To: Academic Advisors in the College of Arts and Sciences, College of Professional Sciences and Williams College of Business

From: Karen J. Sykes, Academic Advising
Dr. Dennis Long, Associate Dean, College of Professional Sciences
Jen Droege, Assistant Dean, College of Arts and Sciences
Cynthia Stockwell, Assistant Dean, Williams College of Business

Academic advising in preparation for priority registration for Fall 2017 begins on Monday, March 13 - Friday, March 24. Advisors have two weeks to meet with advisees to help them prepare their spring schedule of classes. The online schedule of classes should be available Monday, March 13. Priority Registration for students begins Monday, March 27 and ends on Friday, March 31. Note: Priority Registration for athletes begins on Tuesday, March 21. Students have the option of registering on-line or in person in the Registrar’s Office. Students registering in person in the Registrar’s office need their advisor’s signature on the Registration form.

Registration for Summer 2017 for all students opens Monday, March 27.

ACCESSING STUDENT DATA FOR ACADEMIC ADVISING

Each advisor has direct access to pertinent student data, via the HUB. Go to the Self-Services tab, then Faculty and Advisor Services and then Advisor Services Menu, locate Advisor Services and select “View Advisee List.” The students assigned to you for advising (per the current term)

Other useful links on the Advisor Services Channel are:
- Placement test results
- Academic Transcript
- Contact Information
- Curriculum information
- Holds
- Midterm grades, if available (view Active Registration or View Registration History)
- DegreeWorks (Degree Evaluation Tool)

Another important reference is the direct access to the Fall 17 Schedule of Classes. The menu option “Search Streamlined Class Schedule” is very effective and has multiple search features to locate and scan over the classes being offered. Remember, under the CRN column on this display, there is a link to more information about each class (e.g. required prerequisites, registration restrictions, and any special notes).
For information regarding the online Schedule of Classes, contact Michael Svihlik at svihlik@xavier.edu and contact Whitney Costner at costnerw@xavier.edu for information regarding DegreeWorks.

General Advising Information

Students will contact advisors to schedule an appointment during the academic advising period, March 13-24. Please keep the following points in mind:

- Have a sign up procedure in place before academic advising begins.
- Have a few registration forms available, if necessary. Have the student fill out the form and both of you sign it.
- Remember that only department chairs may admit students into closed classes.

- Students with multiple majors should consult all of their major advisors. Students with minors may want to consult the chair or the program director of their minors for help in the course selection.
- Students minoring in Professional Education must also consult Jeffrey P. Hutton, Cohen 191, x 3702.
- During the academic advising session, discuss the students’ midterm grades, if you have time. Midterm grading opens on February 13 and ends on March 13. The final date for withdrawal from classes for this semester is Monday, April 10.
- International undergraduate students are required to remain full-time students (12 hours or more) throughout the entire semester in order to keep their immigration status legal.
- Transfer Students: Barb Garand is the liaison between the Admissions Office and the Academic Advising Center. She oversees the transfer admissions process for transfer students entering CAS & CPS after they have deposited and received their transfer credit evaluation. Biology and Psychology students should contact their departments. Should you have questions, email Barb Garand at garand@xavier.edu, Andrea Wawrzusin at Wawrzusin@xavier.edu or Donna Geraci at Geraci@xavier.edu in the Registrar’s office. New transfer Business majors should contact Ann Schmidt or Stephen Goforth in Williams College of Business.
- For a listing of all majors and minors, including recent additions, please refer students to the on-line catalog http://catalog.xavier.edu.

FOR ADDITIONAL HELP WITH ADVISING QUESTIONS, CONSULT THE CHAIR OF THE APPROPRIATE DEPARTMENT, CALL THE ACADEMIC ADVISING CENTER (x 3488), OR ONE OF THE FOLLOWING:

Karen Sykes  x 2978  Academic Advising Center
Mollie Labeda  x 3294  Academic Advising Center
Barb Garand  x2975  Academic Advising Center
Jen Droge  x 3171  College of Arts and Sciences
Dr. Dennis Long  x 3521  College of Professional Sciences
Cindy Stockwell  x 3131  Williams College of Business
Steve Goforth  x 3131  Williams College of Business
Ann Schmidt  x 4265  Williams College of Business
Declaring or Changing Majors/Minors

- All students currently in the **College of Arts & Sciences** (CAS) wishing to declare, change, or add majors or minors should, please go to the following link: [http://www.xavier.edu/cas/change.cfm](http://www.xavier.edu/cas/change.cfm) and follow the instructions.

- All students currently in the **College of Professional Sciences** (CPS) wishing to add or change majors or minors should first consult with the department of their current major.

- All students currently in the **Williams College of Business** wishing to change or add majors or minors should begin the process in Cynthia Stockwell’s office, Smith Hall 120.

- Minors – You will find a list of minors presently offered online. Go to [www.xavier.edu/academics](http://www.xavier.edu/academics) and click on “Undergraduate Majors and Minors” in the menu. For more specific information on any minor, consult the appropriate chair or program director.

**Core Curriculum Information**

New skills-based flagged courses—Oral Communication, Writing Quantitative Reasoning—can be found on the Core website. You can find lists of these courses here:

- [http://www.xavier.edu/core/facstaff/Writing-Flag-Approved-Courses.cfm](http://www.xavier.edu/core/facstaff/Writing-Flag-Approved-Courses.cfm);
- [http://www.xavier.edu/core/facstaff/Quantitative-Reasoning-Flag-Approved-Courses.cfm](http://www.xavier.edu/core/facstaff/Quantitative-Reasoning-Flag-Approved-Courses.cfm);
- [http://www.xavier.edu/core/facstaff/Approved-Courses.cfm](http://www.xavier.edu/core/facstaff/Approved-Courses.cfm) or just encourage advisors to check the listings to get an update on courses that will satisfy the Oral Communication, Writing, Quantitative Reasoning, E/RS and Diversity flags.

**Core 100 First-Year Seminar**

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CORE 100, also known as the First-Year Seminar (FYS), is a 3-credit course required of all undergraduates entering in Fall 2015 and after. CORE 100 is an opportunity for students to work closely with faculty to explore challenging issues related to the theme of the Greater Good, while building skills such as critical reading and library research.

Students must take CORE 100 during one of their first two semesters at Xavier. They must take either THEO 111 or CORE 100 in the fall, and the other in the spring. *But they must not take both at the same time.* Only first-year students are eligible to take CORE 100; auditors are not allowed. In a small handful of cases, students who did not complete CORE 100 in their first year will need to take it as sophomores.

Each CORE 100 course focuses on a specific topic. Students are strongly encouraged to select their CORE 100 course based on their interests. The full list of courses and descriptions can be found here: [http://www.xavier.edu/core/seminar-courses.cfm](http://www.xavier.edu/core/seminar-courses.cfm)

To locate CORE 100 in Banner, search under “Core Curriculum” for course number 100. CORE 100 is also indicated by the course attribute “First-Year Seminar.” Titles take the form “FYS: [specific title].”
The maximum enrollment for a CORE 100 section is 15 students. Overrides will not be permitted in the fall and will only be considered in the spring if all sections are full. Only the FYS Director is authorized to override a student into CORE 100.

Transfer students

- All transfer students (entering Fall 2016 or after) who have 24 hours or more based on their earned and in-progress college course work will follow new core using CORE 105 instead of CORE 100. (see [http://www.xavier.edu/core/facstaff/CORE-105.cfm](http://www.xavier.edu/core/facstaff/CORE-105.cfm))
- All transfer students (entering Fall 2016 or after) who have 23 hours or fewer based on their earned and in-progress college course work will follow new core using CORE 100, 101/102 & THEO 111.

Replacing a grade

A student who fails CORE 100 may take any other section of CORE 100, even if it has a different title. The failing grade will not be replaced automatically. After successfully completing CORE 100, the student should contact his/her Dean or the FYS Director to have the original F replaced.

Updated: September 2016

Advisors please note: Direct any of your advisees who still need to register for CORE 100 to check out the list of Fall 2017 courses so that they can find a FYS that matches their interests at the following link:

[http://www.xavier.edu/core/seminar-courses.cfm](http://www.xavier.edu/core/seminar-courses.cfm)

Correct Math and Foreign Language Placement

Mathematics

All incoming students who do not present qualifying advanced placement or transfer credits in mathematics must take the mathematics placement assessment. The mathematics placement category (105, PRE, ELC, or ADV) should be interpreted as follows:

105 – Student must first take

MATH 105 Fundamentals of Mathematics

Before attempting any other mathematics course. Although MATH 105 confers 3 credit hours, it does not fulfill the core requirement in mathematics.

PRE – Student should not take MATH 105, and is qualified to take any of the following courses:

MATH 113 Mathematics of Finance
MATH 115 Topics in Applied Mathematics
MATH 116 Elementary Statistics
MATH 120 Elementary Functions
MATH 125 Mathematical Perspectives
Students without specified mathematics requirements are encouraged to consider MATH 125. Student is also prepared to take

MATH 201 Foundations of Arithmetic – ECED
MATH 202 Geometry and Measurement – ECED
MATH 21 Foundations of Arithmetic – MCED
MATH 212 Geometry and Measurement – ECED

But these last four courses are restricted to education majors only.

ELC – Student should not take MATH 105, and is prepared for any of the following courses:

MATH 125 Mathematical Perspectives
MATH 140 Concepts of Calculus
MATH 147 Calculus from a Historical Perspective
MATH 150 Elements of Calculus I
MATH 156 General Statistics
MATH 169 Pre-calculus
CSCI 170 Computer Science I

Students without specified mathematics requirements are encouraged to consider MATH 125. Student is also prepared to take MATH 201, 202, 211, or 2012, but these last four courses are restricted to education majors only. Business majors may, in addition, choose to take

STAT 210 Statistics for Business I

but that this last course is restricted to business majors only.

ADV – Student should not take courses numbered below MATH 125, and is prepared for any of the following courses:

MATH 125 Mathematical Perspectives
MATH 140 Concepts of Calculus
MATH 147 Calculus from a Historical Perspective
MATH 150 Elements of Calculus I
MATH 156 General Statistics
MATH 170 Calculus I
CSCI 170 Computer Science I

Student is also prepared to take MATH 201, 202, 211, or 2012, but these last four courses are restricted to education majors only. Business students may choose to take STAT 210. Students without specified mathematics requirements are encouraged to consider MATH 125.

Student may begin with
MATH 171 Calculus II

provided he or she presents AP or transfer credit for MATH 170; likewise, student may begin with

MATH 220 Calculi III

provided he or she presents AP or transfer credits for both MATH 170 and 171.

Students who wish to study mathematics more deeply may also consider taking

MATH 222 Applied Linear Algebra
MATH 225 Fundamentals of Higher Mathematics

Students interested in these last two courses should consult a mathematics advisor.

Modern Language

The Foreign Language Requirement, (Intermediate proficiency or 6 hours toward intermediate proficiency after placement).

The following courses fulfill this requirement depending on placement:

ARAB 101-102-201-202
ASLN 101-102-201-202
CHIN 101-102-201-202
FREN 101-102/103-201-202
GERM 101-102/103-201-202
GREK 101-102-201-202
ITAL 101-102-201-202
JAPN 101 (or 111) – 102 (or 112) – 201-202
LATN 101-102-201-202
SPAN 101-102.103-201-202

All freshmen must take the foreign language placement exam in the language they studied in high school if they wish to continue studying that same language at Xavier. Students who wish to start another language at the 101 level do not need to take the placement exam in their high school foreign language. French, German, Latin or Spanish placement results for students are displayed at the Advisor
Services Channel via the “View Placement Test Results” link. For information concerning placement in American Sign Language, Arabic, Chinese, Italian, Japanese, Classics, Greek or Latin, consult Dr. Shannon Byrne at 745-3456.

The placement results should be interpreted as follows:

**MODERN LANGUAGES**

**FREN/GERM/SPAN 101** – Student begins with the 101 Elementary I course and subsequently takes 102.

**FREN/GERM/SPAN 102/103** – Student begins with the 102 Elementary II/103 Accelerated Intro course and subsequently takes 201.

**FREN/GERM/SPAN 201** – Student begins with the 201 Intermediate I course and then takes 202.

**FREN/GERM/SPAN 202** – Student begins with the 202 Intermediate II course upon completion of which the requirement is satisfied.

**FREN/GERM/SPAN 300** – Student has satisfied the core requirement and is prepared for 300 level courses in the language should the student wish to continue.

**LATN 101** - Student begins with LATN 101 Elementary Latin I and subsequently takes LATN 102.

**LATN 111** – Student begins with LATN 111 Intensive Elementary Latin I and subsequently takes LATN 112.

**LATN 201** – Student begins with LATN 201 Intermediate Latin I: Prose and subsequently takes LATN 202.

**LATN 202** – Student begins with LATN 202 Intermediate Latin II: Poetry upon completion of which the language requirement is satisfied.

**LATN 212** – Student has satisfied the core requirement and is prepared for higher level courses in Latin should the student wish to continue.

To fulfill the requirement, students must begin at the course level indicated by their placement test results. However, with the permission of the appropriate department, they may begin the language at one level below placement, but only as a free elective which does not count toward the core language requirement. Students seeking this permission should consult the following individuals:

<table>
<thead>
<tr>
<th>Language</th>
<th>Contact</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin</td>
<td>Shannon Byrne</td>
<td>Schott 904</td>
<td>x 3456</td>
</tr>
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<td>French</td>
<td>Shannon Byrne</td>
<td>Schott 904</td>
<td>x 3456</td>
</tr>
<tr>
<td>German</td>
<td>Irene Luken</td>
<td>Schott 910</td>
<td>x 3549</td>
</tr>
<tr>
<td>Spanish</td>
<td>Natalia Jacovkis</td>
<td>Schott 807</td>
<td>x3136</td>
</tr>
</tbody>
</table>
For, Arabic, Italian, Chinese and Japanese, contact Dr. Shannon Byrne, Schott 904, x 3456. After completing this free elective option, students then proceed to satisfy the foreign language requirement according to the norms for placement described above.

Please Note: Foreign/Second Language

Students must demonstrate intermediate proficiency in a foreign/second language or complete up to six hours toward obtaining that proficiency after placement. International students whose native language is not English fulfill the language requirement by their proficiency in English.

For current students, please register for the second level of language that you are currently in. For example, if you placed into SPAN 201 and are currently registered for SPAN 201, then you should register for SPAN 202 in the spring to complete the core language requirement; if you placed into FREN 102/103 and are currently registered for FREN 102/103, then you should register for FREN 201 to complete the core language requirement.

Registration/Advising Tips Fall 2017

Early Childhood: The Early Childhood department will no longer be using ARTS 222 Early And Middle childhood Art. It will be replaced with EDEC 350. This course will be offered in spring 2018

English: Composition or Rhetoric

- All students in both Transition Core and New Core are required to fulfill the core requirement in either English Composition (ENGL 101) or Rhetoric (ENGL 115).
- There is no placement test. However, incoming students who receive a 4 or 5 on the AP Language and Composition exam can receive credit for ENGL 101.
- Some students may have taken Composition through a high school program bearing advance college credit for ENGL 101.
- ENGL 101 or 115 should be taken in a student’s first year (fall or spring).
- The ONLY students who should enroll in ENGL 115 are: English majors and minors, students enrolled in honors programs, and students whose majors require ENGL 115. All other students are eligible only to take ENGL 101.

Literature & the Moral Imagination

- All students in both Transition Core and New Core are required to fulfill the core requirement in Literature & the Moral Imagination. English offers the greatest number of sections (ENGL 205). However, the requirement can also be fulfilled with CLAS 205, FREN 205, GERM 205, or SPAN 205.
- Students who transfer in 6 or more hours of literature (designated ENGL 127) receive credit for fulfilling Literature & the Moral Imagination.

Humanities Elective

- All English classes numbered ENGL 121 through ENGL 498 (EXCEPT for 205) are approved to fulfill the core Humanities Elective for Transition Core and New Core
“Studies” courses (e.g., Studies in Fiction, Studies in Women’s Literature) are popular choices for fulfilling the Humanities Elective. These courses are designed for non-majors and have no prerequisites, meaning that incoming freshmen are eligible to register.

- Students who score 4 or 5 on the AP Literature exam fulfill the Humanities Elective.
- Transfer courses in literature (designated ENGL 127) fulfill the Humanities Elective.

Creative Perspectives
- The following creative writing courses are approved to fulfill the Creative Perspectives core requirement for New Core students: Creative Writing: Poetry (ENGL 309), Creative Writing: Fiction (ENGL 310), and Creative Nonfiction (ENGL 318).

Writing Flag
- Composition (ENGL 101) and Rhetoric (ENGL 115) do NOT fulfill the Writing Flag.
- Some upper-level English courses fulfill the Writing Flag requirement in the New Core. The Writing Flag is NOT an English requirement, however. Students should first ask their advisors if a course is available within their major that has been approved to fulfill the Writing Flag.

Health Services Administration: All BSHSA majors must take either MATH 116 Elementary Statistics or MATH 156 General Statistics (based on placement) as their Math Perspective course.

Political Science: For political science and political communication minor:

Seminar Requirement: The Department of Political Science offers two seminars in the Fall semester: POLI 390: International Relations Seminar and POLI 391: American Politics Seminar. Seniors who have not yet completed the seminar requirement should be sure to take one of the seminars in the Fall, as the courses are not offered in the Spring semester. Rising juniors who have completed substantial coursework in the major and are interested in graduate study may also want to consider taking the seminar this fall. Note that Political Science majors who are earning a major or minor in International Studies must take POLI 390: International Relations seminar, as this is a required course in the INST major and minor.

Political Internships: The Department offers several options for political internships in the Fall semester, including POLI 397: Political Internship, POLI 398: City Internship and POLI 399: Political Communication Internship. If students have any questions about which internship is right for them, they should contact Dr. Mack Mariani at marianim@xavier.edu.

Advising Notes for Political Communication Minor:

POLI 359: Campaigns, Elections and Parties: POLI 359 is a required course in the political communication minor that is offered every other year. Accordingly, rising juniors and rising seniors in the political communication minor should take this course during the Fall
semester. If students have questions, or need to substitute a different course for this requirement, contact Dr. Mack Mariani at marianim@xavier.edu.

**Sociology:** SOCI 101-01 Intro to Sociology (CRN 90615) on MWF 8:00-8:50 is for Nursing majors only, as well as, 20 seats in SOCI 101-02 (CRN 90617) on MWF 9:00-9:50.

**Williams College of Business:** There have been substantial changes made to the undergraduate ACCT major. New students and newly declared ACCT majors (beginning Fall 2017) will be migrated to this new ACCT curriculum.

ACCT major—25 hours

Pre-requisites—6 hours of ACCT 200 and 201 (with B- or better)

Major—

1. ACCT 304 (Acct IS)
2. ACCT 307 (FAR I) Financial Accounting & Reporting
3. ACCT 308 (FAR II)
4. ACCT 309 (FAR III)
5. ACCT 311 (Tax—4 hours)
6. ACCT 490 (Audit)
7. Elective 1
8. Elective 2

From electives: ACCT 412 (VITA II); ACCT 415 (Gov and Non-Profit Acctg); ACCT 425 (Cost); ACCT 485 (Fin Modeling)

ACCT 305 will no longer be offered (from old curriculum). So, current majors who need this course may wish to transition to new major curriculum right away.

**Please Note: New Language Requirement**

For new students beginning at Xavier in fall 2017 or later the new language policy will go into effect in Fall 2017. The new core policy is 201-level, or equivalent (testing out of 201). There is a complete statement of the new policy here: [http://www.xavier.edu/core/facstaff/languages-postponement.cfm](http://www.xavier.edu/core/facstaff/languages-postponement.cfm)