Welcome to the Buchtel College of Arts and Sciences

please use arrow keys to proceed through presentation
Congratulations on your acceptance into a degree program offered within the Buchtel College of Arts and Sciences!

- The information in this 20 minute presentation is designed to help you succeed in your degree program.
- Next steps:
  - View this online Welcome presentation
  - At the end, complete the Welcome presentation validation

Important: If these two steps are not completed, a hold will be placed on your account preventing you from registering for classes.
TO DO LIST

- Learning Objectives
- Academics and Academic Policies
- Progressing Through Your Degree Program
- Degree Audit Reporting System (DARS)
- Graduation Requirements
- Academic Supports and Scholarships
Learning Objectives

At the end of this presentation, you will:

– Demonstrate awareness of college standards, policies and procedures

– Exhibit knowledge of how to progress toward your degree

– Be able to utilize DARS and other resources to identify BCAS graduation requirements

– Identify the advising and academic support resources that are available

– Identify financial assistance in the form of scholarships
Credit Breakdown
(Hours in the Major, Language and Additional credits categories vary by degree program)

Bachelor’s Degree

- General Education: 41 credits
- Major: 27-64 credits*
- Additional credits: 0–46 credits*
- Language Requirement: 0-14 credits

* A total of 47 of these credits must be at the 300/400 level for most BCAS degree programs
What is a Major?

The Buchtel College of Arts & Sciences offers a wide variety of majors. Here are some definitions of how they may be attained:

• **Major:** *Primary* subject area you will study; it reflects your interests and skills
  – Complete required courses for major
  – Complete at least 128 credit hours

• **2nd Major:** *Secondary* subject area you may declare in addition to your primary major; you receive one diploma for your primary major, but the second major is noted on your transcript. You must:
  – Complete all required courses for each major
  – Complete at least 128 credit hours (same as for one major)

• **Double Degree:** A second subject area you study in addition to your major but you receive two diplomas – one for each major. You must:
  – Complete required courses for each major
  – Requires at least 158 credit hours

*To change, add, declare, or remove a major:*
  – Make an appointment or see a BCAS adviser during walk-in hours
What is a Minor or Certificate?

• **Minor**
  – Must accompany a bachelor’s degree (major)
  – Typically requires 18-24 credits
  – No more than 9 credits of transfer work may be applied to a minor
  – At least **9 credits** of the minor must represent coursework in addition to that included for any other major, minor, or certificate earned

• **Certificate**
  – Can be attained with or without a degree (varies by certificate)
  – Must officially declare the certificate with an adviser
  – At least **6 credits** of the certificate must represent coursework in addition to that included for any other major, minor, or certificate earned

**To change, add, declare, or remove a minor or certificate:**
  – Make an appointment or see a BCAS adviser during walk-in hours
  – BCAS students interested in a minor outside of the College of Arts & Sciences **must meet with an advisor in the appropriate college** to declare the minor and discuss requirements
In addition to taking courses, there are additional ways to earn credit:

• **Bypass Credit**
  – Achieving a “C” or higher on the first attempt in certain college courses (English, math, modern languages, etc.) may qualify a student to purchase credit for designated prerequisite courses.
  • For example, if a student tests into 3450:221 Analytical Geometry -Calculus I and earns a “C” or higher, the student is eligible to purchase the credit for 3450:149 Pre-Calculus. Information is available in the *Undergraduate Bulletin*.

• **College Level Exam Program (CLEP) Credit**
  – National program that allows students the opportunity to obtain college credit by examination with qualifying test scores. List of CLEP exams accepted at UA is available [online](#).

• **Credit by Exam/Test Prep Tutorials**
  – If you have learned elsewhere the material taught in a UA course, you can refresh your knowledge through a Test Prep Tutorial (TPT) and then earn credits through Credit by Exam (CBE).

• If you took **Advanced Placement (AP)** or **International Baccalaureate (IB)** courses and exams during high school, you may have earned credit for college courses.

• For additional information on these options, contact your academic adviser
Transient Coursework

You may request permission to earn credits at another institution.

• To do so requires your Dean’s permission to take the coursework at another accredited institution
• No more than 18 total credit hours of transient work may be approved (excludes study abroad work)
• Transient coursework cannot be considered for UA’s Repeat for Change of Grade policy
• Transient coursework is not calculated into your UA grade point average
• Students who are on probation, dismissed or are in the last 30 hours of a baccalaureate degree are restricted or denied transient permission

Instructions for Applying for Permission

– Complete the Transient Permission Worksheet
– Meet with an academic adviser to submit request
  • Utilize www.transferology.com to view course equivalencies prior to meeting with academic adviser
– Receive approval from the Dean’s Office
## Drop/Withdraw Policy

<table>
<thead>
<tr>
<th>Drop a Course</th>
<th>Withdraw (WD) from a Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can occur weeks 1-2 of semester</td>
<td>Can occur weeks 3-7 of semester</td>
</tr>
<tr>
<td><strong>You do it yourself</strong> via MyAkron</td>
<td><strong>You do it yourself</strong> via MyAkron</td>
</tr>
<tr>
<td><strong>Does not show</strong> on your academic record</td>
<td><strong>Shows</strong> as WD on your academic record</td>
</tr>
<tr>
<td>Only allowed 2 WD’s in the first 29 credits (hold will be placed on account)</td>
<td>Only allowed 2 WD’s between 30-59 credits (hold will be placed on account)</td>
</tr>
</tbody>
</table>

**After week 7, students cannot withdraw from a course.**

**You** are responsible for determining the impact of withdrawing from courses on matters such as financial aid, eligibility for campus employment and housing, athletic participation, and insurance eligibility.
Repeating Courses for Change of Grade

Any student may use this policy to replace a grade of C- or lower in a course by retaking the exact same course. Here is how it works...

- Limited to two repeats; three attempts total for a course
- *Only allowed if the course grade is C- or lower*; when a student takes a course in which a C or higher was previously earned, it is considered an “Illegal Repeat” and the repeat does not count toward GPA or credits.
  - When a course is repeated, the most recent grade is what appears on the transcript (even if the previous grade was higher than the repeated grade).
- DARS Consideration
  - While repeating a course, be aware the credit hours will appear twice on the DARS until a final grade is received in the repeated course.
- Transcript Update
  - The grade for each attempt stays on the academic record with notations

*Always check with your advisor and the Financial Aid Office before repeating a course.*
Term Warning, Probation and Dismissal

**Term Warning:**
A BCAS student who fails to maintain a 2.0 GPA for a semester, but whose cumulative GPA is above 2.0 receives a *term warning*.
- Requires meeting with your academic adviser to develop a recovery plan
- An academic advising hold is placed on the student’s account if a student fails to develop plan with the adviser

**Academic Probation:**
A UA student who fails to maintain a minimum cumulative 2.0 GPA is placed on academic probation and this is stamped on the student’s transcript.
- Requires meeting with the Dean to develop an Academic Action Plan
- Requires regular meetings with your academic adviser and submission of progress checks to adviser
- Academic advising hold is placed on the student’s account until the student is no longer on probation
- Students are REQUIRED to retake courses for which they received an F and strongly encouraged to repeat courses for which they earned a D or D-.

**Dismissal:**
A student with a cumulative GPA of less than 2.0 who fails to improve the academic record within a specified time (typically one semester) may be dismissed from The University of Akron.
A hold is intended to get your attention and prevents you from adding classes (and sometimes from dropping classes).

**Types of holds**

- **Academic**
  - Advising – must complete online evaluation at the end of this presentation to remove this hold; **hold will be removed within 2 business days** of your completion of the online evaluation
  - Term Warning – receive less than a 2.0 grade point average for the semester while maintaining at least a 2.0 cumulative grade point average and fails to meet with adviser
  - Probation—failure to maintain a 2.0 cumulative grade point average
  - Withdrawal—when 2 withdraws occur within first 29 credits or when 2 withdraws occur between 30-59 credits

- **Financial**
  - Money owed to the University, failure to pay parking tickets or library fines

- **International**
  - Specific requirements for international students
Viewing Holds

1) In the “Student Center” (in MyAkron), holds appear in the right hand column. Click “details” to view the hold.

2) Click on the “hold item” link for more information.

3) View instructions on steps to take to address the hold.

Please contact A&S Academic Advising at 330/972-7880.
Making Progress Toward Your Degree

*After all, it is why you are here....*
Course Scheduling

Accurate course selection and efficient course loads will help you achieve your degree sooner!

- Regular meetings with your adviser, along with the use of Curriculum Guides and your DARS report will keep you on track to graduate.

- Undergraduate students who take 12-16 credit hours during a semester are charged for only 12 credits of tuition, called a tuition plateau. **Take advantage of these “free” credits to ensure you Finish in Time!**

- On occasion, programs need to adjust when a course is offered. Students should work with their adviser to ensure they have the most current information. **We recommend students meet with an adviser each semester to monitor progress.**

- School administrators and faculty regularly review the curriculum and make appropriate changes to ensure that students gain the knowledge and skills in today’s marketplace and tomorrow’s workplace.
Curriculum Guides

- Curriculum guides provide a suggested, semester by semester plan for degree completion.

- Guides are available on-line, and are just that a guide. It is a recommendation for course sequencing. These should not be used to replace your DARS. Remember, they are only GUIDES, nothing more.

- Students should use Curriculum Guides for information about scheduling priorities and important details pertaining to their specific majors. Please remember, prerequisites must be completed prior to taking any course.

- Guides are found outside of the BCAS Advising Office or online at http://www.uakron.edu/academics
DARS

- **Degree Audit Reporting System**—This system can serve as an unofficial transcript so you can:
  - View your overall GPA and accumulated credits
  - Monitor all of the courses you have taken, or for which you are registered, and how they fulfill degree requirements
  - Use DARS to help you register for courses
    - We encourage students to register for courses through their Student Center in MyAkron. Advisers are available to review the schedules once students have enrolled.
  - View all requirements, including major GPAs, required for graduation
  - Run an audit to see how your credits apply to any major, minor, or certificate at UA by using the “What If” function

*Access DARS through your MyAkron account*
Running a DARS Report

Once you have clicked the DARS icon, you will see your major (and 2nd major, minor, or certificate if applicable). Click “Run” to run an audit for your major.

Click “Refresh List” until the “Run Date” shows the current date. Then, click “Open Audit.”

DARS Web Audits Completed for Student

Please be aware that some audits may not reflect current curriculum changes.

Note: If you have any questions regarding these audits, please contact your advisor. Your college, along with your department/school and the Office of the Registrar, will review the completion of your degree requirements.

The “Open Audit” Button Opens the Detailed Audit in a New Window.
Always click “open all sections” when viewing your audit. This will display details of the sections to follow.
Sample Section

- A requirement still needs to be fulfilled

- A requirement is in progress to be completed

- A requirement is complete

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**THE ORAL COMMUNICATION REQUIREMENT FOR GENERAL EDUCATION HAS NOT BEEN SATISFIED.**

**ORAL COMMUNICATION: 1 COURSE**

--> NEEDS: 1 SUB-REQ:

- YOU MUST SELECT 1 COURSE FOR 3 CREDITS FROM THE LIST BELOW:
  NEEDS: 1 COURSE
  SELECT FROM: 7600:105 7600:106 2420:263

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**THE ENGLISH COMPOSITION REQUIREMENT FOR GENERAL EDUCATION HAS BEEN SATISFIED.**

**ENGLISH COMPOSITION: 2 COURSES**

EARNED: 3.00 Credits 2 SUB-REQS:
IN-PROCESS: 3.00 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13F 3300:111</td>
<td>3.00</td>
<td>B+</td>
<td>English Composition I</td>
</tr>
<tr>
<td>14S 3300:112</td>
<td>3.00</td>
<td>RG IP</td>
<td>English Composition II</td>
</tr>
</tbody>
</table>

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**PHYSICAL EDUCATION/WELLNESS: 1 CREDIT**

EARNED: 1.00 Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13F 5540:126</td>
<td>1.00</td>
<td>A</td>
<td>Fitness and Wellness</td>
</tr>
</tbody>
</table>
For more detailed instructions on reading DARS, please view the DARS tutorial.
BCAS Graduation Requirements

• Complete General Education requirements
  – Complete three credits of mathematics or statistics (excluding 3450:100 Intermediate Algebra) earned in the BCAS Department of Mathematics or the Department of Statistics

• Complete Major requirements

• Complete Language requirements, if applicable

• Earn 47 credits of 300/400 level courses (in and outside the major)
  – Applicable to all degrees in the Humanities, Social Science and Natural Science divisions, except Communication
  – Excludes workshops and General Education courses

• Complete Total Credit Hours required for degree
  – Varies by degree program
BCAS Graduation Requirements

• Required GPA
  – Minimum 2.00 overall and within the major (some programs may have higher GPA requirements)

• Residency Requirement
  – Last 30 credits must be earned at UA

Some special considerations:
• Students in the Schools of Communication and in Theatre programs may apply no more than 8 credits of applied music or 4 credits of music organizations to their degree; students in Dance programs may apply no more than 12 credits of dance organizations to their degree

• Students in the Schools of Art, Communication, Music, and Dance, Theatre & Arts Administration may apply no more than 2 credits of physical education activities to their degree
Graduation Application

You must apply to graduate—it is not automatic

- Apply online prior to July 1 for December ceremony, prior to December 1 for May ceremony, and prior to April 1 for August ceremony
  - Deadlines are located in DARS, on the web or ask an academic adviser
  - You apply through MyAkron

- After these deadline dates, you may submit a Late Graduation Application with your academic adviser
  - Deadlines for Late Applications are November 1 for December ceremony, April 1 for May ceremony, and July 1 for August ceremony
  - Your DARS must be clear to apply
Graduating with Latin Honors

- **Cum Laude** $\rightarrow$ 3.4-3.59 GPA
- **Magna Cum Laude** $\rightarrow$ 3.6-3.79 GPA
- **Summa Cum Laude** $\rightarrow$ 3.8-4.0 GPA

- Must earn 60 credits at UA to qualify for Latin Honors

- **GPAs include all attempted course work**
  - includes reassessed and repeated courses

- Honors are announced at the commencement ceremony and are determined based on your GPA as of the end of the term prior to the graduating term (i.e., for spring graduates, honors are based on Fall cumulative GPA).
Academic Resources
Who is your Academic Adviser?

View your adviser's contact information in MyAkron under Student Center

Your adviser’s name and contact number will be listed here

...and the advising office phone number will also be listed

Schedule an appointment with your academic adviser by calling (330) 972-7880. Additional resources available on the BCAS Academic Advising website.
BCAS Advisers

The best way to contact your adviser is through e-mail.

<table>
<thead>
<tr>
<th>Adviser</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Flowers</td>
<td><a href="mailto:stf8@uakron.edu">stf8@uakron.edu</a></td>
</tr>
<tr>
<td>Louise Kazmier</td>
<td><a href="mailto:lak@uakron.edu">lak@uakron.edu</a></td>
</tr>
<tr>
<td>Joe Minocchi</td>
<td><a href="mailto:jminocchi@uakron.edu">jminocchi@uakron.edu</a></td>
</tr>
<tr>
<td>Ashley Rini</td>
<td><a href="mailto:rini@uakron.edu">rini@uakron.edu</a></td>
</tr>
<tr>
<td>Tasha Slay</td>
<td><a href="mailto:tslay@uakron.edu">tslay@uakron.edu</a></td>
</tr>
<tr>
<td>Katie Timperio</td>
<td><a href="mailto:kat1@uakron.edu">kat1@uakron.edu</a></td>
</tr>
<tr>
<td>General BCAS Advising</td>
<td><a href="mailto:bcasadvising@uakron.edu">bcasadvising@uakron.edu</a></td>
</tr>
</tbody>
</table>

E-mails will only be sent to your UA e-mail address (not gmail or hotmail), please include your seven digit student ID number in all e-mail correspondence.
Adviser Availability

• 30-minute appointments are typically available:
  – Monday through Friday from 11am to 5pm (first appointment starting at 11am and final appointment starting at 4:30pm)
  – Monday through Friday at 8:30am (limited availability)
  – Monday through Thursday at 5pm (limited availability)

• 15-minute walk-in sessions are typically available:
  – Monday through Friday 9am-11am (last walk-in at 10:45am)
  – Students who have a quick question can visit during walk-in hours
  – During these times, you cannot request your academic adviser

• The BCAS Academic Advising Office is located on the first floor in the College of Arts and Sciences building room 118

• To schedule appointment, call (330) 972-7880
  – When going to be more than 15 minutes late to an appointment, you should call to reschedule as you may not be able to see an adviser.

When in doubt, reach out! Your adviser and professors are here to help you succeed!
Communication

• **Contacting your Adviser:**
  – Keep your advisor informed of any changes in your status, such as taking a semester off or transferring to a different school.
  – E-mail is the best way to contact your adviser. Include *your full name, student ID number and your detailed question or concern.*
    • To avoid a FERPA violation, e-mail must be done through zips.uakron.edu account

• **Communicate with your Professors regularly**
  – Let your professors know if you are struggling with a concept or assignment. They are there to assist you!

Professionalism matters! Please ensure that you are professional with all of your communication with advisers and faculty. It is an excellent habit to start before you begin your career.
More Academic Supports

• Numerous academic support resources are available to help you succeed. For example, the following tutoring services are available at Bierce Library on the main campus:
  – Math Lab
  – Writing Lab
  – Science Lab
  – For more information, tutoring hours and to schedule an appointment with a tutor, please contact the Bierce Library at 330-972-5355.

• The University also offers free eTutoring for a variety of subjects, including an online writing lab. Please visit the eTutoring.org website for more information.
More Supports

• The **Counseling Center** provides free services to help you succeed in college.
  – Personal counseling
  – Career counseling
  – Stress management workshops
  – Personality testing

• The **Career Center** provides resources to assist you with:
  – Identifying internship and employment opportunities
  – Preparing for graduate school
  – Writing cover letters and resumes
  – Preparing for an interview
Scholarships

We know education is expensive!! To help you on your journey to your degree, more than 100 different scholarships are available through both the University and the Buchtel College of Arts and Sciences:

• University of Akron Scholarships
  [www.uakron.edu/finaid/scholarship-programs/continuing-students.dot](http://www.uakron.edu/finaid/scholarship-programs/continuing-students.dot)
• Buchtel College of Arts and Sciences Scholarships
  [www.uakron.edu/bcas/scholarships](http://www.uakron.edu/bcas/scholarships)

*Check them out, and remember that deadlines and criteria vary.*
Things to Remember...

- Check with an adviser before acting on a rumor.
- Review Curriculum Guides for specific major information.
- Run your DARS each semester to monitor your progress.
- Avoid advising advice from friends.
- In MyAkron, do not use the “weekly view” to view your schedule.
- Prerequisites are enforced for all classes, so review each course carefully.
- Register for your courses the day your enrollment begins.
Final Reminders...

• Visit the BCAS Academic Advising website

• Check your UA email regularly

• Don’t be afraid to ask for help!
  – Use the free tutoring services on campus
  – Consult course Teaching Assistants
  – Talk to your Faculty.
Almost finished….

Please complete the Welcome Presentation Validation by clicking on the following link:

Welcome Presentation Validation

Please do not close this presentation until you have completed and submitted the evaluation.

If you have additional questions or want to discuss future scheduling, please make an appointment with your adviser by calling (330) 972-7880.