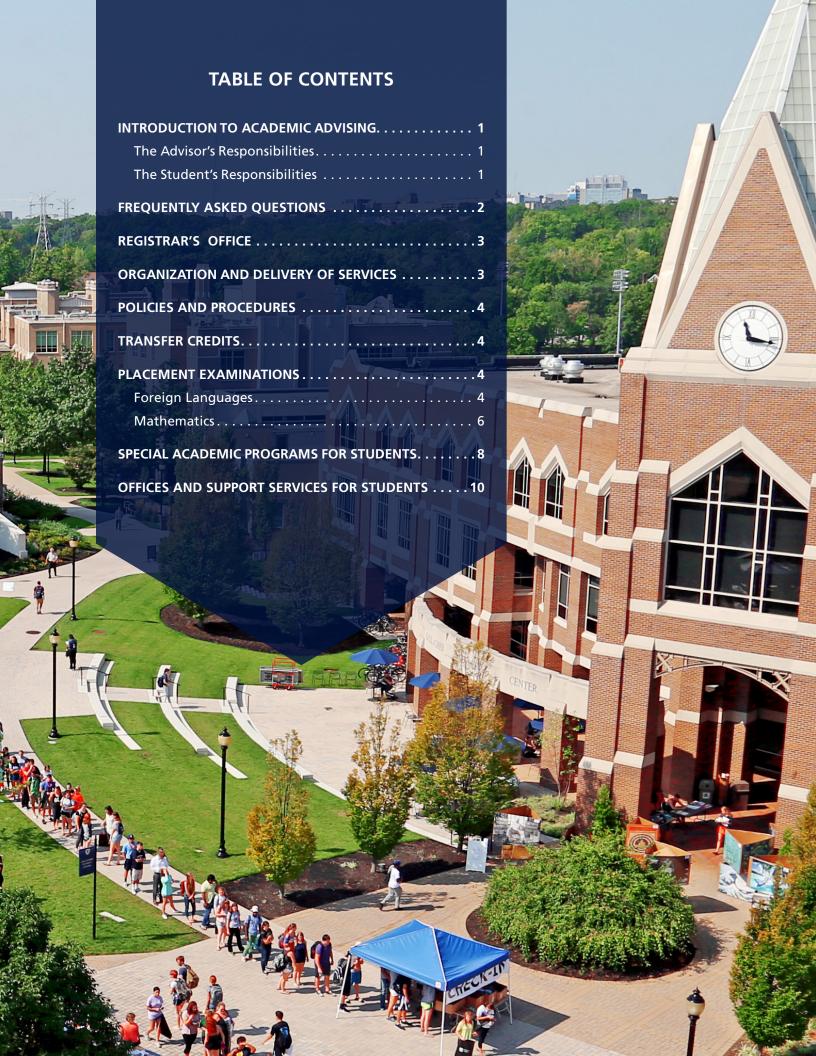
ACADEMIC ADVISING

STUDENT GUIDE





INTRODUCTION TO ACADEMIC ADVISING

THE ADVISOR'S RESPONSIBILITIES

The responsibility of the academic advisor is to:

- Provide students accurate information about University policies, programs, core curriculum requirements, major/minor requirements, academic advising and registration procedures.
- Help students select courses each semester that are appropriate and/or required.
- Introduce students to diverse majors and/or career opportunities.
- Acquaint students with the various support services: tutoring programs, study groups, academic clubs, etc.
- Encourage and work with students to develop good study habits.
- Monitor students' academic performance during the academic year and recommend, if necessary, strategies to improve weaknesses and enhance strengths.
- Make proper referrals when necessary (e.g. deans, department chairs, directors: health and wellness center, psychological services, career services center, campus ministry, learning assistance center).

THE STUDENT'S RESPONSIBILITIES

The responsibility of the student is to:

- Consult with your advisor at least once a semester or as often as necessary.
- Make appointments for advising sessions during regularly agreed upon office hours.
- Notify the advisor or someone in the advisor's office if it is impossible to keep appointments.
- Be prepared for appointments during academic advising and priority registration.
 View the current online schedule of classes, have the necessary forms, some idea of the kind of courses and, if possible, alternates.
- Clarify some personal values and goals in advance of the session and be prepared to discuss them with their advisor.
- Follow through with appropriate action after an advising session (e.g., a visit to the office of the dean, office of the registrar, career development office, etc.).
- Know important dates for each semester, such as the last day to change, drop or add classes, or the graduation application deadline.

Note: While advisors are available for guidance, students are ultimately responsible for satisfying all degree requirements as spelled out in the online University catalog, under which they entered.





Q. As a student, do I have any responsibilities?

A. Yes, it's your responsibility to be informed about all regulations and procedures required by the program and by the University. In no case will a regulation be waived or an exception made because a student pleads ignorance of the regulation or asserts that the information was not given by an advisor or other authority.

Q. How do I find out who my academic advisor is and where their office is located?

A. In the Student Hub in "Self-Service", click on "Student Services" select "Academic Records" and choose "Student Information". To find contact information and location of their office, go to the Hub and click on Directory and enter their name. You can also access this information by logging onto Road Thru Xavier, xavier.edu/rtx. and clicking on your contacts.

Q. How do I schedule an appointment with my advisor?

A. Once you have their email address, you can contact them and ask how they want you to schedule an appointment.

Q. How often should I meet with my advisor? What can we discuss?

A. You are required to meet with your academic advisor once per semester. However, feel free to contact your advisor as often as necessary. Advisors will assist you with course planning and understanding core curriculum and degree requirements. You can also discuss options regarding majors and minor combinations, study abroad, and your academic performance with your academic advisor.

Q. What is the difference between my advisor and my Success Coach (first and second year students)?

A. Your Success Coach is here to support you during your first and second years at Xavier. As part of your Success Team, your coach is someone who can help you connect with other offices on campus, answer questions about university policies and procedures, and support you in your academic and campus life. Success Coaches want to help you reach your own goals. We want to help you utilize campus resources, get the experiences you are hoping for out of Xavier, and develop strong academic and study skills and time management strategies. Success Coaches will work closely with your academic advisor, too!

Q. How can I schedule an appointment with my Success Coach?

A. You can schedule an appointment with your Success Coach online at xavier.edu/advising.

Q. How many credit hours do I need to be a sophomore, junior or senior?

A. Freshmen - Students who have earned 0 to 23.99 credit hours Sophomores – Students who have earned 24 to 54.99 credit hours Juniors – Students who have earned 55 to 89.99 credit hours Seniors – Student who have earned a minimum of 90 credit hours

Q. How many credit hours should I take each semester?

A. The average load is 15 semester hours each semester (16 if there is a lab). A student enrolled in 12-18 credit hours is considered full time and is charged the flat full time tuition. Anything over 18 hours is considered 'overload' and will require a Dean's signature as well as the student being charged per credit hour above full time tuition (Music and Theatre majors may be waived from this requirement)."

Q. What does the "I", "VF", "W" etc. mean on my transcript?

A. VF = Failure to officially withdraw (this counts as an "F" in your GPA!)

W = Official withdrawal

I = Incomplete, changed when grade is assigned

AU = Audit, no credit or grade earned

S = *Passing/Satisfactory, credit earned*

U = Not passing/Unsatisfactory, credit unearned

NC = No credit earned, non-grade course

NR = No grade reported.

Q. I've been put on "Academic Warning", what does this mean?

A. A student is in good academic standing if they have earned a cumulative GPA of 2.0 or better (a "C" average or better).

Academic Warning: Any freshman in a baccalaureate degree program whose cumulative GPA of 1.750 to 1.999 receives an academic warning

Academic Probation: A freshman in a baccalaureate degree program whose cumulative GPA is falls below 1.750 is put on academic probation. An upper classman in a baccalaureate program whose cumulative GPA is below 2.0 is placed on academic probation

Academic Suspension: Students on academic probation who fail to restore their cumulative GPA to 2.0 within two semesters will be suspended. In addition, any freshmen or probationary student who receives more than one failing grade in a semester will be suspended.

Q. What is DegreeWorks and why should I use it?

A. DegreeWorks is a web-based tool to help students plan for graduation. Some of the benefits of using DegreeWorks are: seeing how far you've come and how far you still have to go, a GPA calculator that can calculate your GPA based on grades you expect to earn for the term and a "What If" option to see how adding a major/minor would affect graduation. For more information on DegreeWorks, visit xavier.edu/degreeworks.

Q. What's the difference between "dropping" a class and "withdrawing" from a class?

A. A class that is "dropped" from your schedule through the 7th calendar day of the semester will be dropped and not appear on your academic record. However, after the 7th day of the semester, you "withdraw" from the class and a "W" will appear on your academic transcript. The grade of "W" does not affect your GPA and you will still be considered a full-time student. The first step you need to take before adding, dropping or withdrawing from a class, is to check with your academic advisor. They will be able walk you through this process.

Q. Where do I look if I have more specific questions?

A. For more specific information on policies and procedures refer to the online catalog at **catalog.xavier.edu**. For specific questions within your major, please consult your assigned academic advisor.



REGISTRAR'S OFFICE

For information on registering for classes, withdrawing from classes and to find some great tutorials on Registration and Self-Service, visit xavier.edu/registrar. You can also contact them at xureg@xavier.edu.

ORGANIZATION AND DELIVERY OF SERVICES

Academic advising is provided for students in College of Arts and Sciences, College of Professional Sciences, College of Nursing and Williams College of Business and for students in Adult Professional Education at Xavier (APEX). Exploratory and first year Biology and Biomedical students are assigned academic advisors in the Student Success Center. Students with other majors are assigned advisors in the academic departments of the colleges.

In addition, all traditional first and second year students in all majors are assigned to a success coach in the Student Success Center. A listing of academic advisors/success coaches in the Student Success Center and of the three colleges can be found online at xavier.edu/academicadvising.



POLICIES AND PROCEDURES

Undergraduate Academic Policies and Regulations

catalog.xavier.edu

Undergraduate Registration Policies and Procedures

xavier.edu/registrar

The University's Core Curriculum

xavier.edu/core/core-guide

Transfer Students

xavier.edu/core/facstaff/transferstudents

TRANSFER CREDITS

The College Board Advanced Placement Examinations

xavier.edu/apchart

International Baccalaureate Credit

xavier.edu/ibchart

Xavier Approved CLEP Examinations

xavier.edu/clep-chart

To arrange for CLEP testing, contact:

Northern Kentucky University (859) 572-6373 or UC - Clifton (513) 556-7173.

Visit clep.collegeboard.org for more testing locations.

To have grades sent to Xavier University, please use school code 1965.

PLACEMENT EXAMINATIONS

FOREIGN LANGUAGES

All students must take a placement test or meet with the language coordinator to determine placement in the foreign language they studied prior to entering Xavier. Their score in this test determines the level at which they begin the study of that language at Xavier. A student must demonstrate proficiency by successfully completing the 201 level of any language in order to satisfy the Foreign Language requirement for Core. The following courses fulfill the requirement depending on placement.

1) Languages:

ARAB 101 – 102 – 201 – 202	GREK 101 – 102 – 201 – 202
ASLN 101 – 102 – 201 – 202	ITAL 101 – 102 – 201 – 202
CHIN 101 – 102 – 201 - 202	JAPN 101 – 102 – 201 – 202
CLAS 173 – 174	SPAN 101 – 102 – 201 – 202
FREN 101 – 102 – 201 – 202	CHIN 101 – 102 – 201 – 202
GERM 101 – 102 – 201 – 202	

For each language:

101 is Elementary I

102 is Elementary II

201 is Intermediate I

202 is Intermediate II

2) Classics:

173 is Introduction to Biblical Hebrew 174 is Readings in Biblical Hebrew

3) Latin

LATN 101 (or 111), 102 (or 112), 201 and 202

For Latin:

101 is **Elementary Latin I** (an introductory course for true beginners)

111 is **Intensive Elementary Latin I** (an introductory course for those with limited background and Honors AB beginners)

102 is Elementary Latin II (for those who have completed 101)

112 is **Intensive Elementary Latin II** (for those who have completed 111)

201 is **Intermediate Latin I: Prose** (for those who have completed 102 or 112)

202 is **Intermediate Latin II: Poetry** (for those who have completed 201

Language Placement:

The Department of Classics and Modern Languages now offers a new 103 course in Spanish, French, and German. This course starts at the very beginning of language acquisition, and moves at an accelerated pace through 101 and 102. In other words, FREN/GERM/SPAN 103 = 101 + 102; 103 is not the next step, or a higher level than 102. After completing 102 or 103, the next step in a student's course of language study would be 201.) A crucial benefit of 103 is that it encourages students to stick with the language they took in high school and see it through to 201 proficiency, and to do so with only two courses (103 + 201), not three (101 + 102 + 201).

Students who take 103 include:

- 1. Students who have had two years or more of the language in high school but do not test at the 102 level. These students cannot take 101 because of their prior experience in the language, but they often feel unprepared to start with 102. FREN/GERM/SPAN 103 encourages students to stay with the language they started in high school by allowing them to take 201 as their next class, thereby completing the new core language goal of 201 with just two classes.
- 2. Students who took two years or more of the language in high school and test into 102 in that language, but still do not feel prepared to take 102.
- 3. Students who have not studied the language previously, but who are very motivated to move at an accelerated pace.
- 4. This course reviews Elementary vocabulary and grammar, and moves at an accelerated pace through material normally covered in the 102 level.

FREN/GERM/SPAN

FREN 103: The principal goals of language study are to practice the four language skills (speaking, listening, reading and writing) in order to learn to communicate in French (talk with others, express ideas in writing, read and understand what others have written) and learn about the francophone world.

GERM 103: The principal goals of language study are to practice the four language skills (speaking, listening, reading and writing) in order to learn to communicate in German (talk with others, express ideas in writing, read and understand what others have written) and learn about cultures in which German is spoken.

SPAN 103: Students will practice the three modes of communication (Interpersonal, Interactive and Presentational) as they work towards developing language proficiency, both in speaking and writing.

LATN 111 and 112

The Department of Classics and Modern Languages now allows LATN 111 and 112 to be considered equivalent to LATN 101, 102, and 201, thereby fulfilling the University Language Core. Similar to 103s in modern languages, LATN 111 starts at the very beginning of Latin grammar and syntax and moves at an accelerated pace; in LATN 112 students finish the grammar text by early February, i.e. after about 4-5 weeks, and then read Latin prose for the remainder of the semester, 9-10 weeks. The amount of Latin covered in these two accelerated semesters is equivalent to three semesters at a slower pace.

Students who take LATN 111 and 112 include:

 Students who have had two years or more of Latin in high school but do not test at LATN 102 level. These students cannot take LATN 101 for language core credit because of their prior experience in the language, but they often feel unprepared to start with LATN 102, which is not offered until spring.

- 2. Students who took two years or more of the language in high school and test into LATN 102, but still do not feel prepared to take LATN 102 or do not want a semester of college to go by without starting on their language core.
- 3. Students who have not studied the language previously, but who are highly motivated to move at an accelerated pace. This includes PPP, University Scholars, and Classical Humanities majors as well as other motivated students.
- 4. All incoming Honors Bachelors of Arts (HAB) students who have not had Latin or had only one year of Latin in high school.

Completion of LATN 112 in spring will allow HAB students and Classical Humanities majors to take LATN 211 the following fall semester and keep up with their major language requirements. Please contact Dr. Trnka (trnkaj@xavier.edu) with any questions.

MATHEMATICS

All incoming students who do not present qualifying advanced placement or transfer credits in mathematics must take the mathematics placement assessment. For details, contact the chair of the Department of Mathematics. Students should consult their academic advisor regarding which Math classes are appropriate considering their major and placement. The mathematics placement category (105, PRE, ELC, or ADV) should be interpreted as follows:

105

Students must first take MATH 105 Fundamentals of Mathematics before attempting any other mathematics course. This course does not fulfill the Mathematical Perspectives requirement of the Core Curriculum, but does count towards the 120 credit hours for graduation.

PRE

Students should not take MATH 105, and should choose from any of the following courses:

MATH 113 Mathematics of Finance

MATH 115 Topics in Applied Mathematics

MATH 116 Elementary Statistics (MP)

MATH 120 Elementary Functions (MP)

MATH 125 Mathematical Perspectives (MP)

MATH 169 Pre-calculus

CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum.

Students without specified mathematics requirements are encouraged to consider MATH 125 Education majors (only) are also prepared to take:

MATH 201 Foundations of Arithmetic – ECED (MP)

MATH 202 Geometry and Measurement – ECED (MP)

MATH 211 Foundations of Arithmetic – MCED (MP)

MATH 212 Geometry and Measurement – ECED (MP)

ELC

Students should not take MATH 105, 113, 115, 116, or 120, but should choose from any of the following courses:

MATH 125 Mathematical Perspectives (MP)

MATH 140 Concepts of Calculus (MP)

MATH 156 General Statistics (MP)

MATH 169 Precalculus CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum. Students without specified mathematics requirements are encouraged to consider MATH 125. Education majors (only) are also prepared to take

MATH 201 Foundations of Arithmetic – ECED (MP)

MATH 202 Geometry and Measurement – ECED (MP)

MATH 211 Foundations of Arithmetic - MCED (MP)

MATH 212 Geometry and Measurement – ECED (MP)

Business majors may, in addition, choose to take BAIS 210 Statistics for Business I

ADV

Student should choose from any of the following courses (depending on the mathematics requirements of the major program):

MATH 125 Mathematical Perspectives (MP)

MATH 140 Concepts of Calculus (MP)

MATH 156 General Statistics (MP)

MATH 170 Calculus I (MP)

CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum.

Education majors (only) are also prepared to take

MATH 201 Foundations of Arithmetic – ECED (MP)

MATH 202 Geometry and Measurement – ECED (MP)

MATH 211 Foundations of Arithmetic – MCED (MP)

MATH 212 Geometry and Measurement – ECED (MP)

Students without specified mathematics requirements are encouraged to consider MATH 125. Business students may, in addition, choose to take BAIS 210 Statistics for Business I

Student studying calculus may begin with MATH 171 Calculus II (MP) provided he or she presents AP or transfer credit for MATH 170; likewise, student may begin with MATH 220 Calculus III (MP) provided he or she presents AP or transfer credits for MATH 170 and 171.

Students who wish to study mathematics more deeply may also consider taking

MATH 222 Applied Linear Algebra

MATH 225 Fundamentals of Higher Mathematics (MP)

Such students should also consult a mathematics advisor.

SPECIAL ACADEMIC PROGRAMS FOR STUDENTS

In addition to the major, students may be interested in one of the following programs at Xavier. A description of the various programs follows:

Classics and Philosophy Honors AB

Established in 1948, the Classics and Philosophy Honors AB program is the University's first and oldest honors program. True to Xavier's Jesuit heritage, HAB emphasizes the interdisciplinary study of classics and philosophy. Students study classic texts of Western civilization in the original Latin and Greek while fostering deeper understanding of the values and ideals they embrace. Students accepted to the HAB program fulfill the University's core curriculum requirements and complete additional hours in the classical languages and philosophy. Most HABs double major (e.g. English, Psychology, Economics) or complete a Natural Science minor in preparation for the MCATs as premeds. For additional information about the program, students should contact the following person:

Dr. Thomas Strunk 810 Schott Hall, 513-745-1930 strunkt@xavier.edu

Education Abroad

Xavier University believes that a study abroad experience as part of a student's academic program is of great educational value. Students are encouraged to explore this option with their academic advisor and an education abroad advisor in the Center for International Education. There are options for full-semesters abroad as well as summer and break options. Visit Xavier.edu/study-abroad for more information.

LeeAnn Scherbauer, Education Abroad Advisor 230 Gallagher Student Center, 513-745-2815 scherbauerl@xavier.edu

International Student & Scholar Services (ISSS)

ISSS offer orientation, advising, and continuous support for international students and scholars throughout their studies at Xavier University. International students and scholars must navigate through complicated federal visa regulations in order to maintain their legal visa status. ISSS provides orientation, F-1 and J-1 visa advising, and opportunities for leadership and growth through cross-cultural programs and events. For more specific information contact:

Tsvety Karaivanova, International Student Advisor 230 Gallagher Student Center 513-745-2804 karaivanovat@xavier.edu

Pre-Law

American law schools prescribe neither specific courses nor a specific major for pre-law study. They pay particular attention to students engaged in a broad program of high quality in liberal arts, including the sciences and business. The degree program should educate the students to assimilate difficult documents and to interpret factual data, to think logically and creatively, to express themselves well orally and in writing, and to acquire a critical understanding of the human institutions and values with which the law deals.

Sean Rhiney, JD 126 Alumni Hall, 513-745-3968 rhineys@xavier.edu

Pre-Professional Health

It is possible to prepare for many different health professions while at Xavier University. A student interested in nursing, exercise science, or radiological technology should see an academic advisor in the specific program. Students interested in preparing for professional health programs in allopathic and osteopathic medicine, dentistry, podiatric medicine, veterinary medicine, optometry, physical therapy, chiropractic medicine, physician assisting or pharmacy should meet when needed with the director of pre-professional health advising, Kara Rettig-Pfingstag. Ms. Rettig-Pfingstag offers various pre-professional health advising workshops and programming throughout the school year as well. Contact Kara Rettig-Pfingstag or Dr. Jennifer Robbins for assistance about career choices, academic programs in health services and preparation for admission to professional health schools.

Ms. Kara Rettig-Pfingstag, Director Pre-Professional Health Advising 105 B Albers, 513-745-3691 rettigk@xavier.edu

Dr. Jennifer Robbins, Chair, (Biology) 2 Albers, 513-745-3624 robbins@xavier.edu

Philosophy, Politics and the Public (PPP)

Philosophy, politics and the public (PPP) is an interdisciplinary honors program dedicated to a rigorous and wide- ranging examination with a global perspective of the theoretical foundations, historical conditions and practical considerations that sustain the idea of "the public." Students who are invited to join this challenging program will investigate dimensions of public experience from multiple disciplinary points of view. Criteria for admission into the PPP honors program includes the completion of an application form and essay. For additional information about the program, students should contact the following person:

Dr. Timothy Brownlee 207 Hinkle, 513-745-3697 brownleet@xavier.edu

University Scholars

University Scholars is an honors program designed for talented students in every college and major. The program brings Honors peers together in small classes that engage content with greater depth and rigor, emphasizing learning across the university and engagement with the world. Students take six Honors courses over the course of four years, choosing from a range of options that overlap with one's core and major requirements. For additional information about the program, students should contact the program's Director:

Dr. Stephen Yandell 302 Hinkle Hall, 513-745-3598 yandell@xavier.edu

Smith Scholars

The Smith Scholars Program is a Williams College of Business (WCB) undergraduate, cohort honors program. Smith Scholars students begin as freshmen in an intensive program that integrates the study of the liberal arts with the WCB core curriculum in a rigorous, purposeful, and innovative way. This unique cohort of Smith Scholars studies a range of courses in both the business and liberal arts curriculum thereby immersing themselves in the study of the foundational texts of philosophy, history, and economics. Building upon this foundation, Smith Scholars complete courses leading to their selected WCB major with a minor in Political Economy. The minor is designed to engage Smith Scholars in a rigorous examination of economic theory and its applications, the legal and regulatory environment of business, and the financial markets that integrate these forces.

Dr. Stephen Frankel 203 Hinkle Hall, 513-745-3668 frankel@xavier.edu

OFFICES AND SUPPORT SERVICES FOR STUDENTS

ACADEMIC AND CAREER RESOURCES

Career Development

Conaton Learning Commons, Suite 530 & Smith Hall, Room 120A 513.745.3141 career@xavier.edu xavier.edu/career

Center for International Education (CIE)

Phone 513-745-2864 Gallagher Student Center, Suite 230

The Connection Center

513.745.3881
First Floor Conaton Learning
Commons
xavier.edu/ts/about/ConnectionCenter.cfm

Library

xavier.edu/library askus@xavier.edu

Mathematics Tutoring Lab

513.745.3069
Conaton Learning Commons,
Room 419
xavier.edu/mathematicsdepartment/math-lab

Writing Center

513.745.2875 Conaton Learning Commons, Room 400 xavier.edu/writing_center

Office of Academic Support

513.745.3280 5th Floor, Conaton Learning Commons xavier.edu/academic-support

Office of Disability Services

513.745.3280 Conaton Learning Commons Room 514 xavier.edu/disability-services

Student Success

513.745.3141 Conaton Learning Commons (CLC), 5th floor xavier.edu/success-coaching success@xavier.edu

TRiO-Student Support Services

513.745.3758 Conaton Learning Commons, Suite 515 xavier.edu/sss

Campus Events, Activities, and Involvement

Recreational Sports 513.745.3208 The Health United Building (HUB) xavier.edu/recsports

Student Involvement

513.745.3004
Gallagher Student Center, Suite 210
xuinvolvement@xavier.edu
xavier.edu/involvement

Center For Diversity and Inclusion

513.745.3181 Gallagher Student Center, Suite 280 CDI@xavier.edu

HEALTH, WELLNESS, AND SAFETY RESOURCES

Campus Dining

513.745.4874 Fenwick Hall xavier.edu/dining dining@xavier.edu

Campus Police

513.745.1000 (Emergency) 513.745.2000 (Non-Emergency) 1648 Musketeer Drive xavier.edu/police xavier.edu/safety

McGrath Health and Wellness Center

513.745.3022 The Health United Building (HUB) xavier.edu/health-wellness

Psychological Services Center

513.745.3531 Sycamore House, Winding Way Avenue xavier.edu/psychologicalservices

Title IX Office

513-745-3046 513-904-9013. xavier.edu/titleix

SPIRITUALITY AND JESUIT MISSION AND IDENTITY

Center for Mission and Identity xavier.edu/jesuitresource

The Dorothy Day Center for Faith and Justice

513.745.3567 xavier.edu/cfj

ADDITIONAL RESOURCES FOR STUDENTS

Registrar

513.745.3941 phone Musketeer Mezzanine in Fenwick Place xavier.edu/registrar

Commuter Services

513.745.3824 Office of Residence Life, Musketeer Mezzanine in Fenwick Place xavier.edu/commuter

Parking Services

513.745.1050 parkingservices@xavier.edu xavier.edu/parking

Residence Life

513.745.3203 Musketeer Mezzanine in Fenwick Place reslife@xu.edu xavier.edu/residence-life

Student Financial Services

513.745.3142 1st Floor, Schott Hall XUFinAid@xavier.edu xavier.edu/financial-aid

Student Identification Card (ALL Card)

Xavier ConnectX, 513 745-3374 Musketeer Mezzanine in Fenwick Place xavier.edu/allcard