



# 2018-2019 ACADEMIC ADVISING HANDBOOK



# 2018-2019 ACADEMIC ADVISING HANDBOOK

---

## TABLE OF CONTENTS

Academic Calendar: 2018 - 2019	3
University College and Advising for First-Year Students	4
Foundational Studies	6
University College Advising and Registration	6
Foundational Studies Required Coursework	6
Registering for Classes	8
Registering Frequently Asked Questions	8
Sycamore Graduation Guarantee	8
Academic Planning Worksheet for First-Year Students	10

# ACADEMIC CALENDAR: 2018-2019

[indstate.edu/academic-affairs/calendar](http://indstate.edu/academic-affairs/calendar)

## FALL 2018

### August 21, Tuesday

Fall Semester Begins; 16 and 1st 8 Week Classes Start

### August 24, Friday

Last Day to Add/Register/Drop/Withdrawal for 1st 8-Week Classes

### August 27, Monday

Last Day to Add/Register/Drop/Withdrawal for 16-Week Classes

### September 3, Monday

Labor Day; University Closed (No Day or Evening Classes)

### September 10-14, Monday - Friday

Three Week Attendance Reporting; Deadline is 4:00 pm

### September 27- October 2, Thursday - Tuesday

Interim Grading; Grades due by 4 pm on Tuesday, October 2

### September 28, Friday

Last Day to Drop/Withdrawal for 1st 8 Week Classes

### October 5, Friday

Fall Break (No Day or Evening Classes)

### October 8, Monday

Classes Resume

### October 8 - 16, Monday - Tuesday

Final Grading Opens for 1st 8-Week Classes; Deadline is Noon

### October 15, Monday

2nd 8 Week Classes Start

### October 18, Thursday

Last Day to Add/Register/Drop/Withdrawal for 2nd 8-Week Classes

### November 5, Monday

Last Day to Drop/Withdrawal for 16-Week Classes

### November 12 - December 2, Monday - Sunday

Spring 2019 Priority Registration

### November 19 - 23, Monday - Friday

Thanksgiving Break; No Day or Evening Classes

### November 22 - 23, Thursday - Friday

University Closed

### November 26, Monday

University Opens; Classes Resume

### November 29, Thursday

Last Day to Drop/Withdrawal for 2nd 8-Week Classes

### December 3, Monday

Spring 2019 Open Registration begins

### December 3 - 7, Monday - Friday

Study Week

### December 7 - 18, Friday - Tuesday

Final Grading Opens; Deadline is Noon

### December 7, Friday

Last Day of Fall Classes

### December 10 - 14, Monday - Friday

Final Examinations

### December 15, Saturday

Commencement

### Dec 22 - January 1, Saturday - Tuesday

Winter Recess; University Closed

## SPRING 2019

### January 2, Wednesday

University Opens

### January 10 - 11, Thursday - Friday

Advisement and Registration for New Students

### January 15, Tuesday

Spring Semester Begins; 16 and 1st 8-Week Classes Start

### January 18, Friday

Last Day to Add/Register/Drop/Withdrawal for 1st 8-Week Classes

### January 21, Monday

Martin Luther King Jr. Day; University Closed

### January 22, Tuesday

Last Day to Add/Register/Drop/Withdrawal for 16-Week Classes

### February 4 - 8, Monday - Friday

Three Week Attendance Reporting; Deadline is 4:00 p.m.

### February 21 - 26, Thursday - Tuesday

Interim Grading; Deadline is 4 pm on Tuesday, February 26

### February 22, Friday

Last Day to Drop/Withdrawal for 1st 8-Week Classes

### March 4 - 12, Monday - Tuesday

Final Grading Opens for 1st 8 Week Classes; Deadline is Noon

### March 8, Friday

1st 8 Week Classes End; Summer 2019 Open Registration begins

### March 11, Monday

2nd 8 Week Classes Start

### March 14, Thursday

Last Day to Add/Register/Drop/Withdrawal for 2nd 8-Week Classes

### March 25 - 29, Monday - Friday

Spring Break (No Day or Evening Classes)

### April 1, Monday

Classes Resume

### April 8, Monday

Last Day to Drop/Withdrawal for 16-Week Classes

### April 15 - 28, Monday - Sunday

Summer and Fall 2019 Priority Registration

### April 25, Thursday

Last Day to Drop/Withdrawal for 2nd 8-Week Classes

### April 29, Monday

Fall 2019 Open Registration begins

### April 29 - May 3, Monday - Friday

Study Week

### May 3 - 14, Friday - Tuesday

Final Grading Opens; Deadline is Noon

### May 3, Friday

Last Day of Spring Classes

### May 6 - 10, Monday - Friday

Final Examinations

### May 11, Saturday

Commencement

# UNIVERSITY COLLEGE AND ADVISING FOR FIRST-YEAR STUDENTS

---

All new first-year students entering Indiana State University will be assigned an academic advisor in the University College. After the first year of course work at Indiana State University, students in good academic standing with at least 24 earned credits will transition to their academic college for advising.

## **THE PURPOSE OF THE UNIVERSITY COLLEGE IS TO HELP FIRST-YEAR STUDENTS TO SUCCEED BY:**

- Instilling in first-year students a sense of personal responsibility for and commitment to their academic success
  - Promoting professional excellence and accountability on the part of staff, faculty, and administrators
  - Providing first-year students with access to high quality and transitional academic advising
  - Partnering with the Foundational Studies Council, as well as Academic Colleges, to provide high quality instruction for first year students, centered on student learning, developmental scaffolding, and the challenge and rigor appropriate for the first year of college
  - Collaborating with campus divisions and units to build a responsive and developmentally appropriate network of assistance for first-year students
- 

## **VISION STATEMENT:**

The University College will support first-year students through the promotion of high quality advising and instruction and by collaboration with campus units responsible for student success.

812-237-4134 | Normal Hall, Third Floor  
HOURS: Monday - Friday | 8:00 a.m. - 4:30 p.m.

**ACADEMIC ADVISOR RESPONSIBILITIES: Advisors' responsibilities include, but are not limited to:**

1. Have a thorough understanding of:
  - a. the Foundational Studies Program
  - b. institutional requirements
  - c. course sequences and major and minor requirements, and, if appropriate,
  - d. teacher education requirements of advisees.
2. Know University and college/school policies and procedures.
3. Be available to students by maintaining adequate office hours and appointment times that are reasonable to accommodate students' needs.
4. Be sensitive to the unique needs of individual students.
5. Discuss linkages between academic preparation, the world of work, and life goals.
6. Provide students with information about alternatives, limitations, and possible consequences of academic decisions.
7. Monitor student advisees' progress toward educational/career goals through the maintenance of accurate student records.
8. Refer students to appropriate resources for needed assistance and serve as an ombudsperson (advocate) for advisees.
9. Participate in professional development activities related to academic advisement.
10. Exhibit the rapport necessary to maintain relationships with advisees and for maintaining a positive, constructive attitude toward advising in general.

**STUDENT RESPONSIBILITIES: Students' responsibilities include, but are not limited to:**

1. Being knowledgeable about the academic policies, procedures, and requirements (including graduation requirements) of:
  - a. the University
  - b. the college or school
  - c. students' program major(s)
  - d. students' program minor(s)
  - e. the Foundational Studies Program
2. Planning an academic program to meet degree requirements.
3. Maintaining personal copies of a tentative degree plan, progress reports, Foundational Studies evaluations, transfer credit evaluations, and other important University documents.
4. Knowing the name and office location of the academic advisor, and actively participating in the advising and scheduling process by consulting with that person.
5. Taking advantage of the information and advice provided.
6. Seeking and reviewing relevant information for decision-making.
7. Developing social, academic, and career goals, and examining how these goals can affect life.
8. Understanding that students must accept final responsibility for decisions regarding personal goals and educational goals, and for satisfying graduation requirements.

**STUDENT PARTICIPATION IN PROGRAM PLANNING**

Each student enrolled in the University is expected to read carefully and to understand the contents of the Undergraduate Catalog. This includes the awareness of the University's general policies and regulations for academic achievement necessary for continued enrollment as well as for graduation, in addition to those regulations identified by Student Conduct and Integrity relating to his/her social and campus conduct.

Each student should assume at the earliest moment possible the initiative for preparing the semester schedule of classes. The academic advisor is available to offer suggestions and to verify the accuracy of course choices in meeting curricular patterns.

**Every effort will be made to help students understand University requirements to appropriately progress from freshman year to graduation. However, understanding the curriculum requirements and progressing toward a degree is ultimately the responsibility of the student. It is highly suggested students meet with their academic advisor regularly.**

# FOUNDATIONAL STUDIES

---

Indiana State University is committed to providing a high quality education that will help to develop intellectual abilities while providing the skills and knowledge required or necessary to successfully navigate the complexities of the twenty-first century.

The Foundational Studies Program is the cornerstone of this goal. Together your major and the Foundational Studies curriculum will prepare you to be an effective communicator, a critical thinker, and an informed decision maker. The Foundational Studies curriculum also exposes multiple “ways of knowing” (e.g. scientific, social or behavioral, historical, literary, fine and performing arts, etc.) that will help you better understand the world in which you live. This list of Foundational Studies courses is limited to 100- and 200-level courses only. For a comprehensive list of Foundational Studies classes, please visit [indstate.edu/academics/fs/approved-courses](http://indstate.edu/academics/fs/approved-courses).

---

## FOUNDATIONAL STUDIES REQUIRED COURSE WORK

### I. Freshman Composition (*must fulfill one requirement*)

- A. Eng 101 and Eng 105 (ACT English < 20; old SAT Verbal < 510; new SAT Reading < 28; new SAT Reading and Writing < 530)  
**OR**
- B. Eng 107 or Eng 108 (ACT English 20 or higher; old SAT Verbal 510 or higher; new SAT Reading 28 or higher; new SAT Reading and Writing 530 or higher)  
**OR**
- C. ACT English 29 or above (or old SAT Verbal 650 or above; or new SAT Reading of 35 or above; or new SAT Reading and Writing of 700 or above) and completion of the University Honors curriculum (GH 101 and GH 201)

### II. COMMUNICATION

- A. COMM 101

### III. QUANTITATIVE LITERACY AND MATHEMATICS (*must fulfill one requirement*)

- A. Quantitative Literacy
  - 1. Quantitative Literacy course (select from ECON 101 or FIN 108 or MATH 102)  
**OR**
  - 2. Old SAT Math score of 650 or above (or an ACT Math score of 27 or above; or new SAT Math Section score of 670 or above; or new SAT Math Test score of 33.5 or above)  
**OR**
- B. Mathematics

Math placement Exam - In order to correctly place students in mathematics courses at Indiana State University, students are required to take a mathematics placement exam. The exam can be taken on-line in less than an hour at [www.indstate.edu/testing](http://www.indstate.edu/testing).

  - 1. One Mathematics course (select from MATH 115, MATH 241, or MET 215)  
**OR**
  - 2. MATH 102 (ACT 16 or higher; SAT 430 or higher; new SAT Math Section score 470 or higher; new SAT Math Test score 23.5 or higher; Mathematics Placement score of 7 or better)

**IV. HEALTH AND WELLNESS (must fulfill one requirement)**

- A. One course (select from AHS 111 or AHS 201 or PE 101)

**OR**

- B. Completion of U.S. armed military services basic training (reserves or enlisted—does not include ROTC training).

**V. LABORATORY SCIENCE (must fulfill one requirement)**

- A. One Foundational Studies designated laboratory science course (select from BIO 112/BIO 112 L, CHEM 100/ CHEM 100 L, ENVI 110 /ENVI 110 L, PHYS 101/PHYS 101 L, or SCED 100/SCED 100L)

**OR**

- B. Any two laboratory science courses from two different science disciplines.

**VI. SOCIAL AND BEHAVIORAL SCIENCES (choose one)**

- A. ECON 100, EPSY 202, EPSY 221, PSCI 130, PSY 101 OR SOC 101

**VII. LITERARY STUDIES (choose one)**

- A. ENG 239 OR LAT 215

**VIII. FINE AND PERFORMING ARTS (choose one)**

- A. ART 151, COMM 240, ENG 219, IAD 110, MUS 233, MUS 236, OR THTR 174

**IX. HISTORICAL PERSPECTIVES (NOT AVAILABLE FALL 2018)**

**X. GLOBAL PERSPECTIVE AND CULTURAL DIVERSITY (must fulfill one requirement)**

- A. AFRI 113, AFRI 212, AFRI 222, ENVI 130, HIST 101, HIST 102, PSCI 105, or SOC 110 (choose one)

**OR**

- B. 2 Non-Native Language courses if exemption not met by four courses in high school in a single non-native language with a grade of C- or better.

*\*Students who did not take four courses in a single or multiple non-native language(s) earning a C- or better may take the language placement test to determine the appropriate course. If they take the higher level course and earn a C or better, they will have met the requirement.*

**XI. ETHICS AND SOCIAL RESPONSIBILITY (choose one)**

- A. BUS 204 (requires 24 earned hours), CNST 101, CRIM 100, ECON 103, GNDR 200, PHIL 201 OR PSCI 107

**XII. INTEGRATIVE AND UPPER DIVISION ELECTIVES (must fulfill one requirement)**

One Upper Division Integrative Elective course fulfilled by Study Abroad, minor, second major, or education major; University Honors fulfills two upper division integrative elective courses.

# REGISTERING FOR CLASSES

---

## UNIVERSITY COLLEGE ADVISING AND REGISTRATION

After New Student Orientation, students will meet multiple times throughout the semester with their University College advisor. The advisor will assist students in learning how to navigate the resources that are available, such as their MySAM worksheet and MySAM four-year plan. Students are strongly encouraged to contact their advisor about questions and/or concerns regarding their choice of major, classes, etc. The University College policy states first-year students are unable to officially declare a minor or second major but can take classes required for those areas.

Priority registration for the spring semester will take place in November. Advisors will hold a combination of group advising sessions and individual advising sessions to help students prepare for registration. Students must attend a registration appointment with their advisor early in the fall semester before they are eligible to register to discuss their classes for the upcoming term. A University College advisor hold is placed on the record of all University College students. The purpose of this hold is to prevent students from changing their schedule without first consulting their advisor.

Students may also contact the University College Advising office (812-237-4134) or Ms. Susan Johnson, Executive Director of Advising (Susan.Johnson@indstate.edu) if they have questions.

# FREQUENTLY ASKED QUESTIONS

---

## HOW DO I REGISTER FOR CLASSES?

Students can either drop or add classes via the web at <http://myisu.indstate.edu/>. To access the web, a student must know her/his Sycamore Login, password, and advisement PIN.

## HOW DO I DROP/ADD A CLASS?

You may either drop or add classes via the web at <http://myisu.indstate.edu/>. To access the web, a student must enter her/his Sycamore Login and password.

Freshmen, sophomores, and students in their first semester will need to consult with their advisor to obtain an advising PIN prior to making scheduling changes. Students who are not in good academic standing will also need to obtain an advising PIN.

The advising PIN will need to be entered in addition to the Sycamore Login and password.

All students are encouraged to consult with their advisor prior to making changes to their class schedule.

## WHAT HAPPENS WHEN A CLASS IS CANCELLED?

If a class is cancelled by a department, the student is automatically dropped from the class and the drop/add fee is waived. The student is sent a letter or email indicating that class has been cancelled so that s/he may register for another course.

## HOW DO I GET A PRINTED SCHEDULE OF MY CLASSES?

You may print your class schedule by accessing the MyISU Portal and clicking on Student Schedule by Day and Time. You may then print a copy of your schedule.

# SYCAMORE GRADUATION GUARANTEE

---

Indiana State University has announced a four-year graduation guarantee for students enrolling fall 2012 and beyond. The guarantee assures eligible students they will be able to complete a bachelor's degree within four years. If students fulfill the requirements below and are not able to graduate in four years, the University will pay for the remaining tuition to completion.



## INSTRUCTIONS

Students must sign up for the Sycamore Graduation Guarantee at [indstate.edu/mysam](http://indstate.edu/mysam). The University will communicate with the student if changes occur with majors, minors, or additional degrees are added. Additionally, the student will be communicated with annually by Academic Affairs. All full-time students will be automatically registered for the Sycamore Graduation Guarantee. The University will communicate to the students if changes in major, additions of minors, or second majors changes a student's status with the Sycamore Graduation Guarantee. Pursuant to HEA 1348-2013, all incoming students will be provided with an updated degree map before the start of priority registration each term. If a course on the degree map is not available to the student who registers during priority registration, the University will make a seat available in the course, or provide an updated degree map that will not add time to degree, or provide a course substitution. This program is at no cost to students and signing up is easy to do.

### STUDENT REQUIREMENTS: The student is responsible for:

1. Entering the University as a first-time, full-time freshman beginning fall 2017 or after.
2. Meeting with his/her advisor to develop a four-year plan to identify the courses the student must complete each semester to stay on course to graduate within four years. The student assumes responsibility for monitoring his/her progress to degree utilizing the degree audit reporting tool and is encouraged to meet with his/her advisor each semester to ensure that he/she stays on track.
3. Following appropriate course sequencing (per program of study) and completing prerequisites with required grade for progression.
4. Declaring and being admitted to a major by August 1, 2018 for students who enter in fall 2017. If major is changed, it must be done in time to meet the requirements of the new major and graduate within the original four-year time period.
5. Remaining in good academic standing each term/semester (by both institutional and major standards).
6. Completing 30 to 32 credit hours each academic year for four years as required by the college and major and meeting all degree requirements.
7. Monitoring his/her progress and notifying his/her advisor by email and the Guarantee program by email at: [stayontrack@indstate.edu](mailto:stayontrack@indstate.edu) during priority registration period if unable to register for a required course needed to meet progression/graduation standards.
8. Ensuring he/she has no holds blocking registration and registering for courses during the priority registration period.
9. Applying for graduation by October 1, 2020 for May 2021 graduation.

Students requiring more than 6 credits of developmental courses may not be eligible for the Sycamore Graduation Guarantee, depending on major. This agreement applies to all degree programs of 128 semester hours or fewer. For students pursuing a double major or major and minor, the combined requirements must be less than 120 semester hours.

### UNIVERSITY RESPONSIBILITIES: The University's responsibilities under the guarantee include:

1. Notifying the student during the first semester if the student is not eligible for the Sycamore Graduation Guarantee because of needed developmental work or declared major of 128 semester hours or greater. The student is still covered by the provisions of HEA 1348-2013.
2. Providing appropriate courses for the major to ensure that the degree can be completed during the four-year period.
3. Providing access to quality advising throughout a student's time at Indiana State.
4. Providing tools, including but not limited to degree audit reporting, to enable the student to monitor his/her progress toward degree.
5. Providing an annual assessment report indicating if the student is on track to graduate within four years and, if not, what issues need to be addressed to be back in compliance with the Sycamore Graduation Guarantee.
6. If a student is unable to graduate within four years due to the unavailability of required course work, the University may, when appropriate, allow the student to graduate within four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student's major.
7. If course substitution is not an option, and the student is unable to graduate after completing four years and complying with all terms of this agreement, Indiana State will pay the tuition and mandatory fees for any additional required courses.

The student must request a course substitution or waiver of tuition and mandatory fees prior to the beginning of classes for the last semester of the student's four-year plan. The waiver of tuition and mandatory fees will be limited to the required course work and does not extend to any other costs of attendance including room and board fees and textbooks. All other fees will be the responsibility of the student.

At various points, students may fall out of compliance with the agreement due to financial constraints, academic performance, change of major and other issues. Students should work with their advisors to determine what options (summer school, tutoring, etc.) may exist to address those issues and come back into compliance.

# Academic Planning Worksheet for First-Year Students

## FRESHMEN COMPOSITION

- ENG 101
- ENG 105
- ENG 107
- ENG 108 (English Majors & Honors students)
- Old SAT V 650/New SAT 34 or ACT E 29 + GH 101 & 102

## COMMUNICATION

- COMM 101 Intro to Public Communication
- COMM 202/L Intro to Communication (majors only)

## QUANTITATIVE LITERACY & MATH

- MATH 115 College Algebra (Maple TA 12)
- MATH 241 Principles of Statistics (Maple TA 12)
- MATH 102 Quantitative Literacy (Maple TA 7/SAT 430/ACT 16)
- FIN 108 Personal Finance (no Maple TA)
- ECON 101 Quantitative Problem Solving (Maple TA 7)
- MET 215 Graphic Analysis (Maple TA 7)
- SAT M 650 or ACT M 27

## HEALTH & WELLNESS

- PE 101 Fitness for Life
- AHS 111 Personal Health Science & Wellness
- AHS 201 Intro to Nutrition

## SCIENCE & LABORATORY

- BIO 112/L Human Aspects of Bio
- CHEM 100/L Chemistry & Society
- ENVI 110/L Intro to Environmental Science
- PHYS 101/L Intro to the Physical Sciences
- SCED 100/L Inquiry into Physical Science

## SOCIAL & BEHAVIORAL SCIENCES

- ECON 100 Basic Economics
- EPSY 202 Psychology of Childhood & Adolescence
- EPSY 221 Developmental Psychology
- PSCI 130 Intro to Political Science
- PSY 101 General Psychology
- SOC 101 Intro to Sociology

## LITERARY STUDIES

- ENG 239 Literature & Human Experience
- LAT 215 Classical Mythology

## FINE & PERFORMING ARTS

- THTR 174 Introduction to Theater
- MUS 236 Survey of American Popular Music Trad
- MUS 233 Music Appreciation
- IAD 110 Intro to Interior Arch. Design
- ENG 219 Intro to Creative Writing
- ART 151 Visual Arts in Civilization
- COMM 240 Intro to Film

## HISTORICAL PERSPECTIVES

*Not available for fall 2018*

## GLOBAL PERSPECTIVES & CULTURAL DIVERSITY

- AFRI 113 Found of African & African Amer Studies
- AFRI 212 African American Cultural Traditions
- AFRI 222 African Cultural Traditions
- ENVI 130 World Cultures & Environments
- HIST 101 World Civilization to 1500
- HIST 102 World Civilization since 1500
- PSCI 105 Issues of Our Times
- SOC 110 US & Global Diversity
- 2 non-native language courses if exemption not met

## ETHICS & SOCIAL RESPONSIBILITY

- BUS 204 Ethics in Organizations (24 earned hrs)
- CNST 101 Ethics & Construction
- CRIM 100 Individuals, Societies & Justice
- ECON 103 Econ Perspectives on Envi Problems
- PHIL 201 Ethics & Good Life
- PSCI 107 Leadership, Ethics & Democracy
- GNDR 200 Introduction to Gender Studies
- MKTG 150 Green Marketing and Supply Chain

### AP/Dual Credit/College Challenge courses expected:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

### "Must Take" Fall 1 courses for major:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

### Questions for my Academic Advisor tomorrow:

---

---

---

---





Indiana State  
University