

ACADEMIC ADVISING/ Spring 2013

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

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

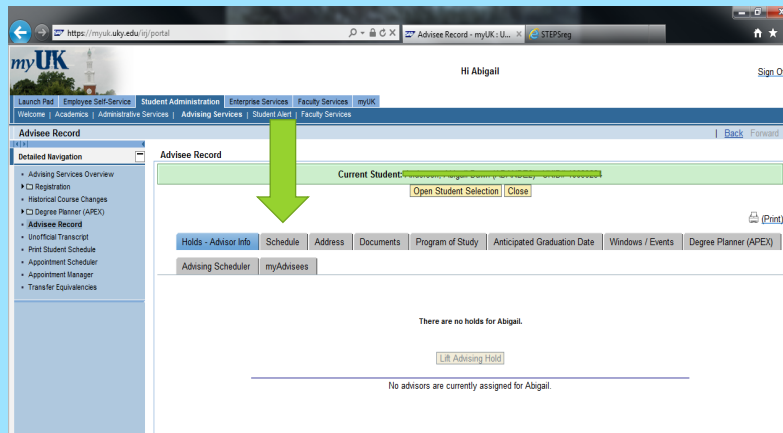
- ▶ The Fall 2013 course catalog and the online PDF will be available on *Monday, March 4*.
- ▶ The registration period : *March 25 – April 16*
- ▶ **Group Advising Sessions**
- ▶ **Summer course catalog**
- ▶ **BIO electives being offered Fall 2013**
- ▶ **Flyers**
- ▶ **Study Abroad – Dec 2013/Jan 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

The screenshot shows the myUK web portal interface. At the top, the URL is <https://myuk.uky.edu/portal>. The user is logged in as "Hi Abigail" with a "Sign Off" link. The navigation bar includes links for Launch Pad, Employee Self-Service, Student Administration, Enterprise Services, Faculty Services, and myUK. Below this, a sub-navigation bar lists Welcome, Academics, Administrative Services, Advising Services, Student Alert, and Faculty Services. The "Advising Services" link is highlighted. On the left, a "Detailed Navigation" menu lists various advising services, with "Advising Record" selected and highlighted by a green arrow. The main content area, titled "Advising Record", shows a "Current Student: None Selected" message. Below this is a search form with fields for Username, Last Name, First Name, and Student Number, and a "Search" button. A green arrow points to the "Advising Record" title, and another green arrow points to the search form. At the bottom of the main content area, there are links for "Open Student Selection" and "Close". A footer bar contains links for Holds - Advisor Info, Schedule, Address, Documents, Program of Study, Anticipated Graduation Date, Windows / Events, and Degree Planner (APEX). Below this, there are links for Advising Scheduler and myAdvisees.

PULL UP MIDTERM GRADES (AVAILABLE BY MARCH 8, MIDNIGHT)

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



myUK
Hi Abigail

Launch Pad | Employee Self-Service | Student Administration | Enterprise Services | Faculty Services | myUK

Welcome | Academics | Administrative Services | Advising Services | Student Alert | Faculty Services

Advisee Record

Detailed Navigation

- Advising Services Overview
- Registration
- Historical Course Changes
- Degree Planner (APEX)
- Advisee Record
 - Unofficial Transcript
 - Print Student Schedule
 - Appointment Scheduler
 - Appointment Manager
 - Transfer Equivalencies

Advisee Record

Current Student: [REDACTED]

Open Student Selection | Close

Print

Holds - Advisor Info | Schedule | Address | Documents | Program of Study | Anticipated Graduation Date | Windows / Events | Degree Planner (APEX)

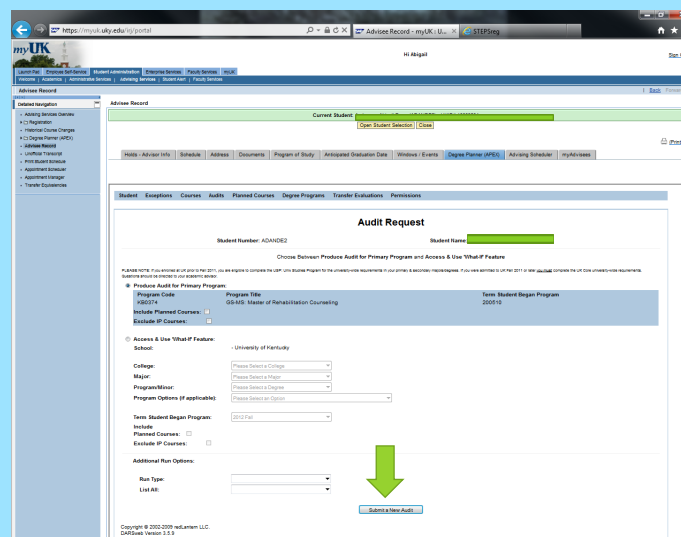
Advising Scheduler | myAdvisees

There are no holds for Abigail.

Link Advising Hold

No advisors are currently assigned for Abigail.

CLICK “SUBMIT NEW AUDIT”



myUK
Hi Abigail

Launch Pad | Employee Self-Service | Student Administration | Enterprise Services | Faculty Services | myUK

Welcome | Academics | Administrative Services | Advising Services | Student Alert | Faculty Services

Advisee Record

Detailed Navigation

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Advisee Record

Current Student: [REDACTED]

Open Student Selection | Close

Print

Holds - Advisor Info | Schedule | Address | Documents | Program of Study | Anticipated Graduation Date | Windows / Events | Degree Planner (APEX)

Advising Scheduler | myAdvisees

Student | Exceptions | Courses | Audits | Planned Courses | Degree Programs | Transfer Evaluations | Permissions

Audit Request

Student Number: ADANDE2

Student Name: [REDACTED]

Choose Between Produce Audit for Primary Program and Access & Use Virtual IF Feature

Produce Audit for Primary Program

Program Code: [REDACTED] Program Title: [REDACTED] Term Student Began Program: 200910

Include Planned Courses: [REDACTED] Exclude IP Courses: [REDACTED]

Access & Use Virtual IF Feature

School: [REDACTED]

College: [REDACTED]

Major: [REDACTED]

Program/Major: [REDACTED]

Program Options (if applicable): [REDACTED]

Term Student Began Program: [REDACTED]

Include Planned Courses: [REDACTED] Exclude IP Courses: [REDACTED]

Additional Run Options

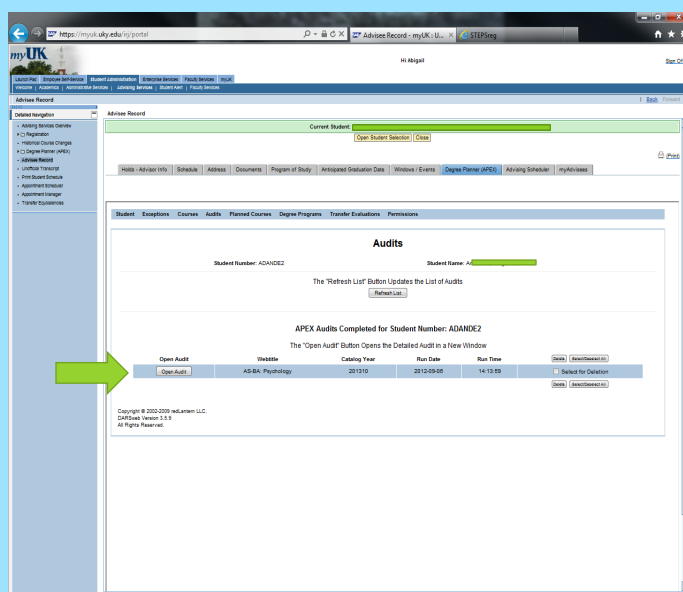
Run Type: [REDACTED]

Use All: [REDACTED]

Submit New Audit

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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)

<p>USP REQUIREMENTS:</p> <p>(IF YOU ARE PARTICIPATING IN THE HONORS PROGRAM, PLEASE, SPEAK WITH YOUR ADVISOR OR SOMEONE WITHIN THE HONORS PROGRAM REGARDING HOW THE HONORS PROGRAM CURRICULUM MAY APPLY TOWARDS SPECIFIC USP REQUIREMENTS.)</p> <ul style="list-style-type: none"> ✗ <u>USP - MATH REQUIREMENT</u> ✗ <u>USP - FOREIGN LANGUAGE REQUIREMENT</u> ✗ <u>USP - INFERENCE-LOGIC REQUIREMENT</u> ✗ <u>USP - FIRST YEAR WRITING REQUIREMENT</u> ✗ <u>USP - ORAL COMMUNICATION REQUIREMENT</u> ✗ <u>USP - NATURAL SCIENCE REQUIREMENT</u> ✗ <u>USP - SOCIAL SCIENCES REQUIREMENT</u> ✗ <u>USP - HUMANITIES REQUIREMENT</u> ✗ <u>USP - CROSS CULTURAL REQUIREMENT</u> ✗ <u>USP - ELECTIVES REQUIREMENT</u> 	
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<p>UK CORE REQUIREMENTS:</p> <ul style="list-style-type: none"> ✗ <u>ARTS & CREATIVITY</u> ✗ <u>HUMANITIES</u> ✗ <u>SOCIAL SCIENCES</u> ✗ <u>NATURAL, PHYSICAL, & MATHEMATICAL SCIENCES</u> ✗ <u>COMPOSITION & COMMUNICATION</u> ✗ <u>COMPOSITION & COMMUNICATION I</u> ✗ <u>COMPOSITION & COMMUNICATION II</u> ✗ <u>QUANTITATIVE REASONING</u> ✗ <u>QUANTITATIVE FOUNDATIONS</u> ✗ <u>STATISTICAL INFERENCE REASONING</u> ✗ <u>CITIZENSHIP</u> ✗ <u>COMMUNITY, CULTURE, AND CITIZENSHIP IN THE U.S.A.</u> ✗ <u>GLOBAL DYNAMICS</u> 	
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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 vice versa)
 - ▶ A student leaves the university and returns.

GRADUATION REQUIREMENTS

USP

GRADUATION REQUIREMENTS (USP VERSION) : ▶ X SECOND TIER WRITING REQUIREMENT ▶ X RESIDENCE REQUIREMENT (30 MINIMUM)
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UK Core

GRADUATION REQUIREMENTS (UK CORE VERSION) : ▶ X FOREIGN LANGUAGE REQUIREMENT ▶ X SECOND TIER WRITING REQUIREMENT ▶ X RESIDENCE REQUIREMENT (30 MINIMUM)

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

COLLEGE REQUIREMENTS:

✗ **A&S COLLEGE CORE - FOREIGN LANGUAGE REQUIREMENT**

THE A&S FOREIGN LANGUAGE REQUIREMENT CAN BE COMPLETED IN THE FOLLOWING 2 WAYS:

- 1) BY COMPLETING THE 4th SEMESTER OF 1 LANGUAGE, OR
- 2) BY COMPLETING THE 3rd SEMESTER OF 1 LANGUAGE AND COMPLETING THE 2nd SEMESTER OF A DIFFERENT LANGUAGE. (NOTE: 2 YEARS OF HIGH SCHOOL LANGUAGE WILL COUNT FOR 2 SEMESTERS OF 1 LANGUAGE.)

UK LANGUAGE CREDIT:

SELECT FROM: ARABIC: AIS 101-102-201-202
 CHINESE: CHI 101-102-201-202
 FRENCH: FR 101-102 OR 106-201-202-204
 GERMAN: GER 101-102-201-202
 GREEK: CLA 111-112-211-212
 HEBREW: HJS 101-102-201-202
 ITALIAN: ITA 101-102-201-202
 JAPANESE: JPN 101-102-201-202
 LATIN: CLA 101-102-201-202
 RUSSIAN: RUS 101-102-201-202
 SIGN LANG/ASL: CD 220-230
 SPANISH: SPA 101 OR 141(THROUGH FA10)-102 OR 103 OR SPA 142(THROUGH FA10)-201 OR 241(THROUGH FA10)-SPA 202 OR 203 OR 205 OR 242(THROUGH FA10) OR SPA 210 OR 211 OR 215

A&S COLLEGE REQUIREMENTS

► Lab & Field Experience - satisfied by major

✗ **A&S COLLEGE CORE - LAB or FIELD EXPERIENCE REQUIREMENT**

COMPLETE 1 COURSE IN LABORATORY or FIELD EXPERIENCE

SELECT FROM: ANTHROPOLOGY: ANT 241-283
 BIOLOGY: BIO 111-113-153-209
 CHEMISTRY: CHE 106-111-113
 PHYSICS: PHY 211-213-241-242
 GEOGRAPHY: GEO 300(PA06 OR AP07)
 GEOLOGY: GLY 111-112-115-160-220
 POLITICAL SCI: PS 322
 PSYCHOLOGY: PSY 100-213
 SOCIOLOGY: SOC 302-303

A&S COLLEGE REQUIREMENTS

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

▼ **X A&S COLLEGE CORE - A&S HOUR REQUIREMENT (90 MINIMUM)**

--> NEEDS: 90.0 HOURS

90 HOURS OF ARTS & SCIENCES CLASSES ARE REQUIRED

▼ **X A&S COLLEGE CORE - TOTAL EARNED HOUR REQ (120 MINIMUM)**

--> NEEDS: 120.0 HOURS

=====[NOTE]=====

"MA 108R", OR ANY OTHER REMEDIAL COURSE, WILL NOT FULFILL THE BELOW REQUIREMENT. ALSO, THESE COURSES ARE NOT AVAILABLE FOR DEGREE CREDITS TOWARDS A BACHELOR'S DEGREE.

=====[NOTE]=====

▼ **X A&S COLLEGE CORE - 2.0 MIN CUMULATIVE GPA IS REQUIRED**

--> NEEDS: 2.000 GPA

A&S COLLEGE REQUIREMENTS

- ▶ Natural Sciences - satisfied by major

▼ **X A&S COLLEGE CORE - NATURAL SCIENCE REQUIREMENT**

→ COMPLETE 6 HOURS OF NATURAL SCIENCE CLASSES:

NEEDS: 6.0 HOURS

SELECT FROM: ANATOMY: [ANA 209](#)

ANTHROPOLOGY: [ANT 230-332-333-353](#)

ASTRONOMY: [AST](#)

BIOLOGY: [BIO](#)

CHEMISTRY: [CHE](#)

ENTOMOLOGY: [ENT 110-300](#)

ENVIRONMENTAL: [ENS 200-400](#)

GEOGRAPHY: [GEO 130-135-230-351-451-530](#)

GEOLOGY: [GLY](#)

HONORS: [HON 125](#)

NUTR. FOOD SCI: [NFS 101](#)

PHYSIOLOGY: [PSY 206](#)

PHYSICS: [PHY](#)

PLANT SOIL SCI: [PLS 104](#)

PSYCHOLOGY: [PSY 312-456-565](#)

▼ **X A&S COLLEGE CORE - NATURAL SCIENCE REQUIREMENT**

→ COMPLETE 3 HOURS OF NATURAL SCIENCE CLASSES:

NEEDS: 3.0 HOURS

SELECT FROM: ANATOMY: [ANA 209](#)

ANTHROPOLOGY: [ANT 230-332-333-353](#)

ASTRONOMY: [AST](#)

BIOLOGY: [BIO](#)

CHEMISTRY: [CHE](#)

ENTOMOLOGY: [ENT 110-300](#)

ENVIRONMENTAL: [ENS 200-400](#)

GEOGRAPHY: [GEO 130-135-230-351-451-530](#)

GEOLOGY: [GLY](#)

HONORS: [HON 135](#)

NUTR. FOOD SCI: [NFS 101](#)

PHYSIOLOGY: [PSY 206](#)

PHYSICS: [PHY](#)

PLANT SOIL SCI: [PLS 104](#)

PSYCHOLOGY: [PSY 312-456-565](#)

A&S COLLEGE REQUIREMENTS BA VS. BS

- ▶ Social Sciences
- ▶ BA

✗ A&S COLLEGE CORE - SOCIAL SCIENCE REQUIREMENT

→ COMPLETE 6 HOURS OF SOCIAL SCIENCES CLASSES:
 -> NOT FROM: ACC ANT 353(PA09) GWS 201
 SELECT FROM: AF, AM, STUDY: AAS 200,326,328,336,417G
AAS 432,471
 AM. STUDIES: IAS
 ANTHROPOLOGY: ANT
 APPALACHIAN ST: APP
 ECONOMICS: ECO
 ENVIRONMENTAL: ENS 200-400
 FAMILY STUDY: FAM 253
 GEOGRAPHY: GEO
 POLITICAL SCI: PS
 PSYCHOLOGY: PSY
 SOCIOLOGY: SOC
 WOMEN'S STUDY: GWS

BS

✗ A&S COLLEGE CORE - SOCIAL SCIENCE REQUIREMENT

→ COMPLETE 3 HOURS OF SOCIAL SCIENCES CLASSES:
 -> NOT FROM: ACC ANT 353(PA09) GWS 201
 SELECT FROM: AF, AM, STUDY: AAS 200,326,328,336,417G
AAS 432,471
 AM. STUDIES: IAS
 ANTHROPOLOGY: ANT
 APPALACHIAN ST: APP
 ECONOMICS: ECO
 ENVIRONMENTAL: ENS 200,400
 FAMILY STUDY: FAM 253
 GEOGRAPHY: GEO
 POLITICAL SCI: PS
 PSYCHOLOGY: PSY
 SOCIOLOGY: SOC
 WOMEN'S STUDY: GWS

A&S COLLEGE REQUIREMENTS BA VS. BS

- ▶ Humanities (Not From List)
- ▶ BA

✗ A&S COLLEGE CORE - HUMANITIES REQUIREMENT

→ COMPLETE 6 HOURS OF HUMANITIES CLASSES:
 -> NOT FROM: REMEDIAL: ***
 AF, AM, STUDY: AAS 200,326,328,336,417G,432,471
 ARABIC/ISLAMIC: ABS 101-102,201,202,443,444
 CHINESE: CHI 101-102,201,202
 CLASSICS: CLA 101-102,131-133,142-143,201,202
 ENGLISH: ENG 101-102,142-145, 302,303,304, 305,306,307,308,405,407,507,508
 FRENCH: FR 101-102,108-201,202,203,204,300-306, 307,308,310-312,404-412,507,516,553,573
 GEOGRAPHY: GEO 238
 GERMAN: GER 101-102,103-111,112-201,202,203-208,211, 202,212,302,308,310,507,553,612
 HEBREW/JUDAIIC: HEB 101-102,201,202
 ITALIAN: ITA 101-102,201,202
 JAPANESE STUDY: JPN 101-102,201,202,301,302, 303,311,312,313,314,315,316,317,318,319,320,321,322,323,324,325
 PHILOSOPHY: PHI 100-300
 POLITICAL SCI: PS 101-424
 RUS & EST: ST: 104,105,115,116
 RUSSIAN: RUS 101-102,201,202,301,302,400,404,501, 506,509,550,558
 SOCIOLOGY: SOC
 HISPANIC STUDY: SPA 101-102,103-142,143,151,201, 202,302,303,310-313,315-324,325-326,327,311-313, 321,311-312,302,303,405,501
 SELECT FROM: AF, AM, STUDY: AAS
 AM. MILITARY: AMS 201
 ARABIC/ISLAMIC: ABS
 ARCHITECTURE: ARC 212-213
 ART: ART 100
 ART HISTORY: AH
 CHINESE: CHI
 CLASSICS: CLA
 DISCOVERY SMNR: USP 120 TO 149 AAS 120 TO 149
DSP 120
 ENGLISH: ENG
 FINE ARTS: FA 501
 FRENCH: FR
 GERMAN: GER
 HEBREW/JUDAIIC: HEB

BS

✗ A&S COLLEGE CORE - HUMANITIES REQUIREMENT

→ COMPLETE 3 HOURS OF HUMANITIES CLASSES:
 -> NOT FROM: REMEDIAL: ***
 AF, AM, STUDY: AAS 200,326,328,336,417G,432,471
 ARABIC/ISLAMIC: ABS 101-102,201,202,443,444
 CHINESE: CHI 101-102,201,202
 CLASSICS: CLA 101-102,131-133,142-143,201,202
 ENGLISH: ENG 101-102,142-145, 302,303,304, 305,306,307,308,405,407,507,508
 FRENCH: FR 101-102,108-201,202,203,204,300-306, 307,308,310-312,404-412,507,516,553,573
 GEOGRAPHY: GEO 238
 GERMAN: GER 101-102,103-111,112-201,202,203-208,211, 202,212,302,308,310,507,553,612
 HEBREW/JUDAIIC: HEB 101-102,201,202
 ITALIAN: ITA 101-102,201,202
 JAPANESE STUDY: JPN 101-102,201,202,301,302, 303,311,312,313,314,315,316,317,318,319,320,321,322,323,324,325
 PHILOSOPHY: PHI 100-300
 POLITICAL SCI: PS 101-424
 RUS & EST: ST: 104,105,115,116
 RUSSIAN: RUS 101-102,201,202,301,302,400,404,501, 506,509,550,558
 SOCIOLOGY: SOC
 HISPANIC STUDY: SPA 101-102,103-142,143,151,201, 202,302,303,310-313,315-324,325-326,327,311-313, 321,311-312,302,303,405,501
 SELECT FROM: AF, AM, STUDY: AAS
 AM. MILITARY: AMS 201
 ARABIC/ISLAMIC: ABS
 ARCHITECTURE: ARC 212-213
 ART: ART 100
 ART HISTORY: AH
 CHINESE: CHI
 CLASSICS: CLA
 DISCOVERY SMNR: USP 120 TO 149 AAS 120 TO 149
DSP 120
 ENGLISH: ENG
 FINE ARTS: FA 501
 FRENCH: FR
 GERMAN: GER
 HEBREW/JUDAIIC: HEB

A&S COLLEGE REQUIREMENTS BA

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

✗ A&S COLLEGE CORE - 300+ LEVEL HOUR REQ (39 MINIMUM)

--> NEEDS: 39.0 HOURS

- 1) COMPLETE AT LEAST 39 HOURS AT THE 300+ LEVEL FOR A BACHELOR OF ARTS DEGREE

A&S COLLEGE REQUIREMENTS BS

- ▶ 60 hours of math and natural sciences

✗ A&S COLLEGE CORE - SCIENCE/MATH HOUR REQ (60 MINIMUM)

--> NEEDS: 60.0 HOURS

[NOTE]

"MA 108R" WILL NOT FULFILL THIS REQUIREMENT.
ALSO, THIS COURSE IS NOT AVAILABLE FOR DEGREE
CREDITS TOWARDS A BACHELOR'S DEGREE.

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>

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-Reg 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?