

academic advising

An important part of Orientation and Registration at BGSU includes the process of choosing classes for your first semester of college. During orientation you will receive hands-on assistance from a variety of advisors. In the future, you will have much more independence over your academic planning; this is where an academic advisor can be very helpful.

You are strongly encouraged to establish a working relationship with an academic advisor during your first year of college. You may work with several types of advisors:

College Office Advisor—A full-time staff member who has a vast knowledge of University requirements and academic regulations. This person is a general advisor for any student enrolled in one of the colleges, Pre-Major Advising, or University Program for Academic Success (UPAS) at BGSU.

Faculty Advisor—A faculty member who is an expert in his or her field of study and can provide guidance as you move ahead within your major or degree program. This person can also be extremely helpful as you begin thinking about particular fields of study or graduate programs.

Program Advisor—Other professionals who may be working with you and providing support and guidance, especially if you are part of a program such as athletics, honors, student support services, multicultural and academic initiatives or disability services. There are also advisors who work in areas such as student financial aid and career services who might not be directly involved in your academic planning but can play an important role in your life at BGSU.

It is *your responsibility* to plan your class schedules, meet the requirements for your degree program and build a working relationship with an advisor you trust. Some degree programs are specific and require strict adherence to course sequences, whereas others are broad and offer a great deal of flexibility when building class schedules. During your first year at BGSU, you will be required to meet with an academic advisor at least once a semester prior to registration to ensure that you are on track to meet your academic goals. Please use this guide as you begin to understand the variety of resources that can help you make the most of your academic opportunities at BGSU.

COLLEGE SUCCESS

College is very different from high school:

- College classes do not meet every day.
- Tests in college are infrequent and cover more information than in high school.
- College faculty and staff do not monitor your behavior or academic progress as closely as teachers in high school.
- Students must accept greater responsibility for their actions in college.
- Professors share their knowledge in more of a classroom “learning” environment than the high school “teaching” environment. You are expected to actively participate.
- College classes emphasize the application of ideas more than simple acquisition of facts.
- College classes move much faster and cover more material than high school.
- College courses require more reading and more written work than high school.

CLASS REGISTRATION PROCESS

During Orientation & Registration, academic advisors will discuss your academic goals and assist you in registering for classes. During your first year at BGSU, you will be required to meet with an academic advisor before you are able to register for classes for spring semester, summer term, and fall semester of the next year. Your college will provide more details during the college meeting and at various times throughout the year about this requirement.

To be prepared:

- **Find out who your advisor is.** You can find this information by going into MyBGSU and clicking on “My Academic Advisor.” This will provide information about who your academic advisor is, and how to contact him/her.
- **Meet with your advisor** well in advance of your registration date to discuss your goals, the course requirements necessary to reach them and anything else you might want to know about your academic opportunities at BGSU.
- **Review academic materials**—read course descriptions in the online catalog, study your degree requirements, map out important course sequences, and review prerequisites and your Degree Audit Report System (DARS).
- **Build a list of courses** that fall into three categories:
 - a) *Courses you need to take* (to stay on track, a prerequisite for a future course, offered once a year, etc.)
 - b) *Courses you’d like to take* (to fulfill a general education requirement, personal interest, etc.)
 - c) *Courses that you could use as alternates* if your “like” courses aren’t available or won’t fit into your schedule.

Example: Frieda Falcon *needs* Sociology 101 because she plans on majoring in sociology and this course is a prerequisite to all other sociology courses. She would *like* to take THFM 141: The Theatre Experience, to fulfill one of her BG Perspective humanities and the arts requirements because she enjoys going to plays and would like to learn more about theatre. She could choose Philosophy 101 or 102 as an alternate humanities and the arts course, if THFM 141 won’t fit into her schedule.

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WORDS TO KNOW AT BGSU

Attendance—First word on the list and the MOST IMPORTANT for your success! There is absolutely no good reason ever to skip a class.

Blackboard (Bb)/Web Portal—Also known as **e-learning**. This is a Web portal tool used within MyBGSU for providing instructional support. Instructors can use Blackboard for course related work and college advising offices use Blackboard communities to deliver information and announcements to students.

Bursar—Office where you pay your bills and take care of financial obligations.

Bursarable—Items or events that can be charged to your bursar account.

Catalog—Online document containing all the official policies of the University.

Co-op—A work experience, often a semester long, related to your field of study. Some academic programs require co-ops.

Corequisite—A course that must be taken at the same time as another course—e.g., CHEM 128 (lab) is a corequisite with CHEM 127 (lecture).

Credit Hour—The approximate amount of time spent in class each week. You should average at least 15 credit hours each semester if you intend to graduate in four years.

DARS—Degree Audit Report System is the OFFICIAL check of your degree requirements. DARS can be accessed through MyBGSU.

Drop/Add—You may add a class until the seventh calendar day from the beginning of classes. Fourteen calendar days are allowed for a student to change the grading option or to drop a course with no record on the transcript. After these deadlines, you will need college permission to change your schedule.

FAFSA—Free Application for Federal Student Aid is the form you and your family must complete before you can receive any type of financial aid.

Financial Responsibility Agreement—This form must be completed annually by every student. It can be found under “Financial Services” in MyBGSU.

First Day Attendance Policy—Many classes require you to attend on the first day of class or you risk forfeiture of your seat. However, you are not automatically dropped from these courses and must complete a schedule change form with instructor signature to do this.

GPA—Grade point average is the total number of quality points divided by the total letter graded credits taken. See example to the right.

Hold—If you have a financial balance on your bursar account or if your college requires an advising meeting, a hold could be placed on your account which will prevent you from registering for the next semester’s classes. Be sure to check your holds on MyBGSU and take care of them before class registration begins. Holds can also be placed as a result of the University Student Code of Conduct/Discipline Process.

Internship—A work experience for which you may earn college credit.

Math and Stats Tutoring Center—208 Moseley Hall, 372-8009. The Math and Stats Tutoring Center staff assist students in understanding a broad array of mathematics concepts. Problem solving skills are emphasized during tutoring sessions. A lending library of math texts, instructional videos and computer tutorials and software, is available.

MyBGSU—You’ll use this Web tool to register for classes, view your degree audit, sign up for housing, access class materials, pay bills and conduct other electronic business at BGSU. Blackboard (Bb) is a tool used within MyBGSU for providing instructional and advising support.

Prerequisite (Prereq)—A course that must be completed before another course can be taken—e.g., SOC 101 is a prerequisite for SOC 301.

Retake Policy—If you earn a grade below C, you have the option to retake the course on the BGSU campus. The first two times you use this option, the new grade earned will replace the original grade in your overall GPA calculation. After that, the grades are averaged.

Study Skills Center—213 Moseley Hall, 372-8840. The Study Skills Center staff help students learn more effective study and textbook reading skills and apply these skills to their coursework.

The academic mentor program, in which faculty-nominated students lead weekly study groups, is offered for many BGSU general education courses. Walk-in tutoring is offered as well

S/U (Satisfactory/Unsatisfactory)—Students are permitted to choose this grading option for no more than 16 total credit hours. You should check with your advisor because some academic programs have restrictions on the courses for which you may choose this option.

Syllabus—A guideline of the policies, assignments, topics, due dates and other pertinent information for a course.

Withdrawing from a Class—It is possible for a student to withdraw from a class until the end of the ninth week of the semester. You should meet with an advisor if you are contemplating withdrawing from a class.

Workload—A full-time student needs to study about 20-30 hours per week to do well in classes. That is at least 2-3 hours for every one hour of class. This time should include reading your textbooks, reviewing class notes, and preparing for exams.

WF—Withdrawn Failing is a grade that can be assigned if you stop attending a class or drop after the ninth week. It factors into your GPA exactly as an F is factored.

Writing Center—303 Moseley Hall, 372-2221. The Writing Center staff is committed to helping students learn through the writing process. Students work with writing consultants during hour-long sessions on any writing assignment. Appointments are strongly recommended.

CALCULATING YOUR GPA

The GPA is your total quality points earned divided by the number of letter-graded credits attempted.

EXAMPLE:

ENG 111	3 hrs	S (this course is excluded from GPA—S/U)
CHEM 125	5 hrs	B (5 x 3 = 15 quality points)
MATH 122	3 hrs	C (3 x 2 = 6 quality points)
SOC 101	3 hrs	B (3 x 3 = 9 quality points)
PEG elective	1 hr	A (1 x 4 = 4 quality points)
TOTAL		34 quality points/12 graded hours = 2.83 GPA