

Advising Basics

Advisors, please remember to sign the original Academic Summary Report (red sheet) included in the student's Academic Transitions Program folder before sending students to the ATP finish line.

Help Students Watch 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 regional campus locations like Glasgow, Owensboro, etc. have higher numbers as part of their Section ID, such as PS 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. Please also remind students that if they are mixing WEB based class with face to face classes there is an additional fee.
- Travel time from south to main campus (not in 15 minutes). Please allot 45 minutes to travel between campuses.

Academic Summary Report (ASR)

The Academic Summary Report (ASR) is printed on red paper and given to each student at ATP check-in. This has replaced the blue profile sheet from previous ATP years. The ASR provides basic information including all test scores sent to WKU. 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 test date) to determine individual course placement. Remember, any student with an English score below 18 must take the appropriate English class during the first semester. Any student with a Reading score below 20 must take the appropriate Reading class during the first semester (Please see placement information below).

ATP Finish Line

For the 2013 ATP season, advisors are unable to print schedules for students. Please help students remember to return their signed original Academic Summary Report (ASR) to the ATP Finish Line in order to check out, receive a copy of their schedule, and pick up their official WKU ID Card.

English Course Placement

ACT	SAT Verbal/Critical Reading	Accuplacer	English Course
0-12	0-330	0-15	DENG 055C (enhanced)
13-15	340-400	16-50	DENG 055C
16-17	410-440	51-60	ENG 100 (enhanced)
18-28	450-640	61 and up	ENG 100
29-36	650 and up	N/A	receive ENG 100 credit

- 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 each 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.
- Students with an ACT score 15 and below must register for Developmental English 055 (DENG 055C). This class is under Academic Support Division located on South Campus.
- ESLI students are granted admission to WKU (without the TOEFL (Test of English as a Foreign Language) as part of the agreement with ESLI. The university requirement for ESLI students is that they MUST take ENG 051.

Reading Placement Information

Please note the requirements as you advise students who are registering for fall 2013. Students will be pre-registered in the appropriate courses by the Academic Advising and Retention Center. We ask for your assistance to make sure students understand the importance of remaining in their assigned courses.

ACT	SAT Verbal/Critical Reading	Accuplacer	Reading Course
0-12	0-330	0-15	DRDG 080C (enhanced)
13-17	340-440	16-60	DRDG 080C
18-19	450-460	61-85	LTCY 199
20-36	470 and up	86 and up	No course required

This information is also available on the Academic Advising & Retention Center's website <http://www.wku.edu/advising> in their Advising Basics.

International students Incoming international students may not enroll in lower-division language 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, or 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. Students choosing option 2 should contact the Office of International Programs for an approval form and letter verifying that they are a non-native speaker of English. International students cannot take more than one on-line class towards their 12 credits of full-time enrollment. If they are enrolled in over 12 credits, they can take multiple on-line classes.

Modern Language Placement Policies

General education requirement Students who begin their college career as degree-seeking students during the 2004 summer term and thereafter will be required to complete at least a second level (102) foreign language course (or any higher-level course), or they can demonstrate its equivalent or a higher level through AP or CLEP scores (see charts below). Students who will fulfill the requirement by taking a course are advised to do so in their freshmen or sophomore years, so that they build on skills acquired in high school.

Students who did not study a language in high school WKU admits students who do not have the pre-college curriculum of two years of a language, however they must make up the deficiency by taking a 101 course within their first year (or first 24 credit hours) at WKU. They are advised to take a 102 course as soon as possible thereafter, so as to build on what they know. Students entering with a language deficiency may begin with a 101 course in one of the languages offered at WKU: American Sign Language, Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Russian, Spanish or Swahili.

Placement Students who have completed the pre-college curriculum of two units (years) of foreign language successfully (A, B, or C), will generally be able to go into a 102 level language course or higher. Students who have completed three units in high school may be ready for a 201 level language course or higher. Students with four units may go into a 202 level language course or higher. Students who are not sure should take the free online language placement exam at <http://www.wku.edu/modernlanguages>, available for French, German and Spanish. The exam takes approximately 20 minutes and scores are immediately and automatically reported to the student and to the Department of Modern Languages. For placement advice on other languages, please contact the Department of Modern Languages at (270) 745-2401.

Starting at the right level Students who completed two years in high school but feel they will not be successful in a 102 class may take a 101 as an elective credit before taking a 102 class to fulfill the general education requirement. See the Modern Languages descriptors of expected outcomes for 101-202 courses. Beginning with enrollments in summer 2012, the previous rule that students who have taken two years in high school cannot take 101 of the same language is lifted. Students may not take elementary level of a language they already know at an intermediate or advanced level. Students and their advisors are warned that students should not be placed too low. This wastes time and money, and often leads to an inadequate challenge of skills. Students enrolled at a level that is too low often earn poor grades or even fail.

Getting credit for what you know Academic credit is awarded for AP scores of 3 or higher (see chart below). Students who earned an AP score of 2 or who have completed two or three years of language in high school with success (A, B, or C) may want to take the CLEP test to attempt to get at least 6 hours of credit (101 and 102).

Students may also request a departmental exam for languages taught at WKU, given on a pass/fail basis. There is a non-refundable charge of each exam.

Verified credit Students who place at the appropriate level and earn a C or better may receive up to six hours of retroactive credit for a fee of \$25/credit. For example, a student who places into a 201 course and earns a C or better in that course, he/she can pay a fee of \$150 and receive credit for 101 and 102.

WKU MODERN LANGUAGES PROGRAM - Advanced Placement (AP) Policy

Credit for AP (Advanced Placement) achievement: Students can earn 9 hours of credit for AP scores. In all cases, the University foreign language requirement in general education is fulfilled.

1. **The student presenting an AP score of 3** is given credit for the first, second, and third semesters of college-level language study (FREN/GERM/SPAN 101, 102, 201, 9 credit hours in total) and may enroll in FREN/GERM/SPAN 202.
2. **The student presenting an AP score of 4** is given credit for the second, third, and fourth semesters of college-level language study (FREN/GERM/SPAN 102, 201, 202, 9 credit hours in total) and may enroll in a 300-level FREN/GERM/SPAN course.
3. **The student presenting an AP score of 5** is given credit for the third and fourth semesters of college level language study (FREN/GERM/SPAN 201 and 202) and for the following 300-level course (9 credit hours total), depending on the examination taken:
 - AP French Language exam: FREN 320
 - AP French Literature exam: FREN 314
 - AP German Language exam: GERM 330
 - SPAN Language exam: SPAN 371
 - SPAN Literature exam: SPAN 374

This policy is in effect as of April 7, 2003. See the following table for an overview of the policy and the course credit granted for the various examinations.

MLIS Department Policy on AP credit

AP course/exam	Score	Hours	Course
French Language	3	9	101, 102, and 201
	4	9	102, 201, and 202
	5	9	201, 202, and 320
French Literature	3	9	101, 102, and 201
	4	9	102, 201, and 202
	5	9	201, 202, and 314
German	3	9	101, 102, and 201
	4	9	102, 201, and 202
	5	9	201, 202, and 330
Spanish Language	3	9	101, 102, and 201
	4	9	102, 201, and 202
	5	9	201, 202, and 371
Spanish Literature	3	9	101, 102, and 201
	4	9	102, 201, and 202
	5	9	201, 202, and 374

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/getready/math_placement_information.php

Chemistry Placement Information

Students electing to pursue the following program areas are required to take the Chemistry Placement Exam on their Academic Transitions Program date: Agriculture, Biochemistry, Biology, Chemistry, Construction Management, Engineering (Civil, Electrical, Mechanical), Geology, Industrial Science, Medical Technology, Physics, Pre-Chiropractic, Pre-Dentistry, Pre-Engineering, Pre-Forestry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Podiatric Medicine, Pre-Veterinary, Recombinant Genetics, Exploratory/ Undeclared in Science. Students who take the Chemistry Placement Exam (CPE) scores will be loaded to Banner prior to afternoon advising sessions if taken during ATP. No course pass is required as long as the CPE and Math pre/co-requisites for Chem 120/121 are met. The Chemistry exam score has a two year expiration date.

Chemistry Placement Exam (CPE)

Raw Score of 38 and above	Take CHEM 120 + 121
Raw Score of 35-37 (Math section 14 or greater)	Take CHEM 120 + 121
Raw Score of 35-37 (Math section less than 14)	Take CHEM 116 (Lecture) + CHEM 106 (Lab)
Raw Score of 30-34 (Math section less than 14)	Take CHEM 116 (Lecture) + CHEM 106 (Lab)
Raw Score of 20-29	Take CHEM 101 (Lecture) + CHEM 102 (Lab)
Raw Score of less than 20	NO CHEMISTRY THIS SEMESTER

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 of 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**

Students that are under the age of 21; freshman or transfer; with less than 24 college hours are bound by PCC requirements regardless of the college GPA. Non-traditional students (21 and older) and transfer students that have more than 24 hours earned are exempt from all requirements of the PCC. Students that attended an out-of-state high school are also exempt from the KY 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 will be required to demonstrate proficiency in the deficient subject area.

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

If the student met all requirements, the profile sheet will note "PCC met requirements." If the student met all PCC requirements the Admission profile sheet reflects "PCC Approved". If a student is exempt from the PCC requirements the Admissions profile reflects "PCC Exempt".

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. 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 & Retention Center as needed.