

Virtual Advisor: Fall 2017

Virtual advisor #1

The semester just started. By when do I have to decide on dropping or adding class?

During the scheduling period and through the first week of the fall or spring semester, you can add/drop a course online using your MyWCU account. The course will be removed from or added to your schedule. (It is advisable to consult with your academic advisor before you make changes to your schedule). The dates for drop/add are noted on the Registrar's calendar:

<http://www.wcupa.edu/registrar/calendar/>. After this period, you will have to withdraw from a course using your MyWCU "drop" page (check deadline for this on the Registrar's calendar). The grade of W (Withdraw) will be entered on your academic record.

Virtual advisor #2

Who can help me with advising?

WCU provides multiple layers of advising support:

- each College has an "academic coordinator." Academic coordinators are available all year, 5 days a week to help you schedule, plan, solve problems, and learn about WCU policies. They serve as back-up to faculty advisors, though several departments assign students in their first year to academic coordinators as their first advising contact. You can make an appointment to visit your College academic coordinator by visiting the [Advising webpage](#).
- students also have faculty advisors, especially as they move into their second year and their major programs. Faculty are specialists in their fields and can best help students with understanding their major curricula and learning about discipline-specific activities like internships and study abroad.
- Pre-Major Advising and the Twardowski Career Development Center can help students considering careers and changes of major
- students can also receive support from department chairs, coaches, and the offices listed on [Resources section](#) of the advising web page.
- incoming transfer students can get general introductory information from WCU's [Transfer Concierge](#).

Virtual advisor #3

How does WCU define "good advising"?

Academic advising is an educational partnership between a faculty member and a student whose goal is the student's academic, personal, and professional success. Advisors and advisees collaborate to help students achieve their aims. Advisors explain policies, identify resources, and give advice; however,

students are ultimately responsible for making the decisions that will keep them on track. The advising relationship thus mirrors other teaching relationships at West Chester University.

At WCU, advisors and advisees:

1. treat each other with respect
2. understand their advising duties
3. work to clarify students' professional and life goals
4. contribute to realistic academic and career plans
5. educate themselves about institutional policies, procedures, and opportunities
6. contribute to making good class choices
7. address challenges through knowledge and use of campus resources
8. use available technological tools

Virtual advisor #4

Why do I have to see my advisor before I schedule classes?

The primary reason you must see your advisor is to have an engaged discussion about your academic progress, goals and career path. During this meeting, your faculty advisor will help you make good academic decisions so you can graduate in a timely manner. In addition to discussing your academic progress, you can talk about programs such as internships and study abroad, graduate school opportunities, and learn about resources to help you succeed, such as the [Learning Assistance Resource Center](#) (LARC) for tutoring or [Department of Counseling & Psychological Services](#) for personal problems. At the conclusion of your advising meeting, your faculty advisor will lift the "advisor hold" to allow you to register beginning on your assigned date. This means you should contact your advisor for a meeting (however he or she wants to be contacted) *before* this date.

Registration for Spring (and Winter) classes will begin in several weeks – be alert for more Virtual Advisors on this topic.

Virtual advisor #5

How do I make an appointment with my academic advisor?

To schedule an appointment with your advisor, you should log on to your MyWCU page to find your advisor's name and contact information. Ask how they set up appointments. Your advisor may prefer that you email them your availability; others use an online scheduling site; others prefer a phone call; and still others ask you to sign up on sheet placed on their office door. Use the preferred method to schedule an appointment with your advisor at least one week before your scheduling date listed on your MyWCU page. All undergraduate students must meet with their academic advisors at least once per semester to discuss their academic progress and plans for the following semester.

Virtual advisor #6

What is a Degree Progress Report, or DPR?

The DPR is an easy way of tracking your progress towards completing the requirements of your major(s) and minor(s). You can access this tool from the center link on your MyWCU home page. The DPR helps you to map the requirements of your major that have been fulfilled and learn more about what courses you should take to meet other requirements of your program. Use the DPR in conjunction with the advising sheets and/or handbook for your major and minor programs. You should consult with your academic advisor to check the information printed on your DPR and to discuss anything on it you do not understand.

Virtual advisor #7

What should I bring to an advising meeting?

Consider how you can best make the meeting serve your needs as you move through your program. What questions do you need to ask? What information do you need? For example, you could be considering study abroad, or you could be experiencing difficulty in a class. Both of these topics would be good to anticipate so that you can bring them up during your appointment. At minimum, you should *always* go to your meeting with your advisor with a plan for the classes you want to take in the following semester. Also bring your advising sheets and a copy of your DPR printout, if your advisor requests it.

Virtual advisor #8

How do I get on a wait list for a class?

Not all classes have wait lists, so check for one by unclicking the button “Show open classes only” when you search for a class. Then, on the “Add class” page, click “Wait list if class is full.” Your schedule will show the course as wait listed if you have been put on its wait list. If a seat in that class opens, and you are next in the wait list line, the class will be added to your schedule. If you want the wait listed class to replace another class on your schedule if a seat opens up, you must use the “swap” tab to identify which class should be dropped when the wait listed class is added. If no wait list appears for a certain course, then you must use the regular drop-add procedures. Learn more about how the wait list works by visiting the [Registrar’s website](#).

Virtual advisor #9

When do I schedule for Winter session or Summer classes?

The Winter session scheduling date and time will be listed on your MyWCU account as soon as it becomes available in the Fall; this means you can often schedule Winter classes at the same time or shortly after you schedule for the following Spring. (And, similarly, you can often sign up for *Summer* classes at the same time you schedule for *Fall*.)

Virtual advisor #10

How can I take Winter classes at a community college and transfer the credit to WCU?

You should always discuss course transferability and your reasons for taking classes elsewhere with your academic advisor or an academic coordinator. They will explain to you policies governing transfer courses to WCU. Make sure your course will transfer to WCU by checking the “Transfer Equivalencies” on the Registrar’s homepage: <http://www.wcupa.edu/registrar/transferCredit.aspx>

You must also complete the Transfer Credit Permission form for approval by the Registrar’s office *before* taking classes at another institution. See <http://www.wcupa.edu/registrar/documents/transferCreditPermissionEN.pdf>

The same process applies to Summer classes.

Virtual advisor #11

When is tuition payment due for winter and spring sessions?

The Office of the Bursar (610-436-2552) handles all tuition bills and billing. You can find due dates posted on their home page: <http://www.wcupa.edu/information/afa/fiscal/bursar/>

You will also see this due date on your bill, which is mailed to the address you have listed on MyWCU. If you use QuikPay, you will get notification via your WCU email account about your statements and bills. Only one paper bill is sent per semester, so if you don’t receive one, you should access your account via MyWCU to find your billing information. You will also receive periodic email reminders until your bill is satisfied, so please monitor your WCU email account. If you don’t pay your bill by the due date, you risk having your classes canceled. Please note that there is no payment plan for the winter term.

Virtual advisor #12

Can I repeat a course I already took at WCU by taking it at another institution?

A: It depends on whether or not you completed the course and received a letter grade at WCU. You may not transfer in a course that you already completed or failed at WCU. However, if you withdrew from a class (and thus ended up with a “W” on your transcript), you may elect to retake that class elsewhere and transfer it back to WCU. As with all transferred classes, a grade does not appear on your WCU transcript, and so it will not factor into your GPA.

See more at

<http://www.wcupa.edu/information/official.documents/undergrad.catalog/acpolpro.htm#transfer>.