

Dropping or adding a course

Schedule changes (add or drop) can be made online through the last day of the first week of classes. Dropping a course after the first week must be done by completing an add/drop form, available in the Registrar's Office. The form must be properly completed and submitted to the Registrar's Office by 4:00 p.m. of the deadline day. Instructor and/or advisor signatures are not required, but a form must still be completed and signed by the student. Drop dates for full-semester courses are listed in the Fall Semester Important Dates or Spring Semester Important Dates pages on the [Registrar's main page](#). Courses shorter than full semester will have prorated drop dates, which can be found in a link on the Important Dates pages. Please see the [Business Office](#) for information about possible tuition refunds.

Changing advisors

Some students do not feel that they have a good working relationship with their advisor and they ask for a change. It is best if they have talked with the advisor and tried to resolve any differences, but sometimes this does not occur. A student requesting an advisor change must complete a [Request to Add/Change/Drop a Major or Change Catalogs form](#). This form must be filled in and signed by the advisor (if possible) and the student. It is preferred that the student contact the new advisor and have that person sign the back of the form, but if this is not done, a new advisor will be assigned. The form can be turned in to the Academic Advising Coordinator, Lisa Konkel (Murphy Center 333), or to the Center for Student Success (Murphy Center 337).

Changing major

A student interested in changing majors should discuss this desire with both the current advisor and the chairperson/dean for the new major. A student changing majors must complete a [Request to Add/Change/Drop a Major or Change Catalogs form](#). The form may be obtained in the Center for Student Success, the Registrar's Office, from the Academic Advising Coordinator (Murphy Center 333) or on the Academic Advising [Forms](#) page. This form must be filled in and signed by the advisor, the head of the department the student is changing to and the student. The form can be turned in to the Academic Advising Coordinator, Lisa Konkel (Murphy Center 333), or to the Center for Student Success (Murphy Center 337).

Students who are not on the main Viterbo campus may fill out the form and forward it to their advisor, who can sign the form and forward it to the head of the new department. Students who do this should contact the head of the new department to discuss the new major and also to alert them that the form will be coming. Once the form is completed and signed, it should be routed to the Academic Advising Coordinator, Lisa Konkel (Murphy Center 333).

The change may be made at any time of the year, however, students should try to avoid the busy weeks of registration. Once a student has filed a completed Change of Major form the Academic Advising Coordinator will assign a new advisor. The student will be notified by email with the contact information for their new advisor.

Adding or changing a minor

Students are not required to declare a minor unless specified for a given major or school. Students may choose one or more minors from the approved list in the [University Catalog](#) and complete the [Request to Add/Drop a Minor form](#). The form may be obtained in the Center for Student Success, the Registrar's Office, from the Academic Advising Coordinator (Murphy Center 333) or on the Academic Advising [Forms](#) page. The requirements for a minor are listed by each department in the respective catalog. In a student's choice of a minor, the **student must follow one and the same catalog along with the major.**

The student, advisor and head of the minor program need to sign and the form can be turned in to the Academic Advising Coordinator, Lisa Konkell (Murphy Center 333), or to the Center for Student Success (Murphy Center 337).

Students who are not on the main Viterbo campus may fill out the form and forward it to their advisor, who can sign the form and forward it to the head of the department housing the minor. Students who do this should contact the head of the new department to discuss the new minor and also to alert them that the form will be coming. Once the form is completed and signed, it should be routed to the Academic Advising Coordinator, Lisa Konkell (Murphy Center 333).

Student responsibilities

The goal of all academic advising is to assist students to take responsibility for developing meaningful educational plans that are reflective of their potential and their career and life goals. Academic advisors will confer with students about course schedules and educational experiences but students themselves are responsible for selecting the content of their academic program and making progress toward an academic degree. Students are required to meet with their advisors each semester prior to registration, but are encouraged to confer with them regularly about academic, career and individual concerns.

- Establish a personal relationship with your advisor.
- Assume responsibility in consultation with your advisor for being knowledgeable about degree requirements and your progress toward completion of a degree.
- Meet with your academic advisor during the semester and especially at registration time.
- Gather all relevant decision making information regarding career and/or academic decisions.
- Provide your advisor with current information about your needs and interests.
- Attend classes and be actively involved in the learning process.
- Use campus resources for your intellectual, personal and spiritual growth.

For more information:

- [How You and Your Advisor Should Work Together](#)
- [Guidelines for Advisees: Get the Best Out of Advisors](#)

Degree audits

The degree audit is a student's official list of the requirements that must be completed to graduate. Students should check their degree audit **at least once a semester** to make sure they are progressing toward their goals. The degree audit can be found in Student Planning. Select the Progress tab to view the degree audit. You will be given a choice of selecting the current major (listed under Active Programs) or trying a different major using the menu (What if).

There are instructions on reading the degree audit on the [Library's Technology Guides for Students](#) page. See the "Student Planning Progress Overview for Students" video.

Four-year plans

Each student should develop, with his or her advisor, a plan outlining the courses required for graduation and the proposed semester each course will be taken. The plan, which may be shorter than four years, is a planning tool and is NOT the official document that will be used to determine if all graduation requirements have been met. The student and advisor should consult both the plan and the degree audit each semester to make sure the student is making progress toward graduation, updating the plan as changes occur.

How to determine when a student can register

Students and their advisors can both use VitNet to determine when the student will be able to register. Students should look on the Students Menu and they will find their registration time at the bottom of the left column under "Registration". Advisors will find this information on the Faculty Menu under "Approve Advisees to Register".

How to determine, before the last semester, if a student is ready for graduation

Use the degree audit in Student Planning! Two semesters before graduation, determine which course requirements remain and register for the classes needed. After the student registers for the last semester, go back to the degree audit in the Student Planning Progress tab to make sure all requirements will be met. Courses for which the student has registered but not yet completed will appear as "Registered" or "In Progress" courses but they will be placed into the appropriate spots in the degree audit. If every requirement is either labeled "Completed" or "Fully Planned", the student should be ready for graduation at the end of the semester if he or she successfully completes each class on the Timeline tab.

How to determine whether a student is making satisfactory progress for Financial Aid

Briefly, a student must have a 2.00 GPA and must complete 20 credits per academic year (full-time students). Students who do not meet one of these criteria are at risk of losing financial aid. Students are allowed to receive financial aid until they have completed 150 percent of the published credits for their degree (a maximum of 180 attempted credits for a degree with 120 required credits). For more information please check with Financial Aid or see [Satisfactory Academic Progress for Financial Aid](#).

Student experiencing academic difficulty

Students who are having difficulty in one or more courses can get help from the [Academic Resource Center](#). There are a number of services available, including tutoring, math and writing assistance, help with time management and study skills, workshops on various topics and more. Students needing assistance with career planning, finding jobs or internships or job search skills can contact the [Career Services office](#). Students receiving Early Alert notifications or having other questions can meet with one of the advisors in the [Center for Student Success](#). Students having health or personal issues can be referred as appropriate to [Health Services](#) or [Counseling Services](#).

Resources:

[Academic Resource Center](#), Murphy Center 332, (608) 796-3190

[Career Services](#), Murphy Center 374, (608) 796-3828

[Center for Student Success](#), Murphy Center 337, studenthelp@viterbo.edu, (608) 796-3084

[Health Services](#), Student Development Center, (608) 796-3806 or (608) 796-3825

[Counseling Services](#), Student Development Center, (608) 796-3808 or (608) 796-3825

What do if a student receives a Starfish Early Alert

The [Starfish Early Alert program](#) is designed to identify students who are having academic difficulty at any point in their education. After identifying these students, the Starfish Early Alert team will attempt to address needs by providing the intervention needed to increase the likelihood of success. Faculty and staff contribute directly to retention by assisting with the early identification of students who are performing poorly in class, are chronically absent from class, or experiencing other problems that impact academic performance.

Students contacted by a member of the Early Alert team are not "in trouble." We are here to help them be successful in their educational experience. Students who are contacted with an alert should respond as quickly as possible. Receiving a referral does not necessarily mean they are failing a class. Possible reasons for a referral may be one or more of the following:

- Performance not at course level
- Struggles to keep pace with the class
- Excessive absences/habitual tardiness to class
- Not performing well on tests
- Poor attitude and/or disruptive classroom behavior
- Low or no engagement in the classroom (sleeping in class, talking, texting, etc.)
- Pattern of late or missed assignments
- Personal/health/social concerns that impact academic performance

For more information, please see [Starfish Early Alert](#) or contact Tina Johns, Director, Center for Student Success, tmjohns@viterbo.edu, 608-796-3085.

Students on probation

Some students may be accepted on academic probation. These students need to achieve a semester GPA of 2.0 in order to remove the probationary status.

At the close of each semester, students who have a cumulative GPA below 2.00 are placed on academic probation. A student must achieve a cumulative GPA above 2.0 during the student's next semester at Viterbo or the student may be suspended. Students who are placed on academic probation are asked to complete a student success contract with their academic advisor or one of the academic advisors in the Center for Student Success.

An advisor should carefully plan a course schedule with the student so that a 2.0 or higher cumulative GPA is achieved. Students on probation should not take more than 14 credits. Advisors should be aware that repeating a course may be a realistic option so the student is able to remove the probationary status.

Legal Issues and the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Once a student attends a post-secondary institution all rights under FERPA transfer from the parent to the student, and the University may not disclose student information to parents without a signed consent form from the student.

The Registrar is the University's FERPA agent. For more information, please see the [Family Educational Rights and Privacy Act](#). Students may choose to allow the release of information to others, including parents, and can grant this access through VitNet.

How to determine how many mission seminars a student needs

Freshmen in the 2010 catalog or later must complete all mission seminars. Transfer students are required to complete two, three, or four depending on the number of transfer credits. This will be shown on the degree audit—if one or more seminars are waived, they will be shown as “Msn Smr Placeholder” in the degree audit. All students are required to take a 4XX level mission seminar, but students with one or two waived seminars may choose to take 1XX, 2XX or 3XX seminars to fulfill their requirements. Remember that most of the 1XX seminars are designed specifically for freshmen. *Mission seminar requirements are not waived.*

How many credits are needed for graduation?

All students are required to earn 120-128 college-level credits (not including ENGL-099, MATH-001, 090, 091, or MUSC-001) to earn a VU degree. All students are required to earn 40-43 upper division (300/400 level) credits to earn a VU degree. *These requirements are not waived.*

Can a student take a course at another school? How to determine if it will transfer back to Viterbo

Students must earn a minimum of the last 30 consecutive credits at VU, not including alternative credits like CLEP. Students who are not in their last 30 credits can determine whether a course taken at another school will transfer by submitting the [Transfer Course Approval form](#) to the Registrar's office prior to taking the class.

Where is the Academic Advising web?

<http://www.viterbo.edu/academic-advising>

Where can I find answers to other questions?

Please contact the Center for Student Success, Murphy Center 337, at (608) 796-3084 or studenthelp@viterbo.edu. You may also contact the Academic Advising Coordinator, Lisa Konkel, at (608) 796-3467 or lmkonkel@viterbo.edu.

Advisors can find more information in the Moodle group for academic advisors. If you do not see it ("ACAD.ADVISORS.DEPT"), please let Lisa Konkel know and we will enroll you in the group. There is also information on many advising topics in the Academic Advising Handbook and on the Advising web page.