

FAMILY HANDBOOK



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THE COLLEGE OF
Arts and Sciences
FAMILY
HANDBOOK

Dr. Raymond Craig, Dean
MISSION. RESPONSIBILITY. PASSION.

TO IMAGINE AND REALIZE A FUTURE
THAT IS WORTHY OF OUR DEDICATION

TO SHOW OUR STUDENTS & COMMUNITIES
A FUTURE WORTHY OF THEIR DEDICATION

THE VITAL MISSION
OF ARTS & SCIENCES AT BGSU

We cultivate different "Habits of Mind."

We prepare students to lead meaningful
and productive lives.

We transform lives.

We work for the public good.

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Dear Family Members:

On behalf of Dean Raymond Craig, Associate Dean Marcus Sherrell, the Academic Advisors, and the Student Services Staff in the College of Arts and Sciences, welcome to Bowling Green State University (BGSU)! We wanted to reach out to you with the enclosed Arts & Science Family Handbook. As we begin the exciting journey of partnering with you and your student in the transition to college we felt that this booklet would be helpful with some of the questions and concerns that you may have. For example, the contents page can serve as an easy reference when seeking answers about what your student should expect during their first semester at BGSU and serve as a resource for some of your most frequently asked questions. This booklet is a small example of our investment in assisting your student toward a four-year graduation plan and we wanted to invite you to encourage your student to utilize the following key success tools toward that goal:

Degree Audit Report System (DARS): electronic version of the checksheet with in-progress and remaining course requirements of major and degree requirements, available via MyBGSU portal.

Checksheet: detailed, printable, major and degree outline: <http://www.bgsu.edu/catalog/colleges-and-programs/college-of-arts-and-sciences.html>

College of Arts & Sciences Handbook: college specific information condensed from the BGSU Undergraduate Catalog: <http://www.bgsu.edu/arts-and-sciences/student-resources.html>

BGSU Undergraduate Catalog: complete list of university academic policies, program and degree descriptions, and general information: <http://www.bgsu.edu/catalog.html>

Transition to college is a significant and complex event in your family.

- Encourage your student to ask questions and to seek out services on campus.
- Provide a balanced approach to emotional support with your students as they adjust to their new environment.
- Students should schedule and attend both individual course meeting and homework times.
- Encourage campus involvement; BGSU has many opportunities.
- Remember that this is a transition process for families, too.

We are committed to assisting your students to become problem solvers, to critically analyze, communicate, and to take responsibility for their educational careers. Careful navigation through the college transition experience and effective utilization of the key tools noted above will result in meaningful transformation of students' lives in family, citizenship and society.

Once again, welcome to BGSU and best wishes as you begin this new adventure!

Sincerely,

Lee Ann Koenigbauer
Director of Advising

ABCs of Higher Education

Academic Advisor: A professional staff member who assists students with understanding degree requirements and academic policies using tools such as the Degree Audit and the Undergraduate Catalog.

Academic Appeal Form: College form used by students to state in writing a request for exemption from an academic policy. Submitted in the college office for the Associate Dean to review.

Academic Calendar: <http://www.bgsu.edu/registration-records/academic-calendars.html>. Calendars that govern BGSU academic life available on the Office of Registration & Records website.

Academic Honesty Policy: Students caught cheating, plagiarizing, etc. will be subject to academic penalties per the Student Codes of Conduct. <http://www.bgsu.edu/student-handbook/code-of-conduct.html>

Adding a Course: Adding a single course from the student's academic schedule of classes. Can be achieved electronically without professor's permission during the first week of fall and spring semesters, and during the first three calendar days of all other sessions. See the full policy in the Undergraduate Handbook. <http://www.bgsu.edu/catalog.html>

Advising Syllabus: Outlines and defines responsibilities of the student, academic advisor, and faculty mentor/advisor in an academic advising relationship.

Associate Dean of Student Services in Arts & Sciences: Highest ranking officer who oversees Student Services in the College of Arts & Sciences.

Audit Grading Option: To take a class (and pay for it) to gain knowledge about a subject without earning credit for the course.

BGP or BG Perspective: A set of general education requirements for all undergraduate degree programs at BGSU. <http://www.bgsu.edu/catalog.html>

Canvas: A software product used by BGSU to aid in the teaching of classes by providing online support for conversations, grades, course documents, etc.

Changing a Grading Option: Students can elect to take 16 hours during their undergraduate academic career in the "S/U" grading option (commonly referred to pass/fail) that will not be included in their term or cumulative grade point average. No major or minor courses in the College of Arts & Sciences can be taken in the "S/U" format and "C" or better is required to receive the grade of "S". If the student stops attending the course without formally withdrawing their grade will be calculated as an "F". Changing the grading option for a course can be achieved electronically without professor's permission during the first two weeks of fall and spring semesters. For summer and all other sessions, grade option changes are allowed for students before completing 13% of the contact hours. Thereafter, students can still change the grading option of a course via a Schedule Change Form in the college office until the end of the twelfth week of the fall and spring semesters, and before 80% of course completion for all other sessions. <http://www.bgsu.edu/catalog.html>

Checksheet: Degree, major, minor, specialization, etc. requirements that are captured in document form.

Class Standing: Classification of undergraduate students determined by the number of hours they have successfully completed. At BGSU students who have completed 0-29 hours are first-year students, students with 30-59 hours are sophomores, those with 60-89 hours completed are considered juniors, students having completed 90 hours and beyond are classified as seniors.

Cooperative Education: Offers "earn-while-you-learn" opportunities that take students beyond the classroom to a wide range of companies and organizations across the country. Co-ops typically do not result in academic credit.

Corequisite: A course that cannot be taken alone, but must be taken with another course during the same semester.

Credit Hours: Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. BGSU requires a minimum of 122 college level semester credit hours to earn a degree.

Curriculum: A program of study consisting of a set of courses offered by an educational institution.

Dean: Highest ranking administrative officer for a college.

DARS (Degree Audit Reporting System): An electronic tracking system used by BGSU to document students' progress toward degree completion. For students who have declared a major, the DARS includes all completed and in-progress courses, and identifies courses remaining to meet degree requirements.

Dean of Students: Highest ranking officer who oversees all things related to student life at a university. <http://www.bgsu.edu/dean-of-students.html>

Department: An academic unit, consisting of faculty and support staff, which provides instruction in a particular academic field of study.

Department Chair: Highest ranking officer of an academic unit on campus.

Double Major: A program of study that allows a student to complete the course requirements for two majors at the same time. For example, a student earning a Bachelor of Arts degree could complete majors in history and political science.

Dropping a Course: Fourteen calendar days are allowed for a student to electronically drop a course without college approval, via their Student Center, with no record on the transcript. For summer and all other sessions electronic drop is allowed before completing at least 13% of the contact hours (see the academic calendar for specific dates). If a student drops a course after the 14 day deadline but before the end of the 12th week of a semester, college approval is required and a grade of "W" will appear on their official transcript. For summer and all other sessions, college approval is required and a "W" is assigned if a student drops a course after completing at least 13% but not more than 80% of the contact hours (see the academic calendar for specific dates) of the session.

Electives: Courses that students can choose to take for credit of the 122 hours required, but are not specific degree requirements.

ABCs of Higher Education CONTINUED

Faculty Mentor: A member of the faculty who provides advice and guidance to students on academic matters, such as internships, career planning, and degree requirements.

FAFSA (Free Application for Federal Student Aid): Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments.

FERPA (Family Education Rights and Privacy Act): Federal regulation that requires university personnel to protect the privacy of all students entering a university in regard to their educational information. <http://www.bgsu.edu/student-affairs/ferpa.html>

Final Exam: A test given to students at the end of the semester in a particular course of study. To view your final exam schedule in your Student Center, click on "Other Academic" drop down and choose "Exam Schedule".

FOCUS-Find Your Career: Free software program available to all students through their MyBGSU web portal that explores possible student career interests through self-assessment, readiness, and research.

Full-time Student: An undergraduate student who is enrolled in a minimum of 12 credit hours in any given semester at BGSU.

General Studies Writing (GSW): General Studies Writing is the department at BGSU that administers the first year writing curriculum.

Grade Point Average (GPA): Academic performance, which is calculated as a numerical average of all completed courses that carry a letter grade. The GPA is determined after each term. Grades for transferred courses are not included in the overall BGSU GPA. BGSU operates on a 4.0 scale.

Graduation Check: A final review of degree requirements conducted with an academic advisor after the student has registered for their final semester of courses.

Handbook, College of Arts and Sciences: Quick reference of selected information regarding undergraduate academic information germane to the College of Arts and Sciences. <http://www.bgsu.edu/arts-and-sciences/student-resources.html>

HIPAA (Health Insurance Portability and Accountability Act): Federal regulations protecting the privacy of student medical information.

Internship: An experience that allows students to work in a professional environment to gain training and work skills. Internships may be paid or unpaid and can be of varying lengths during the academic year or over the summer. Some majors require an internship as part of the curriculum.

Learning Commons: A resource center where students can receive tutoring assistance in mathematics & statistics, writing, and other disciplines, as well as coaching in study skills. Located on the first floor of the Jerome Library. <http://www.bgsu.edu/learning-commons.html>

Major: The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students may begin their studies without declaring a major, but delaying a major choice beyond the sophomore year may result in a delayed graduation timeline.

Mid-Term Grade: Individual faculty may post the grade being earned by the student mid-way through the semester. Mid-term grades can be viewed in the Student Center, click on "Other Academic" drop down and choose "Grades", choose the appropriate semester, click on the "Mid-Term Grade" tab.

Minor: An academic subject area that a student chooses to have as a secondary focus during their undergraduate studies. Minors are required for most programs offered by the College of Arts and Sciences and are typically 21 hours.

Multidisciplinary Component (MDC): A College of Arts and Sciences four-course requirement grounded in the conviction that acquiring proficiency in multiple modes of thought and communication, referred to as habits of mind; is the foundation of a liberal arts education. These courses enhance students' ability to see things from multiple perspectives, creatively and analytically problem solving, and to communicate effectively with cultural competence. The student chooses four courses with four different prefixes, from an approved list. At least two of the courses must be at the 3000/4000 levels and cannot be used in any other degree requirement.

My BGSU Web Portal: Electronic web portal available at bgsu.edu. Students use their BGSU log-in and pass word for access.

Portfolio Digital Portfolio: An online career preparation tool provided by the College of Arts and Sciences for each of our students. Allows student to build a professional online presence for employers throughout their educational career at BGSU.

Prerequisite: A required course that must be completed before a student is eligible to register for a more advanced course.

Provost: The senior academic officer of a university who typically oversees all academic policies and curriculum-related matters. <http://www.bgsu.edu/provost.html>

Registrar: The college or university official in the Office of Registration & Records who is responsible for maintaining academic records. <http://www.bgsu.edu/registration-records.html>

Registration Appointment: Appointed days determined by class standing when the registration system is open to students.

S/U grade option: Students can elect to take 16 hours during the academic career in the "S/U" grading option (Satisfactory/Unsatisfactory) that will not be included in their grade point average. No major or minor courses in the College of Arts & Sciences can be taken in the "S/U" format and "C" or better is required to receive the grade of "S". If the student stops attending the course without formally withdrawing their grade will be calculated as an "F".

Schedule Change Form: A form used to drop or add a course or to change a grading option once the semester has begun. <http://www.bgsu.edu/content/dam/BGSU/registration/documents/quick-links/RR-Quick-Links-Schedule-Change-Form.pdf>

Student Center: Electronic student portal where students can view their class schedule, grades, advisor, etc. Students log into MyBGSU and click on “Student Center”.

Student Conduct Handbook: Student handbook with policies regarding student behavior expectations while attending BGSU. <http://www.bgsu.edu/dean-of-students.html>

Student Insurance Program: BGSU requires all students to have health insurance. For more information please consult this web site. <https://www.bgsu.edu/student-insurance-program.html>

Teaching Assistant (TA): A graduate student who assists a professor with teaching an undergraduate course, usually within his or her field, as part of an assistantship.

Transfer Credit: Credit granted toward a degree on the basis of studies completed at another regionally accredited college or university. For instance, students who transfer from a community college to a four-year college may earn some transfer credit. Transfer credit does not count toward the BGSU GPA.

Transition Review: A degree requirement

check for students during their 4th semester or for those enrolled in 59 hours or less. This review is to assist students in planning their final two years of undergraduate study and is conducted by an academic advisor.

Undergraduate Catalog: Compilation of program requirements and academic policies that govern degree attainment. <http://www.bgsu.edu/catalog.html>

Withdraw from the Semester: A student-initiated process via the MyBGSU Student Center, which formally ceases participation and enrollment in all coursework for a given semester.

Withdraw from or Drop a Course: Students may withdraw from an individual course(s). For additional information see “Dropping a Course” in this document. The full academic policy can be seen in the Undergraduate Handbook. <http://www.bgsu.edu/catalog.html>

Academic Advising | Frequently Asked Questions

Q. How can my student find their academic advisor and /or faculty mentor?

Your student should log into their MyBGSU web portal>click on the Student Center icon>academic advisor and faculty mentor names and contact information are on the right side of this page.

Q. What is Mandatory Advising (MADV)?

College of Arts and Sciences students are required to meet with their Academic Advisor for four Mandatory Advising sessions to assist them in understanding degree requirements and to encourage personal responsibility for their educational careers. Your student will not be able to register for classes until meeting takes place. Most often, this meeting will take place in a group setting but your student is welcome to call the college office at 419-372-2015 to schedule an appointment.

Q. How does my student register for their courses?

Students will learn how to register for classes during their summer SOAR academic appointment. Thereafter, student can register on their own after attending a Mandatory Academic Advising (MADV) meeting with their advisor for 3 additional semesters.

Q. What is a Transition Review?

The Transition Review is a degree requirement check for students during their 4th semester or for those enrolled in 59 semester hours or less. This review is to assist students in planning their final two years of undergraduate study and is conducted by an academic advisor.

Q. How does my student stay on course in a four-year graduation plan? What courses does my student need to take each semester?

During your student’s SOAR appointment and the three mandatory advising meetings in subsequent semesters, he/she will be taught how to take control of their educational career by using Degree Audit Report, College of Arts and Sciences Handbook, Checklist, and Academic Plan.

Q. Can permission be obtained permission to register for more than 18 hours?

Permission for any overload must be obtained from the college office. Course registration in excess of 18 hours carries extra fees, please consult the Office of the Bursar.

Q. Can my student file an academic appeal to request an exception, substitution, or waiver?

Appeals requesting a variance in academic policy can be filed by visiting the college office and filling out an appeal form. Students should state precisely and succinctly what they want in the first sentence. Two or three reason for why their appeal should be approved should follow the opening sentence. Relevant documents should be attached to the appeal. Students should not presume the appeals will be granted.

For curricular substitution requests, students must see their faculty advisor.

Q. Are there scholarships available?

A variety of scholarship opportunities from both university and College of Arts and Sciences are available in one application process through the Financials icon>Scholarship Opportunities in your MyBGSU portal.

ADDING AND WITHDRAWING

Q. How does a student add a course?

Important: Most courses can only be added during the first week of the semester!! Please encourage your student to review their schedules and syllabi during the first week of classes. Courses can be added through their Student Center through their MyBGSU.

Q. How does a student withdraw from a course?

Withdrawing from a course or courses can extend time to graduation and should be considered carefully. During the first two weeks of fall and spring semesters, electronic withdraw of individual course(s) can be conducted through the Student Center in MyBGSU. Students may withdraw from an individual course(s) in the college office after the second week of the fall or spring semester and before the 13th week of the semester by completing paperwork in the college office. The student will receive a "W" on their transcript for that course(s) only. The full academic policy regarding this function can be seen in the Undergraduate Handbook. www.bgsu.edu/catalog. Students should always check their class schedule to ensure changes have been processed as expected.

Q. How does a student withdraw from the University?

Withdrawing from university is a student initiated electronic process via their MyBGSU Student Center. It is an action which formally ceases participation and enrollment in all coursework for a given semester. This is an extreme choice, please encourage your student to meet with an academic advisor in the college office to determine if alternate options can be identified. Please refer to the "Withdraw from the University" section in the Undergraduate Catalog for complete information about the policy.

CAREER SERVICES

Q. Does my student need an internship to graduate from BGSU?

There are some academic programs that require an internship as part of their curriculum. The College of Arts and Sciences recommends highly that students take time for an internship. To assist with this process our Career Center offers the Falcon Internship Guarantee program. You can read more about this program at our Career Center web site: www.bgsu.edu/career-center

Q. Will my student get a job when they graduate?

One of the most often asked questions by parents and families is whether their student will be able to secure a job when their education is completed. While there are no guarantees to securing a position after obtaining a baccalaureate degree, BGSU's Career Center has a lot of helpful information about the major decision and job search process.

Additionally the College of Arts and Sciences provides each of our students, a free subscription to an online digital portfolio called "Portfolium". Arts and Sciences has partnered with this company so our student have the opportunity to showcase their academic and extracurricular accomplishment to future employers.

FERPA

Q. What is Family Educational Rights and Privacy Act 1974 (FERPA)?

Congress passed the Family Educational Rights & Privacy Act (FERPA), also known as the Buckley Amendment, on August 21, 1974 to protect the privacy of student education records. Within the context of higher education, FERPA provides students the right to review these records and prohibits unauthorized dissemination of educational information by the institution or its employees. BGSU, like most institutions of higher education, falls under FERPA regulations and is obligated to develop policies for the protection and restricted dissemination of records related to each student's education (FERPA n.d.).

Q. Will I have access to my student's educational records?

BGSU allows students to share selected financial and grade transactions with a designated proxy through ACCESS BGSU <http://www.bgsu.edu/its/accessbgsu.html>. If you want to speak with an Academic Advisor about your student's academic records in the college office your student can grant permission for a conversation by completing a permission form in the college office.

Q. Can I see the financial and grade information for my student?

Select financial and grade information is viewable by designated proxies assigned by each student through ACCESS BGSU. Information about becoming a proxy is at the following web site: <http://www.bgsu.edu/its/accessbgsu.html>

Q. What is ACCESS BGSU (<http://www.bgsu.edu/its/accessbgsu.html>)?

ACCESS BGSU allows students to share selected financial and grade transactions with a designated proxy.

GRADING POLICY

Q. What does it mean that my student is in good standing?

Good standing is an academic progress term. If your student is in good standing it means that they have a cumulative BGSU grade point average of at least a 2.00.

Q. What is Unsatisfactory Academic Progress?

Unsatisfactory academic progress means that the student does not have a cumulative BGSU grade point of at least a 2.00. Unsatisfactory academic progress categories are progressive depending on the student's class standing and cumulative BGSU grade point average. Each standing has corresponding penalties or conditions for students to be allowed to continue their studies at BGSU. Consult the Undergraduate Catalog for complete details regarding academic warning, academic probation, academic suspension, and academic dismissal standings.

Q. I don't recognize the grade my student received.

Please refer to the Undergraduate Catalog at the following web site: <http://www.bgsu.edu/catalog/academic-policies/grading-policies.html>

Q. What happens if my student earns a "D" or "F" in a course?

The grade of D is a passing grade in most instances but some department do require a "C" or better to advance in a course sequence. This information can be found on the checksheet for the degree program or in the Undergraduate Catalog. Students may elect to retake the course. Please refer to the "Retaking a Course" section in the Undergraduate Catalog for further information.

Q. If a student earns an "F" in a course, can he repeat that course at another university?

He/she can retake the course at another university but the grade will not be used for grade point improvement at BGSU.

Q. Is it possible for a student to receive an "F" in a course in which she has registered in the S/U grading option?

Yes. If he/she stops attending the course without following proper procedures to drop the course or to withdraw from the University, the instructor may assign the grades of "F" for non-attendance. This "F" is calculated in her GPA.

Q. What courses can my student take in the S/U (commonly called pass/fail) grading option?

He/she can elect to take 16 hours during the academic career in the "S/U" grading option (commonly referred to pass/fail, not computed in term or cumulative grade point average) that will not be included in their grade point average. No major or minor courses in the College of Arts & Sciences can be taken in the "S/U" format and "C" or better is required to receive the grade of "S". If the student stops attending the course without formally withdrawing their grade will be reported and calculated as an "F".

GRADUATION REQUIREMENTS

Q. How can my student stay on a four year graduation path?

The College of Arts & Sciences anticipates, prepares, and assists your student in designing a four year academic plan. Successfully completing 15-17 hours each semester, utilizing their checksheet, Degree Audit Report and regular meetings with Academic Advisors and Faculty Mentors will facilitate your student's four year graduation plan.

Q. How many hours are needed for graduation?

A minimum of 122 semester hours are required for all baccalaureate degrees. At least 40 hours of the total 122 hours must be completed at the 3000/4000 level.

Q. How does my student apply for graduation?

Students can apply for graduation electronically through their MyBGSU Student Center during the first two weeks of the semester in which the students intends to graduate. Paper graduation applications after this date can be filed in the college office. Questions regarding graduation can be directed to the College of Arts and Sciences at 419-372-2015 or to the Office of Registration and Records at 419-372-8435.

Q. What is a graduation check?

A graduation check is the review of a student's final semester of classes to determine whether all remaining degree requirements will be completed if all in progress courses are successfully completed.

MAJOR/MINORS/CHANGING COLLEGES

Q. Does my student need to declare a major? When and where?

Every student needs to declare a major and most likely will need a minor. Majors and minors should be declared in the college by the beginning of the third semester of classes. However, some majors are very sequential and need to be declared before the first semester begins to ensure a four year graduation timeline. Students should check with their academic advisor for details.

Q. How do students change their major within the College of Arts & Sciences?

Students should go to the college office and complete a Change in Major or Minor Form. This form is also available in a fillable format on the College of Arts & Sciences web site <http://www.bgsu.edu/arts-and-sciences/student-resources.html>. We strongly suggest that students meet with an advisor before changing their major to make sure that they are aware of all ramifications and options.

Q. How can a student declare a double major, dual degree, or an intra-college dual degree?

Submitting paperwork in the college office is required. Students double majoring complete two majors and earn one degree. Dual majors complete two undergraduate degrees from two different colleges and intra-college dual degree aspirants complete two undergraduate degrees from the College of Arts & Sciences. Each of these choices has very specific requirements that need to be completed and students must consult with an advisor before declaring in the college office.

Q. Does every student need a minor?

Most majors require a minor but it is best to consult the Undergraduate Catalog <http://www.bgsu.edu/catalog.html> . Students declare their minor in the college office. Intercollegiate Minor Note (minors offered by another college): Student may earn a minor that is offered in another college without having to earn a degree from that college. The Undergraduate Catalog will have detailed information about these minor options.

Q. How does my student change colleges at BGSU?

To begin the process he/she should contact the college office of his/her intended major and complete a College Transfer Form. This form is available in fillable form on the College of Arts & Sciences web site.

TRANSITION RESOURCES

Q. My student is having a hard time adjusting or coping with stress. Is there someone they can talk to?

The Professional Academic Advising staff in the college office is happy to meet with your student in an appointment to discuss study strategies, time management, or coping mechanisms. BGSU also has a Counseling Center on campus that he can visit to receive support: <http://www.bgsu.edu/counseling-center/staff.html> . The College of Arts & Sciences has a licensed counselor that serves as a liaison for the college but your student is welcome to visit with anyone on this professional staff.

Q. My student has a learning/physical/medical disability. What services can they access on campus?

We recommend that she visit our Accessibility Services office (<http://www.bgsu.edu/disability-services.html>) for complete information about the services they offer.

Academic Advising & Support Syllabus

Mission

BGSU advisors strive to challenge and support students to become independent and engaged citizens who are able to take responsibility for achieving lifelong educational, personal and career goals.

The Role of Advising

Effective advising fosters critical thinking and informed decision making, which supports meaningful living in a global society. Like teaching, advising is a learning-centered process that challenges the student to:

- clarify attainable goals,
- create effective strategies to realize personal, academic and career expectations,
- foster independence and accountability that results from accessing and utilizing accurate information.

(Adapted from NACDA resources)

At BGSU, academic advising provides students with the opportunity to build a relationship with their advisors for the purpose of gaining assistance in planning the educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the BGSU campus.

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at Bowling Green State University, students will:

- Demonstrate the ability to make independent and effective decisions concerning their degree and career goals.
- Take ownership to develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan .
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist them in achieving their academic, personal and career goals.
- Make use of referrals to campus resources as needed.
- Be able to accurately read and effectively utilize MyDARS Report, a degree audit, in their educational planning.
- Graduate in a timely manner based on their educational plan.

Academic Advising & Support Syllabus CONTINUED

Advisee Responsibilities—What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule regular appointments or make regular contact with advisors each semester.
- Come to each appointment prepared with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor.
- Gather relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies and procedures.
- Become your own best self-advocate.
- Invest completely in the educational process and accept responsibility for decisions.

Advisor Responsibilities—What You Can Expect

As an advisee, you can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and support you as you gain the skills to develop clear and attainable educational plans.
- Provide you with information about strategies for utilizing the available resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effect on your life and personal goals.
- Monitor and accurately document your progress toward meeting your goals.
- Be accessible for meeting with you via office hours for advising, telephone, email or web access.
- Assist you in gaining decision-making skills and skills in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality.

Resources

University Catalog (bgsu.edu/catalog)

The web-based catalog is an important resource for students and advisors. In addition to access to relevant BGSU academic policies and deadlines, the catalog provides current requirements for all BGSU majors and minors, or “checksheets.” It is the responsibility of the student to understand the information in the University Catalog.

DARS Report (available by logging into “MyBGSU”)

DARS is a system that allows students and advisors to access current information about the student’s academic record. In addition to providing a current degree audit, DARS allows the user to “shop around” for other majors in that it will compare current completed courses with proposed degrees to determine which courses would apply to the proposed major.

Advising Website (bgsu.edu/advising)

This website is a useful resource to help students understand the purpose of advisors, how to find an advisor, the student’s responsibility as an advisee, general student success tips and frequently asked questions.

Parent Success Tips & Emergency Information

College Success Tips for Parents

- Support the college advising office in our message to your student to take control of their educational career.
- Stay in contact with your student to express support via email, texting, phoning, etc.
- Students may waiver in their major decisions, encourage them to talk with their advisor about the resources they can utilize to solidify this decision.
- Listen but let your student solve their own problems as much as possible.
- Remember that your family is also transitioning to college.
- Care packages to your student are welcome!
- Make sure your student has a clear picture of their financial obligations and of yours.
- Homesickness is natural, encourage your student to stay at school on the weekends.
- When they do come home, don't be surprised if they want to spend time with friends instead of the family.
- Send supplemental laundry instructions.
- Encourage your student to consider college as their full-time job worthy of their full attention.
- Remind your student that college is harder than high school and requires different modes of learning and instruction.

Emergency Notification

If your student will be absent from classes for two or more days please notify the Dean of Students at 419-372-2843. The Dean of Students will contact the college office and we will in turn send notification of your student's absence to their instructors. However, this notification does not supersede syllabi constraints. Students are responsible for staying in contact with individual instructors to arrange for missed assignments, exams, attendance, etc.

If you are unable to reach your student via your normal contact mode you can call the front desk (<http://www.bgsu.edu/residence-life/housing-options.html>) of their residence hall to see if a Resident Advisor can get ahold of them. You can also contact University Police (419-372-2346). If your student lives off campus you can contact University Police or City of Bowling Green Police (419-352-2571).

Counseling Center

The BGSU Counseling Center assists students with social and personal concerns that may interfere with their academic progress and day to day functioning. Although our office provides counseling services to BGSU students only, we are available to consult with family members, faculty, staff, and others about concerns that pertain to the welfare of students.

As you are interacting with your student it is important to be aware of what signs of distress warrant referral or attention. Some warning signs include change in academic performance, personality, weight, hygiene, social functioning, alcohol/drug use, mood, and habits. Warning signs that warrant immediate attention include expressions of suicidal thoughts or intent, expression of violence towards others, severe loss of ability to function or cope in her/his own life, bizarre behavior or significant impairment in thinking ability. The Counseling Center is here as a resource for students in crisis and to assist students experiencing non crisis concerns.

The Counseling Center is a resource to consult, assess, treat, and coordinate care for students along with other campus and community resources. Students interested in initiating services are encouraged to Come Sit With Us during walk in hours Monday through Friday 1:30-4 pm. The Counseling Center is open Monday through Friday 8 am to 5 pm and provides individual, group, and couples counseling, consultation, and crisis intervention. This service is at no additional fee to students and Counseling Center staff are bound by the principles of confidentiality as defined by our disciplines and Ohio Law. For additional parent/guardian resources check out our website, bgsu.edu/counseling-center

Counseling Center

104 College Park Office Building
Bowling Green State University Bowling Green, OH 43403
Phone: 419-372-2081 Fax: 419-372-9535

Key Office & Emergency Contact Information

Action

419-372-6562
304 University Hall
www.bgsu.edu/action

Academic Investment in Math and Science (AIMS)

304 University Hall
419-372-0563
www.bgsu.edu/aims

Accessibility Services

38 College Park Office Bldg.
419-372-8495
www.bgsu.edu/disability-services

Alumni

Mileti Alumni Center
Alumni Drive
886-839-2586
www.bgsu.edu/alumni

Athletics

Sebo Athletic Center
1610 Stadium Drive
419-372-2401
www.bgsufalcons.com

BGSU Firelands

One University Drive
Huron, OH
419-433-5560
www.firelands.bgsu.edu

Campus Activities

401 BTSU
419-372-2343
www.bgsu.edu/campus-activities

Campus Police

100 College Park Office Bldg.
419-372-2346
www.bgsu.edu/public-safety/bgsu-police

Career Center

318C Math Sciences Bldg.
419-372-2356
www.bgsu.edu/career-center

Center for Leadership

301 BTSU
419-372-9623
www.bgsu.edu/center-for-leadership

Center for Undergraduate Research and Scholarship

306A University Hall
419-372-3873
www.bgsu.edu/provost/center-for-undergraduate-research-and-scholarship

Counseling Center

104 College Park Office Bldg.
419-372-2081
www.bgsu.edu/counseling-center

Dean of Students

301 BTSU
419-372-2843
www.bgsu.edu/dean-of-students

Distance Learning

www.bgsu.edu/distance-learning/student-resources

ELS Learning Services

301 University Hall
419-372-2247
www.bgsu.edu/international-programs-and-partnerships/els-language-services

Falcon Health Center

838 Wooster St.
419-372-2271
www.falconhealth.org

Falcon Outfitters

BTSU
419-372-2714
www.bgsu.edu/Falcon-Outfitters

Financial Aid

319 Administration Bldg.
419-372-2651
www.bgsu.edu/financial-aid

International Programs and Partnerships

301 University Hall
419-372-2247
www.bgsu.edu/international-programs-and-partnerships

International Student Services

301 University Hall
419-372-2429
www.bgsu.edu/international-programs-and-partnerships/international-student-services

Learning Commons

140 Jerome Library
419-372-2823
www.bgsu.edu/learning-commons

Library

1001 E Wooster Street
419-372-2051
www.bgsu.edu/library

Multicultural Affairs

318B Math Sciences Bldg.
419-372-2642
www.bgsu.edu/multicultural-affairs

Nontraditional, Transfer and Veteran Students

16 College Park Bldg.
419-372-8136
<https://www.bgsu.edu/viewbook/nontraditional-transfer-and-veteran-students.html>

Parents and Families Programs

301 BTSU
419-372-2843
<https://www.bgsu.edu/dean-of-students/parents-and-families-program.html>

Parking Services

001 College Park
419-372-2776
www.bgsu.edu/parking-services

Pre-Professional Programs

101 University Hall
419-372-0498
<https://www.bgsu.edu/pre-professional-programs.html>

President's Leadership Academy

301 BTSU
419-372-9623
www.bgsu.edu/pla

Public Safety

www.bgsu.edu/public-safety/public-safety-services

Recreation and Wellness

1411 Ridge Road
419-372-2000
www.bgsu.edu/recwell

Registration and Records

110 Administration Bldg.
419-372-8441
www.bgsu.edu/registration-records

Residence Life

470 Math Sciences Bldg.
419-372-2011
www.bgsu.edu/residence-life

Student Legal Services

100 E Wooster St.
419-372-2951
www.bgsu.edu/student-legal-services

TRIO Program/Student Support Services

318A Math Sciences Bldg.
419-372-2677
www.bgsu.edu/trio-programs/contact-us

Wellness Connection

214 Student Recreation Center
419-372-9355
<https://www.bgsu.edu/recwell/wellness-connection.html>

College Offices and Advising Centers

Arts and Sciences

205 Administration Bldg.
419-372-2015

www.bgsu.edu/arts-and-sciences

Business Administration

253 Business Admin. Bldg.
419-372-2747

www.bgsu.edu/business

Deciding Student Program

101 University Hall
419-372-8943

<https://www.bgsu.edu/deciding-student-program.html>

Education and Human Development

102 Education Bldg.
419-372-7372

www.bgsu.edu/education-and-human-development

Health and Human Services

131 Health and Human Services Bldg.
419-372-8242

www.bgsu.edu/health-and-human-services

Honors College

024 Founders Hall
419-372-8504

www.bgsu.edu/honors-college

Musical Arts

1031 Moore Musical Arts Center
419-372-8509

www.bgsu.edu/musical-arts

College of Technology, Architecture, and Engineering

102 Technology Bldg.
419-372-8625

www.bgsu.edu/technology-architecture-and-applied-engineering

Undergraduate Advising & Academic Services

101 University Hall
419-372-8943

<https://www.bgsu.edu/undergraduate-advising-and-academic-services.html>

2018-2019 Academic Calendar

2018 Fall Semester

August 27 - December 14, 2018	Regular Fall Session
September 3, 2018 (Monday)	Labor Day, No Classes
November 12, 2018 (Monday)	Veteran's Day, No Classes (Observed)
November 21 - 23, 2018	Thanksgiving Break
December 7, 2018 (Friday)	Last day of Classes
December 10 - 14, 2018	Exam Week
December 14, 2018 (Friday)	Graduate/Undergraduate Commencement
December 15, 2018 (Saturday)	Undergraduate Commencement

2019 Spring Semester

January 2 - 23, 2019	Winter Session
January 21, 2019 (Monday)	Martin Luther King Jr. Day, No Classes
January 28 - May 17, 2019	Regular Spring Session
March 18 - 22, 2019	Spring Break
May 10, 2019 (Friday)	Last Day of Classes
May 13 - 17, 2019	Exam Week
May 17, 2019 (Friday)	Graduate/Undergraduate Commencement
May 18, 2019 (Saturday)	Undergraduate Commencement

2019 Summer Semester

May 22 - July 3, 2019	First 6-Week Session
May 27, 2019	(Monday) Memorial Day, No Classes
June 24 - August 16, 2019	8-Week Session
July 4, 2019 (Thursday)	Independence Day, No Classes
July 8 - August 16, 2019	Second 6-Week Session
August 17, 2019 (Saturday)	Commencement

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contactcas@bgsu.edu**



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College of Arts and Sciences at BGSU



BGSU Arts & Sciences Advising



@DeanRayCraig



@BGSUA&S_Advise

Contact Arts & Sciences Student Services

205 Administration Building

Bowling Green, Ohio 43403-0133

Phone: 419-372-2015

Fax: 419-372-8548

Email: contactcas@bgsu.edu