

ACADEMIC ADVISING

FACULTY AND STAFF GUIDE



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INTRODUCTION TO ACADEMIC ADVISING

THE ADVISOR'S RESPONSIBILITIES

The responsibility of the academic advisor is to:

- Provide students accurate information about University policies, programs, core curriculum requirements, major/minor requirements, academic advising and registration procedures.
- Help students select courses each semester that are appropriate and/or required.
- Introduce students to diverse majors and/or career opportunities.
- Acquaint students with the various support services: tutoring programs, study groups, academic clubs, etc.
- Encourage and work with students to develop good study habits.
- Monitor students' academic performance during the academic year and recommend, if necessary, strategies to improve weaknesses and enhance strengths.
- Make proper referrals when necessary (e.g. deans, department chairs, directors: health and wellness center, psychological services, career services center, campus ministry, learning assistance center).

THE STUDENT'S RESPONSIBILITIES

The responsibility of the student is to:

- Consult with your advisor at least once a semester or as often as necessary.
- Make appointments for advising sessions during regularly agreed upon office hours.
- Notify the advisor or someone in the advisor's office if it is impossible to keep appointments.
- Be prepared for appointments during academic advising and priority registration. View the current online schedule of classes, have the necessary forms, some idea of the kind of courses and, if possible, alternates.
- Clarify some personal values and goals in advance of the session and be prepared to discuss them with their advisor.
- Follow through with appropriate action after an advising session (e.g., a visit to the office of the dean, office of the registrar, career development office, etc.).
- Know important dates for each semester, such as the last day to change, drop or add classes, or the graduation application deadline.

Note: While advisors are available for guidance, students are ultimately responsible for satisfying all degree requirements as spelled out in the online University catalog, under which they entered.



ORGANIZATION AND DELIVERY OF SERVICES

Academic advising is provided for students in all four colleges: College of Arts and Sciences, College of Professional Sciences, College of Nursing and Williams College of Business and for students in Adult Professional Education at Xavier (APEX). Exploratory and first year Biology and Biomedical students are assigned academic advisors in the Student Success Center. Students with other majors are assigned advisors in the academic departments of the colleges. A listing of academic advisors/success coaches in the Student Success Center and of the three colleges follows: In addition, all traditional first and second year students in all majors are assigned to a success coach in the Student Success Center.

Location

The Student Success Center is located in the Conaton Learning Commons (CLC) Suite 530.

James Snodgrass, Dean of Retention
513-745-1942
Snodgrassjt@xavier.edu

Mollie Labeda, Assistant Director
513-745-3294
labedam@xavier.edu

Laura Frazier, Associate Director
513-745-3006
frazier@xavier.edu

Becki Bleikamp, Assistant Director
513-745-3506
bleikampr@xavier.edu

Barbara Garand, Assistant Director
513-745-2975
garand@xavier.edu

Jessie Arnold, Assistant Director
513-745-1916
Arnoldj6@xavier.edu

Kimberly Dulin, Manager/Advisor
513-745-2974
Dulink2@xavier.edu

DEPARTMENTAL ADVISORS

Students who have declared a major, excluding those majors listed above, are advised by department chairs or designated faculty advisors in the departments. Each department has a secretary who can assist students with various concerns. The names, offices, and telephone numbers of department chairs and/or faculty advisors in all three colleges follow:

Honors Programs

Honors A.B.
Dr. Thomas Strunk
810 Schott Hall
513-745-1930
strunkt@xavier.edu

Philosophy, Politics, and the
Public (PPP)
Dr. Timothy Brownlee
207 Hinkle, 513-745-3697
brownleet@xavier.edu

University Scholars
Dr. Stephen Yandell
302 Hinkle Hall
513-745-3598
yandell@xavier.edu

COLLEGE OF ARTS AND SCIENCES

Dr. David Mengel, Dean
202 Alter Hall, 513-745-3101
mengel@xavier.edu

Ms. Jen Droege, Assistant Dean
202 Alter Hall, 513-745-3101
droegej@xavier.edu

Art and Art Education	Ms. Suzanne Chouteau 166 Cohen, 513-745-1917 chouteau@xvier.edu	History	Dr. Kathleen Smythe 508 Schott, 513-745-3279 smythe@xavier.edu
Biology and Natural Sciences Pre-Dentistry and Pre-Medicine	Dr. Jennifer Robbins 2 Albers, 513-745-3624 robbins@xavier.edu	Mathematics	Dr. Dena Morton 108 Hinkle, 513-745-3674 morton@xavier.edu
Applied Biology	George Farnsworth 312-A Albers Hall, 513-745-2062 farnsworth@xavier.edu	Computer Science	Dr. Liz Johnson 109 Hinkle, 513-745-3667 johnsone@xavier.edu
Pre-Professional Health	Mrs. Kara Rettig-Pfingstag 105 B Albers, 513-745-3691 rettigk@xavier.edu	Music/Theater	Dr. Shannon Byrne 908 Schott, 513-745-3464 byrn@xavier.edu
Chemistry and Pre-Pharmacy	Dr. Rick Mullins 304A Logan, 513-745-3361 mullinsr@xavier.edu	Philosophy	Dr. Timothy Quinn 238 Hinkle, 513-745-2020 quinnt@xavier.edu
Classics/Modern Languages	Dr. Jamie Trnka 905 Schott, 513-745-3464 trnkaj@xavier.edu	Physics	Dr. Heidrun Schmitzer 105 Lindner, 513-745-4963 schmitzer@xavier.edu
French	Dr. Johann Le Guelte Schoot Hall 9th Fl, 513-745-3464 legueltej@xavier.edu	Political Science	Dr. Mack Mariani 710 Schott, 513-508-6849 marianim@xavier.edu
German	Dr. Irene Luken 513-745-3549 lukeni@xavier.edu	International Studies	Dr. Natalia Jacovkis 807 Schott Hall, 513-745-3136 jacovkisn@xavier.edu
Spanish	Placement/Core: Ms. Wendy Anthony 513-745-3406 anthonyw@xavier.edu Majors/Minors: Dr. Jose Mantero 513-745-4395 mantero@xavier.edu	Sociology	Dr. Kandi Stinson 804 Schott, 513-745-4236 stinson@xavier.edu
Communication Arts	Dr. Wendy Maxian 306 Schott, 513-745-3126 maxianw@xavier.edu	Theology	Dr. William Madges 310 Hinkle, 513-745-2043 madges@xavier.edu
Economics	Dr. David Yi 329 Smith, 513-745-2933 yid@xavier.edu	Exploratory	Mrs. Mollie Labeda 508 CLC, 513-745-3294 labedam@xavier.edu
English	Dr. Carol Winkelmann 207 Hinkle, 513-745-2046 winkelmann@xavier.edu	Liberal Arts	Mrs. Patricia Meyer, Director of APEX Program 501 CLC, 513-745-3030 meyerp@xavier.edu

COLLEGE OF PROFESSIONAL SCIENCES

Dr. Linda Schoenstedt, Interim Dean
200 Hailstones, 513-745-3119
gorep@xavier.edu

Dr. Dennis Long, Associate Dean
202 Hailstones, 513-745-3521
longd3@xavier.edu

Department	Chair/Advisor	Department	Chair/ Advisor
Childhood Education	Ms. Mary Lisa Vertuca 319 Hailstones Hall 513-745-2981 vertuca@xavier.edu	Secondary Education	Dr. Mike Flick, Chair 191 C Cohen, 513-745-3225 flick@xavier.edu
Reading & TESOL	Dr. Laney Bender-Slack 312 Hailstones 513-745-3958 benderslackd@xavier.edu	Special Education	Dr. Victoria Zscavage 320 Hailstones Hall 513-745-3481 zascavagev@xavier.edu
Montessori Education	Ms. Lesley Roth Joseph Hall 513-745-1072 rothl@xavier.edu	School of Education	Dr. Kathy Winterman, Director 301 Hailstones 513-745-1076 wintermank1@xavier.edu
Educational Administration	Dr. Mark Meyers 316 J Hailstones meyersd3@xavier.edu	Criminal Justice	Dr. Gail Hurst 155 Cohen 513-745-1070 hurst@xavier.edu
Health Services Admin	Dr. Rick Browne 406 Schott 513-745-3392 brownef@xavier.edu	Sport Studies	Lisa Jutte, ATC Joseph 3rd Floor 513-745-3902 juttel@xavier.edu
Occupational Therapy (BLA with a human occupational studies concentration)	Dr. Carol Scheerer 41 Cohen 513-745-3310 scheerer@xavier.edu	Exercise Science	Dr. Patrick Filanowski Joseph 301A 513-745-2015 filanowskip@xavier.edu
Psychology	Dr. Kathy Hart 102 Elet 513-745-3278 hartk@xavier.edu	Social Work	Dr. Jaylene Schaefer 156 Cohen 513-745-3242 schaeferj1@xavier.edu
School of Nursing BSN	Ms. Marilyn Gomez 106 Cohen 513-745-4392 gomez@xavier.edu	Radiologic Technology	Mrs. Donna Endicott 188 E Cohen 513-745-3358 endicott@xavier.edu

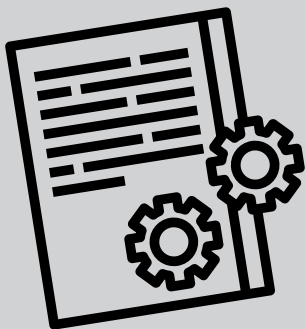
WILLIAMS COLLEGE OF BUSINESS

Dr. Thomas Hayes, Dean
113 Smith Hall, (513) 745-3528
hayes@xavier.edu

Ms. Cynthia Stockwell, Assistant Dean
Undergraduate Programs
120 A Smith Hall, 513-745-3131
stockwellc@xavier.edu

Note: If undergraduate students in the Williams College of Business are unable to contact persons listed below, they should contact the undergraduate office at 513-745-3131.

Accountancy	Dr. Kevin Devine 213 Smith Hall, 513-745-2045 devine@xavier.edu
Business Analytics & Information Systems	Dr. Gregory Smith 209 Smith Hall, 513-745-3245 smithg2@xavier.edu
Economics	Dr. David Yi 329 Smith Hall, 513-745-2933 yid@xavier.edu
Management Entrepreneurial Studies & Strategic Human Resources	Dr. Lynda Kilbourne 334 Smith Hall, 513-745-3513 kilbourne@xavier.edu
Finance	Dr. Tim Kruse 232 Smith Hall, 513-745-3075 kruset@xavier.edu
International Business	Dr. Amit Sen 513-745-2931 sen@xavier.edu
Marketing	Dr. Russell Lacey 304 Smith Hall, 513-745-3049 laceyr@xavier.edu
Sustainability	Dr. Nancy Bertaux 324 Smith Hall, 513-745-2930 bertaux@xavier.edu
Business Undecided	Ms. Ann Schmidt 120 A Smith Hall, 513-745-3131 schmidta8@xavier.edu



POLICIES AND PROCEDURES

Undergraduate Academic Policies and Regulations

- catalog.xavier.edu

Undergraduate Registration Policies and Procedures

- xavier.edu/registrar

The University's Core Curriculum

- xavier.edu/core/core-guide

Transfer Students

- xavier.edu/core/facstaff/transfer-students

TRANSFER CREDITS

The College Board Advanced Placement Examinations

- xavier.edu/apchart

International Baccalaureate Credit

- xavier.edu/ibchart1

Xavier Approved CLEP Examinations

- xavier.edu/clep-chart

To arrange for CLEP testing, contact:

Northern Kentucky University
(859) 572-6373 or UC - Clifton
(513) 556-7173.

Visit clep.collegeboard.org for more testing locations.

To have grades sent to Xavier University, please use school code 1965.

PLACEMENT EXAMINATIONS

FOREIGN LANGUAGES

All students must take a placement test or meet with the language coordinator to determine placement in the foreign language they studied prior to entering Xavier. Their score in this test determines the level at which they begin the study of that language at Xavier. The following courses fulfill the requirement depending on placement.

1) Languages:

ARAB 101 – 102 – 201 – 202	GREK 101 – 102 – 201 – 202
ASLN 101 – 102 – 201 – 202	ITAL 101 – 102 – 201 – 202
CHIN 101 – 102 – 201 – 202	JAPN 101 – 102 – 201 – 202
CLAS 173 – 174	SPAN 101 – 102 – 201 – 202
FREN 101 – 102 – 201 – 202	CHIN 101 – 102 – 201 – 202
GERM 101 – 102 – 201 – 202	

For each language:

101 is Elementary I

102 is Elementary II

201 is Intermediate I

202 is Intermediate II

2) Classics:

173 is Introduction to Biblical Hebrew

174 is Readings in Biblical Hebrew

3) Latin

LATN 101 (or 111), 102 (or 112), 201 and 202

For Latin:

101 is **Elementary Latin I** (an introductory course for true beginners)

111 is **Intensive Elementary Latin I** (an introductory course for those with limited background and Honors AB beginners)

102 is **Elementary Latin II** (for those who have completed 101)

112 is **Intensive Elementary Latin II** (for those who have completed 111)

201 is **Intermediate Latin I: Prose** (for those who have completed 102 or 112)

202 is **Intermediate Latin II: Poetry** (for those who have completed 201)

Language Placement:

The Department of Classics and Modern Languages now offers a new 103 course in Spanish, French, and German. This course starts at the very beginning of language acquisition, and moves at an accelerated pace through 101 and 102. In other words, FREN/GERM/SPAN 103 = 101 + 102; 103 is not the next step, or a higher level than 102. After completing 102 or 103, the next step in a student's course of language study would be 201. A crucial benefit of 103 is that it encourages students to stick with the language they took in high school and see it through to 201 proficiency, and to do so with only two courses (103 + 201), not three (101 + 102 + 201).

Students who take 103 include:

1. Students who have had two years or more of the language in high school but do not test at the 102 level. These students cannot take 101 because of their prior experience in the language, but they often feel unprepared to start with 102. FREN/GERM/SPAN 103 encourages students to stay with the language they started in high school by allowing them to take 201 as their next class, thereby completing the new core language goal of 201 with just two classes.
2. Students who took two years or more of the language in high school and test into 102 in that language, but still do not feel prepared to take 102.
3. Students who have not studied the language previously, but who are very motivated to move at an accelerated pace.
4. This course reviews Elementary vocabulary and grammar, and moves at an accelerated pace through material normally covered in the 102 level.

FREN/GERM/SPAN

FREN 103: The principal goals of language study are to practice the four language skills (speaking, listening, reading and writing) in order to learn to communicate in French (talk with others, express ideas in writing, read and understand what others have written) and learn about the francophone world.

GERM 103: The principal goals of language study are to practice the four language skills (speaking, listening, reading and writing) in order to learn to communicate in German (talk with others, express ideas in writing, read and understand what others have written) and learn about cultures in which German is spoken.

SPAN 103: Students will practice the three modes of communication (Interpersonal, Interactive and Presentational) as they work towards developing language proficiency, both in speaking and writing.

LATN 111 and 112

The Department of Classics and Modern Languages now allows LATN 111 and 112 to be considered equivalent to LATN 101, 102, and 201, thereby fulfilling the University Language Core. Similar to 103s in modern languages, LATN 111 starts at the very beginning of Latin grammar and syntax and moves at an accelerated pace; in LATN 112 students finish the grammar text by early February, i.e. after about 4-5 weeks, and then read Latin prose for the remainder of the semester, 9-10 weeks. The amount of Latin covered in these two accelerated semesters is equivalent to three semesters at a slower pace.

Students who take LATN 111 and 112 include:

1. Students who have had two years or more of Latin in high school but do not test at LATN 102 level. These students cannot take LATN 101 for language core credit because of their prior experience in the language, but they often feel unprepared to start with LATN 102, which is not offered until spring.
2. Students who took two years or more of the language in high school and test into LATN 102, but still do not feel prepared to take LATN 102 or do not want a semester of college to go by without starting on their language core.
3. Students who have not studied the language previously, but who are highly motivated to move at an accelerated pace. This includes PPP, University Scholars, and Classical Humanities majors as well as other motivated students.
4. All incoming Honors Bachelors of Arts (HAB) students who have not had Latin or had only one year of Latin in high school.

Completion of LATN 112 in spring will allow HAB students and Classical Humanities majors to take LATN 211 the following fall semester and keep up with their major language requirements. Please contact Dr. Trnka (trnkaj@xavier.edu) with any questions.

MATHEMATICS

All incoming students who do not present qualifying advanced placement or transfer credits in mathematics must take the mathematics placement assessment. For details, contact the chair of the Department of Mathematics. Student should consult their academic advisor regarding which Math classes are appropriate considering their major and placement. 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. This course does not fulfill the Mathematical Perspectives requirement of the Core Curriculum, but does count towards the 120 credit hours for graduation.

PRE

Student should not take MATH 105, and should choose from any of the following courses:

- MATH 113 Mathematics of Finance
- MATH 115 Topics in Applied Mathematics
- MATH 116 Elementary Statistics (MP)
- MATH 120 Elementary Functions (MP)
- MATH 125 Mathematical Perspectives (MP)
- MATH 169 Pre-calculus
- CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum.

Students without specified mathematics requirements are encouraged to consider MATH 125 Education majors (only) are also prepared to take:

- MATH 201 Foundations of Arithmetic – ECED (MP)
- MATH 202 Geometry and Measurement – ECED (MP)
- MATH 211 Foundations of Arithmetic – MCED (MP)
- MATH 212 Geometry and Measurement – ECED (MP)

ELC

Student should not take MATH 105, 113, 115, 116, or 120, but should choose from any of the following courses:

- MATH 125 Mathematical Perspectives (MP)
- MATH 140 Concepts of Calculus (MP)
- MATH 156 General Statistics (MP)
- MATH 169 Precalculus
- CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum. Students without specified mathematics requirements are encouraged to consider MATH 125. Education majors (only) are also prepared to take

- MATH 201 Foundations of Arithmetic – ECED (MP)
- MATH 202 Geometry and Measurement – ECED (MP)
- MATH 211 Foundations of Arithmetic – MCED (MP)
- MATH 212 Geometry and Measurement – ECED (MP)

Business majors may, in addition, choose to take

- BAIS 210 Statistics for Business I

ADV

Student should choose from any of the following courses (depending on the mathematics requirements of the major program):

- MATH 125 Mathematical Perspectives (MP)
- MATH 140 Concepts of Calculus (MP)
- MATH 156 General Statistics (MP)
- MATH 170 Calculus I (MP)
- CSCI 170 Computer Science I (MP)

Courses marked (MP) fulfill the Mathematical Perspectives requirement of the Core Curriculum.

Education majors (only) are also prepared to take

- MATH 201 Foundations of Arithmetic – ECED (MP)
- MATH 202 Geometry and Measurement – ECED (MP)
- MATH 211 Foundations of Arithmetic – MCED (MP)
- MATH 212 Geometry and Measurement – ECED (MP)

Students without specified mathematics requirements are encouraged to consider MATH 125.

Business students may, in addition, choose to take BAIS 210 Statistics for Business I

Student studying calculus may begin with MATH 171 Calculus II (MP) provided he or she presents AP or transfer credit for MATH 170; likewise, student may begin with MATH 220 Calculus III (MP) provided he or she presents AP or transfer credits for 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 (MP)

Such students should also consult a mathematics advisor.



SPECIAL ACADEMIC PROGRAMS FOR STUDENTS

In addition to the major, students may be interested in one of the following programs at Xavier. A description of the various programs follows:

Classics and Philosophy Honors AB

Established in 1948, the Classics and Philosophy Honors AB program is the University's first and oldest honors program. True to Xavier's Jesuit heritage, HAB emphasizes the interdisciplinary study of classics and philosophy. Students study classic texts of Western civilization in the original Latin and Greek while fostering deeper understanding of the values and ideals they embrace. Students accepted to the HAB program fulfill the University's core curriculum requirements and complete additional hours in the classical languages and philosophy. Most HABs double major (e.g. English, Psychology, Economics) or complete a Natural Science minor in preparation for the MCATs as pre-meds. For additional information about the program, students should contact the following person:

Dr. Thomas Strunk
810 Schott Hall, 513-745-1930
strunkt@xavier.edu

Education Abroad

Xavier University believes that a study abroad experience as part of a student's academic program is of great educational value. Students are encouraged to explore this option with their academic advisor and an education abroad advisor in the Center for International Education. There are options for full-semester abroad as well as summer and break options. Visit Xavier.edu/study-abroad for more information.

LeeAnn Scherbauer, Education Abroad Advisor
230 Gallagher Student Center, 513-745-2815
scherbauerl@xavier.edu

International Student & Scholar Services (ISSS)

ISSS offer orientation, advising, and continuous support for international students and scholars throughout their studies at Xavier University. International students and scholars must navigate through complicated federal visa regulations in order to maintain their legal visa status. ISSS provides orientation, F-1 and J-1 visa advising, and opportunities for leadership and growth through cross-cultural programs and events. For more specific information contact:

Tsvety Karaivanova, International Student Advisor
230 Gallagher Student Center 513-745-2804
karaivanovat@xavier.edu

Pre-Law

American law schools prescribe neither specific courses nor a specific major for pre-law study. They pay particular attention to students engaged in a broad program of high quality in liberal arts, including the sciences and business. The degree program should educate the students to assimilate difficult documents and to interpret factual data, to think logically and creatively, to express themselves well orally and in writing, and to acquire a critical understanding of the human institutions and values with which the law deals.

Professor Sean Rhiney, JD
126 Alumni Hall, 513-745-3968
rhineys@xavier.edu

Pre-Professional Health

It is possible to prepare for many different health professions while at Xavier University. A student interested in nursing, exercise science, or radiological technology should see an academic advisor in the specific program. Students interested in preparing for professional health programs in allopathic and osteopathic medicine, dentistry, podiatric medicine, veterinary medicine, optometry, physical therapy, chiropractic medicine, physician assisting or pharmacy should meet when needed with the director of pre-professional health advising, Kara Rettig-Pfingstag. Ms. Rettig-Pfingstag offers various pre-professional health advising workshops and programming throughout the school year as well. Contact Kara Rettig-Pfingstag or Dr. Jennifer Robbins for assistance about career choices, academic programs in health services and preparation for admission to professional health schools.

Ms. Kara Rettig-Pfingstag, Director
Pre-Professional Health Advising
105 B Albers, 513-745-3691
rettigk@xavier.edu

Dr. Jennifer Robbins, Chair, (Biology)
2 Albers, 513-745-3624
robbins@xavier.edu

Philosophy, Politics and the Public (PPP)

Philosophy, politics and the public (PPP) is an interdisciplinary honors program dedicated to a rigorous and wide-ranging examination with a global perspective of the theoretical foundations, historical conditions and practical considerations that sustain the idea of "the public." Students who are invited to join this challenging program will investigate dimensions of public experience from multiple disciplinary points of view. Criteria for admission into the PPP honors program includes the completion of an application form and essay. For additional information about the program, students should contact the following person:

Dr. Timothy Brownlee
207 Hinkle, 513-745-3697
brownleet@xavier.edu

Smith Scholars

The Smith Scholars Program is a Williams College of Business (WCB) undergraduate, cohort honors program. Smith Scholars students begin as freshmen in an intensive program that integrates the study of the liberal arts with the WCB core curriculum in a rigorous, purposeful, and innovative way. This unique cohort of Smith Scholars studies a range of courses in both the business and liberal arts curriculum thereby immersing themselves in the study of the foundational texts of philosophy, history, and economics. Building upon this foundation, Smith Scholars complete courses leading to their selected WCB major with a minor in Political Economy. The minor is designed to engage Smith Scholars in a rigorous examination of economic theory and its applications, the legal and regulatory environment of business, and the financial markets that integrate these forces.

Dr. Stephen Frankel
203 Hinkle Hall, 513-745-3668
frankel@xavier.edu

FAQS

FREQUENTLY ASKED QUESTIONS

Q. As a student, do I have any responsibilities?

A. Yes, it's your responsibility to be informed about all regulations and procedures required by the program and by the University. In no case will a regulation be waived or an exception made because a student pleads ignorance of the regulation or asserts that the information was not given by an advisor or other authority.

Q. How do I find out who my academic advisor is and where their office is located?

A. In the Student Hub in "Self-Service", click on "Student Services" select "Academic Records" and choose "Student Information". To find contact information and location of their office, go to the Hub and click on Directory and enter their name. You can also access this information by logging onto Road Thru Xavier, xavier.edu/rtx. and clicking on your contacts.

Q. How do I schedule an appointment with my advisor?

A. Once you have their email address, you can contact them and ask how they want you to schedule an appointment.

Q. How often should I meet with my advisor? What can we discuss?

A. You are required to meet with your academic advisor once per semester. However, feel free to contact your advisor as often as necessary. Advisors will assist you with course planning and understanding core curriculum and degree requirements. You can also discuss options regarding majors and minor combinations, study abroad, and your academic performance with your academic advisor.

Q. What is the difference between my advisor and my Success Coach (first and second year students)?

A. Your Success Coach is here to support you during your first and second years at Xavier. As part of your Success Team, your coach is someone who can help you connect with other offices on campus, answer questions about university policies and procedures, and support you in your academic and campus life. Success Coaches want to help you reach your own goals. We want to help you utilize campus resources, get the experiences you are hoping for out of Xavier, and develop strong academic and study skills and time management strategies. Success Coaches will work closely with your academic advisor, too!

Q. How can I schedule an appointment with my Success Coach?

A. You can schedule an appointment with your Success Coach online at xavier.edu/advising.

Q. How many credit hours do I need to be a sophomore, junior or senior?

A. Freshmen - Students who have earned 0 to 23.99 credit hours
Sophomores – Students who have earned 24 to 54.99 credit hours
Juniors – Students who have earned 55 to 89.99 credit hours
Seniors – Student who have earned a minimum of 90 credit hours

Q. How many credit hours should I take each semester?

A. The average load is 15 semester hours each semester (16 if there is a lab). A student enrolled in 12-18 credit hours is considered full time and is charged the flat full time tuition. Anything over 18 hours is considered 'overload' and will require a Dean's signature as well as the student being charged per credit hour above full time tuition (Music and Theatre majors may be waived from this requirement)."

Q. What does the “I”, “VF”, “W” etc. mean on my transcript?

- A. VF = Failure to officially withdraw (this counts as an “F” in your GPA!)
W = Official withdrawal
I = Incomplete, changed when grade is assigned
AU = Audit, no credit or grade earned
S = Passing/Satisfactory, credit earned
U = Not passing/Unsatisfactory, credit unearned
NC = No credit earned, non-grade course
NR = No grade reported.

Q. I’ve been put on “Academic Warning”, what does this mean?

- A. A student is in good academic standing if they have earned a cumulative GPA of 2.0 or better (a “C” average or better).
Academic Warning: Any freshman in a baccalaureate degree program whose cumulative GPA of 1.750 to 1.999 receives an academic warning
Academic Probation: A freshman in a baccalaureate degree program whose cumulative GPA is falls below 1.750 is put on academic probation. An upper classman in a baccalaureate program whose cumulative GPA is below 2.0 is placed on academic probation
Academic Suspension: Students on academic probation who fail to restore their cumulative GPA to 2.0 within two semesters will be suspended. In addition, any freshmen or probationary student who receives more than one failing grade in a semester will be suspended.

Q. What is DegreeWorks and why should I use it?

- A. DegreeWorks is a web-based tool to help students plan for graduation. Some of the benefits of using DegreeWorks are: seeing how far you’ve come and how far you still have to go, a GPA calculator that can calculate your GPA based on grades you expect to earn for the term and a “What If” option to see how adding a major/minor would affect graduation. For more information on DegreeWorks, visit xavier.edu/degreworks.

Q. What’s the difference between “dropping” a class and “withdrawing” from a class?

- A. A class that is “dropped” from your schedule through the 7th calendar day of the semester will be dropped and not appear on your academic record. However, after the 7th day of the semester, you “withdraw” from the class and a “W” will appear on your academic transcript. The grade of “W” does not affect your GPA and you will still be considered a full-time student. The first step you need to take before adding, dropping or withdrawing from a class, is to check with your academic advisor. They will be able walk you through this process.

Q. Where do I look if I have more specific questions?

- A. For more specific information on policies and procedures refer to the online catalog at catalog.xavier.edu. For specific questions within your major, please consult your assigned academic advisor.



REGISTRAR’S OFFICE

For information on registering for classes, withdrawing from classes and to find some great tutorials on Registration and Self-Service, visit xavier.edu/registrar. You can also contact them at xureg@xavier.edu.

ORGANIZATION AND DELIVERY OF SERVICES

Academic advising is provided for students in College of Arts and Sciences, College of Professional Sciences, College of Nursing and Williams College of Business and for students in Adult Professional Education at Xavier (APEX). Exploratory and first year Biology and Biomedical students are assigned academic advisors in the Student Success Center. Students with other majors are assigned advisors in the academic departments of the colleges.

In addition, all traditional first and second year students in all majors are assigned to a success coach in the Student Success Center. A listing of academic advisors/success coaches in the Student Success Center and of the three colleges can be found online at xavier.edu/academic-advising.

OFFICES AND SUPPORT SERVICES FOR STUDENTS

ACADEMIC AND CAREER RESOURCES

Career Development

Conaton Learning Commons,
Suite 530 & Smith Hall, Room
120A
513.745.3141
career@xavier.edu
xavier.edu/career

Center for International Education (CIE)

Phone 513-745-2864
Gallagher Student Center,
Suite 230
xavier.edu/international

The Connection Center

513.745.3881
First Floor Conaton Learning
Commons
xavier.edu/helpdesk

Library

xavier.edu/library
askus@xavier.edu

Mathematics Tutoring Lab

513.745.3069
Conaton Learning Commons, Rm
419
xavier.edu/mathematics-
department/math-lab

Writing Center

513.745.2875
Conaton Learning Commons, Rm
400
xavier.edu/writingcenter

Office of Academic Support

513.745.3280
5th Floor, Conaton Learning
Commons
xavier.edu/academic-support

Office of Disability Services

513.745.3280
Conaton Learning Commons
Room 514
xavier.edu/disability-services

Student Success

513.745.3141
Conaton Learning Commons
(CLC), 5th floor
xavier.edu/success-coaching
success@xavier.edu

TRiO-Student Support Services

513.745.3758
Conaton Learning Commons,
Suite 515
xavier.edu/sss

Campus Events, Activities, and Involvement

Recreational Sports
513.745.3208
The Health United Building
(HUB)
xavier.edu/recsports

Student Involvement

513.745.3004
Gallagher Student Center, Suite
210
xuinvolvement@xavier.edu
xavier.edu/student-involvement

Center For Diversity and Inclusion

513.745.3181
Gallagher Student Center, Suite
280
CDI@xavier.edu
xavier.edu/diversity-inclusion

HEALTH, WELLNESS, AND SAFETY RESOURCES

Campus Dining

513.745.4874
Fenwick Hall
xavier.edu/dining
dining@xavier.edu

Campus Police

513.745.1000 (Emergency)
513.745.2000 (Non-Emergency)
1648 Musketeer Drive
xavier.edu/police
xavier.edu/safety

McGrath Health and Wellness Center

513.745.3022
The Health United Building
(HUB)
xavier.edu/health-wellness

Psychological Services Center

513.745.3531
Sycamore House, Winding Way
Avenue
xavier.edu/psychologicalservices

Title IX Office

513-745-3046
513-904-9013.
xavier.edu/titleix

SPIRITUALITY AND JESUIT MISSION AND IDENTITY

Center for Mission and Identity
xavier.edu/missionidentity

The Dorothy Day Center for Faith and Justice

513.745.3567
xavier.edu/cfj

ADDITIONAL RESOURCES FOR STUDENTS

Registrar

513.745.3941
Musketeer Mezzanine in
Fenwick Place
xavier.edu/registrar

Commuter Services

513.745.3824
Office of Residence Life,
Musketeer Mezzanine in
Fenwick Place
xavier.edu/commuter

Parking Services

513.745.1050
parkingservices@xavier.edu
xavier.edu/parking

Residence Life

513.745.3203
Musketeer Mezzanine in
Fenwick Place
reslife@xu.edu
xavier.edu/residence-life

Student Financial Services

513.745.3142
1st Floor, Schott Hall
XUFinAid@xavier.edu
xavier.edu/financial-aid

Student Identification Card (ALL Card)

Xavier ConnectX,
513 745-3374
Musketeer Mezzanine in
Fenwick Place
xavier.edu/allcard



