Disabilities; and first generation/low income students through Student Support Services, a TRIO program. The Academic Skills Center provides tutoring and developmental education courses for students, including those in negative academic standing.

Students must see an adviser at the following times:

- All freshmen and sophomores, as well as juniors and seniors who are not in good standing, and all students with a major in the College of Business must consult with an adviser prior to registration. They receive a Personal Advising Code or PAC at this time.
- All new transfer students, regardless of classification must see an adviser prior to registering. This is done as part of the Orientation program.
- All students must see an adviser prior to withdrawing from a class.

In addition, juniors and seniors in good academic standing are encouraged to continue meeting with an adviser at least once a semester.

Advising Responsibilities

Student Responsibility

It is the responsibility of all advisees to:

- Take the initiative in seeking advising and, with the aid of their advisers, develop a degree plan.
- Understand and fulfill all degree requirements.
- Understand academic policies and become familiar with important deadlines.
- Learn to read and use the degree audit.
- Meet regularly with an adviser to confer on educational matters, including long range academic and career planning, personal interests and abilities, course selection and choice of major(s), work load, withdrawing from class, and problems related to academic achievement.
- Prepare thoroughly for those appointments.
- Use appropriate student services: i.e. career planning, counseling, tutoring, services for students with disabilities, and other resources available at the university.

Adviser Responsibility

It is the responsibility of advisers to:

- Be available to their advisees, maintaining a reasonable number of office hours and communicating by other appropriate means.
- Initiate meetings with new advisees and to monitor closely freshman advisees and those who are experiencing academic difficulties.
- Meet with all advisees during the student’s freshman and sophomore years and with juniors and seniors in academic difficulty prior to registration and sign all course withdrawals throughout the student’s undergraduate career. Help their advisees to develop and implement a comprehensive, long-range academic and career plan and to understand the relationship between the curriculum and their future plans.
- Work with advisees to track their progress toward their degree and provide consultation for students on such matters as course selection, balancing work, and school, and academic achievement.
- Address advisees’ concerns by referring them to appropriate student services.
- Be knowledgeable about the requirements of a particular major, the General Education program, specific degree requirements, academic policies and regulations of the University.
- Help students understand the value of their liberal arts based education.

Declaring/changing a major: Students who wish to change their major and/or minor must consult with the desired department. The student should first obtain a “what-if” degree audit. Exact procedures for each major and minor can be found at: www.uwec.edu/Registrar/student/chgofmajor.htm. Since most majors require students to meet with an adviser prior to changing a major or minor, students should plan ahead.

DEGREE PLANNING

Students should consult their faculty advisers and develop degree plans as early as possible, so that requirements can be met without delaying graduation. A student may view a Degree Audit at any time on MyBlugold CampS. This audit monitors the progress which the student is making toward the declared degree. The Audit is a tool designed to assist the student in course planning. Final confirmation of degree requirements is subject to department, college, and university approval.

A Degree Audit is not designed to serve as a contract—only to provide assistance to the student in planning. Final approval of degree requirements resides with the Office of the Registrar, but responsibility for meeting these requirements rests primarily upon the individual student.

Catalog Base for Degree Plan. In planning their degree programs, students must follow the curricular requirements of the catalog under which they entered UW-Eau Claire or upon notification to their department of a more recent catalog. Students who are absent from the University for two or more consecutive semesters must follow the catalog in effect at the time of their re-entry. Since Degree Audits are computer-generated reports applying an individual student’s enrollment history to degree requirements as stated in the catalog, any deviation from published requirements for the degree must be authorized by a waiver/substitution form signed by the student’s dean. Students who wish to appeal an institutional decision or response relating to their request for academic substitutions or waivers may do so by using the Student Academic Grievance Procedures published on the Dean of Students website, www.uwec.edu/dos.

APPLICATION FOR GRADUATION

Each candidate for a baccalaureate degree must apply for graduation via MyBlugold CampS by the end of the first week of undergraduate priority registration for the semester of intended graduation. Failure to apply for graduation on time may result in the postponement of graduation. Although only two commencement ceremonies are held—May and December, students may graduate in May, August, December, or January.

APPLICABILITY OF CREDITS TOWARD GRADUATION

Junior College or Two-Year College Credits. A maximum of 72 semester credits earned in a junior college or two-year college will be accepted as degree credits at UW-Eau Claire.

Extension Credits. Credits earned in credit outreach courses offered by UW-Eau Claire are treated as resident credits. Credits earned in extension courses offered by other units of the University of Wisconsin System are treated as transfer credits. All other (non-UW) extension and correspondence credits are normally limited to one-fourth of the total required for graduation from any curriculum.

WTCS Credits. A maximum of 72 semester credits earned in college parallel programs at Madison Area Technical College, Milwaukee Area Technical College, Nicolet Area Technical College, or Chippewa Valley Technical College may be accepted as degree credits at UW-Eau Claire. A set number of general education courses will be accepted from other technical schools. Occupational and technical courses may also be considered for transfer if the quality and content of the course work from the technical college is judged to be comparable to course work at UW-Eau Claire. Refer to the Transfer Information System (www.uwsa.edu/tis) or contact the UW-Eau Claire Admissions Office for information about the current transfer policy.

USAIF Credit. UW-Eau Claire will accept up to 32 semester credits for work done through the United States Armed Forces Institute, under the provision for non-UW correspondence credit (see Extension Credits above).

Activity Credit (band, chorus, drama, etc.). Students may count toward graduation no more than four credits earned in any single activity course, and no more than 12 credits resulting from any combination of activity courses (excluding kinesiology activity courses). Students may count toward graduation no more than one