ACADEMIC ADVISING/ Spring 2013

Open DUS Hours - Spring 2013
Wed 2pm - 5pm

Post information on how students should sign up for an advising appointment

- The Fall 2013 course catalog and the online PDF will be available on Monday, March 4.
- The registration period: March 25 – April 16
- Group Advising Sessions
- Summer course catalog
- BIO electives being offered Fall 2013
- Flyers
- Study Abroad – Dec 2013/Jan 2014
- A&S Directors of Undergraduate Studies
- Changes in Fall 2013 schedule
The student should:

- Complete Advising Worksheet (Handout) and Degree Checklist (all available at: http://bio.as.uky.edu/advising-forms-students)
- Review APEX
- Write down questions that need addressed
PULL UP MIDTERM GRADES
(AVAILABLE BY MARCH 8, MIDNIGHT)

- Click “Schedule” to see the student’s current schedule and midterm grades.

CLICK “SUBMIT NEW AUDIT”
CLICK “OPEN AUDIT”

APEX – USP/UK CORE

USP = Start date prior to August 2011 (42 credit hours)

UK Core = Start date August 2011 and after (30 credit hours)
USP VS. UK CORE

- Students who started prior to August 2011 who would like to switch to UK Core may do so without having to petition.
- Please send the name & UKID# of the student to the DUS to make the change on APEX.
- APEX will default to the current general education requirements when:
  - A student changes his major
  - A student changes from a BA to BS (or vise versa)
  - A student leaves the university and returns.

GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>USP</th>
<th>UK Core</th>
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<tbody>
<tr>
<td><em>Graduation Requirements (US Version):</em></td>
<td><em>Graduation Requirements (UK Core Version)</em></td>
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<td><em>Second Tier Writing Requirement</em></td>
<td><em>English Language Requirement</em></td>
</tr>
<tr>
<td><em>Residence Requirement (90 Minimum)</em></td>
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</tbody>
</table>

Graduation Requirements have not changed from USP to UK Core, though they are listed differently.

A&S College Requirements for Foreign Language fulfills the Foreign Language Requirement.

Residency Requirement: 30 of the last 36 hours of the degree must be completed at the University of Kentucky.
A&S COLLEGE REQUIREMENTS

- Foreign Language

- Lab & Field Experience - satisfied by major
A&S COLLEGE REQUIREMENTS

- **A&S 90 Hour Requirement**
- **A&S College Core 120 Hour Requirement**
- **A&S GPA Requirement (also major GPA requirement)**

![A&S Core Requirements Diagram]

A&S COLLEGE REQUIREMENTS

- **Natural Sciences - satisfied by major**

![Natural Sciences Satisfied by Major Diagram]
A&S COLLEGE REQUIREMENTS
BA VS. BS

- Social Sciences
  - BA
  - BS

- Humanities (Not From List)
  - BA
  - BS
A&S COLLEGE REQUIREMENTS
BA

- 39 hours at the 300+ level (ANYTHING!)

A&S COLLEGE REQUIREMENTS
BS

- 60 hours of math and natural sciences
MAJOR REQUIREMENTS

- In APEX
- 4-Year Plans
- Checklists on Biology website
- Bulletin

- BS in Biology (prior to Fall 2011)
- BS in Biology (Fall 2011 onwards)
- BA in Biology with Minor Option (Fall 2011 onwards)
- BA in Biology with Topical Focus Option (Fall 2011 onwards)

Registration Windows

- The student has access to this under the “registration” tab on their myUK account.
HOLDS

- Do NOT lift any holds on the student’s account
  - Parking Ticket
  - Library Fines
  - Student Billing Office/Financial Aid
  - UK Clinic
  - Etc.

REPEAT OPTION

- Page 73-74 of the 2012-2013 Bulletin

- Repeat Option Form: [http://www.as.uky.edu/forms-2](http://www.as.uky.edu/forms-2)
SUBSTITUTIONS/EXCEPTIONS

- The DUS of the department is the decision maker for substitutions to course requirements and can only make course substitutions for courses in their department. Cannot set a precedent.

EDUCATION ABROAD
WWW.UKY.EDU/EDUCATIONABROAD/

- The DUS equates department courses for education abroad and signs the education abroad forms - send student to DUS.

- SUMMER SCHOOL COURSES (non-UK)
  - Check in advance if will transfer into UK
  - Credit transfers in but not the grades
  - Cannot use for repeat option
OVERRIDES

▶ For Pre-Req overrides - fill in green OVERRIDE FORM and turn into BS 201

▶ All overrides are processed in BS 201 by Jacquie Burke.

▶ Exception to this:
  ▶ Time conflict overrides will be handled in 311 POT with written approval from both instructors.
  ▶ Maximum Credit Hour Override (+19 credit hours; Probation Students 15 credit hours or less)

FORMS

▶ Veteran Affairs
▶ Reasonable Academic Progress (RAP)
▶ Undergraduate Enrollment in Graduate Course
▶ ROTC (Form 48/Form 104-R)
▶ EXP 3—Forms
▶ Non-Degree Aid Form
▶ Unemployment Benefits
▶ External Scholarship verification forms
▶ F-1 Extension

▶ send the student to 311 POT to get the form signed
TRANSCRIPTS

Transcripts are handled in the Registrar’s office.

POST MIDTERM WITHDRAWAL & RETROACTIVE WITHDRAWAL

- copies of these forms are in the Advisors Manual

ANY QUESTIONS?