

Fall 2006

*ACES ADVISING
RESOURCES
MANUAL*

**ADVISING RESOURCE MANUAL
QUICK REFERENCE GUIDE**

For Information About	See Page(s)
Academic Drop	IV.23 - IV.25
Academic Probation	IV.22 - IV.23
ACES Academic Programs Information	V.1
College Resources	V.1 and V.7
Departmental Resources	V.2 - V.7
Adding/Dropping Courses	III.8 – III.9
Admissions	II.24 and IV.2 - IV.10
Application Deadlines	IV.2
Freshmen	IV.4 - IV.7
Transfers/Off-campus	IV.8 - IV.11
Advisor Assignments	IV.3
Auditing a Course	II.15
Audits	III.10 - III.11
Concurrent Enrollment	II.16
Course Registration	III.2 - III.5
Access to the Student Registration System	III.4
Advising Holds	III.4
Maximum/Minimum Course Enrollment	III.5
Credit/No Credit Grading Option	II.19 and III.6
Credit Restrictions	II.12
Departmental	II.24 - II.27
FERPA	III.1
General Education Requirements	II.7 - II.10 and II.22
Advanced Placement Credit	II.6
Composition I	II.8 and IV.6
Cultural Studies	II.9
Foreign Language	II.9

Humanities and Arts	II.9
Natural Sciences and Technology	II.9
Quantitative Reasoning	II.8 and IV.6 - IV.7
Social and Behavioral Sciences	II.9
Graduation Minimum Requirements	II.11 and II.24
Guided Individual Study Courses	II.13 - II.14
Honor Students	IV.17 - IV.21
Incomplete Grades	II.17
Intercollegiate Transfer (ICT)	III.6 and IV.13 - IV.14
Internships	II.19
James Scholars	IV.17 - IV.19
Minors	II.28
Minority Students	IV.26
Parkland College Concurrent Enrollment	II.16
Probation/Drop Rules	IV.22 - IV.25
Registration and Scheduling Courses	III.2 - III.5
Release of Student Information/Student Records	III.1
Residency	II.11 and II.22
Campus	II.11
College	II.11
Study Away from Campus	II.20
Test Based Credit	II.2 - II.6
Advanced Placement	II.6
Placement	II.2
Proficiency	II.3 - II.4
UIUC Undergraduate Colleges/Units	V.7 - V.20

ADVISING RESOURCE MANUAL QUICK WWW REFERENCE

For Information About	See This Web Site
ACES (College) Homepage	http://www.aces.uiuc.edu/
ACES Academic Programs Homepage	http://www.aces.uiuc.edu/Academics
ACES Calendar	http://www.aces.uiuc.edu/Calendar
AP and other test-based credit	http://www.cte.uiuc.edu/dme/Placement/cutoffs.htm
Career Information Web Sites	http://www.aces.uiuc.edu/careers/ & www.careercenter.uiuc.edu
<i>Class Schedule</i>	http://www.courses.uiuc.edu/schedule
<i>College of ACES Student Handbook</i>	http://www.aces.uiuc.edu/Students/Handbook
Community College Course Lists	http://transfer.org
Community College Information	http://www.utexas.edu/world/comcol/state/
Course Information Suite Site	http://courses.uiuc.edu/cis/index.html
Dean of Students	http://www.odos.uiuc.edu
Discovery Courses	http://www.provost.uiuc.edu/students/discovery
Financial Aid	http://www.osfa.uiuc.edu/
GENED Lists	http://courses.uiuc.edu/gened
Grade Reports and DARS audits	http://www.oar.uiuc.edu/current/grades/index.html
Guided Individual Study Information	http://www.outreach.uiuc.edu/gis
Housing	http://www.housing.uiuc.edu/
Library – U of I	http://www.library.uiuc.edu
Library – College of ACES	http://www.library.uiuc.edu/agx/
McKinley Health Center	http://www.mckinley.uiuc.edu
Minors – U of I	http://www.provost.uiuc.edu/students/advising/minors.html
Minors – College of ACES	http://www.aces.uiuc.edu/Students/minors.cfm
OAR (Office of Admissions and Records)	http://www.oar.uiuc.edu/
Proficiency Credit	http://www.cte.uiuc.edu/dme/Placement/cutoffs.htm
Register for Classes	https://apps.uillinois.edu/selfservice/
Registered Student Organizations	http://www.union.uiuc.edu/involvement/rso.htm
Transcripts (students can request copies)	http://www.oar.uiuc.edu/current/transcripts/index.html
Transfer Credit	http://www.oar.uiuc.edu/future/transfer/credit.html
UIUC Advising Homepage	http://www.provost.uiuc.edu/programs/advising/index.html
UIUC Computer Labs	http://www.cites.uiuc.edu/computerlabs/index.html
<i>UIUC Courses Catalog</i>	http://courses.uiuc.edu/catalog
UIUC Homepage	http://www.uiuc.edu/
<i>UIUC Programs of Study</i>	http://courses.uiuc.edu/programs
<i>UIUC Student Code</i>	http://www.admin.uiuc.edu/policy/code/

Do You Have a Question?

If it is about:

You may find the answer contacting:

Absence from class	Emergency Dean, 300 Student Services Building, 610 E. John, 333-0050
Absence from final exams	Assistant Dean, 104 Mumford Hall, 333-3380, and Emergency Dean, 300 Student Services Building, 610 E. John, 333-0050
Advisor's name	Log onto the UI-Integrate Self-Service System; Click on Registration and Records; then Student Records; View Student Information; Submit for appropriate semester; Look at Primary Advisor
Career planning, job search, interviewing	Student Development and Career Services, 115 ACES Library, Information and Alumni Center, 244-4540, www.aces.uiuc.edu/Careers/ and The Career Center, 715 S. Wright, 333-0820, www.careercenter.uiuc.edu
Correspondence courses	302 E. John, Suite 1406, 333-1321, www.outreach.uiuc.edu
Employment on campus, work study	250 Student Services Arcade, 620 E. John, 333-0600, www.osfa.uiuc.edu/employ/stud_empl.htm
Financial Aid	Office of Student Financial Aid, Student Services Arcade, 620 E. John, 333-0100, www.osfa.uiuc.edu
General Education courses	www.courses.uiuc.edu/gened
GPA and progress toward degree	Admissions officer, 104 Mumford Hall, 333-3380, www.oar.uiuc.edu/current/dars/index.html
Health problems	McKinley Health Center, 1109 S. Lincoln, 333-2701, www.mckinley.uiuc.edu
Housing problems	100 Clark Hall, 1203 S. Fourth, 333-7111, www.housing.uiuc.edu
Petitions	Admissions officer (Get petition from 104 Mumford Hall; advisor must make recommendation before it goes to the Assistant Dean.)
Probation, drop, readmission	Assistant Dean, 104 Mumford Hall, 333-3380
Program of study, adjust schedule, add or drop courses, pass-fail option credit-no credit option	Academic Advisor
Study Abroad	ACES Study Abroad, 109 Mumford Hall, 333-3380, http://www.aces.uiuc.edu/Students/StudyAbroad/index/cfm and Study Abroad Office, 115 International Studies Building, 910 S. Fifth, 333-6322, www.ips.uiuc.edu/sao
Summer school, transfer of credits	Admissions officer, 104 Mumford Hall, 333-3380 www.oar.uiuc.edu/future/transfer/credit.html

TABLE OF CONTENTS

INTRODUCTION

Undergraduate Advising in ACES	i
UIUC Undergraduates	ii
ACES Statement of Advising	iii
Ten Key Advising References	iv

SECTION I. ACES DEPARTMENTAL INFORMATION

SECTION II. ACADEMIC CREDITS AND MINIMUM REQUIREMENTS FOR GRADUATION

Placement Tests	II-2
Proficiency Tests	II-3
Advanced Placement Credit.....	II-5
General Education Requirements	II-6
Minimum Requirements for Graduation.....	II-11
Credit Restrictions	II-12
Guided Individual Study Courses	II-13
Auditing a Course	II-15
Concurrent Enrollment	II-16
Incomplete Grades	II-17
Credit/No-Credit Grading Option	II-18
Internships	II-19
Study Away from Campus.....	II-20
Substitutions for Curricula Requirements.....	II-21
ACES Majors General Graduation Requirements	II-22
Statement of Academic Progress	II-23
General Education Requirements	II-23
Departmental Curriculum Information	II-23
Minors.....	II-28

SECTION III. RECORD KEEPING AND COURSE REGISTRATION

Student Records.....	III-1
Scheduling and Course Selection.....	III-2
Registration.....	III-4
Adding/Dropping Courses	III-8
Academic Progress Tracking	III-10
The Degree Audit Report	III-10

SECTION IV. ADMISSION AND ADVISING OF STUDENTS

Classification of Students IV-1
Admission of Students IV-2
Advising Students IV-3
 Advisor Assignments IV-3
 Advising Materials IV-3
Freshman Admission IV-4
 Freshman Placement Information Form IV-5
Freshman Advising IV-6
 An Overview of Advising Guidelines for Freshmen IV-6
Off-Campus Transfers IV-9
 Admission IV-9
Advising Transfer Students IV-10
 An Overview of Advising Guidelines for Transfers IV-10
Non-Degree Students IV-11
 Admission IV-11
Second-Degree Students IV-12
 Admission IV-12
 Advising IV-12
ICT Students IV-13
 Admission IV-13
 ACES ICT IV-13
 IntraCollege Transfers IV-13
Re-Entry Students IV-16
Advising Other Students IV-17
 Honors Students IV-17
 Dean’s List IV-19
 Bronze Tablet IV-19
 Honor Societies IV-20
 Scholarships IV-20
 Students with Academic Difficulties IV-22
 Students from Underrepresented Populations IV-26
 Students with Disabilities IV-27

SECTION V. ADVISING RESOURCES

ACES Academic Programs Information V-1
 College Academic Programs Information V-1
 Departmental Academic Programs Information V-1
Undergraduate Programs of Study in Agricultural, Consumer and Environmental Sciences V-3
ACES Departmental Information V-5
ACES College Information V-7
UIUC Undergraduate Colleges/Units Information V-7
UIUC Undergraduate Colleges and Departments Contact Information V-8
UIUC Student Affairs Information V-21
UIUC Pre-Professional Program Information V-23
Unit Addresses, Mail Codes, and Telephone Numbers (College of ACES) V-24

INTRODUCTION

UNDERGRADUATE ADVISING IN ACES

The College of Agricultural, Consumer and Environmental Sciences has long been identified as one of the most student-friendly colleges at UIUC. The University's annual Senior Survey provides information that helps substantiate that generalization. Historically, ACES seniors have rated the teaching in their major higher than seniors in any other college. ACES "academic program advising and information" and "career advising and information" are also highly rated by senior students. Graduating seniors in ACES also indicate their overall satisfaction with the advising they receive from the College and their individual advisor.

How does this happen? First there is an attitudeCan attitude that students are important and that undergraduate education is a main focus of the College. ACES Academic Programs values

- opportunities for student growth and development
- quality teaching and advising
- educational programs that are responsive to the needs of students
- discipline-based as well as interdisciplinary programs
- diversity, multiculturalism, and global awareness
- fairness, integrity, and honesty
- cooperation and teamwork
- partnerships with faculty, students, staff and stakeholders
- education as a lifelong process
- the role of Academic Programs in fulfilling the mission of ACES

Undergraduate advising is an important and integral component of upholding these values.

Second, advising in ACES is a team activity. Faculty determine the best and most appropriate curricula for students to follow in each major and concentration. Advisors work closely with students to ensure that students follow the prescribed curriculum. Departments ensure that courses are offered, that teaching is supported, and that advising is recognized as a vital part of the workload. The College recruits and admits qualified students, supports advisors in their work with students, and ensures that every ACES student who is awarded a degree by the University of Illinois has met the requirements of that degree.

The materials in this handbook are designed to help keep everyone "on the same page." Advisors are central to fulfilling the mission of Academic Programs: to facilitate the delivery of quality, integrated educational experiences to students studying the agricultural, consumer and environmental sciences that will guide their personal, academic, social, and professional growth and development as they become contributing members of the global society.

From admissions to placement, advisors and Academic Programs staff work together and support each other in giving not just a "right" answer but the best answer. This handbook should assist in that endeavor.

Laurie F. Kramer
Associate Dean for Academic Programs

UIUC UNDERGRADUATES

Eight undergraduate colleges and one institute offer more than 150 programs of study leading to baccalaureate degrees from the University of Illinois. They are the Colleges of Agricultural, Consumer and Environmental Sciences; Applied Health Sciences; Business; Communications; Education; Engineering; Fine and Applied Arts; Liberal Arts and Sciences; and the Institute of Aviation. Post baccalaureate students study in more than 100 fields through the Graduate College and in professional programs through the Colleges of Law, Medicine, and Veterinary Medicine. National surveys consistently rank the University of Illinois at Urbana-Champaign among the top ten institutions in many fields of study, with several colleges and departments ranked among the top five.

Approximately 42,000 students and 10,000 faculty and staff members comprise the entire University community at Urbana-Champaign. Approximately 30,900 undergraduates (53 percent male, 47 percent female), typically from every state in the union and about 100 foreign countries, enroll each year; 89 percent of the undergraduates are Illinois residents. Minority students make up about 26 percent of the University's undergraduate enrollment.

Undergraduate education is strongly emphasized, and admissions are very competitive. Fifty-one percent of freshman admitted for 2006 had an ACT score between 27-31 and 89% of these students ranked in the top 25% of their high school classes. The majority of transfer students enter the University with 3.0 grade-point averages (A=4.0).

Most undergraduate students receive baccalaureate degrees after four years, and many go on to advanced study in the humanities, the sciences, the social sciences, and various professional fields. Typically, over 80 percent of the graduates who apply to law school are accepted, well above the national average; 65 percent of those who apply are accepted to medical school.

ACES Undergraduates and Your Advisees

For the 2005 fall semester, the College of ACES enrolled 2,268 undergraduate students. The undergraduate student-body population is very much like that of the campus. The majority of Illinois counties are represented, with a small percentage of ACES students from out of state. Almost 7.25 percent are minorities, and 59 percent of the College's student body is female and 41 percent are male. These students have the opportunity to study in 12 majors, with 42 concentrations, leading to bachelor of science degrees. The middle 50% of students admitted to ACES for Fall, 2006 had an ACT score between 25-28. The Department of ACE enrolled the largest freshman class for the 2005 fall term with 545 students, and ANSCI was second with 507. Two programs in the Department of Human and Community Development remain popular with incoming freshmen and require close enrollment management, as do programs in Food Science and Human Nutrition.

The College awarded undergraduate degrees to 521 students in 2005. Of those graduates reporting placement information, approximately 70 percent secured employment and 30 percent entered a graduate or professional school program.

ACES STATEMENT OF ADVISING

ACES advisors broaden the educational experience of undergraduate students and instill in them an appreciation for their academic experiences by offering quality advising enhanced through the use of available resources, campus and professional, and consistent with the quality and excellence reputed by the University of Illinois at Urbana-Champaign.

*The College of Agricultural, Consumer and Environmental Sciences
Departmental Advising Coordinators*

TEN KEY ADVISING REFERENCES

Below are basic reference materials an ACES advisor should keep on file or “bookmarked” on the computer for responding to advisees’ inquiries. Departmental offices and/or the ACES Academic Programs office distributes the majority of the documents when they are prepared in a paper format to faculty advisors.

1. **College of ACES Advising Resources Manual available for all College of ACES advisors.** The *Resources Manual* provides a variety of information on advising UIUC undergraduate students enrolled in ACES curricula.
2. **College of ACES Student Handbook (updated every two years).** Contains information regarding ACES undergraduate curricula, program requirements, and other items of general interest to students. It is distributed early each fall semester. The *ACES Student Handbook* can be found at <http://www.aces.uiuc.edu/Students/Handbook>. Starting in Fall, 2006, the Handbook is only available online.
3. **UIUC Student Code (updated each academic year).** A complete listing of regulations governing various aspects of student activities, including grading systems, types of examinations, withdrawal procedures, and rules of conduct. Web site: <http://www.admin.uiuc.edu/policy/code/>.
4. **UIUC Class Schedule (updated each semester).** The *Class Schedule* provides a listing of courses offered for study during a given semester; it also includes the time courses are offered, locations of classes, and names of instructors. The *Class Schedule* is only available on-line at <http://www.courses.uiuc.edu/schedule>.
5. **UIUC Courses Catalog.** All undergraduate and graduate course descriptions are provided in this on-line document. Web site: <http://www.courses.uiuc.edu/catalog>.
6. **UIUC Programs of Study.** The *Programs of Study* provides descriptions of undergraduate and graduate programs offered on the UIUC campus. Other information in this on-line document includes admission guidelines, student tuition and fees, student services, and scholarship information. Web site: <http://www.courses.uiuc.edu/programs>.
7. **Registration website.** U of I students register for classes via the Web, using Student and Faculty Self-Service. This site has information on student registration, records, financial aid, and accounts services for students, as well as faculty teaching and advising services. Web site: <https://apps.uillinois.edu/index.html>.
8. **UIUC Student/Staff Directory (updated each academic year).** The directory provides a listing of campus and home addresses for UIUC students and staff, as well as information on academic and support units on the campus. Web site: <http://webtools.uiuc.edu/ricker/PH> or <http://www.uiuc.edu/overview/info/directories.html>.
9. **ACES Academic Programs Web site.** Be sure to bookmark this Web site: <http://www.aces.uiuc.edu/Academics>. It provides a variety of information regarding ACES advising, admissions, study abroad, scholarships, leadership opportunities, important dates and deadlines, etc.
10. **UIUC Advising Web site.** Advisors should also consider book marking this site (<http://www.provost.uiuc.edu/programs/advising/index.html>.) It was created to assist students and advisors in making decisions on courses, majors, fulfilling General Education requirements, and related topics. It also provides a direct link to the ACES Advising Web site and departmental advising Web sites.