
General Advising Questions

(Answers to students' questions)

How do I obtain academic advising?

The two most important academic advising resources are an academic adviser and the academic progress report (APR) that is discussed in the next section. You should work closely with your First-Year Seminar mentor during your first quarter and throughout your first year. First-Year Seminar mentors will help you to understand degree requirements and the process for registering for classes. If your First-Year Seminar mentor is not in your academic major, that mentor can provide you with the names of academic advisers in your academic major (see the departmental advising contacts chart at the beginning of this handbook). Each academic department has departmental academic advisers who hold regular office hours. You are encouraged to seek out an academic adviser in your major field of interest. If you are undecided about a major or have general academic advising questions, you can make an advising appointment with an academic adviser in The Center (x12455, on the lower level of Driscoll Student Center South). Many valuable academic advising resources, frequently asked questions, and other helpful materials are also available on-line at The Center for Academic and Career Development's Web site, at www.du.edu/studentlife/advising.

How do I keep track of my academic progress toward degree requirements?

An academic progress report (APR) is a valuable advising tool that permits students and their academic adviser to visually track academic progress toward Foundations, Core, major, minor, and elective requirements. First-Year Seminar mentors will instruct you on how to read your APR. APRs are also available to both mentors and students on-line by logging in through webCentral <http://webcentral.du.edu/cp/home/loginf> then clicking on myWeb.

- **Faculty** – log in, from myWeb click “Banner Self-Service,” select “Faculty and Advisers,” click “Advising Toolkit,” and then click on “Academic Progress Report.” After selecting the most recent term, you will be prompted to enter either the student's DU ID number OR the student's name.
- **Student** – log in, from myWeb click “Banner Self-Service,” select “Student and Financial Aid,” then click on “Student Records,” then click on “Academic Progress Report (APR),” select the most recent term, and click “Generate New Evaluation.” Without clicking this button, the APR will not reflect recent changes.

Important note: if you want to print a copy of an APR, be sure to select “detailed requirements” and print in landscape format!

How do I interpret my Academic Progress Report (APR)?

The “detailed requirements” version of your APR lists the degree requirements for Foundation, Core, your major and minor (if you have declared these) and indicates which requirements have been met and which are unfulfilled. You should check your APR each quarter to make sure that all your coursework appears on your academic record. The Office of the Registrar has prepared a schematic guide for learning how to interpret your APR further in this handbook.

How is academic standing related to total credit hours?

- **First-year:** 0-44 credit hours
- **Sophomore:** 45-89 credit hours
- **Junior:** 90-134 credit hours
- **Senior:** At least 135 credits

Will I be able to graduate in four years?

Yes, as long as you complete at least 46 credit hours per year ($46 \times 4 = 184$ credit hours). This means that you should average between 15 and 16 credit hours per quarter, or take 4 4-credit hour classes each quarter. Remember that some majors have classes that are 5-credit hours (e.g., philosophy, psychology, sociology, art) and the tuition rate is the same amount if you take between 12 and 18 credit hours per quarter (i.e., 12 credit hours costs the same as 13, 14, 15, 16, 17, or 18 credit hours). You must be enrolled for at least 12 credit hours each quarter to have full-time student status. In most cases with only a few exceptions, taking more than 18 credit hours is considered overload, costs additional tuition, and requires permission. A good strategy is to enroll for at least 16 credits each quarter so that if you decide to drop one class, you will still be enrolled as a full-time student. If you do drop below 16 credits one quarter, you will need to take 18 credits during a subsequent quarter to “catch up.”

If I want to study abroad, will I still be able to graduate in four years and what classes should I take before I study abroad?

Yes, you will be able to study abroad and graduate in four years if you plan carefully with an academic adviser. At a minimum, you will want to complete the foreign language (FOLA) requirement before you study abroad even if you intend to study in an English-speaking country. By doing so you will begin to gain familiarity with other cultures. Most students plan to study abroad during the fall quarter of their junior year, which often means that they complete a semester's worth of study abroad and return to DU at the start of winter quarter. Of course, the academic terms of study abroad programs can vary greatly. If you intend to major or minor in a foreign language, you should consult academic advisers in the Department of Languages and Literatures. In general, while abroad, most students may take at least one class in their major or minor, a course that may count toward Foundation or Core requirements, and electives that reflect the history or culture of their host country. All courses require pre-approval. Contact the Office of Internationalization (x14902) for more information.

Why do I have to take UREQ (University Requirements-Foundations and thematic Core) classes?

There are many goals students are expected to achieve while pursuing a liberal arts education, and one of these expectations at the University of Denver is that during your time at DU you will become a well-rounded and educated member of society. To do so, it is important to be exposed to a wide variety of academic disciplines across the arts and sciences, including a foreign language. Although some students come to the University to obtain an education for a specific career goal, we take pride in knowing that all students who graduate from the University of Denver will have taken UREQ courses designed to provide them with a foundational education that is broad in scope. Most students will enroll in UREQ courses throughout their studies at DU. During the first two years, you will generally take Foundations courses, offering you the opportunity to learn about academic disciplines that you might not even know existed, since many are not part of the typical high school curriculum. For other students, especially those who might be undecided about a major or future career, the UREQ courses offer an opportunity to learn about a wide variety of subjects that may lead to the exciting discovery of new interests and future career possibilities that you had not previously considered. Following the Foundations courses are three required thematic Core courses. Students enroll in Core courses during their junior and senior years, since these courses offer the opportunity for the synthesis and integration of topics across the educational foundations that were mastered while taking many of the Foundations courses.

How do I decide on a major?

Some students enter college with a declared major based on the academic interests they developed in high school or an area of interest they identified on their admission application. Other students are undecided about a major and wait to explore different academic offerings that are available at the college level before deciding upon a major. In general, it is best to declare a major in a field of study that captures your interests and passion. It also helps if the field of study is one in which you are highly motivated to do your best work. Some students begin coursework in one major and realize that the level of study is not the same as they enjoyed in high school and become disappointed when they do not do well in their classes or enjoy the course material. In that case, a wise student will seek out an academic adviser to discuss what course of action to take and what other options might exist. You may wish to utilize multiple resources, including the Career Center, Academic Advising, your faculty mentor and specific departments as you try to decide on a major or minor.

When do I need to declare a major?

Some students come to DU already having declared an academic major and other students come to college being undecided about an area of study, but know they are more interested in one area than another (e.g., social sciences undecided or natural sciences undecided). There is also a percentage of students who change majors several times during their college careers. In many respects, when you declare a major has to do with your specific academic and future career goals. Some majors require a highly rigorous and intensive program of study that cannot be completed within a typical four-year period unless students begin studies for this major in their first year (e.g., engineering, music). Other majors can be declared later in a student's academic career and may be completed within one to two years of study. Students are required to declare a major by the end of their fifth quarter to leave sufficient time during the remainder of the junior and senior years to fulfill major course requirements. Many students feel comfortable declaring a major early in their academic careers because it provides them with a certain academic identity, while other students feel equally comfortable remaining undecided, but taking courses within a particular major until they feel they are ready to declare. After the first year, when you do declare an academic major, your APR and registration materials may be picked up in your major department each quarter prior to registration. If you are undecided, these materials may be picked up at The Center (The Center for Academic and Career Development located in the Driscoll Student Center South, lower level, x12455).

How do I declare or change my major?

You may download and complete a form that is available on-line at The Center for Academic and Career Development's Web site (<http://www.du.edu/studentlife/advising>, click "Academic Advising," then "Choosing or Changing a Major") for declaring or changing their major. Once the form is downloaded, you will need a signature from an academic adviser in the new major department. When you obtain a signature from the new major department, it is wise to set up an advising appointment with an academic adviser in that department to obtain information about the academic requirements for that major.

How do I declare a minor?

You may declare a minor online at www.du.edu/registrar/general/minorapp.html. You should visit your minor department to request an academic adviser to oversee your minor requirements.

What is a typical schedule for my first quarter at DU?

Most students try to achieve a mix of courses that reflect requirements and electives. For example, most students will enroll in one or two year-long sequenced courses (e.g., WRIT, FOLA, NATS), a course in their major (if they have already declared a major), and an elective course in an area that they find interesting. In addition to required courses, it is often the case that students use electives as an opportunity to explore academic areas that might turn into a minor or second major, or simply to reflect an area of interest (e.g., studio art, music, women's studies, psychology, creative writing) that is not associated with either an academic or career goal. Some students decide to enroll only in UREQ courses, because they say they "don't want to waste time or money." This may reflect a type of limited thinking, since all academic credit counts toward the 183 total usually required for graduation. A liberal arts education reflects a broad course selection across the arts and sciences; it is wise for you to explore a variety of different courses during your first two years of college before you become more focused in a major and minor area of concentrated studies.

Are there particular things I should be considering, besides degree requirements, as I plan my academic schedule each quarter?

In addition to completing course requirements, you should consider the following questions when building a class schedule:

- Have I identified classes to take that do not have a time conflict (i.e., either being offered at the same time or overlap in time)?
- Have I identified classes to take that either do not have prerequisites, or classes for which I have already taken prerequisite courses?
- Have I selected a schedule of classes distributed across the days of the week so that I may avoid having all assignments and exams in different classes due on the same day?
- Have I remembered to leave myself time in between classes for meals or study breaks?
- Have I identified alternative classes or different sections of the same class in the event that my first choice course is closed by the time I try to register?
- Have I identified the appropriate class for a year long sequenced course (e.g., avoid enrolling for the second quarter of Spanish before taking the first quarter of Spanish)?

If I have been accepted into the University Honors Program, the Pioneer Leadership Program, or another Living and Learning Community, are there special courses that I need to consider while planning my course schedule?

Some of these special programs require that you are enrolled in a certain number of 2-credit seminars. If you are participating in these programs, be sure to check with the program coordinator or director about which seminars you need to enroll in. For the Honors Program requirements and contacts, please reference the Honors Program section in this handbook. For PLP and other LLC requirements and contacts, please reference the PLP and LLC sections of this handbook. Please remember that any credit hour above 18 is additional tuition, with no exceptions.

I am entering DU with AP credits, IB credits or transfer credits. What do I need to do to make sure these credits appear in the appropriate places on my APR?

If you have earned a sufficiently high score on the AP and IB exams, it is possible to receive academic credit or course placement at DU (please see the AP/IB charts in the following section of this handbook). You must assume responsibility for making sure your AP and IB exam scores are reported to DU. "The University of Denver Undergraduate Bulletin" and this handbook list the cut-off exam scores and the amount of academic credit earned for AP and IB exams. If you have taken college-level coursework prior to entering DU and have assumed responsibility for reporting these transcripts to DU's Office of the Registrar, the credits should already appear on your APR. In some cases you will need to request transfer approval for classes by academic advisers in the appropriate academic department. For University Requirements transfer course credit approvals, please see the section on Academic Advising in this handbook for appropriate contacts.

What kinds of academic recognition are available to outstanding students?

Please refer to the Undergraduate Bulletin for a full list of Academic Honors.

Dean's Honor List and Hornbeck Scholars

To be eligible for the Dean's Honor List, a student must achieve a quarterly grade point average of at least 3.75 with a course load of 15 quarter hours or more. A student who earns a quarterly GPA of 4.0 and takes a minimum of 12 quarter hours is named a Hornbeck Scholar, in memory of Dr. Stanley K. Hornbeck's outstanding service and scholarship to the University. A student who achieves a 4.0 quarterly GPA and takes 15 quarter hours or more is recognized on the Dean's Honor List and as a Hornbeck Scholar.

Phi Beta Kappa

Phi Beta Kappa-Gamma of Colorado chapter elects a small number of juniors and seniors each year to membership in North America's oldest and most prestigious academic honor society. Membership is by election only and is based on a high level of academic performance, broad course distribution across the liberal arts and sciences, and a sustained, demonstrated commitment to intellectual curiosity and the spirit of a liberal arts education.

Mortar Board

Mortar Board is a national honor society that recognizes college seniors for their achievements in scholarship, leadership, and service. Membership is selective and members are chosen by students currently in Mortar Board. Candidates are chosen according to their current grade point averages, rigor of academic program, leadership, and service. This group also provides opportunities for continued leadership development, promotes service to colleges and universities, and encourages lifelong contributions to the global community.

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