



ADVISING BASICS

Students are expected to do the following during the advisement session to prepare for registration. Sections A through E are on the Advising Worksheet included in the student's Academic Transitions Program folder.

1. Fill out Sections A, B, and C in pencil in case changes need to be made later.
2. Obtain an electronic or paper course pass for each restricted course. Passes for Math & English are available at the registration site. For other courses, passes are handled by the departmental office.
3. Print clearly the Course ID and Course Reference Number (CRN) in Section B.
4. Be prepared with 2 or 3 alternate courses and/or sections in case preferred courses are closed. (Section C)
5. Check the printed label at the top of the worksheet. Make changes or additions in Section D as needed.
6. Obtain signature of advisor in Section E.

Help Students Watch Out For...

- Sections that meet four or five times a week such as Math 096, Math 116E, English 100E and other sections with class times listed on two lines. Students need to include all meeting times for the section on the Advising Worksheet.
- Sections meeting at extended campus locations like Glasgow, Owensboro, etc. have higher numbers as part of their Section ID, such as GOVT 110-630. Although the location code is GLAS for Glasgow or OWENS for Owensboro, a new student may not realize the class meets in another town.
- Sections offered through the WEB are identified by section numbers 700 thru 799.

Student Profile Sheets

Your packet of information should include a profile sheet for each student assigned to you. The profile includes basic information including all test scores sent to Western. Some students have taken the ACT and/or SAT several times. All scores and test dates are listed on the student's profile. The University uses the highest composite score for admission and the highest subject subtest score (regardless of which test date) to determine individual course placement. Remember, any student with an English or reading score below 18 needs to take the appropriate English or reading class during the student's first semester.

The following represent English and Math scores that equate to selected percentiles based on 1996 high school graduates who took the Enhanced ACT or the Recentered SAT. Please remember that test scores are not absolute and that there is a standard error of measure.

Percentile*	SAT		Percentile	ACT	
	ACT Eng.	Verbal		Math	SAT Quantitative
99	32-36	760-800	99	32-36	760-800
96	29	700	97	30	720-730
90	27	650	88	26	650
76	24	590	80	24	610
39	18	480	75	23	590
33	17	460	69	22	570
21	15	420	50	19	500
			24	16	430

*1996 High School graduates Tested on National Test Dates

<u>Enhanced ACT Composite Score</u>	<u>SAT Total Score (Approximate)</u>
33	1460-1500
31	1360-1400
27	1210-1230
23	1060-1080
18	860-890
17	810-850

English Course Placement

ACT English Score	SAT Verbal Score	Appropriate Course
29 or higher	650 or higher	* See note below
18-28	450-649	English 100
16 or 17	410-449	**English 100 Enhanced
15 or below	409 or below	English 055C

*Students with an ACT English score of 29 or higher (SAT verbal of 650 or higher) may receive credit for English 100. The Office of Admissions will inform students of their eligibility to receive credit following receipt of official test scores.

**Banner pre-requisite checking will prevent students with an ACT English score less than 18 (or the SAT equivalent) from registering for English 100 without a course pass. Students with an ACT score of 16 or 17 should select an English 100 Enhanced section, which includes an extra class meeting per week. Students with an ACT English score of 16 or 17 may obtain a course pass for an English 100 Enhanced section at the ATP registration site. Developmental English 055 (DENG 055C) is listed in the schedule under Academic Support Division of the Community College.

Reading Placement Information

Students with an ACT reading score below 18 are required to register for DRDG 080C, College Reading Strategies, during the first term of enrollment. The course is offered by the Academic Support Division of the Community College.

Modern Language Placement Policies

Students who began their college career as degree-seeking students during the 2004 summer term and thereafter will be required to complete a second-semester elementary foreign language course (or any higher-level course).

Students who earned two or more credits for language study in middle or high school may not enroll as beginners in a 101 course in that same language. They must begin at the 102 level or higher if they want to continue that same language at WKU. Students may choose to enroll in a 101 course in a language different from the one they studied in high school and complete 101 and 102 in that new language.

Students who come to Western with strong language skills or who have had more than 2 years of high school language study in a language should take a departmental placement exam to see if they can place into a course higher than 102. The French, German, and Spanish placement exams are available online at <http://www.wku.edu/modernlanguages>. The exam takes about 20 minutes and scores are automatically reported to the Department of Modern Languages. For exams in other languages, please contact the Department of Modern Languages at (270) 745-2401. Upon successful completion of the course recommended by the placement exam, students may earn 6 hours of verified credit.**

The placement exam is intended to tell students how much they know, not how little. Students with 2 credits of middle or high school language study who take the placement exam and place in 101 are not allowed to enroll in 101.

Students Who Did Not Study A Language In High School

WKU will admit students who have not completed the pre-college curriculum, but they must make up this entrance deficiency by passing a 101 (first-semester elementary level) course in any foreign language within the first 24 credit hours of their WKU studies. These students must also complete a 102 course to satisfy the General Education Requirement.

International Students

International students may not enroll in lower-division courses in their native language. They have two options in fulfilling this requirement:

1. Complete a 102 language course in a foreign language other than their own.
2. Complete an extra 3-hour general education course contingent upon successful completion of ENG 100 and ENG 300 and either COMM 145 or 161. Please contact the Office of International Programs or the Department of Modern Languages for an approval form and letter verifying that the student is a non-native speaker of English.

AP (Advanced Placement) CLEP and Transfer Credit

Students who present appropriate AP or CLEP credit or who transfer college credits equivalent to 102 or higher also fulfill the general education requirement in that fashion. Visit the modern languages web site for more information at <http://www.wku.edu/modernlanguages>.

Credit for AP (Advanced Placement) achievement: Students can earn credit for AP scores and additional hours of verified credit as well.

1. The student presenting an AP score of 3 will receive credit for the third semester of college-level language study (201, 3 credit hours).
2. The student presenting an AP score of 4 will receive credit for the fourth semester of college-level language study (202, 3 credit hours).
3. The student presenting an AP score of 5 will receive credit for one upper division course in the language study (3 credit hours).

In all of the above cases, the students may earn six hours of additional credit in the foreign language by earning a "C" in a course at a level higher than that earned through the AP score and then paying a fee.

CLEP Examination and credit: Students may take the CLEP examination in French, German, and Spanish at any point before completing a course in the language at Western and receive up to 12 hours of credit (the equivalent of the first two years of language study). We strongly urge students to take this exam before entering Western, so that their foreign language placement will be certain. Contact the Counseling and Testing Center at WKU (270.745.3159) for more information on testing dates. A fee is charged.

Math Placement Information

Scores from the Math Placement Exam (MPE), along with the ACT or SAT math score, are used to determine math course placement for students enrolling in the university. Refer to the student's profile sheet for the MPE score and the math score from the ACT/SAT. To determine the recommended math course, a useful placement chart can be found at: http://www.wku.edu/Mathematics/mp_chart.html.

Community college students take the ACCUPLACER during ATP to determine proper placement.

Chemistry Placement Information

Students who take the Chemistry Placement Exam (CPE) must bring their results to the Department of Chemistry Office, Thompson Complex Central Wing, room 444 after their advisement session. Students who are eligible to take Chemistry 120/121 must obtain a course section pass from the Chemistry Department for the sections they plan to take. No course pass is required for CHEM 116 sections.

The Importance of Advising

Please talk to students about the importance of keeping the schedule they discuss with their advisor. Encourage them to contact the academic advisor or AARC if they want to change their current schedule. Remind students that they need to see their academic advisor prior to their registration date for the next semester.

PRE-COLLEGE CURRICULUM

Beginning freshmen or transfer students with fewer than 24 semester hours, and students converting from non-degree status must complete minimum educational preparation, referred to as the pre-college curriculum (PCC), before entering a state-supported university. The PCC requires the completion of 22 approved high school units including:

1. **4 units of English**
2. **3 units of math (algebra I and II, and geometry or 3 units of integrated math)**
3. **3 units of science (including earth/space science, physical science and life science; one course must include a lab).**
4. **3 units of social studies (world civilization, US history, economics, government and world geography)**
5. **2 years foreign language (must be in the same language)**
6. **½ unit of health**
7. **½ unit of physical education**
8. **½ unit of history and appreciation of visual and performing arts**

Non-traditional students (21 and older), out of state students and active duty military personnel, their spouses, and their dependents are exempt from all requirements of the PCC.

A waiver of a required pre-college curriculum course may be justified for a student with a disability if the disability is verified, if the condition will prevent the student from completing the course, and if another course in a closely related area can be substituted. Students who have an English deficiency and/or a math deficiency are exempt if they score at or above the 60th percentile on the respective ACT (or SAT) subject test.

Students who do not meet the PCC requirements and are admitted conditionally will be required to demonstrate proficiency in the deficient subject area.

The student profile sheet reflects the following information about the pre-college curriculum:

1. If the student met all requirements, the profile sheet will note "PCC met requirements."
2. If the student's high school transcript is not available or further information is needed, the profile sheet will note "PCC not available." The PCC will be determined as soon as possible and the student will be notified if found deficient.
3. If the student has a PCC deficiency, the profile sheet will note the subject and course the student must take to meet a competency level for that area. The student must take this course before completing 24 hours of degree credit.

Most students receive information from their high school concerning PCC deficiencies; however, the University is responsible for monitoring deficient students and assuring the Council on Postsecondary Education (CPE) that students are making up deficiencies. Please notify an advisee if information on the profile sheet indicates a course is required for competency. Each of these students will be monitored and further counseled by the Academic Advising Center as needed.

Please note: The PCC requirement is applicable only for students who have earned less than 24 semester hours or who, upon entering WKU, have less than a 2.0 on a 4.0 scale for credit earned from previous college or university courses.

Academic Advising and Retention Center
Student Success Center
DUC Annex A330
(270) 745-5065