

**TRANSFER STUDENT
ADVISING GUIDE
ELMHURST COLLEGE
2017-2018**



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

Goebel Hall Room 103

Phone: (630) 617-3450

Fax: (630) 617-3245

advising@elmhurst.edu

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 work closely with an advisor to make thoughtful decisions about their academic endeavors, maximize their educational possibilities, and to reach their potential.

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.

Transfer and readmitted students are welcome to direct any questions or concerns about their class schedule, transfer courses, or any other advising concern to the Office of Advising (advising@elmhurst.edu or 630-617-3450) until they are assigned a faculty advisor, usually during the second week of the term.

Transfer and readmitted students are assigned a faculty advisor in their discipline. Building on previous experiences at other colleges and universities, this advisor can help students review their transfer course work and explore enhanced learning opportunities in their chosen area of study.



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.

ADVISOR RESPONSIBILITIES:

- ❖ *Be accessible to students on a regular, predictable basis*
- ❖ *Encourage students in self-direction, in learning and assuming responsibility for their own educational plans*
- ❖ *Reinforce the responsibilities of advisees*
- ❖ *Assist students in selecting courses that reflect individual interests and abilities*
- ❖ *Help students with academic planning – re-evaluate plans regularly*
- ❖ *Assist students in achieving academic, career and personal goals*
- ❖ *Know graduation requirements and other institutional policies outlined in the Elmhurst College Catalog*
- ❖ *Follow up with students re: early academic progress grades and reports [EAPs]*
- ❖ *Refer students to appropriate campus resources*
- ❖ *Help students learn about EC's academic policies and procedures*
- ❖ *Encourage students to explore co-curricular activities*
- ❖ *Facilitate development of each student's journey to Reach their Potential*
- ❖ *Increase advising skills through regular training*
- ❖ *Understand the shared responsibilities among advisor, advisee, and the Advising Office*

ADVISEE RESPONSIBILITIES:

- ❖ *Make appointments with advisor as needed, but for sure PRIOR to registration – give at least 24-hr notice*
- ❖ *Be prepared for meeting with your faculty advisor; bring your academic records; bring questions*
- ❖ *Read the Catalog [online] 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 and regularly to track academic progress toward degree completion*
- ❖ *Develop plans for achieving academic, career and personal goals*
- ❖ *Check class schedules and learn how to navigate BlueNet*
- ❖ *Make use of the full range of campus resources*
- ❖ *Apply for graduation [request official degree audit] one year prior to your anticipated graduation date – must have completed at least one full term at Elmhurst*
- ❖ *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*



“The primary purpose of a liberal arts education is to make one's mind a pleasant place in which to spend one's leisure.” ~Sydney Harris



Knowing when and why to see your advisor and/or the Office of Advising is key to a successful college experience.

See your advisor for:

- ✓ course selection and academic planning assistance
- ✓ guidance in making academic and career choices
- ✓ 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

Ask your advisor questions such as:

- ✓ What courses, proficiencies and experiences do I still need for the Elmhurst College Integrated Curriculum?
- ✓ What is a particular course about?
- ✓ What is an elective course?
- ✓ How many courses should I take at a time?
- ✓ What can I do if I'm having trouble in a course?
- ✓ Should I drop or add a course?
- ✓ How can I find out more about academic majors and career possibilities?
- ✓ What options do I have if I don't like my major?
- ✓ Am I eligible to take this course? Are there pre-requisites?
- ✓ Is there a prescribed or recommended course sequence for my major?

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
 - Withdraw from the College
 - Get information about taking classes elsewhere
 - Submit completed Petition form [any exception/substitution to college policy or regulation] and completed Transfer Course Approval/Permission to Attend forms
- ✓ 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

JUST FOR TRANSFER STUDENTS

Does Elmhurst College have all your transcripts?

Important papers you'll want to keep with your academic records:

- Transfer Credit Evaluation
- Major Evaluation Form
- Copies of transcripts from previous colleges

Here are some common questions from transfer students:

How much transfer credit did I receive?

Look at box entitled Transfer Information on the right side of your **Transfer Credit Evaluation**.

Do I get transfer credit for a class in which I received a "D"?

Yes, Elmhurst gives earned credit for "D" grades in transfer, and the grade is calculated in your overall GPA. Keep in mind, some programs and majors won't accept "D" grades, so it may be elective credit, or may need to be repeated at Elmhurst.

How does Elmhurst College compute credit?

At Elmhurst College, 1 course credit equals 4 semester hour or 6 quarter hours. NOTE: in the 2017-2018 school year, we will convert to semester hours.

I took 6 courses at my previous college. Why didn't I earn 6 credits?

You receive in transfer credit the same amount of credit you earned at the college where you took the course. If you took a 3 semester hour course, it transferred in as .75 credit. If you took a 4 quarter hour course, it transferred in as .68 credit. NOTE: in the 2017-2018 school year, we will convert to semester hours.

I don't think all my courses transferred in - how can I check on that?

Check the *Transfer Equivalency* link on BlueNet. By the way, do we have your final transcript?

What requirements in the Integrated Curriculum have I already completed? What courses were accepted in my major?

Check your **Transfer Credit Evaluation** for the courses and proficiencies accepted for Integrated Curriculum. Check your Major Evaluation Form for courses accepted in your major.

How will I know which courses EC accepted in transfer credit?

Check the *Transfer Equivalency* link on BlueNet.

Will Elmhurst accept AP credit transcribed by my previous college?

No – we need your official grade report, sent by College Board directly to Elmhurst College. Check out www.collegeboard.com/ap for assistance. Elmhurst College test center number is 1204.

What should I know about Illinois Articulation Initiative (IAI)?

The IAI allows students to complete a prescribed set of general education courses at an Illinois community college and transfer that package to Elmhurst College. Completion of IAI is noted on the final transcript sent by the 2-year college, most often as an Associates of Arts or Science degree.

Students who have completed IAI at a previous school will still be required to fulfill up to two outstanding Areas of Knowledge, as well as all other remaining requirements of the ECIC at Elmhurst College.

A REMINDER TO ALL STUDENTS:

“The final responsibility for the educational program and for meeting graduation requirements rests with the student.”

-COLLEGE CATALOG





ADVISING & REGISTRATION TIMELINE:

How and when things are done at Elmhurst College

Fall Term 2017

August 25 – Transfer Orientation

August 28-September 1 – First week of class; review course selections, consult with your faculty advisor or the Advising Office to make any adjustments to class schedule [add/drop].

September 1 – Last day to add courses, or drop without a “W” on transcript.

Check your **Elmhurst College e-mail** regularly, so you don’t miss important college communications!

Early September – Check the **My Profile** link on BlueNet, to find out who your advisor is.

Any time – See faculty advisor with any comments/questions about courses and college resources, to learn more about your major, or at the first sign of academic difficulty.

October 4– Check online for **early academic progress grades** – All freshmen, athletes, students on probation should receive early progress grades. Some faculty post early progress grades or academic progress reports for other students as well.

Late Oct., Early Nov. – Schedule an advising appointment with your faculty advisor to review academic progress, to discuss course selection for January and Spring Terms, etc. Check online to be sure there are no holds which will prevent you from registering.

November 3 – Last day to withdraw from a class or change grading preference.

Mid-November– Register on BlueNet for January and Spring term classes, on or after an assigned time [see *Registration Times and Holds*]. You can register **after** your assigned time, but not **before**.

Spring Term 2018

January 29-February 2 – First week of class; review course selections, consult with your faculty advisor or the Advising Office to make any adjustments to class schedule [add/drop].

February 2 - Last day to add courses, or drop without a “W” on transcript.

Check your **Elmhurst College e-mail** regularly, so you don’t miss important college communications!

Early February – Check the **My Profile** link on BlueNet, to find out who your advisor is.

Any time – See faculty advisor with any comments/questions about courses and college resources, to learn more about your major, or at the first sign of academic difficulty.

March 7 – Check online for **early academic progress grades** – All freshmen, athletes, students on probation should receive early progress grades. Some faculty post early progress grades or academic progress reports for other students as well.

March 19-25 – Spring Break

Early April – Schedule an appointment with your faculty advisor to review academic progress, to discuss course selection for Summer [optional] and Fall Terms, etc. Check online to be sure there are no holds which will prevent you from registering.

April 8 – Last day to withdraw from a class or change grading preference.

Mid-April – Register on BlueNet for Fall term classes, on or after an assigned time [see *Registration Times and Holds*]. You can register **after** your assigned time, but not **before**.





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 skills and values 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.
- May not take more than two AoK courses within any one dept.
- New students with less than two full years of the same foreign language in high school or one full year in college are required to complete a two-course sequence [successful completion of a 102 equivalent] in 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 major

3. Earn a minimum of 32.00 course credits.

NOTE: 1 course credit = 4 semester hours

- Need at least 32.00 credits to graduate; may need to exceed 32.00 credits to meet program requirements
- Sometimes transfer students may need more, if they bring in excess credit

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.

Your degree audit is designed to help you monitor progress in completing your ECIC requirements. See Degree Audit page of this guide for details.

CALCULATING YOUR GPA [Grade Point Average]

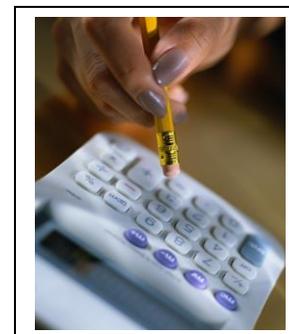
GPA calculations are based on *Attempted* credit, which includes only courses attempted for a letter grade [not P/NP or AU].

1) List each course taken for a letter grade, the amount of credit, and the course grade.

Important notes:

- Convert transfer credit to EC credit [1.00 course credit = 4 sem hrs or 6 quarter hrs]
- If you are using BlueNet’s “Academic History,” subtract course credits taken for P/NP [pass/no pass] and AU [audit] grades

<u>Course</u>	<u>Credit</u>	<u>Grade</u>	
ENG 101	.75	F	} Transfer Credit
HIS 101	.75	B	
BIO 103	.85	C	
POL 201	1.00	B	} EC Credit
KIN 200	.50	A	
SEC 200	.25	P	



2) Calculate your grade points by multiplying credit times points, where:

A = 4 points	A- = 3.7 points	B- = 2.7 points
B+ = 3.3 points	B = 3 points	C- = 1.7 points
C+ = 2.3 points	C = 2 points	
D+ = 1.3 points	D = 1 point	
F = 0 point		

<u>Course</u>	<u>Credit</u>	<u>Grade</u>	<u>Points</u>	<u>[credit x points]</u>	<u>GPs [grade points]</u>
ENG 101	.75	F	0	.75 x 0 =	0.00
HIS 101	.75	B	3	.75 x 3 =	2.25
BIO 103	.85	C	2	.85 x 2 =	1.70
POL 201	1.00	B	3	1.00 x 3 =	3.00
KIN 200	.50	A	4	.50 x 4 =	2.00
SEC 200	.25	P	NONE	not used to calculate GPA	

3) Add the credit and the grade points for every course in which a letter grade was received.

<u>Course</u>	<u>Credit</u>	<u>GPs</u>
ENG 101	.75	0.00
HIS 101	.75	2.25
BIO 103	.85	1.70
POL 201	1.00	3.00
KIN 200	.50	2.00
SEC 200 (P)	Not used to calculate GPA	

TOTALS: 3.85 Credit 8.95 GPs

4) Divide the number of GPs by the number of attempted credits.

FORMULA is **GPs ÷ attempted credits:**

$$8.95 \div 3.85 = \mathbf{2.3246}$$

This student’s **combined GPA is 2.3246.**

At the end of each term, Elmhurst College calculates a **current term GPA**, an **Elmhurst College [EC] only GPA**, and a **combined GPA** [EC and transfer credit]. **Dean’s List** is based on **current term GPA**; **Academic Standings** is based on **current term** and **EC only GPA**, while **Graduation Honors** [cum laude, magna cum laude, and summa cum laude] are based on **combined GPA**.

DEGREE AUDIT



What is degree audit?

- A program evaluation tool on BlueNet which helps you keep track of your progress toward completing your degree.
- If you have **declared a major, and are enrolled in courses**, you have a degree audit.
- Your degree audit is considered “unofficial” until you apply for graduation [one year prior to your anticipated graduation date], and it is officially reviewed.
- The degree audit report shows your progress in completing required Integrated Curriculum and major(s)/minor(s) requirements.

How do I use degree audit?

- Log in to the portal, select BlueNet Services
- Click on New/Current Students
- Look for My Degree Audit under My Academics
- 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.
- 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 or have access to your degree audit and bring to advising appointments.
- Print out or have access to “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.



ACADEMIC JARGON

See College Catalog and E-Book for more information.

Academic Probation: Students whose *current term* and *Elmhurst College* GPA has fallen below 2.0 are placed on probation and given the opportunity to develop proactive strategies to improve academic performance.

Academic Standing: The College designates students in good standing if they are making satisfactory progress in their academic work and have a *current term* and *Elmhurst College* GPA of 2.0 or higher.

Audit: A grade option selected by students who want to attend class but not earn the credit. Regular tuition fees are charged.

Bachelor's Degree: The undergraduate degree awarded to students successfully completing all graduation requirements.

BlueNet: Elmhurst College's on-line connection for registration, class schedule, grades, academic history, financial aid info, student profile, and much more.

Changes in Registration: Any changes made after the initial registration, such as adding a course, dropping a course, and changing a grading preference. These changes must be made in certain time frames, and may incur nominal fees.

Course Credit: One course credit at Elmhurst College is equivalent to 4 semester hours or 6 quarter hours. A minimum of 32.00 course credits are required for graduation. NOTE: Elmhurst will be switching to semester hours in the 2017-2018 academic year

Course Load: The normal course load for a full-time student is four course credits per term (Fall or Spring). Students may register for one course credit in January Term.

Dean's List: A 3.75 GPA for the term [based on term GPA].

Degree Audit: The program evaluation tool used at Elmhurst College

Dismissal: Students who fail all their classes in a term or who do not meet the conditions of their academic probations are subject to dismissal from the College.

Early Academic Progress Grades: About the sixth week of the Fall and Spring Terms, instructors post early progress grades online for freshmen, athletes, students on academic probation, and other students at instructor's discretion. Instructors may also complete *Academic Progress Reports*, which provide more information to students and faculty advisors. These reports are emailed to student and advisor, but also stored on the portal.

Early Academic Progress Reports: See Early Academic Progress Grades.

E-Book: This compendium of College information, rules, regulations and trivia is an excellent, concise resource.

Elective: A course outside the Integrated Curriculum or your major, which counts toward the minimum 32.00 course credit requirement. An excellent opportunity to explore new ideas.

Elmhurst College Catalog: Academic regulations, major requirements, course descriptions, graduation requirements, and much more make this a reference tool to refer to early and often. **Student is responsible for all information contained within. Available online.**

Elmhurst College Integrated Curriculum [ECIC]: The name of the Elmhurst College general education program.

Eligibility: In order to represent the College in any activity from theatre to sports, or to hold office in recognized campus organizations, a student must be in good academic standing (a 2.0 GPA)

Full Time: A class schedule of 3.00 to 4.75 course credits during Spring/Fall Terms.

Grade-Point Average (GPA): See *"Calculating your GPA" page for instructions.*

Graduation Honors: Degrees of distinction are awarded to students with high **combined** GPAs: Cum Laude [3.50-3.699]; Magna Cum Laude [3.70-3.899]; Summa Cum Laude [3.90-4.00].

Graduation Requirements: The specific qualifications that must be met for an Elmhurst College degree. See *"Earning an Elmhurst College Degree" page for details.*

Incomplete Grade: The "I" grade is issued when students request extended time after the term to complete the assignments for a particular course. The student must request the instructor's approval and complete all the paperwork prior to the date on which final grades are due. Forms are available at the Office of Registration and Records. If the student does not apply for an Incomplete, the instructor will submit a final grade.

January Term: A 4-week term which provides time for an on-campus class, a field experience, or a travel-study opportunity. No additional tuition for students who are full time in both Fall and Spring Terms of corresponding school year.

Leave of Absence: A full- or part-time student who requires time off from his or her academic program for personal or medical reasons, but who intends to return within one year, may request a Leave of Absence from the Office of Student Affairs.

Letter Grades: Elmhurst College grades on an A-F system including A, A-, B+, B, B-, C+, C, C-, D+, D and F. Final grades are posted at the end of each term. Check grades online – report cards are not sent through the mail.

Overload: Enrolling in more than 4.75 course credits in a Fall/Spring Term. Taking an overload requires a cumulative GPA of 3.0 and your advisor's written permission, and will incur additional costs. No more than (6) course credits are permitted during Fall/Spring Terms; (1) course credit in January; (2.25) course credits summer.

Pass/No Pass: This is a grade option. P/NP grades may not be used for major, minor, certification, or ECIC requirements; may not be selected for more than one course per term; and may not be used more than six times altogether.

Probation: See Academic Probation.

Registration: Occurs when course selections are actually entered in the computer. This is the end of the process which begins with reading the College Catalog, utilizing degree audit, and conferring with an advisor.

Repeat: Students may repeat a course in which they received a grade below a "C" no more than 2 times. All repeats must be taken at Elmhurst, whether or not the course was originally taken at EC.

Satisfactory Academic Progress: A phrase used in Student Financial Affairs reviews to monitor progress toward degree completion. Failure to make satisfactory progress may result in the loss or eligibility for federal, state, or institutional aid.

Transcripts: Academic records which show students' courses, grades, current standing with the College. See Catalog or College website for cost and procedure to request transcripts.

Withdrawing from a class: Students receive a "W" on their transcripts if they withdraw from a class after the first week of the Fall/Spring Terms and before the 10th week.

Withdrawal from the College: Students who don't plan to return to Elmhurst to complete their degree should complete a "Withdrawal" form, available in the Advising Office; need signatures from Registration and Records, Student Financial Services, and Advising. Students who have campus housing should see Residence Life Office.

COLLEGE RESOURCES AND OPPORTUNITIES

Be sure to check these out!

Elmhurst College is rich with resources to guide, help, and enhance your experience. Take note of these many fine tools and take advantage of the expertise they provide.

A.C. Buehler Library, (630) 617-3160 - College Library; includes **Instructional Media Center** which is located in Daniels Hall 111, (630) 617-3153.

Academic Technology Services Daniels Hall 107, (630) 617-3543 - Supports and assists the entire campus community with the usage of campus Technology equipment, systems, services and accounts.

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 work with them as they reach their potential.

Center for Professional Excellence [CPE], Circle Hall, (630) 617-3460 - The CPE houses Career Education, Diversity Education, International Education and Off-Campus Programs, Mentoring/Shadowing, Honors Program, and Service - Learning.

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.

EC homepage [public.elmhurst.edu] contains loads of valuable information like
Academic departments - click on Academics
Advising forms - bottom of EC homepage under Academics, look for Advising
Online College Catalog - google site search College catalog

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.

Patterson Center for Health Professions [CHP], Daniels Hall 130, (630) 617-6482 - Academic resources for students who intend to pursue graduate programs and careers in the health professions

Registration and Records, Goebel Hall 105, (630) 617-3250 - Provides information about registering for courses, enrollment verification, and more. Apply for graduation here. Order EC transcripts online.

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**

**“Today is the first day
of the rest of your life.”**

-Anonymous

