (much less question the instructor), so this, together with their lack of confidence with English, may make it very difficult for them to join in discussions. They may, for example, think that they are being graded about the "correctness" of their thoughts when they are called upon. Find ways to give them non-threatening opportunities to speak up.
- Plagiarism and cheating often have little meaning in some non-Western cultures, where emphasis has traditionally been placed upon "group" pride and performance versus the Western value of individual accomplishment. Although both the Graduate School and the Office of International Programs attempt to instruct international students about plagiarism, these students often have no framework for it. So you should plan to continually guide and reinforce international students about what they can and can not do.

APPENDIX D:

Academic Advisors by College and Department, 2009-2010

NOTE: For the most current information, see the regularly updated list posted on the Registrar's website at: <http://www.valpo.edu/registrar/assets/pdfs/advisorsweb.pdf>

COLLEGE OF ARTS AND SCIENCES

Actuarial Science

Shane Drew, Chair	Shane.Drew@valpo.edu	Gellersen 217	5195
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Allied Health, Physical Therapy

Jon Schoer, Chair	Jon.Schoer@valpo.edu	Neils 308	5374
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American Studies

Gretchen Buggeln, Chair	Gretchen.Buggeln@valpo.edu	Mueller 128	5152
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Art

Nina Corazzo	Nina.Corazzo@valpo.edu	VUCA 2415	7909
Sarah Oldenburg	Sarah.Oldenburg@valpo.edu	Art/Psych 18	5326
Bob Sirko	Bob.Sirko@valpo.edu	VUCA 2411	7804
Aimee Tomasek	Aimee.Tomasek@valpo.edu	VUCA 2433	7819

Biology

Grayson Davis (Freshmen)	Grayson.Davis@valpo.edu	Neils 303C	5385
Michael Watters (Sophomore)	Michael.Watters@valpo.edu	Neils 105B	5373
Laurie Eberhardt (Juniors)	Laurie.Eberhardt@valpo.edu	Neils 303D	5388
Robert Swanson (Seniors)	Rob.Swanson@valpo.edu	Neils 105A	5312
Gene Evans (Secondary Ed-BIO)	Gene.Evans@valpo.edu	Neils 243	5487
Delphinia Gillispie (Secondary Ed-ED)	Del.Gillispie@valpo.edu	Miller 224C	5078
David Scupham, Chair (Minors)	David.Scupham@valpo.edu	Neils 304	5386

Chemistry

Steven Engerer (Freshmen, Sophomores)	Steven.Engerer@valpo.edu	Neils 208	5376
Warren Kosman, Chair (Juniors, Seniors)	Warren.Kosman@valpo.edu	Neils 211	5387

Chinese and Japanese Studies

Zhimin Lin, Chair	Zhimin.Lin@valpo.edu	Huegli 330	5749
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Communication

Douglas Kocher, Chair (New Media-Journalism, Individualized)	Douglas.Kocher@valpo.edu	Schnabel 30	5271
Bonita Neff (Public Relations)	Bonita.Neff@valpo.edu	Schnabel 8	6827
Paul Oren (TV-Radio, radio emphasis)	Paul.Oren@valpo.edu	Schnabel 16	6845
Jason Paupore (Communication Law, Transfers)	Jason.Paupore@valpo.edu	Schnabel 9	6970
Phillip Powell (TV-Radio)	Phillip.Powell@valpo.edu	Schnabel 10	5394
Lanie Steinwart (Communication Exploratory, Public and Corporate Communication)	Lanie.Steinwart@valpo.edu	Schnabel 7	5780
Jennifer Ziegler (Public & Corporate Communication)	Jennifer.Ziegler@valpo.edu	Schnabel 6	5339

Computer Science

Greg Hume (Freshmen)	Gregory.Hume@valpo.edu	Gellersen 220	5156
William Marion (Sophomores, Juniors)	Bill.MarionJr@valpo.edu	Gellersen 121	5422
James Caristi (Seniors)	James.Caristi@valpo.edu	Gellersen 224	5342
Rick Gillman, Chair (Computer Science minors)	Rick.Gillman@valpo.edu	Gellersen 115	5181

Deaconess

Lisa Driver	Lisa.Driver@valpo.edu	Huegli 316	5261
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Economics

Virginia Shingleton, Chair	Virginia.Shingleton@valpo.edu	Meier 115	5405
Jaishankar Raman	Jaishankar.Raman@valpo.edu	Meier 126	6814
Daniel Saros	Dan.Saros@valpo.edu	Meier 108	5166

Education

Sheryl DeMik (Special Education - Art, Elementary)	Sheryl.DeMik@valpo.edu	Miller 126	5077
Ruth Johnston (Elementary)	Ruth.Johnston@valpo.edu	Miller 128B	6127
Delphinia Gillispie (Secondary-Science, Math)	Del.Gillispie@valpo.edu	Miller 224C	5078
Christina Grabarek (School Psychology)	Christina.Grabarek@valpo.edu	Miller 130	5790
Maryann Dudzinski (Special Education, M.Ed., LEAPs, Elementary)	Maryann.Dudzinski@valpo.edu	Miller 221	5473
Lydia Brauer (Secondary – English, Foreign Language)	Lydia.Brauer@valpo.edu	Miller 128B	6982
Amy Cramer (School Psychology)	Amy.Cramer@valpo.edu	Miller 130	6294

John Harrison (Secondary Social Studies, Middle Level, LEAPs)	John.Harrison@valpo.edu	Miller 128B	6387
Michelle Monson (Elementary)	Michelle.Monson@valpo.edu	Miller 127	5798
Allan Brandhorst (Music, PE)	Allan.Brandhorst@valpo.edu	Miller 227B	5076
<u>English</u>			
Mike Owens (Freshmen)	Mike.Owens@valpo.edu	Huegli 220	5273
Carter Hanson (Sophomores)	Carter.Hanson@valpo.edu	Huegli 216	6964
Sara Danger (Juniors)	Sara.Danger@valpo.edu	Huegli 218	5353
John Feaster (Seniors)	John.Feaster@valpo.edu	Huegli 312	5224
Edward Uehling, Chair (Seniors, Graduates)	Edward.Uehling@valpo.edu	Huegli 228	5268
Allison Schuette-Hoffman (Writing majors)	Allison.Schuette-Hoffman@valpo.edu	Huegli 222B	6885
<u>Environmental Science</u>			
Daniel Arkkelin	Daniel.Arkkelin@valpo.edu	Dickmeyer 219	5441
Gary Morris	Gary.Morris@valpo.edu	NSC 144	5516
Zuhdi Aljobeh	Zuhdi.Aljobeh@valpo.edu	Gellersen 208	5322
Laurie Eberhardt	Laurie.Eberhardt@valpo.edu	Neils 303D	5388
Michael Longan	Mike.Longan@valpo.edu	KCH 201C	6874
Bharath GaneshBabu	Bharath.GaneshBabu@valpo.edu	KCH 201D	6984
Jon Schoer	Jon.Schoer@valpo.edu	Neils 308	5374
Virginia Shingleton	Virginia.Shingleton@valpo.edu	Meier 115	5405
<u>Exploratory Students</u>			
Ruth Connell	Ruth.Connell@valpo.edu	CCLIR 263	5360
Melissa Dejarlais	Melissa.Desjarlais@valpo.edu	Gellersen 216	5116
Kathleen Gibson	Kathleen.Gibson@valpo.edu	Huegli 22	7742
Joseph Goss	Joseph.Goss@valpo.edu	Huegli 118	7741
Trisha Mileham	Trisha.Mileham@valpo.edu	CCLIR 266	5693
Judith Miller	Judith.Miller@valpo.edu	CCLIR 300 A	5808
Lara Pudwell	Lara.Pudwell@valpo.edu	Gellersen 107	5415
Donna Resetar	Donna.Resetar@valpo.edu	CCLIR 267	6183
William Weare	William.Weare@valpo.edu	CCLIR	5464
<u>Film Studies</u>			
Albert Trost, Chair	Albert.Trost@valpo.edu	Huegli 110	5314
<u>Foreign Languages and Literature</u>			
Michael Kumpf (Classics, Latin, Greek)	Michael.Kumpf@valpo.edu	Meier 116	5174
Mark Farmer (Latin)	Mark.Farmer@valpo.edu	Meier 125	5097
Randa Duvick, Chair (French)	Randa.Duvick@valpo.edu	Meier 113	5169
Sarah DeMaris (German)	Sarah.DeMaris@valpo.edu	Meier 118	5344
Nelly Zamora-Breckenridge (Spanish)	Nelly.Zamora-Breckenridge@valpo.edu	Meier 123	5283
<u>Geography</u>			
Bharath GaneshBabu	Bharath.GaneshBabu@valpo.edu	KCH 201D	6984
Michael Longan	Mike.Longan@valpo.edu	KCH 201C	6874
<u>Geology</u>			
Ronald Janke	Ronald.Janke@valpo.edu	KCH 201H	5139
<u>Geoscience</u>			
Ronald Janke	Ronald.Janke@valpo.edu	KCH 201H	5139
<u>History</u>			
Brent Whitefield (Freshmen)	Douglas.Whitefield@valpo.edu	Huegli 202	6965
Nelly Blacker-Hanson (Sophomores)	Nelly.Blacker-Hanson@valpo.edu	Huegli 23	7719
Kevin Ostoyich (Juniors)	Kevin.Ostoyich@valpo.edu	Huegli 25	6997
Colleen Sequin, Chair (Seniors, Minors)	Colleen.Sequin@valpo.edu	Huegli 318	6962
<u>International Economics and Cultural Affairs (IECA)</u>			
Randa Duvick (French)	Randa.Duvick@valpo.edu	Meier 113	5169
Sarah DeMaris (German)	Sarah.DeMaris@valpo.edu	Meier 118	5344
Debra Ames, Chair (Spanish, Chinese, Japanese)	Debra.Ames@valpo.edu	Meier 117	5102
<u>International Service</u>			
Charles Schaefer, Chair	Chuck.Schaefer@valpo.edu	Huegli 302	5265
<u>International Student Advisor</u>			
Holly Singh	Holly.Singh@valpo.edu	Meier 137	5333

Mathematics

Daniel Maxin (Freshmen)	Daniel.Maxin@valpo.edu	Gellersen 122B	5193
Sara Crawford (Sophomores)	Sara.Crawford@valpo.edu	Gellersen 216	5127
Patrick Sullivan (Seniors)	Patrick.Sullivan@valpo.edu	Gellersen 124	5067
Jerry Wagenblast (Juniors)	Jerry.Wagenblast@valpo.edu	Gellersen 220	5137
Rick Gillman, Chair (Transfers, Minors)	Rick.Gillman@valpo.edu	Gellersen 115	5181

Meteorology

Bart Wolf (Meteorology), Chair	Bart.Wolf@valpo.edu	KCH 201G	5136
Teresa Bals-Elsholz	Teresa.Bals-Elsholz@valpo.edu	KCH 201E	6003
Craig Clark	Craig.Clark@valpo.edu	KCH 201B	5523

Modern European Studies

Albert Trost, Chair	Albert.Trost@valpo.edu	Huegli 110	5314
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Music

John Bernthal	John.Bernthal@valpo.edu	VUCA 2514	5451
Joseph Bognar, Chair	Joseph.Bognar@valpo.edu	VUCA 2512	6782
Lorraine Brugh	Lorraine.Brugh@valpo.edu	VUCA 1523	5084
Christopher Cock	Christopher.Cock@valpo.edu	VUCA 2511	5082
Jeffrey Doebler	Jeff.Doebler@valpo.edu	VUCA 2517	5087
Linda Ferguson	Linda.Ferguson@valpo.edu	VUCA 1107	5454

Philosophy

Aaron Preston, Chair	Aaron.Preston@valpo.edu	Huegli 226	5240
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Physical Education

Barbara Tyree (Physical Education, Sports Administration)	Barbara.Tyree@valpo.edu	ARC 265	5772
Carolyn Brunson (Sports Management)	Carolyn.Brunson@valpo.edu	ARC 202	6701
Kelly Helm (Exercise Science)	Kelly.Helm@valpo.edu	ARC 172	6667

Physics and Astronomy

Shirvel Stanislaus (Freshmen)	Shirvel.Stanislaus@valpo.edu	Neils 138	5031
Todd Hillwig (Sophomores)	Todd.Hillwig@valpo.edu	Neils 141	5370
Robert Manweiler (Juniors)	Robert.Manweiler@valpo.edu	Neils 137	5375
Stan Zygmunt (Seniors)	Stan.Zygmunt@valpo.edu	Neils 139	5380

Political Science

Larry Baas, Chair	Larry.Baas@valpo.edu	Huegli 308	5266
James Kingsland	James.Kingsland@valpo.edu	Huegli 208	6893
Zhimin Lin	Zhimin.Lin@valpo.edu	Huegli 330	5749
Susan Shearer	Susan.Shearer@valpo.edu	Huegli 314	6960
Jennifer Hora	Jennifer.Hora@valpo.edu	Huegli 306	5262

Pre-Law Committee

Larry Baas (Political Science)	Larry.Baas@valpo.edu	Huegli 308	5266
James Old (Political Science)	James.Old@valpo.edu	Huegli 28	6948

Pre-Dental, Pre-Medical, Pre-Podiatry, Pre-Veterinary

Thomas Goyne (Freshmen, Primary)	Thomas.Goyne@valpo.edu	Neils 239	5378
James Nelson (Freshmen, Assistance)	Jim.Nelson@valpo.edu	Dickmeyer 209	5443
Beth Scaglione-Sewell (Sophomores)	Beth.ScaglioneSewell@valpo.edu	Neils 302	5390
David Scupham (Juniors)	David.Scupham@valpo.edu	Neils 304	5386
Jon Schoer (Seniors)	Jon.Schoer@valpo.edu	Neils 308	5374
Kevin Jantzi	Kevin.Jantzi@valpo.edu	Neils 240	5201

Pre-Seminary Studies

Frederick Niedner	Fred.Niedner@valpo.edu	Huegli 310	5281
David Weber	Dave.Weber@valpo.edu	Huegli 26	6821

Psychology

Daniel Arkkelin, Chair	Daniel.Arkkelin@valpo.edu	Dickmeyer 219	5441
Kieth Carlson	Kieth.Carlson@valpo.edu	Dickmeyer 207	5442
Stanley Hughes	Stanley.Hughes@valpo.edu	Dickmeyer 218	5497
James Nelson	Jim.Nelson@valpo.edu	Dickmeyer 209	5443
David Simpson	David.Simpson@valpo.edu	Dickmeyer 206	6941
Angela Vernon	Angie.Vernon@valpo.edu	Dickmeyer 208	5444
Jennifer Winquist	Jennifer.Winquist@valpo.edu	Dickmeyer 202A	6841

Social Work

Barbara Gaebel-Morgan	Barbara.GaebelMorgan@valpo.edu	Heidbrink 102A	6794
Barbara Crumpacker Niedner	Barb.CrumpackerNiedner2@valpo.edu	Heidbrink 102C	5328
Matthew Ringenberg, Chair	Matthew.Ringenberg@valpo.edu	Heidbrink 102C	5106

Sociology

Carol Ann Nix (Freshmen)	Carol.Nix@valpo.edu	Mueller 05	6713
Lissa Yogan (Sophomores)	Lissa.Yogan@valpo.edu	Huegli 18A	6998
Dawn Bartusch (Juniors)	Dawn.Bartusch@valpo.edu	Huegli 24	6142
Peter Venturelli, Chair (Seniors)	Peter.Venturelli@valpo.edu	Huegli 206	5306

Theatre

Alan Stalmah (Freshmen)	Alan.Stalmah@valpo.edu	VUCA 1318	5138
Lee Orchard, Chair (Sophomores)	Lee.Orchard@valpo.edu	VUCA 1106	6109
Andrew White (Juniors)	Andy.White@valpo.edu	VUCA B407	5514
Ann Kessler (Seniors)	Ann.Kessler@valpo.edu	VUCA B405	5751

Theology

Mark Bartusch (Theology majors, minors)	Mark.Bartusch@valpo.edu	Huegli 304	6881
Richard DeMaris (Theology majors)	Richard.DeMaris@valpo.edu	Huegli 332	5269
Lisa Driver (Deaconess, pre-Deaconess)	Lisa.Driver@valpo.edu	Huegli 316	5261
Frederick Niedner (Pre-Seminary, theology Majors, graduate students)	Fred.Niedner@valpo.edu	Huegli 310	5281
David Weber (Youth, Family, and Education Ministry, theology majors)	Dave.Weber@valpo.edu	Huegli 26	6821
Nelly van Doorn-Harder (theology majors)	Pieterella.HarderVandoorn@valpo.edu	Huegli 204	5307
Gilbert Meilaender, Chair	Bilbert.Meilaender@valpo.edu	Huegli 232	6958

COLLEGE OF BUSINESS ADMINISTRATION

Tami Burchert (Freshmen, Sophomores, Business Undeclared)	Tami.Burchert@valpo.edu	Urschel 206	6943
[Students are assigned to faculty members in their major once they become juniors]			

COLLEGE OF ENGINEERING**General Engineering**

Barbara Engerer (Exploratory Engineers)	Barbara.Engerer@valpo.edu	Gellersen 109	5173
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Civil Engineering

Peter Weiss (Freshmen)	Peter.Weiss@valpo.edu	Gellersen 207	5220
Karl Zimmerman (Sophomores)	Karl.Zimmerman@valpo.edu	Gellersen 129C	6027
Carmine Polito (Juniors)	Carmine.Polito@valpo.edu	Gellersen 138	6985
Zuhdi Aljobeh (Seniors)	Zuhdi.Aljobeh@valpo.edu	Gellersen 206	5322

Electrical and Computer Engineering

Al Kraft (Freshmen)	Alan.Kraft@valpo.edu	Gellersen 201	5171
Dan Hart (Sophomores)	Dan.Hart@valpo.edu	Gellersen 143	5109
Mark Budnik (Juniors)	Mark.Budnik@valpo.edu	Gellersen 202	5117
Eric Johnson (Seniors)	Eric.Johnson@valpo.edu	Gellersen 127	5135
Doug Tougaw (Transfer Students)	Doug.Tougaw@valpo.edu	Gellersen 161	5027

Mechanical Engineering

Peter Johnson (Freshmen)	Pete.Johnson@valpo.edu	Gellersen 205	5185
Robert Plumbo (Sophomores)	Robert.Palumbo@valpo.edu	Gellersen 133A	5107
Scott Duncan (Juniors)	Scott.Duncan@valpo.edu	Gellersen 138B	5785
Kathleen Sevener (Seniors)	Kathleen.Sevener@valpo.edu	Gellersen 138A	5305

COLLEGE OF NURSING

Natalie Rivich	Natalie.Rivich@valpo.edu	LeBien 10	6823
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CHRIST COLLEGE

Margaret Franson, Associate Dean	Margaret.Franson@valpo.edu	Mueller 100	5755
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APPENDIX E: Quick Referral Phone/Email List, 2009-10

College of Arts and Sciences		
Jon T. Kilpinen, Dean.....	Huegli 110	464-5314 Jon.Kilpinen@valpo.edu
Kathleen Gibson, Assistant Dean.....	Huegli 132	464-5318 Kathleen.Gibson@valpo.edu
Nancy Scannell, Director of the Valpo CORE Program.....	Huegli 22	464-7742 Nancy.Scannell@valpo.edu
College of Business Administration		
Thomas Boyt, Dean.....	Urschel 230	464-5040 Tom.Boyt@valpo.edu
Toni Bickerstaff, Assessmt Cntr & Internship Coordinator....	Urschel 205	464-5208 Toni.Bickerstaff@valpo.edu
Tami Burchert, Coordinator, Academic Advising	Urschel 206	464-6943 Tami.Burchert@valpo.edu
Christ College (Honors College)		
Mel Piehl, Dean.....	Mueller 101	464-5022 Mel.Piehl@valpo.edu
Margaret L. Franson, Associate Dean.....	Mueller 101	464-5755 Margaret.Franson@valpo.edu
College of Engineering		
Kraig Olejniczak, Dean.....	Gellersen 105	464-5085 Kraig.Olejniczak@valpo.edu
Barbara Engerer, Freshman Engineering Coordinator.....	Gellersen 111	464-5173 Barbara.Engerer@valpo.edu
Laura Sanders, Dir Learning Resource & Assessment Cntr.....	Gellersen 108B	464-5210 Laura.Sanders@valpo.edu
College of Nursing		
Janet M. Brown, Dean.....	LeBien 103	464-5289 Janet.Brown@valpo.edu
Chapel of the Resurrection		
Joseph Cunningham, University Pastor		464-5093 Joseph.Cunningham@valpo.edu
James Wetzstein, University Pastor		464-5096 James.Wetzstein@valpo.edu
Darlene Grega, University Pastor		464-5099 Darlene.Grega@valpo.edu
Student Affairs		
Bonnie Hunter, VP for Student Affairs.....	Kretzmann 126	464-5411 Bonnie.Hunter@valpo.edu
Timothy Jenkins, Dean of Students.....	Kretzmann 120	464-5411 Tim.Jenkins@valpo.edu
Ryan Blevins, Asst Dean of Students, Residential Life	Kretzmann 122	464-5413 Ryan.Blevins@valpo.edu
Jennifer Jones-Hall, Asst Dean of Students, Greek Life	Kretzmann 124	464-5413 Jennifer.JonesHall@valpo.edu
Admission Office	Kretzmann 141	464-5011
Undergrad.Admissions@valpo.edu Affirmative Action Officer....	Kretzmann B7	464-5335 Nora.Fodness@valpo.edu
Alcohol and Drug Education, Office of (OADE)	Alumni Hall	464-5002 oade.office@valpo.edu
ASK Center (Academic Support Keys)	Huegli Hall	464-5275
Career Center.....	Harre Union	464-5005 Career.Center@valpo.edu
College of Adult Scholars	Kretzmann 116	464-5313 continuing.ed@valpo.edu
Cooperative Education and Internships.....	Harre Union	464-5005 Career.Center@valpo.edu
Counseling Center.....	Counseling Cntr	464-5002 Counseling.Center@valpo.edu
Dining Services	Harre Union	464-5016 Sue.Dunlap@valpo.edu
Disability Support Services.....	Miller Hall	464-5456 Sherry.DeMik@valpo.edu
Financial Aid Office	Kretzmann B25	464-5015 finaid@valpo.edu
Graduate Studies	Kretzmann 116	464-5313 graduate.studies@valpo.edu
Greek Life.....	Kretzmann 121	464-5413 Jennifer.Joneshall@valpo.edu
Health Center	Health Center	464-5060 Health.Center@valpo.edu
Human Resources.....	Kretzmann B7	464-5335 Human.Resources@valpo.edu
IT Help Desk.....	Christopher Cntr	464-5678 IT.HelpDesk@valpo.edu
International Studies Program	Meier Hall 137	464-5333 Studyabroad@valpo.edu
Library Services	Christopher Cntr	464-5500
Mail Center	Warbler Drive	464-5218 Mailroom@valpo.edu
Multi-Cultural Programs, Office of	Kretzmann 123	464-5400 Jane.BelloBrunson@valpo.edu
Payroll	Kretzmann B9	464-5797
Registrar's Office.....	Kretzmann 102	464-5212 registrar@valpo.edu
Residential Life.....	Kretzmann 121	464-5413 reslife@valpo.edu
Sexual Assault Awareness & Facilitative Educ Office (SAAFE) ..	Alumni Hall	464-6860 saafe.office@valpo.edu
Student Accounts Office (toll free 888-300-1052).....	Kretzmann 137	464-5101 student.accounts@valpo.edu
Student Escort Van Service.....	VU Police Dept.	464-6040
Student Mail Services.....	Harre Union	464-5259
Student Senate.....	Valparaiso Union	464-5525 Student.Senate@valpo.edu
Switchboard, University	Kretzmann	464-5000
Union Information Desk.....	Harre Union	464-5415
University Book Center.....	Harre Union	464-5421 valpo@bkstr.com
VU Police Department.....	VU Police Dept.	464-5430
Weather Center	KCH	464-5026
Writing Center	Christopher Cntr	464-5216 writing.center@valpo.edu

Appendix F: Some Useful VU Web Sites, 2009-10

Admission, Office of.....	http://www.valpo.edu/admissions/
Alcohol and Drug Education, Office of (OADE)	http://www.valpo.edu/organization/oade
Athletics.....	http://www.valpo.edu/athletics/
Building Abbreviations.....	http://www.valpo.edu/registrar
Calendar, Law School Academic.....	http://www.valpo.edu/law/registrar/schedules.php
Calendar, Undergraduate/Graduate Academic	http://www.valpo.edu/registrar/
Career Center.....	http://www.valpo.edu/career/
Catalog, Graduate	http://www.valpo.edu/registrar/catalogs.php
Catalog, Law	http://www.valpo.edu/law/registrar/bulletins.php
Catalog, Undergraduate.....	http://www.valpo.edu/registrar/catalogs.php
Christ College	http://www.valpo.edu/christcollege/index.php
College of Arts and Sciences	http://www.valpo.edu/cas/
College of Business Administration	http://www.valpo.edu/cba/
College of Engineering.....	http://www.valpo.edu/engineering/
College of Nursing.....	http://www.valpo.edu/nursing/
College of Adult Scholars	http://www.valpo.edu/gce/
Convocation Schedule.....	http://www.valpo.edu/registrar/
Counseling Center.....	http://www.valpo.edu/counseling/index.php
CourseVU documentation.....	http://www.valpo.edu/it/documentation/blackboard
CourseVU access.....	https://coursevu.valpo.edu
DataVU	https://datavu.valpo.edu/ or http://www.valpo.edu/registrar/
Degree Applications	http://www.valpo.edu/registrar/
Department Chairs and Contacts	http://www.valpo.edu/registrar/
Dining Services.....	http://www.valpo.edu/dining/
Information Technology (IT).....	http://www.valpo.edu/it/
Final Exam Schedule	http://www.valpo.edu/registrar/
Financial Aid.....	http://www.valpo.edu/finaid/
Freshman CORE Program.....	http://www.valpo.edu/valpocore/
Graduate Division.....	http://www.valpo.edu/gce/graduate/
Greek Life	http://www.valpo.edu/greek/
Health Center	http://www.valpo.edu/health/
Honor Council.....	http://www.valpo.edu/student/honor/
Law School.....	http://www.valpo.edu/law/
Law School Registrar's Office.....	http://www.valpo.edu/law/registrar
Library	http://www.valpo.edu/library
Off-Campus Study Programs	http://www.valpo.edu/study_offcampus/
Office Directory	http://www.valpo.edu/directory/index.php
Parking Regulations	http://www.valpo.edu/vupd/parking
Password, Management	http://www.valpo.edu/it/
Petition Forms, Academic	http://www.valpo.edu/registrar/
Planning Guides	http://www.valpo.edu/registrar/
Registrar's Office.....	http://www.valpo.edu/registrar/
Residential Life	http://www.valpo.edu/reslife/
Schedule of Classes.....	http://www.valpo.edu/registrar/
Sexual Assault Awareness & Facilitative Ed Office (SAAFE).....	http://www.valpo.edu/saafe
Student Accounts.....	http://www.valpo.edu/stuacct/
Student Guide to University Life.....	http://www.valpo.edu/registrar/
Student Mail Services.....	http://www.valpo.edu/union/offices/mailsvcs.php
Student Senate	http://www.valpo.edu/student/ssenate/
Summer Session	http://www.valpo.edu/gce/Summer/ or
Summer Schedule.....	http://www.valpo.edu/registrar/
Tuition Refund Schedule	http://www.valpo.edu/registrar/
Union.....	http://www.valpo.edu/union/
University Book Center.....	http://www.valpo.bookcenter
Valparaiso University.....	http://www.valpo.edu
Valparaiso University Directory (University access only).....	https://www.intra.valpo.edu/index.php/directory
Valparaiso University Events Calendar	http://www.valpo.edu/vuevents
Valparaiso University Intranet.....	http://www.intra.valpo.edu
Weather/Weather Forecast	http://www.valpo.edu/ or http://www.valpo.edu/geomet
Writing Center	http://www.valpo.edu/writctr/