

**FIRST-YEAR STUDENT
ADVISING GUIDE
ELMHURST COLLEGE
2017-2018**



**For further information, contact
the Office of Advising at:**

Goebel Hall Room 103

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advising@elmhurst.edu



WELCOME TO EC!

The Role of Advising

The Advising Office at Elmhurst advocates for and intentionally promotes holistic academic advising across the College, so that all students have the opportunity to reach their potential by working closely with an advisor to make thoughtful decisions about their academic endeavors and maximize their educational possibilities.

Both faculty and professional advisors help students explore their own values, interests, abilities, aspirations, goals, and career plans. At the same time, advisors help students become acclimated to college life, assist students in making good use of the many resources available at the College, and learn about graduation requirements. Academic advising, then, focuses on increasing students' capacity to take charge of their own educational plans and to meet graduation requirements.

While many individuals are ready and willing to help, “...**the final responsibility for the educational program and for meeting graduation requirements rests with the student (you).**” – *College Catalog*.

At Elmhurst College, all first-year students enroll in a First-Year Seminar course for the fall term. This course is taught by a faculty member who serves as the students' first-year advisor for both the fall and spring terms. This is a unique opportunity for students to make a real connection with their advisor, as they spend a minimum of three hours of classroom time a week together, in addition to more traditional advising appointments. After the freshman year, students select or are assigned faculty advisors in their majors or areas of interest.

Knowing when and why to see your advisor and/or the Office of Advising is key to a successful college experience. Students and advisors share the responsibility to make the most of the opportunities inherent in the advising relationship. It is important, then, to know and understand the responsibilities of both.

Advisee Responsibilities:

- ✓ Make appointments with advisor – give at least 24-hr notice
- ✓ Be prepared for meeting with your faculty advisor; bring your academic records; bring questions
- ✓ Read the Catalog and E-Book
- ✓ Become familiar with graduation requirements and other institutional policies and procedures
- ✓ Develop plans for taking courses required for graduation
- ✓ Keep track of your own academic records
- ✓ Watch for early academic progress grades and reports [EAPs] via EC email and BlueNet
- ✓ Use Degree Audit appropriately
- ✓ Develop plans for achieving academic, career and personal goals
- ✓ Check class schedules and learn how to navigate BlueNet/WebAdvisor for Students
- ✓ Make use of the full range of campus resources
- ✓ Apply for graduation [request official degree audit] one year prior to your anticipated graduation date
- ✓ See your advisor and course instructor at the first sign of academic difficulty
- ✓ Take responsibility for your decisions
- ✓ Understand the shared responsibilities among advisor, advisee, and the Advising Office

See your advisor for:

- ✓ Guidance in making academic and career choices
- ✓ Course selection and academic planning assistance
 - *In what ways can the ECIC be incorporated into a 4-year plan?*
 - *Is there a prescribed or recommended course sequence for my major?*
 - *What is a particular course about?*
 - *Should I drop or add a course?*
- ✓ Clarification of degree requirements
- ✓ More information about a particular major
- ✓ Assistance in developing strategies to maximize your academic performance
- ✓ Explanations of and/or referrals to campus resources
- ✓ Support if you have a question or a problem

See the Advising Office for:

- ✓ General information about majors -- if you are undecided about your major, or considering changing majors, just make an appointment to discuss options
- ✓ Specific information about academic policies, regulations, graduation requirements, etc.
- ✓ Forms, forms, forms . . .
 - Change your major – change, add, delete either major(s) or minor(s) or certification; upperclassmen use same form to change their advisor
 - Request permission to take classes at another institution
 - Petition for . . . any exception/substitution to college policy or regulation
 - Withdrawal from the College
 - Academic planning worksheets: ECIC chart and four-year planning map (*included at the end of this guide*)
- ✓ Questions about transfer, AP, and other types of credit
- ✓ Help with academic-related concerns; the Office of Advising can refer you to people and resources

Degree Audit



What is degree audit?

- A program evaluation tool on BlueNet which helps you keep track of your progress toward completing your degree.
- Your degree audit is considered “unofficial” until you apply for graduation [one year prior to your anticipated graduation date], and it is officially reviewed. **Exceptions and comments are not noted until official review.**
- The degree audit report shows your progress in the following:
 - The Elmhurst College Integrated Curriculum (ECIC)
 - Major(s) and minor(s) requirements
 - Number of overall accumulated course credits toward graduation
 - Number of course credits completed at the 300/400 level
 - Earned Grade Point Average (GPA)

How do I use degree audit?

- Log on to the portal, then BlueNet; go to “New/Current Students”
- Select “My Degree Audit” under the My Academic Profile section
- Your major of record will appear. If this is correct, check box and continue. If not correct, or if you want to see what you would need for a different major, open the “What if I changed my program of study?” window and select desired program.
- IMPORTANT: Choose the catalog year you started the College.
- NOTE: degree audit will evaluate all previous and current coursework, but it is not official until reviewed after you apply for graduation [one year before anticipated graduation date].

How do I include degree audit in the advising process?

- Track your progress toward graduation.
- Print out your degree audit and bring to advising appointments.
- Print out “what if” scenarios before meeting with advisor to discuss changing major and/or adding second major or minor(s).
- Use degree audit as the framework for scheduling your time at Elmhurst [plot all needed courses into a multi-year plan – academic planning sheets are available through the Advising Office.
- Use degree audit in conjunction with degree completion requirements stated in Catalog.



EARNING AN ELMHURST COLLEGE DEGREE

1. Complete all aspects of the Elmhurst College Integrated Curriculum [ECIC].

- The ECIC forms the foundation for a broad liberal arts program.
- There are nine Areas of Knowledge [AoK] in the ECIC, as well as seven skill and value tags, developmental experiences, and proficiencies.
- All courses satisfying the ECIC must be taken for a letter grade when a letter grade is a grading option.
- Students may not take more than two AoK courses within any one dept.
- New students with less than two full years of a foreign language in high school are required to complete a year in one foreign language at Elmhurst.

2. Complete all your major requirements.

- All courses for major must be taken for a letter grade
- Must have 1 major, can have 3
- Minors are optional, can have 3
- Some major courses may also meet aspects of the ECIC
- Some majors won't accept "D" grades
- Some majors have a separate application process [Ex: Education, Nursing]
- Some majors require a higher GPA
- Students must successfully complete course credits at Elmhurst College in the major and/or minor equal in number to one-half of the total units of course credits required for the major and/or minor. At least one-half of the units of course credit for a major or minor may not be counted toward any other major or minor.
- Consult catalog and faculty advisor for details of a particular major

3. Earn a minimum of 32.00 course credits (128 semester hours).

NOTE: 1 course credit = 4 semester hours

- Need at least 32.00 credits to graduate
- Sometimes first year students may need more, if they bring in an excess of 8.0 AP credits.
- May need to exceed 32.00 credits to meet program requirements

4. Complete at least 10.00 course credits at the 300/400 level at a 4-year institution.

- Junior/senior or upper level credit must be completed at a 4-year institution
- Includes ECIC, major, minor, and elective courses
- **NO Transfer credit from 2-year college** counts as upper level credit for this requirement

5. Achieve a minimum GPA of 2.0.

- Both combined and institutional GPA
- Some programs require higher overall GPA
- Some programs require higher major GPA

6. Earn last 8.00 course credits at Elmhurst College [residency].

About the catalog:

- ☒ Follow the policies and regulations, including graduation requirements, stated in the catalog the year you first attended Elmhurst College, or the catalog of the year you graduate – nothing in-between.
- ☒ If a major undergoes a radical program change, see the Department Chair to clarify how you will satisfy the requirements of the major.

Exploring majors at Elmhurst College

For freshmen

- Review the list of majors offered at Elmhurst College [in the online College Catalog or on the EC website]
- Explore majors on internet sites like www.mymajors.com
- Meet with instructors after class to discuss aspects of the course work which particularly interest me
- Make an appointment with at least two department chairpersons or faculty members, to learn more about the majors offered by their departments
- Make an appointment with my faculty advisor to discuss exploring majors
- Enroll in CPP 299, Professional Foundations for Career Development, a half-course credit course offered in Fall, January, and Spring Terms
- Participate in the Shadowing/Mentoring program – contact the Weigand Center for Professional Excellence [CPE], lower level of the library, for more information
- Use the software applications in the CPE to research careers, “What can I do with a major in . . .” etc.
- Attend guestship lectures and major fairs
- Make an appointment with Peggy Killian, Career Education Director in the CPE, to discuss which assessments would be appropriate to help me learn which majors and correlating careers would be a good fit for me. Contact info: 630-617-3525 or peggyk@elmhurst.edu



Campus resources for maximizing your Elmhurst experience

A.C. Buehler Library, (630) 617-3160 - College Library

Advising Office, Goebel Hall 103, (630) 617-3450 - Advocates for and intentionally promotes holistic academic advising across the College, so that all students have the opportunity to work closely with an advisor to make thoughtful decisions about their academic endeavors, maximize their educational possibilities, and construct their own unique Elmhurst Experience.

Campus Portal @ my.elmhurst.edu your personal access to everything from the College Website to BlueNet, to your EC email.

Weigand Center for Professional Excellence [CPE], Library, lower level, (630) 617-3460 - The CPE houses Career Education, International Education and Off-Campus Programs, Mentoring/Shadowing, Honors Program, and Advising for health professions.

College Catalog. Reflects the programs, fees, policies, and regulations of the College and is available online.

Disability Services, Frick Center 226 (in Learning Center), (630) 617-6448 - Elmhurst College provides program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability and would like more information, please contact Dr. Corinne Smith, the Disability Service Coordinator.

Information Services, Goebel Hall, second floor, (630) 617-3543 - Provides and assists both resident and commuter students with a variety of technical resources both on and off campus. See <http://acl.elmhurst.edu/>

Learning Center, Frick Center 229, (630) 617-3155 - Provides a variety of services to help students "learn how to learn." Also houses the **Writing Center**, which provides student writers with feedback and support for writing assignments across the curriculum.

Niebuhr Center for Faith and Action - Niebuhr Hall 4, (630) 617-3492 - Promotes social engagement among faith-motivated students of diverse religious backgrounds; invites students to explore their callings to professions of service or ministry.

Registration and Records, Goebel Hall 105, (630) 617-3250 - Provides information about registering for courses, applying for graduation, ordering transcripts, enrollment verification, and more

Wellness Center, Niebuhr Hall 10, (630) 617-3565 - Includes both the Counseling Center and Student Health Service.

**School closing
Hotline:
(630) 617-3777**



**Computer help
desk:
(630) 617-3543**

Elmhurst College Integrated Curriculum Advising Worksheet

Areas of Knowledge Can't use same department more than two times for AoKs	
Interpretation and Identity	
Inquiry into Ethics & Justice [IEJ]	
Religious Studies in Context [RSC]	
Literature [LT]	
Fine Arts [FA]	
Societies, Individuals, and Cultures	
Historical Analysis [HA]	
Social & Political Analysis [SPA]	
Cognitive & Behavioral Sciences [CBS]	
Natural Science	
Physical Science [PS]	
Life Science [LS]	

Proficiencies	
Writing (ENG 105) or equivalent	
Mathematics	
Foreign Language (2 years HS or 102)	
Computer Technology	

Tagged Courses	
Skills	
Oral Communication [O]	
Quantitative Reasoning [Q]	
Writing 300/400 level at a 4-year institution [W]	
Information Literacy Associated with Major [I]	
Values Development	
Intercultural Global Engagement [G]	
Intercultural Domestic Engagement [D]	
Social Responsibility 300/400 level at a 4-yr institution [S]	

Developmental Experiences	
First Year Seminar	
ENG 106	
Experiential Learning	
Senior Capstone	Met in major

Innovation Cell (if applicable)	
Course	Approved AoK(s)

A course may satisfy multiple requirements, though no course may satisfy more than two tags.

Name: _____

TENTATIVE Academic Plan

Advisor: _____

FALL TERM, 20__	JANUARY TERM, 20__	SPRING TERM, 20__	SUMMER TERM, 20__
Courses Completed: _____	Courses Completed: _____	Courses Completed: _____	Courses Completed: _____
FALL TERM, 20__	JANUARY TERM, 20__	SPRING TERM, 20__	SUMMER TERM, 20__
Courses Completed: _____	Courses Completed: _____	Courses Completed: _____	Courses Completed: _____
FALL TERM, 20__	JANUARY TERM, 20__	SPRING TERM, 20__	SUMMER TERM, 20__
Courses Completed: _____	Courses Completed: _____	Courses Completed: _____	Courses Completed: _____
FALL TERM, 20__	JANUARY TERM, 20__	SPRING TERM, 20__	SUMMER TERM, 20__
Courses Completed: _____	Courses Completed: _____	Courses Completed: _____	Courses Completed: _____

HINT: Make several copies of this blank **TENTATIVE Academic Plan**, so you can review and update on a regular basis.