

CAHNR ADVISING HANDBOOK



**1st Edition
2020-2021**

**College of Agriculture, Health and Natural Resources
Office of Academic Programs**
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Advising at the College of Agriculture, Health & Natural Resources

This workbook is a reference tool for faculty and staff academic advisors at the College of Agriculture, Health & Natural Resources (CAHNR). It is filled with useful information about academic requirements, degree options, and resources for success that you can pass along to your advisees.

The role of the land-grant university is to develop knowledge and disseminate it through the three academic functions of teaching, research, and outreach education.

The success of our undergraduate population is an important part of this mission and can be supported through informed and thoughtful advising. Early and sustained contact with caring faculty is a hallmark of our college and the backbone of a rich and rewarding academic career.

Connecting with Students

In his book, *Making the Most of College*, Harvard Professor Richard Light, surveys seniors on the mechanisms that enabled their success and found that guidance from mentors was at the top of the list.

You may not have all the answers for your advisees, but the professional relationship you maintain with them will have a significance impact at a formative stage in their careers.

You may serve as a sounding board, an example, and/or a practical resource for your advisees; the most important thing is that students forge a meaningful connection to an expert in their chosen discipline.

As a student's major advisor, you have the opportunity to help bridge the knowledge your advisee has gained in the classroom to a wider academic plan, to general education, to co-curricular opportunities and career pathways.

Support for Academic Advisors

Because your expertise revolves around your discipline, which occupies the vast majority of your attention, this workbook is intended as a repository for the more technical aspects of academic advising in our college (CAHNR) and at the University of Connecticut.

You are encouraged to reach out to the professional advising staff in the CAHNR Office of Academic Programs (OAP) if you need help addressing specific issues or general guidance in working with a particular advisee.

OAP advisors serve a variety of functions, including (but not limited to):

- providing dean's designee signatures for forms;
- meeting with students on probation and lifting academic recovery advising holds;*
- assisting students in declaring, adding or switching majors or schools;
- assisting students requesting late withdrawals, excess credits, course substitutions or any other administrative hurdles to their plan of study;
- advising Agriculture and Natural Resources (AGNR) majors.

**Students on probation may meet alternately with their faculty or staff academic advisors to discuss academic recovery; in that case, the faculty/staff member will email cahnracademics@uconn.edu to have OAP lift the hold (see pp. 17-18).*

Office of Academic Programs Contact Details

UConn Storrs Campus

The staff of the College of Agriculture, Health & Natural Resources (CAHNR) Office of Academic Programs (OAP) are professional advisors and administrators supervised by the Associate Dean for Academic Programs. They also serve as CAHNR dean’s designees. **Students seeking a dean’s signature should go to OAP.**

While advisors may contact OAP at any time, students are encouraged to schedule an appointment to see an OAP advisor when dealing with complex issues or use our drop-in hours for more straightforward needs. Note: The Office of Academic Programs works solely with *undergraduate* CAHNR students. Questions regarding graduate students should be directed to CAHNR’s Associate Dean for Research and Graduate Education: (860) 486-3586 or the UConn Graduate School: (860) 486-3617.

Office of Academic Programs

College of Agriculture, Health & Natural Resources
 W. B. Young Building, Suite 206
 1376 Storrs Rd., Unit 4090
 Storrs, CT 06269-4090

Phone: (860) 486-2919 Website: grow.uconn.edu
 Fax: (860) 486-4643 Email: cahnracademics@uconn.edu

General Operating Hours:
Monday-Friday 8:00 a.m.-5:00 p.m.

Student Drop-In Hours:
Monday-Friday 1:00 p.m.-4:00 p.m.

Students may also make an appointment with an OAP advisor via www.nexus.uconn.edu or by calling (860) 486-2919.

UConn Regional Campus Advising

Campus	Location & Contact Information
Avery Point	Branford House, Room 307, (860) 405-9024
Greater Hartford	Undergraduate Building, Room 225, (860) 570-9310
Stamford	1 University Place, Room 2.01, (860) 251-8484
Waterbury	Student Services Suite, Room 228, (203) 236-9871

Advising and academic support at the regional campuses is coordinated by the regional campus directors of student services.

Advisor and Advisee Overview

Advising Overview

Advising is an integral part of the University's educational mission. A successful and productive advising relationship involves the collaboration of advisor and student.

The advising relationship should allow the student to meet academic degree requirements and encourage the student's engagement in curricular and co-curricular opportunities that promote his/her/their full development.

Advisee Responsibilities

- Take initiatives that allow him/her/them to identify strengths, talents, and interests.
- Plan a program of study and co-curricular activities in support of these strengths, talents, and interests.
- Know and follow University requirements, CAHNR requirements, and major requirements.
- Learn about the curricular, co-curricular, and career resources that the University offers.
- Review his/her/their StudentAdmin record regularly, specifically the Academic Requirements Report (see page 17), which provides details on requirements and course enrollment.
- Meet with his/her/their advisor regularly and prepare for advising appointments.

Advisor Responsibilities

- Support students in a process of self-assessment to identify their individual strengths, talents, and interests.
- Assist students in developing meaningful educational plans, including relevant experiential learning and co-curricular activities.
- Know and understand University requirements, college requirements, and major requirements in your department. This may require consultation with your department head, OAP and/or the registrar.
- Be familiar with the University's curricular, co-curricular, and career resources.
- Be accessible on a regular basis through office hours, email, or phone. In particular, be available to meet with advisees prior to their registration periods each semester.
- Maintain confidentiality. The Family Educational Rights and Privacy Act (FERPA) restricts the sharing of students' information to "school officials with legitimate educational interest." **Anyone else, such as parents or guardians, wishing to have access to a student's records, must have a FERPA PIN Code designated for that student** or have the student submit a release form before any information about the student's academic record can be shared. Please forward all such requests for information to the OAP office.

Although students are responsible for scheduling advising appointments, it can be encouraging to reach out to new advisees via email to establish contact. Please inform all of your advisees on the best way to contact you or make an appointment. Many faculty find the Nexus scheduling tool helpful, especially during busy advising times, like registration periods (see p. 20).

If a student is non-responsive or misses appointments and you are concerned, please contact OAP, (860) 486-2919 or the Dean of Students Office, (860) 486-3426. As an employee of the university, you are a mandated Title IX reporter, which means that you are obligated to report incidents of sexual assault, intimate partner violence or stalking that are disclosed to you. **To report a Title IX incident, go to: titleix.uconn.edu.** (For more guidance on students in crisis, see "Help!" on the last page of this booklet.)

Requirements Overview

To earn a bachelor's degree, students in the College of Agriculture, Health & Natural Resources need a minimum of 120 total degree credits consisting of the following:

General Education Requirements* (35-60 credits)

Competencies:

- Second Language Competency
- Writing Competency (2W)
- Quantitative Competency (2Q)
- Environmental Literacy (1E)
- Information Literacy Competency

Content Areas (2 courses or 6+ credits in each area; courses in CA 1-3 must represent six different subject areas):

- CA 1: Arts and Humanities
- CA 2: Social Sciences
- CA 3: Science and Technology
- CA 4: Diversity and Multiculturalism (Certain approved CA 4 courses may also count in other content areas. Students may use ONE of these to satisfy requirements in another content area.)

*Note: Other UConn schools/colleges may include additional General Education components. CAHNR requires only the university-wide GenEd requirements as specified in the Undergraduate Catalog.

Major Requirements (36+ credits)

These are outlined in each department's plan of study for the major. Students must adhere to major requirements according to the catalog year in which they declare that major. CAHNR Plans of Study, by catalog year, are available at: grow.uconn.edu.

36-Credit Requirement / Rule

Students in all CAHNR majors must successfully complete at least 36 credits of courses in or relating to their major. This group of courses must:

- be numbered 2000 or above;
- be approved by the student's advisor and department head;

- include at least 30 credits taken at UConn;
- be taken in two or more departments;
- include at least 15 credits from departments in the CAHNR, which must be taken at UConn;
- have a combined grade point average of at least 2.0;
- not include more than 6 credits (combined) of independent study, internship, or field studies (if included, these credits must be taken at UConn);
- not be taken on Pass/Fail;
- not include more than 6 credits of S/U coursework.

Electives

(Usually \leq 50 credits)

All other courses taken to complete 120 credits.

Other Requirements:

Minor Requirements

(15-18 credits)

Requirements vary by minor; minors are optional.

Major Requirements for 2nd Major within CAHNR

(24+ credits)

24 or more 2000+ level credits including:

- all major requirements with at least one approved W course in the additional major
- elective courses

(For more information on adding a major or an additional degree, see pp. 25-6.)

When in doubt, advisors should consult the academic regulations outlined in the catalog: catalog.uconn.edu, consult with OAP, or contact the registrar (registrar@uconn.edu; 860-486-3331) for clarification.

Substitutions

Forms to petition for course requirement **substitutions** are available at grow.uconn.edu and must be approved by the advisor, department head, and dean's designee.

Notes:

Up to 6 Transfer credits can be applied to the 36-credit requirement with the approval of an advisor.

Education Abroad courses receive UConn credit. Students should check with their advisors to determine if courses will be applicable for major and/or related requirements.

Additional Degree: With 18 additional credits in courses at the 2000+ level students can earn an additional UConn degree (visit catalog.uconn.edu for the University rule; see also p. 26 of this handbook).

UConn Course Numbers

The following are catalog guidelines for how departments determine their course codes:

- 0000-0999: Courses in the Ratcliffe Hicks School of Agriculture, may not be taken for degree credit by baccalaureate students
- 1000-1999: Introductory courses, usually with no prerequisites, primarily intended for freshmen and sophomores
- 2000-2999: Courses, usually with no more than one prerequisite, primarily intended for sophomores
- 3000-3999: Advanced undergraduate courses primarily intended for juniors and seniors, although sophomores are often approved to take many courses at this level
- 4000-4999: Advanced undergraduate courses primarily intended for seniors
- 5000-6999: Graduate courses (To enroll in a graduate course, undergraduate students must obtain a permission number from the instructor.)

General Education Requirements

Writing (W) Competency

First-Year Writing

Students must complete ENGL 1007 (formerly ENGL 1010, 1011 or 2011 [for Honors students]) before they can take other "W" courses. International students and transfer students may have different requirements to meet the First-Year Writing requirement (see p. 9).

Writing Intensive Courses

Students must complete two writing intensive (W) courses. At least one course must be an approved 2000-level or above W course in the student's declared major. If a student declares an additional major, he/she/they must take an additional 2000-level or above W course in that major. Go to geoc.uconn.edu for an overview of W course guidelines.

Quantitative (Q) Competency

Students must pass two quantitative intensive (Q) courses, including one in mathematics or statistics. Students completing Bachelor of Science degrees typically fulfill this requirement with their math and science sequences. All students looking to take MATH 1060Q (Pre-Calculus), MATH 1131Q & 1132Q (Calculus I & II), or 1151Q & 1152Q (Honors Calculus I & II) are required to obtain a qualifying score on the Math Placement Exam (available to students on HuskyCT). For details, see placement.uconn.edu and p. 8 of this handbook.

Environmental Literacy (E) Competency

All students must successfully complete one environmental literacy (E) course. These courses provide students with an understanding of the interactions between human society and the natural world.

Information Literacy Competency

Basic information literacy is taught to all first year students as an integral part of ENGL 1007 (formerly ENGL 1010, 1011, or 2011). Students will complete this competency by passing ENGL 1007 (formerly ENGL 1010, 1011, or 2011) or by transferring in equivalent courses.

Second Language Competency

A student meets the minimum requirement if admitted to the University with three years of a single foreign language in high school, or the equivalent. When the years of study have been split between high school and earlier grades, the requirement is met if the student has successfully completed the third-year high school level course. With anything less than that, the student must pass the second semester course in the first year sequence of college level study in a single language.

In some cases, students may be eligible for a second language competency waiver; please direct students to the guidelines for language requirement waivers at languages.uconn.edu/forms/guidelines/. Petitions must be submitted by the third week of the semester.

Note: You can verify a student's second language requirement by running his/her/their Academic Requirements Report in the Student Administration System. For instructions on how to run a report, please refer to p. 17.



General Education Oversight

UConn's General Education Requirements are determined by the University Senate and managed by the General Education Oversight Committee (GEOC), a subcommittee of the Senate's Curricula and Course Standing Committee. For more information on GenEd Guidelines and the role of GEOC, visit: geoc.uconn.edu.

Math Placement

While most CAHNR students have no trouble fulfilling the Q competency through major requirements that include math and quantitative-intensive sciences, many will be unsure about their proficiency in mathematics when they first arrive. Be sure to ask new advisees about career goals that may require a particular level of mathematics.

The following CAHNR majors may require or recommend calculus in preparation for specific careers in that field: **Allied Health Sciences, Diagnostic Genetic Sciences, Dietetics, Medical Laboratory Sciences, Animal Science, Environmental Science, Natural Resources, Exercise Science, and Pathobiology**. To be eligible to register for a calculus course, students must receive a qualifying score on the Mathematics Placement Exam.

Mathematics Placement Exam (MPE)

UConn requires all undergraduate students seeking to register for MATH 1060Q (Pre-Calculus), MATH 1131Q (Calculus I), MATH 1132Q (Calculus II), MATH 1151Q (Honors Calculus I), or 1152Q (Honors Calculus II) to take the Mathematics Placement Exam (MPE) in order to determine student readiness for appropriate placement.

MPE Qualifying Scores

17 or higher: Students may register for MATH 1060Q

22 or higher: Students may register for MATH 1131Q, 1132Q or, if Honors, 1151Q, 1152Q.

Students who fail to earn qualifying scores after their first attempt are required to spend time on the preparatory and learning modules before re-taking the MPE. These learning modules have video instruction on individual topics, extra problem sets, and targeted built-in assessments.

If students fail to qualify after a third attempt, they will have the following choices:

1. Continue with the learning modules throughout the semester and register for calculus courses the following semester after earning a qualifying score.
2. Consider taking MATH 1011Q, 1020Q, or 1030Q to prepare for a qualifying score on the MPE.
3. If appropriate, consider switching to a major with fewer quantitative elements.

MATH 1011Q: Introductory College Algebra and Mathematical Modeling: Recommended for students whose high school algebra needs strengthening. *To receive credit for MATH 1011Q, it must be taken before successful completion of another Q course.*

MATH 1020Q: Problem Solving (Recommended preparation MATH 1011Q or the equivalent).

MATH 1030Q: Elementary Discrete Mathematics (Recommended preparation MATH 1011Q or the equivalent).

For questions regarding the Mathematics Placement Exam, please visit placement.uconn.edu.

Students do not need to take the MPE or have prior preparation to take a 1000-level statistics course:

STAT 1000Q: Introduction to Statistics I (Standard approach for students of business and economics.)

STAT 1100Q: Elementary Concepts of Statistics (Standard and nonparametrics approaches to statistical analysis.)

They may not, however, receive credit for both STAT 1000Q and STAT 1100Q.

Students who struggle with mathematics should be encouraged to attend help sessions offered by the Department of Mathematics (sessions vary by semester and are associated with courses as supplemental instruction) and utilize the Q Center (see p. 33).

First-Year Writing

First-Year Students

- All students are required to complete ENGL 1007 (formerly ENGL 1010, 1011 or 2011).
- ENGL 1007 fulfills the University's General Education Information Literacy Competency.

The first-year writing requirement must be completed before enrolling in a UConn writing intensive (W) course.

International Students

- Students whose native language is not English may be placed in ENGL 1003 or ENGL 1004 to strengthen their English language and writing skills before taking ENGL 1007.
- Placement is determined by the First-Year Writing Program and based on a variety of factors including SAT and TOEFL scores.

Transfer Students

- Students with transfer credit of 6 or more credits of ENGL 91002 and ENGL 91003 have fulfilled the ENGL 1007 requirement.
- Students with 4 credits of ENGL 91002 or 91003 can visit fyw.uconn.edu for information on course equivalency reviews.
- Students who have received three credits or more of either ENGL 91002 or ENGL 91003 and/or have taken an additional course with a significant writing component, may apply for a course equivalency review at: fyw.uconn.edu/course-equivalency-reviews/.

ENGL 1003, 1004, 1007: Understanding the Difference

ENGL 1003 (3 credits)

- English composition intended for non-native speakers.
- Designed for multi-lingual writers who need support for writing in English.

ENGL 1004 (4 credits)

- An introduction to academic writing, designed to help students develop the reading and writing skills essential to university work.
- Students placed in ENGL 1004 must pass ENGL 1004 before taking ENGL 1007.

ENGL 1007 (4 credits)

- Seminar in academic writing + studio lab component.
- Instruction and practice in multimodal composition that emphasizes cross-disciplinary writing, critical thinking, and critical and digital literacies.

NB: The choice of English 1010, Academic Writing, or English 1011, Writing through literature, is being replaced by ENGL 1007. Visit fyw.uconn.edu for an overview and any adjustments in requirements.

Not all students take "first-year" writing in their first year, for a variety of reasons. That said, they should complete the requirement as soon as possible in order to be eligible for W courses.

Note: Please contact the First-Year Writing Program at (860) 486-2859 or firstyearwriting@uconn.edu for questions regarding the above requirements.

General Education Content Areas

Content Area One—Arts and Humanities

Courses in this content area expose students to the artistic, cultural, and historical processes of humanity. These courses help students explore their own traditions, as well as those of different cultures, in order to develop a global and inclusive perspective.

- CAHNR students must complete two courses (at least six credits) from two different subject areas.

Content Area Two—Social Sciences

The social sciences examine how individuals, groups, institutions, and societies behave and influence one another and their environments. Courses in this content area help students analyze and understand the many social factors that influence human behavior. Students will also learn about methods and theories to help them think critically about current social issues.

- CAHNR students must complete two courses (at least six credits) from two different subject areas.

Content Area Three—Science and Technology

Courses in this content area acquaint students with scientific thought, observation, experimentation, and formal hypothesis testing. Through these courses, students will acquire the basic vocabulary of science necessary to make informed assessments of the physical universe and of technological developments.

- CAHNR students must complete two courses from two different subject areas. *NB: Most CAHNR students complete this Content Area with courses required for their majors.*
- Courses fulfilling CA's 1, 2 & 3 must represent **six different subject areas**.

Content Area Four—Diversity and Multiculturalism

In an increasingly interconnected and global community, individuals of any profession must be able to understand, appreciate, and function in cultures other than their own. Courses in this content area cover the ideas, history, values, and creative expressions of diverse groups, especially those that have been traditionally underrepresented, characterized by features such as race, ethnicity, gender and sexual identity, political systems, religious traditions, and ability. Through these courses, students explore different cultural perspectives and confront their own biases to promote a community of inclusion and collaboration.

- CAHNR students must complete two courses (at least six credits)
- At least three credits must address issues of diversity and/or multiculturalism outside of the United States (designated CA 4-INT).
- Students may count one CA 4 course in two different content areas if that course also qualifies in another content area. **Students may “double dip” in this way only one time.**

Note: Some schools/colleges require additional coursework beyond the University GenEds and major requirements. If your advisee is considering an additional degree in one of these schools/colleges, he/she/they will need to complete those requirements among others (see p. 26).

Understanding Credits

All students must earn at least 120 credits to graduate from the University of Connecticut.

Credits per Semester

- In order to graduate in eight semesters, students must take an average of 15 credits per semester.
- In order to qualify as a full-time student for insurance, scholarship, NCAA, residential life, and financial aid purposes, **students must be registered for at least 12 credits on the 10th day of classes.**
- If a student withdraws from course(s) after the 10th day of class, the withdrawal will be recorded on his/her/their transcript with a “W,” indicating that the student attempted the credits (a “W” on the transcript does not affect GPA). In most cases, the student retains his/her/their full-time status.
- International students and Division I athletes should consult International Student & Scholar Services (ISSS) or their Student-Athlete Success Program (SASP) advisors, respectively, before withdrawing from a course. Students receiving financial aid should check with the Office of Financial Aid before withdrawing from one or more classes.

Additional Notes about Credits

- Students can register for a maximum of 17 credits if their GPA the previous semester was between 2.0—2.59 or higher.
- Students can register for 18 credits per semester without permission if their GPA the previous semester was 2.6 or higher. Qualifying students should contact the Registrar’s Office (860-486-3331) to have their credit limit raised.
- Permission to register for more than 18 credits may be requested if a student has earned a GPA of 2.6 or higher the previous semester. Students should complete the Excess Credit Request form online available at: grow.uconn.edu. An advisor and dean’s designee signature is required.
- Students who are placed on probation or were subject to dismissal the previous semester will be limited to 14 credits for the following semester. This credit restriction will remain in place until the student attains “good standing” with a semester and cumulative GPA ≥ 2.0 .
- Students cannot earn credit for courses taken out of sequential order (unless approved by the department offering the course).
- Students can earn credit for STAT 1000Q or STAT 1100Q, but not both.
- Students may not receive more than 12 credits for biology at the 1000 level. This rule may affect transfer students bringing in biology credits from other institutions.

Residency Requirement

It is expected that advanced course work in the major will be completed in residence at UConn. **Students must earn a minimum of 30 credits in residence toward a degree at the University**, though particular schools and colleges may require more. Courses taken at the University and through the University’s Education Abroad, National Student Exchange, and Early College Experience programs are all deemed in-residence.

Students desiring to transfer credits should be aware of residency requirements. Questions may be directed to OAP: cahnracademics@uconn.edu; (860)486-2919.

Previously Earned Transfer Credits

UConn Credit Evaluation

UConn credit is granted for courses that meet all the criteria below. Courses must be:

- from a regionally accredited, degree-granting college or university;
- comparable in content and quality to courses offered at UConn;
- completed with a minimum grade of a “C” (2.0).

If a course does not meet the University of Connecticut standards, credit will not be granted.

Courses that meet the University of Connecticut standards:

- and have a direct UConn equivalent are assigned the same course code and the number of credits as the UConn course (e.g. SOC 101 – Introduction to Sociology at Asnuntuck Community College transfers into UConn as SOCI 1001 – Introduction to Sociology);
- but do not have a direct UConn equivalent are granted generic credit with a 91000 or 92000 course code, rather than 1000 or 2000 (e.g. BIO 211 – Anatomy and Physiology at Asnuntuck Community College transfers into UConn as PNB 92501 – PNB/L Anat&Phys 2000 Level).

Note: Grades from previous institutions will not transfer and will instead be represented by a “T” to indicate transfer credits. Students will not receive transfer credit for online language or online laboratory courses.

Credit Evaluation Deadlines

Transfer credits are evaluated and posted to a student’s UConn transcript during a six week period beginning on the following dates: **January 15, June 15, and September 6.** It is important that the student’s final transcripts be received by the Office of Admissions prior to these dates so that their credits will be applied to their UConn transcript as soon as possible to avoid enrollment difficulties. (For example, a student may be transferring in a course that is a prerequisite for a course he or she wants to take at UConn, and the system won’t let the student register without evidence of the prerequisite.)

How Transfer Courses and Credits Apply to the Degree

- Any course that has “Q” in the UConn equivalent transfer course code can fulfill one course for the quantitative competency requirement.
- Students wishing to apply transfer credits to their major requirements need the approval of their advisor, the Department Head, and an OAP Dean’s designee.
- No more than six transfer credits may apply to the “36-Credit Requirement” for a CAHNR major (see p. 5).
- Departments wishing to substitute a non-equivalent course for a major requirement, must complete a Substitution Form: grow.uconn.edu/forms/.
- If you have a question about or note a discrepancy in a student’s transfer record, please bring it to the attention of OAP.

Re-Evaluation of Transfer Courses

Students who wish to have their transfer credits reevaluated must contact the Admissions Office at 860-486-3137 to begin the process.

Earning Transfer Credits as a Matriculated Student

Course Equivalencies

Transfer Admissions lists all of the courses (and their UConn equivalents) that the University of Connecticut accepts from other Connecticut universities and colleges. Students can access the list for each institution at: admissions.uconn.edu/apply/transfer/transfer-credit/equivalencies.

Students wishing to take courses outside of Connecticut or at a university not on the Transfer Course Equivalencies page should submit a Prior Course Approval request *before* registering for the courses.

Prior Course Approval Process for Transfer Credits

Matriculated students can have transfer courses reviewed for credit through the Student Administration System. To access this service, they must log in to StudentAdmin and select:

Main Menu >> Self Service >> Student Center >> My Academics >> Prior Course Approval

Prior course approval for summer term and fall semester are processed March 15—June 15. Winter term and spring semester courses are processed September 15—January 15.

Education Abroad Credits

Any UConn student who participates in a University of Connecticut Education Abroad program can earn UConn credit for the courses they take abroad. Some courses will be evaluated as direct equivalents of UConn courses. Others will be granted generic study abroad credit.

An academic department must evaluate any course that is not pre-approved for the program that the student is attending. In preparation for an education abroad program, students should visit the education abroad website at abroad.uconn.edu/academics for information about course accreditation.

Programs run by faculty in the college typically work well for CAHNR students and are included on the Education Abroad website: abroad.uconn.edu/programs/.

Other Types of Transfer Credits

Early College Experience (ECE)

Students may take courses at certain high schools in Connecticut that offer accredited University of Connecticut courses. UConn Early College Experience (ECE) students must successfully complete the course with a grade of a “C” (2.0) or above to be eligible to receive University credit. Earned grades of a C– or below will remain on the student’s non-degree record only.



Undergraduate students enrolled in their first semester must decide whether to accept or reject their ECE credits and should work with you to make that decision. Students considering competitive graduate programs should consider the impact of transferring in their ECE credits/grades. Students are responsible for logging onto the Non-Degree Decisions website at nondegreedecisions.uconn.edu and submitting their decisions. Students are welcome to change their decisions as often as desired before the official deadline. After the deadline passes, decisions cannot be changed and are FINAL. The deadline will be indicated on the non-degree decisions website.

CAHNR students who do not submit their decisions by the deadline will have their non-degree courses automatically added to their official undergraduate transcript if the grade in any given course is a "C" (2.0) or higher.

Students may receive **Non-Degree Credits:**

- as a [Non-Degree](#) student;
- through [ECE](#) coursework;
- through [UConn First Summer](#) coursework (see p. 29);
- through the [SSS Summer Program](#) (see p. 29).

In each case, they must decide whether or not to apply those credits to their degree programs.

International Baccalaureate (IB) Courses and Credits

- Students must have earned the IB Diploma to qualify for consideration of transfer credit.
- Only higher level examinations will be considered for transfer credit.
- Credits will be automatically awarded for the courses that qualify (see admissions.uconn.edu/apply/transfer/transfer-credit/AP-IB-A-level-credit).
- Credit in other subjects completed at the higher level as part of the earned diploma with scores of 5, 6, or 7 will be considered on a case-by-case basis, with credit awarded at the discretion of the individual academic department.
- The official IB transcript must be sent directly from the IB Office to Undergraduate Admissions at the following address: University of Connecticut Undergraduate Admissions Office, 2131 Hillside Road, Unit 3088, Storrs, CT 06269-3088.

IB Higher Level Exam	Score	UConn Course Equivalent Granted	Credits Granted
Chemistry	5, 6, 7	CHEM 1127Q & 1128Q	8
Economics	6, 7	ECON 1100	3
English	6, 7	ENGL 1011*	4
History of the Americas	5, 6, 7	HIST 91000	3
History of Europe	5, 6, 7	HIST 91000	3

*Subject to change pending new first-year English requirement.

Advanced Placement (AP) Exam Credits

Students taking Advanced Placement (AP) exams must send their scores directly from the College Board to the University of Connecticut. To receive credit for their course(s), students must earn the appropriate qualifying score. Students will receive the corresponding credits on their transcript, but no grade will be entered. Similar to transfer credits, a "T" will be used to indicate the earned credits.

Advanced Placement Chart*

AP Exam	Score	UConn Course Equivalent	Credits
Art: Drawing	4, 5	ART/Studio 1000-level	3
Art: 2-D Design	4, 5	ART/Studio 1000-level	3
Art: 3-D Design	4, 5	ART/Studio 1000-level	3
Art History	4, 5	ARTH 1137 and 1138	6
Biology	4, 5	BIOL 1107 and 1108	8
Chemistry	4, 5	CHEM 1127Q and 1128Q	8
Chinese Language and Culture	4, 5	CHIN 1114	4
Computer Science A	4, 5	CSE 1010	3
Economics: Macroeconomics	4, 5	ECON 1202	3
Economics: Microeconomics	4, 5	ECON 1201	3
English Language or English Literature	4, 5	ENGL 1011	4
Environmental Science	4, 5	NRE 1000	3
French Language	4, 5	FREN 3267	3
French Literature	4, 5	French Literature 2000-level	3
Human Geography	4, 5	GEOG 1000	3
German Language	4	Placement into 2000-level course	None
	5	GERM 3233	3
Comparative Government & Politics	4, 5	POLS 1202	3
U.S. Government & Politics	4, 5	POLS 1602	3
American History	4, 5	HIST 1502	3
European History	4, 5	HIST 1400	3
World History	4, 5	HIST 1201	3
Italian Language and Culture	4, 5	ILCS 3239	3
Latin Literature	4, 5	CAMS 2000-level	3
Latin – Vergil	4, 5	CAMS 2000-level	3
Math AB	4, 5	MATH 1131Q	4
Math BC	3	MATH 1131Q	4
	4, 5	MATH 1131Q & MATH 1132Q	8
Music	4, 5	MUSI 1011	3
Physics 1	4, 5	PHYS 1201Q	4
Physics 2	4, 5	PHYS 1202Q	4
Physics C Elec & Magnet	4, 5	PHYS 1502Q	4
Physics C Mechanics	4, 5	PHYS 1501Q	4
Psychology	4, 5	Psychological Sciences 1000-level	3
Spanish Language	4, 5	SPAN 3178	3
Spanish Literature	4, 5	Spanish Literature 2000-level	3
Statistics	4, 5	STAT 1100Q	4

*As of Spring 2020

Advising Campus Change Students

Campus Change Policy for CAHNR Majors

Students with CAHNR majors can change from a regional campus to the Storrs campus if they have:

- achieved 24 credits at the regional campus (NB: This requirement is higher for majors in other schools/colleges);
- completed a campus change form from the student services office at their regional campus by the appropriate deadline;
- attended the campus change meeting at their regional campus.

Students should work with their regional campus advisors to plan out subsequent semester course loads and decide when a change of campus is warranted. Students may take courses at any campus: Avery Point, Hartford, Stamford, Storrs, and Waterbury. However, students must be registered for the majority of their credits at their home campus. The home campus is the campus to which the student was admitted unless an authorized campus change has taken place. If a student is enrolled in coursework across two campuses evenly, the student can choose his/her/their home campus. Regional campus students interested in campus change to Storrs should see the student services office on their campus for information regarding Storrs' on-campus housing and other important deadlines.

Once students have been approved for campus change to Storrs, they will be assigned a faculty advisor on the Storrs campus. Your first contact with these students will likely be via email the semester prior to their arrival as they seek advice on course selection for their majors. If your department requires an advising hold during registration, you may lift that hold for your campus change advisees after you have consulted with them. Campus change students may need reassurance as they transition to Storrs; some may benefit from a reduced course load to adjust to large classes and different learning environments. You may wish to invite them back to check in once they are on campus and classes have begun.

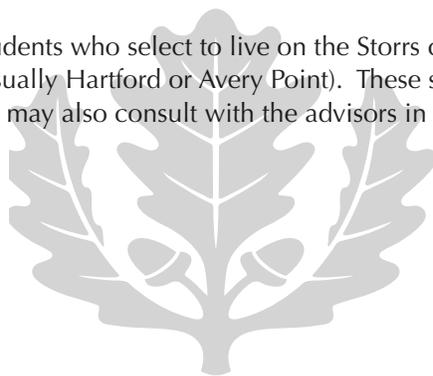
“Spring to Storrs” Students

Students admitted to regional campuses through the Storrs Spring Admissions Program may move to the Storrs campus after earning only 12 credits in the fall semester at their regional campus, as long as they achieve a fall semester GPA of at least 3.0. These students are required to attend a Spring orientation session; however, it's important to remember that these “second semester” students are adjusting to a new campus as freshmen all over again and may need extra support as they familiarize themselves with campus resources.

Regional Campus Students Living at Storrs

There is a population of regional campus students who select to live on the Storrs campus while completing the majority of their coursework at a regional campus (usually Hartford or Avery Point). These students are advised by regional campus advisors, but CAHNR majors with this status may also consult with the advisors in their major departments and at the Office of Academic Programs.

An advisor in each department has been designated as a resource for regional campus students, faculty and staff.



Academic Requirements Report

The academic requirements report (a.k.a the “advisement report”) is available through the Student Administration System (StudentAdmin) and helps you and your students track their progress towards completing their academic programs. It identifies completed and outstanding general education requirements, major requirements, and, if already declared, minor requirements. The academic requirements report projects ahead, assuming that all courses a student enrolls in will be successfully completed (i.e. a passing grade will be earned).

To access this report, log into the StudentAdmin System:

Main Menu >> Self-Service >> View My Advisees >> View Student Details

Once you are in your advisee’s student center, select “Academic Requirements” from the drop-down menu. The system will take a minute to load the report.

All requirements that are collapsed on this page have been successfully completed and requirements that are expanded are outstanding. To view this document as a PDF, select the View Report as PDF button on the top right hand side of the page. The system will generate a comprehensive report denoting a student’s progress towards degree completion and highlight all outstanding requirements.

The report will list degree requirements in the following order: University requirements, major requirements, and, if applicable, minor requirements. Course history is listed on the last page of the PDF report. It indicates earned credits, which does not include credits that are in progress (IP).

Note: The “total units” statement for major credits and cumulative credits can be misleading because it includes credits from courses in progress, registered for, and courses with temporary grades (I, X, or N).
To confirm credits earned always refer to the student’s current transcript.

Advising Holds

A hold on a student’s account can result in an inability to register for classes or receive copies of an official transcript. Advising holds are placed by many departments or by the college to ensure that students consult with their advisors before registering for classes each semester:

ENR Advising hold: Many CAHNR majors apply advising holds each semester prior to registration for the subsequent semester to ensure that students meet with their advisors regarding course selection. *These include all plans except: Individualized Majors, Animal Science, Natural Resources, Diagnostic Genetic Sciences, Dietetics, Medical Laboratory Science, and Exercise Science.*

You can “release” a student’s advising hold after your advising session by clicking on the  that appears on his/her/their student admin page.

The next page will list the hold(s) on the student’s record. Click on the ENR code (which stands for

Enrollment Restricted / Advising Required). A page with a yellow “Release” button will appear (only for holds you may release). Click the button to release the hold.

EOD Advising hold: In this case, a student has a hold placed on his/her/their enrollment due to scholastic probation. The student is required to meet with his/her/their major advisor *or* an OAP advisor regarding his/her/their academic recovery plan. Only OAP advisors can release this hold, so if you meet with an advisee in this capacity, just email cahnracademics@uconn.edu and we’ll take care of the hold.

Instructions on how to resolve other holds are available by clicking on the hold indicator.

Academic Standing

Academic standing is calculated at the conclusion of each regular semester. There are two regular semesters – fall and spring. Winter and summer sessions are referred to as terms. Terms do not carry with them an academic standing, though grades earned during a term will be factored into the cumulative GPA.

Good Standing

Students who have earned a 2.0 or higher in both their cumulative and semester GPA.

Scholastic Warning

Students who have earned fewer than 24 credits and whose semester GPA is between 1.8 and 1.999 are given a Scholastic Warning.

Scholastic Probation

A student is placed on scholastic probation if any of the following applies:

- he/she/they have completed 0-23 credits and have earned less than a 1.8 semester GPA, or
- he/she/they have completed 24 or more credits and have earned less than a 2.0 (semester GPA or cumulative GPA).

Note: Students on probation will be limited to 14 credits and will have an EOD hold placed on their record until they attend a mandatory academic recovery meeting with their academic advisor or a staff advisor in the CAHNR Office of Academic Programs. Once the meeting is complete, OAP can lift the hold. Advisors who conduct these recovery meetings should refer to Scholastic Standing guidelines, available at: grow.uconn.edu/faculty-resources/.

Subject to Dismissal

Students will be subject to dismissal from the University if they have been on scholastic probation for two consecutive semesters. However, no student with at least a 2.3 semester GPA for the previous semester will be dismissed.

Repeating Credits

Students may take or attempt the same course a maximum of three times unless otherwise stated in the course description. “Attempts” include credits from another institution, AP/IB/ECE credits, as well as attempts at UConn. (A withdrawal is not considered an attempt.)

Students may repeat a course previously taken once without seeking permission. To take the course a third time, students must seek the permission of the course instructor and then the Dean via OAP. **Under no circumstances may a student take a course more than three times.**

Credit for a repeated course will be allowed only once. Grades from all attempts will remain on the transcript, but only the most recent grade will be included in the GPA calculation (*even if the grade is lower than previous attempts*).

During registration, students wishing to repeat high demand courses for a higher grade will be restricted from enrolling in

those courses. This includes students who have earned a passing grade or are enrolled in those courses during that semester. Students wishing to repeat these courses may enroll after the registration period has passed. For a list of those courses and details on this policy, visit advising.uconn.edu/repeat-policy.

Special Notes:

- Repeating a course that was previously passed can result in loss of credit if the student fails the previously passed course.
- If a student repeats and fails a course listed as a prerequisite or corequisite for a more advanced course, the student must gain the permission of the department head to enroll in the advanced course.
- If a student takes a W (Writing) course and repeats the course without the W, the student will lose credit for the W.
- In special circumstances, repeating a course could affect a student’s financial aid. Students considering repeating previously passed courses should consult [Student Financial Aid Services](#): (860) 486-2819.

Pass/Fail Option

Students who have earned at least 24 credits and are in good academic standing may use the Pass/Fail Option. Courses on Pass/Fail:

- Do not factor into student's GPA and are represented as P@ for pass and F@ for fail on a student transcript.
- Will not satisfy general education requirements, major or minor requirements, related requirements, or skill requirements.
- May not be accepted when a student changes majors or schools with the University, and might not transfer to another institution.
- Must be requested by the end of add/drop period and may be cancelled by the final day to drop a class with a W through the Office of the Registrar.
- May not exceed a total of 12 credits to be distributed over no more than three courses during a student's undergraduate career.

Research and Independent Study Courses

Students seeking credit for research or an independent study must complete and submit the Independent Study Authorization form (grow.uconn.edu/forms) with all necessary signatures to the Registrar's Office during the Add/Drop period (the first 10 class days of the semester).

In cases of extenuating circumstances, this form is accepted up until the first day of registration for the following semester. To add research or independent study credit after the 10th day of class, students must schedule a meeting with OAP to request a dean's designee signature. Failure to follow these procedures will effect a student's ability to receive credit for any credit-bearing work.

Summer Internships

Each department develops its own Learning Agreement for summer experiences that may be awarded 0 or more credits. Students who wish to receive credit for summer activities may do so by working with a faculty member to complete a Learning Agreement **prior to the start of the internship**. (Career Services provides a sample Learning Agreement: career.uconn.edu/resources/learning-agreement/).

If a student wishes to receive 1 or more credits for an internship during the summer session, he/she/they must submit an Independent Study Authorization form, complete with the department's internship course number and associated credits with all necessary signatures **before the summer session**, in order to receive credit. In this case, a student would also be paying for those credits during the summer term.

Zero Credit Option

A student who wishes to avoid paying for summer credits, but wants to have an internship listed on his or her transcript, may opt to register for 0 credits when completing the Independent Study Authorization form. A small processing fee will be charged.

Credits for internship activities engaged in during the summer cannot be awarded during the fall or spring semesters. However, internship-related work (i.e. a write-up or other academic products approved by a faculty member) completed during the fall or spring may receive independent study credit. In this case, the Independent Study Authorization form should be submitted within the first 10 class days of the semester.

Course Numbers for Experiential Learning

Students should register for credits based on the type of learning experience, e.g.:

Course Type	Course Number
Field Study	xx90
Internship	xx91
Practicum	xx92
Ugrad. Research	xx96
Thesis	xx97
Independent Study	xx99

Registration Timeline

Before Registration, Advisors Should:

- Review advisement reports for all advisees.
- Schedule times to meet with advisees (via Nexus or other preferred method).
- Send a reminder email to advisees (optional).
- Anticipate any enrollment issues: Are there additional holds on an advisee's record? Are needed courses being offered? Might the student be placed on scholastic probation (and need a reduced course load)? Etc.

More than just a scheduling tool, **Nexus*** can be used to view your advisee's:

- GPA
- current classes
- holds
- academic standing
- total credits earned
- email address
- student & Net ID
- public notes from other advisors

*For more information go to nexus.uconn.edu.

Before Registration, Advisees Should:

- Review their academic requirements report and understand the credits and requirements they have outstanding.
- Schedule an appointment with their advisor at least two weeks before their registration date.
- Discuss the classes they would like to take the following semester with their advisor and select two or three back-up courses in case their desired classes are unavailable.
- Note that reserved seats are released to non-majors during early-July for fall registration and early-January for spring registration.

Registration Timeline

Late October: Registration for the winter term & spring semester begins for continuing students.

Late March: Registration for the summer term & fall semester begins for continuing students.

Early May: Fall course registration for continuing students is closed in preparation for summer orientation.

Late May—Late July: Incoming first-year and new transfer students register for fall semester classes during summer orientation.

Helping an Advisee Build a Schedule

While your role is to recommend an academic plan and course options, students should be capable of registering for their courses online by themselves. (In fact, they should meet with you *before* their enrollment period even opens.) That said, some students may opt to meet with you *during* their enrollment period and may require assistance navigating the Student Administration System.

Dynamic Class Search

There are several ways to search for classes in StudentAdmin., but only a "Dynamic Class Search" will provide information on the number of seats remaining or reserved for a given section. Sometimes a class will appear open to a student, but the same class in "Dynamic Class Search," will reveal that the seats are reserved for majors only or other specific populations.

Permission Numbers

If a permission number is required to register in or overenroll a course, the student should contact the instructor of that course. You are not responsible for advocating on your advisee's behalf. You may, however, want to coach your advisee on the best way to reach out to other faculty.

Schedule Builder

Schedule Builder is an interactive feature in the Student Administration System that allows students to generate schedules based on what courses they want to take as well as what times of the day they would like a "break." Breaks can be labeled and selected for certain times of the day and/or for individual days.

To start, students log onto the Student Administration System, find Schedule Builder under the Academics tab, open the schedule builder in a pop-up window (they should have pop-ups enabled), and continue with the following steps:

- select campus and term/semester;
- add courses;
- add desired breaks;
- select courses and breaks to be included in schedule;
- view schedule options;
- pick favorite schedule and send to shopping cart.

How to Search for Gen Ed Content Areas

Go to "Search for Classes" link in Student Admin (*not* "Dynamic Class Search"):

- Pick the correct "Term."
- Leave the "Subject" & "Course Number" blank.
- Select appropriate "Campus."
- Check "Show Open Classes Only" box.
- In the Additional Search Criteria go to "Course Description Keyword" and type in one of the following (including the period):
CA 1.
CA 2.
CA 3.
CA 4.
CA 4-INT.
- Hit green search button.

After a few seconds, a list of all available courses in the desired content area will appear.

How to Search for a "W," "E," or "Q" Course

Go to "Search for Classes" link in Student Admin (*not* "Dynamic Class Search"):

- Pick correct "Term."
- Leave "Subject" blank.
- Under "Course Number," select "contains" from the drop-down menu.
- Enter "W," "E," or "Q" in the adjacent box.
- Select appropriate "Campus."
- Check "Show Open Classes Only" box.
- Hit green search button.

It may take a while (2-5 min.) to load, but eventually all open "W," "E," or "Q" courses will appear.

Add/Drop Policies

First 10 class days of the semester (add/drop period):

- Students may add and drop courses using the Student Administration System until the 10th day of class.
- If students delay enrolling in courses until the end of the second week, they will have missed a significant portion of the class and are responsible for any missed work. Courses dropped during this period are not recorded on the student’s record.
- Students should submit requests to place any courses on P/F.

Third—ninth week of class:

- Students may withdraw from a class with a “W” on their transcript between the third and ninth week of classes. To withdraw from one course, a student must submit the electronic “Withdraw from a Course” form: registrar.uconn.edu/forms/, which gets routed to the advisor for approval. To withdraw from two or more courses, a student needs approval from the advisor and the Dean’s designee in the Office of Academic Programs (OAP).
- Students may add a course between the third and fourth week of the semester. To add a course, a student must submit the electronic “Add a Course” form: registrar.uconn.edu/forms, which gets routed to the instructor of the course, and the student’s advisor. It is expected that the student has been attending the class since the beginning of the semester.
- Students may not add a course after the 4th week of classes unless there is an extenuating circumstance and should consult with the OAP for more information.

Period	Add	Single Drop	Two or More Drops
First and second weeks of classes	Students can add a course on their own using the Student Administration System.	Students can drop a course on their own using the Student Administration System.	Students can drop two or more courses on their own using the Student Administration System.
Third and fourth weeks of classes	Approval of advisor and instructor.	Approval of advisor. Results in a “W” grade.	Approval of advisor and dean designee (OAP). Results in corresponding “W” grades.
Fourth to ninth week of classes	Students cannot add a class after the 4th week of classes.	Approval of advisor. Results in a “W” grade.	Approval of advisor and dean designee (OAP). Results in corresponding “W” grades.
After the ninth week of classes		For extenuating circumstances only. Student should make an appointment with OAP to discuss.	For extenuating circumstances only. Student should make an appointment with OAP to discuss.

Late Drop Petitions after the Ninth Week

According to university policy: “No student is permitted to drop a course after the ninth week of classes or to drop more than one course after the first 10 days of classes unless, on the recommendation of the advisor, an exception is made by the dean or designee of the school or college in which the student is enrolled. Exceptions are made only for extenuating circumstances beyond the student’s control. Poor academic performance is not considered a sufficient reason for dropping a course after the ninth week...”

To petition for late drop approval, CAHNR Students must obtain a late drop form from an advisor in the Office of Academic Programs (Young 206) who will explain the process, which requires meeting with you (their faculty advisor), obtaining signatures, writing a statement, and obtaining supporting documentation.

The statement must include an account of the circumstance, including a timeline explaining why they could not drop the course before the ninth week. Signatures from the academic advisor as well as from the instructor of the course are required and include room for comments. **You may also report concerns directly to the Office of Academic Programs: 860-486-2919.** Supporting documentation may go through the Center for Students with Disabilities (CSD) or OAP -- please refer to instructions on the form: grow.uconn.edu/forms.

Students are expected to continue to attend the petitioned course until a final decision has been made.

If the late drop is approved, the student will receive a “W” for the course on his/her/their transcript. Students who are denied a late drop will be reminded of the University’s “repeat forgiveness” rule (see p. 18).

Late drop approvals are rare and based on extraordinary circumstances beyond the student’s control that prevent a student from successfully completing a course or prevented a student from dropping the course in a timely manner before the ninth week of classes. These are typically sudden, catastrophic events occurring within the immediate semester.

Students may be advised in these instances to consult with the Dean of Students Office as to whether they can complete the semester at all or should withdraw in order to address the emergency at hand. **The Dean of Students Office is located in Wilbur Cross Bldg. and has drop-in hours every afternoon from 1-3:30pm.**

As stated, poor academic performance and/or non-attendance are not acceptable reasons for dropping a class after the ninth week.

If a medical condition is the reason for the late drop petition, students will need to submit through the MyAccess portal at csd.uconn.edu, a statement from a medical professional concurring that the drop is warranted.

To avoid late drop petitions, students who suffer from chronic conditions should be especially mindful of the ninth week drop deadline and, working with CSD and their healthcare providers, anticipate what impact the end of the semester might have on their health.

It is important for academic advisors – whether or not they are aware of an advisee’s condition -- to caution all students to build a course plan that takes into account all components of a student’s life: academic ability, work, family, friends, extracurriculars, health and well-being.

Grade Appeal Process

If students believe they were assigned an inaccurate final course grade, they may challenge the grade through the appeal process *after the grade has been submitted*. Students should be advised to review class policies regarding grading along with their own performance in the course to avoid misunderstandings and should be able to document any inconsistencies between class policy and assessed work.

The [University Senate By-laws](#) approved the following procedure for contested final course grades:

If a student believes that an assigned course grade is in error, the student has ten (10) working days from the posting of the grade or the last day grades are to be posted, whichever is later, to ask the instructor to review the grade. Allowable reasons for a grade change request are defined in current By-Laws (E.7) and comprise "... computational errors, clerical errors, and the discovery of overlooked components in a student's body of work."

If the instructor does not respond to the student within five (5) working days (or sooner if extenuating circumstances merit a more expedited review), the student should contact the department head in which the course is offered.

If the instructor agrees that a grade change is justified, the instructor will initiate the grade change using procedures described by the registrar.

If the instructor notifies the student that the original grade is correct, the student has ten (10) working days to appeal the decision to the head of the department in which the course is offered. The department head will seek input from the instructor and the student to determine the merits of the grade appeal and provide a decision within ten (10) working days from the date of the appeal.

If, after this review,, the instructor and the department head agree that a grade change is justified, the instructor will initiate the grade change according to the procedures described by the registrar.

If the instructor and the department agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has ten (10) working days to request, through the dean of the school or college in which the course is taught, a review by the Faculty Grade Change Review Committee (see below).

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, within ten (10) working days, through the dean of the school or college in which the course is taught, a review by the Faculty Grade Change Review Committee (FGCRC).

[...] The FGCRC should perform an administrative review to determine if there are sufficient grounds to proceed with an appeal hearing. If so, the FGCRC shall schedule a hearing within ten (10) working days of notification of a case. Both the student appealing the grade and the course instructor must be present, either in person or via electronic communication, at the hearing. The student will speak first and state the grounds for the grade appeal, followed by the instructor's response. Both parties must present supporting evidence related to the grade appeal and may request testimony of others. The FGCRC may request input from the department head.

If the FGCRC agrees (by a majority vote) that a grade change is warranted, the FGCRC chair will send a grade change notification to the registrar. If, however, the FGCRC does not agree that a grade change is warranted, the instructor's grade stands. The FGCRC's decision shall be considered final. The FGCRC will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within ten (10) days of the decision.

Major & Catalog Year

- If students declared their CAHNR major upon applying to UConn, they will follow the undergraduate catalog rules that were in effect when they first entered UConn.
- If students change from one CAHNR major to another, they will follow the catalog rules in effect when they first entered CAHNR, as long as they did not change their school or college in between.
- If students change from ACES or another program/school/college, they will follow the catalog rules in effect when they change into CAHNR.
- When changes are made to major requirements, students may either continue with their original catalog year OR change to a more current catalog year. A student may do that by submitting a form to the Registrar's Office. (Students may not switch to older catalog years.)

Additional Majors/Minors

To Declare a Minor

Students should go to ppc.uconn.edu. This site is hosted by CLAS but is applicable to minors across all schools and colleges, except for the School of Business. Students interested in a minor from the School of Business should follow their instructions: <https://undergrad.business.uconn.edu/academics/minors/declaration/>.

To Declare a Second Major within CAHNR

For Primary Major:

Students must meet all requirements listed for the major, including the 36-credit group.

For Secondary Major:

Students must meet all individual major requirements and successfully complete additional course work numbered 2000 or above not used as part of the 36-credit group for the primary major. This group of courses must:

- total at least 24 credits
- be numbered 2000 or above
- be approved by student's advisor and department head
- be taken at the University of Connecticut
- include at least 15 credits of College of Agriculture, Health and Natural Resources courses
- average at least a 2.0 grade point average
- not include more than six credits of Independent Study and Internship
- not be taken on Pass/Fail.
- not include more than 6 credits of S/U coursework

Required Forms (found at grow.uconn.edu/forms):

Double Major Form (for declaration)

Double Major Attachment (for use with final plan of study; includes useful instructions)

- Students must obtain signatures from: primary major advisor, primary major department head, secondary major advisor, secondary department head.
- Students should bring completed paperwork to OAP and obtain a dean's designee signature.
- OAP will make the change in the student's record.

Students Seeking a Second Major outside of CAHNR

Students who seek a second major outside of CAHNR must complete an additional degree (see requirements below).

Additional Degrees

To Declare a Second Degree outside of CAHNR

Students may obtain two degrees across colleges as long as the following criteria are met:

- Students must meet all university and college requirements for both degrees, including general education requirements (e.g. CLAS and other schools and colleges have additional general education requirements).
- Students must meet all major requirements for each degree including the 36-credits of 2000-level courses for the CAHNR major (e.g. CLAS requires 45-credits of 2000-level courses for its majors).
- Students also must include 18 “unique” credits in the second major at the 2000-level (i.e these credits do not apply to first major).
- Ultimately, students must earn 18 additional credits more than the degree with higher minimum. (e.g. School of Engineering, civil engineering and any CAHNR major: CAHNR requires 120 credits to graduate; ENGR requires 128. $128 + 18 = 146$ credits to graduate with both degrees). The only exception is for students in the Teacher Education Program offered through the Neag School of Education.

To Declare a Second Degree within CAHNR

Students may obtain two degrees (an additional degree) within CAHNR as long as major requirements are met and the student meets the minimum of 138 total credit hours. If major courses overlap or are cross-listed, students must choose which major that course will count toward in each of the 36-credit requirement groups.

With advisor and department head approval, up to 18 credits can overlap between the 36-credit requirements for the two majors.

Required Forms for Additional Degree:

[Additional Degree Petition](https://registrar.uconn.edu/forms) (found at registrar.uconn.edu/forms)

[36-Credit Attachment Page](#) (helpful to determine the 18 unique credits, which should be specified in the student’s comments box on his/her/their final plan of study; found at grow.uconn.edu/forms)

- Students must obtain signatures from current advisor & dean’s designee (OAP).
- Students must obtain signatures from new advisor in new major and new dean’s designee.
- Students must submit completed form to the Office of the Registrar in the Wilbur Cross Building.

Getting Your Advisee to Graduation

Students must apply to graduate and submit a final plan of study **by the 4th week of the semester in which they plan to graduate**. Students must apply to graduate before they submit their final plan of study. A separate plan of study is submitted for each major, additional degree, and/or minor. Students apply to graduate and submit their final plan of study online in the Student Administration System. This is how they do it:

Apply to Graduate

Students log into the Student Administration System and select: Student Center >> Academics >> Other Academics >> Apply for Graduation >> Academic Program >> [select major] and follow the prompts.



Submit a Final Plan of Study

Students log into the Student Administration System and select: Student Center >> Academics >> Other Academic >> Academic Requirements >> Submit Final Plan of Study >> OK >> [Here they may enter any comments related to their degree progress: approved substitutions or waivers not yet reflected in the system, courses outside the major that have been approved for the 36 credit requirement, etc.] >> OK
The Final Plan of Study is ready for review.

When one of your advisees submits a final plan of study (POS), you will receive an email requesting that you review it. It will contain a link to the POS. Below are screenshots guiding you through the review and approval process.

Reviewing a Preliminary or a Final Plan of Study

Questions regarding the Plan of Study review process, contact CAHNR Academic Programs (acadprog@uconn.edu or 860-486-2919) or the Degree Audit unit in the Registrar's Office at 860-486-6214.

When your advisee submits an online Plan of Study you will receive an email.

Please Review the Request to approve this Plan of Study.

Student: #1234567 Husky, Jonathan
School: Agriculture, Health&Natural Res
Field of Study: Environmental Sciences
Degree: Bachelor of Science
Request Type: **Final**

When you **click here** you will be asked to log into StudentAdmin.

Click [here](#) to review the request.

In PeopleSoft you will see the **Transaction Details** page. After advisor approval or denial, emails are sent to the next approver.

Transaction Details

ID 123456 Husky, Jonathan Rpt# 1 **Unlock:**

Acad Prog UAGNR Agriculture,Health&Natural Res **Notify Substitutions:**

Acad Plan EXERSC_BS Exercise Science Exp Grad Term 1203

Report Type Final Last Submission DT 02/17/2020 Status Pending [View Plan of Study](#)

Student Communications

Added by Husky, Jonathan

Have already submitted a substitution form for KINS 1160 (first aid class) with my EMT certification details

[Add Attachment](#)

Plan of Study Workflow

Plan of Study: Pending

Major Path of Approval

Approved POS Advisors 02/17/20 - 6:41 PM → **Pending** POS Department List

You can **Share with Student** your Comments.

Comments:

Share with Student

To review your advisee **Plan of Study** status, access the **My Advisees** page.

Faculty Center | Advisor Center | Search

my advisees | student center | general info | tr

My Advisees

Select display option: Link to Photos Include photos in list

[Shop UCOON Bookstore Textbooks](#)

	Notify	Photo	Holds	Name	ID	Honors	POS Prelim	POS Final	View Student Details
1	<input type="checkbox"/>			Husky, Jane	1221121				View Student Details
2	<input type="checkbox"/>			Husky, Jonathan	7654321				
3	<input type="checkbox"/>			Husky, Jeremy	123456				

POS Circle Status Key:
 Red: Denied
 Green: Approved
 Half Green: Pending

At the end of the semester, Degree Audit will conduct a final review of the student's plan of study. Upon successful completion of approved courses and all University and degree(s) requirements, a diploma will be mailed to the student. For students graduating in May, this occurs *after* commencement.

Specialized Programs and Populations

[UConn First Summer](#)

UConn First Summer is a five-week intensive program that is available the summer before a student's first fall at the University of Connecticut. This program is available for incoming students and is designed to ease the academic and social transition to UConn. Students take two classes that transfer as non-degree credits and engage in an array of social, cultural, and recreational activities.

[SSS Students](#)

UConn Student Support Services (SSS) provides students who are first-generation to college, from low-income families, and/or from populations underrepresented in higher education with access to services to support their goal of graduation and programming to enhance their academic, professional, and personal growth at UConn and beyond. SSS students begin their college journeys by participating in an intensive five-week summer program prior to the fall semester of freshmen year. The SSS Summer Program introduces students to the academic rigor of the university environment while lending support to ease the transition from high school to college. Academic year programming includes peer tutoring and coaching, professional development workshops, leadership experiences, and unique study abroad opportunities designed exclusively for SSS students. **SSS students are assigned both regular academic advisors in their majors and also SSS counselors, who provide them with one-on-one advising, support, and advocacy during the Summer Program and throughout their undergraduate careers.** Both advisors are listed for students in the StudentAdmin system. Note that SSS students may have additional holds placed by the SSS counselor.

[Veterans](#)

Veterans Affairs and Military Programs provides a full range of benefits to students who have or continue to serve in the U.S. Armed Forces. Services include benefits processing, event programming, and community outreach. In addition, the University provides a social space for veterans, the Veterans Oasis, in the Student Union, and a study space for Veterans in the Arjona building. **It is important to note that veterans must remain registered for at least twelve credits to receive military tuition benefits.**

[International Students](#)

There are several offices dedicated to serving the needs of International Students. Among them are the International Student & Scholar Services (ISSS) and the Academic Services Center. The ISSS provides mandatory international student check-in, participates in international student orientation, plans events designed to aid a student's social transition, and provides help regarding a student's immigration status. The Academic Services Center provides supplementary advising for international students. During their first semester at UConn, international students must visit the Academic Services Center to make changes to their schedule. **It is important to note that international students must remain registered for at least twelve credits to remain in compliance with their visa requirements.**

[Honors Students](#)

Students may be admitted to the UConn Honors Program as incoming freshmen, but also may join the program through an application process during their first or second year at the university. Honors students enroll in honors specific coursework and are invited to attend honors workshops and events. Typically, each department designates one or more faculty members to serve as an honors advisor. These faculty receive special training from the Honors Program. Honors students may ask any faculty member (except adjunct faculty, post-doc fellows and graduate students) in any department to supervise a thesis.

[University Scholars](#)

The University Scholar Program is one of the most challenging and prestigious programs for undergraduates at the University of Connecticut. Open to undergraduates from all schools and colleges, admission is based on an application submitted during the first semester of a student's junior year. Exempt from any remaining gened requirements and permitted to enroll in graduate-level coursework, UScholars design and pursue in-depth research or creative projects and craft learning plans that supports their interests and academic goals during their final three semesters. Each student is mentored by an advisory committee of three faculty.

Academic Adjustments for Students with Disabilities

The University of Connecticut is committed to achieving equal educational opportunity and full participation for persons with disabilities. In limited cases involving a significant disability, academic adjustments to curriculum requirements are provided to students when the graduation expectations for the quantitative skills and/or second language proficiency are a barrier to the completion of a degree. Each academic adjustment will be based on the individual case and should not compromise the academic integrity of the requirements for a specific major or degree.

Students with learning disabilities and/or suspected disabilities should consult with the Center for Students with Disabilities (CSD) *early in their college career* to ensure that they are provided appropriate accommodations as they complete their requirements. CSD is located in Wilbur Cross: csd@uconn.edu; 860-486-2020, 860-553-3243 (video phone); csd.uconn.edu.

All students seeking adjustments to University requirements will be subject to review by CSD, along with designees from the Vice Provost for Academic Affairs, the CAHNR Dean's office, GEOC, and other relevant representatives.

Academic adjustments for University requirements are approved by the University Academic Adjustments Committee. Policies and procedures for academic adjustments can be found at advising.uconn.edu/academic-adjustments-policy/.

UConn Campus Resources

[Academic Achievement Center \(AAC\)](#)

The goal of the AAC is to help every student perform at their highest academic level. Student coaches in the AAC are successful UConn students trained to work one-on-one with peers. Areas of Interest include: study skills, memory techniques, time management, note taking, test preparation, goal setting, and more. AAC also includes:

- [UConn Connects](#), a peer mentoring program to help students learn the skills to be academically successful, and
- [Supplemental Instruction](#) for foundational math and science courses.

Rowe CUE Building, Room 217
860-486-4889

[Academic Center for Exploratory Students \(ACES\)](#)

The Academic Center for Exploratory Students (ACES) is UConn's academic advising program for students who want to explore the University's academic opportunities before deciding on a field of study. ACES also works with students who must complete specific requirements before applying to a University program and, as part of the Institute Student Success, hosts [The Major Experience](#), an excellent tool for exploring fields of study and associated careers.

Rowe CUE Building, Room 111
860-486-1788

[Asian American Cultural Center \(AsACC\)](#)

The Asian American Cultural Center (AsACC) provides resources to enhance the University's diversity commitment through its recruitment and retention efforts, teaching, service, and outreach to the Asian American community on campus and beyond.

Student Union Building, 4th Floor
860-486-0830

[Bursar's Office](#)

The Bursar's Office strives to enable and assist students to meet their financial obligations, with a focus on financial integrity and accountability. Students *must* contact this office if they have a Bursar's hold on their record.

Wilbur Cross Building, 1st Floor
860-486-4830

[Center for Career Development \(CCD\)](#)

The Center for Career Development's mission is to assist students in gaining and applying knowledge and skills to make well-informed career decisions by advising them through the process of exploring career interests, resume building, [finding internships](#), and securing post-graduate opportunities. The CCD has a designated representative to assist CAHNR majors with their career plans.

Wilbur Cross Building, Room 202
860-486-3013

[Center for Students with Disabilities \(CSD\)](#)

The Center for Students with Disabilities seeks to accommodate students with documented disabilities to allow them equal access in their educational endeavors. Instructors will be contacted by CSD regarding individual student accommodations for classes. If your advisees disclose a disability or chronic illness, encourage them to reach out to CSD via the MyAccess on the CSD website.

Wilbur Cross Building, Room 204
860-486-2020

[Dean of Students Office \(DOS\)](#)

The Dean of Students Office serves as an advocate for students and as a centralized resource for connecting students with appropriate University and community programs, offices, and individuals. The office supports students in resolving educational, personal, and other university concerns that affect the quality of their academic or community life and personal goals. DOS also serves as a comprehensive resource for advisors.

Wilbur Cross Building, Room 203
860-486-3426

[Education Abroad](#)

Education Abroad inspires active global citizenship through the facilitation of accessible, challenging, and safe intercultural experiences. Students may explore study abroad opportunities and exchanges provided by UConn, including several programs run by CAHNR faculty, as well as opportunities sponsored by other providers. Education Abroad provides a dedicated advisor for CAHNR majors who seek to include an international experience in their plans.

Rowe CUE Building, 1st Floor
860-486-5022

[First Year Programs & Learning Communities](#)

First Year Programs & Learning Communities provides guidance, opportunities, and resources for students to successfully engage with the University and become learners with a purpose. Some CAHNR majors include a learning community in their curriculums. Students from other CAHNR majors may join any open learning community; popular examples include (but are not limited to): Eco House, Public Health House, and WiMSE (Women in Math, Science & Engineering). Specified learning communities also include a community living component.

Rowe CUE Building
860-486-3378

[H. Fred Simons African American Cultural Center \(AACC\)](#)

The AACC promotes cultural preservation, leadership development, academic excellence, and intercultural communication through programs and activities that are designed to give students an appreciation and an understanding of the heritage and cultural experiences of African Americans and people of African descent in the United States and throughout the world.

Student Union Building, 4th Floor
860-486-3433

[International Student & Scholar Services \(ISSS\)](#)

The International Student & Scholar Services (ISSS) supports the greater internationalization of the University of Connecticut and provides services and programming to help international students, scholars, faculty, and staff. Services include immigration services and orientation.

McMahon Residence Hall
860-486-3855

[Homer Babbidge Library](#)

The mission of the UConn Libraries is to provide every library patron with access to all library services, facilities, and collections. Babbidge Library has an [office](#) and liaison for patrons with disabilities (860-486-1582), and provides [subject specialists](#) to assist in research across the disciplines.

Homer Babbidge Library
860-486-2518

[Off-Campus Student Services](#)

Off-Campus Student Services, part of the Dean of Students Office, offers resources and advocacy for UConn students' off-campus living and/or commuting experience.

Student Union, Room 315
860-486-8006

[Office of Institutional Equity \(OIE\)](#)

The Office of Institutional Equity ensures the University's commitment to diversity, multiculturalism, and social equity in teaching, research, outreach, and administration. The Associate Vice President of OIE serves as the Title IX Coordinator. (See back cover.)

Wood Hall
860-486-2943

Office of National Scholarships & Fellowships (ONSF)

The Office of National Scholarships and Fellowships (ONSF) advises and mentors students at the University of Connecticut who are competing for prestigious, nationally-competitive scholarships and fellowships. ONSF is part of UConn Enrichment Programs and is open to all graduate and undergraduate students at the University. It is the nominating body for limited submission competitions like the Rhodes, Marshall, Truman, Goldwater and Udall Scholarships and the coordinator for the Fulbright U.S. Student Program.

Rowe CUE Building, 4th Floor

860-486-6255

Office of the Registrar

The Office of the Registrar supports the instructional and student progress endeavors of the University by providing quality services to students, faculty, academic and administrative departments, and the public. Services include course record management, classroom assignment, final exam scheduling, publication of the Undergraduate Catalog and the Final Exam Schedule, academic record creation and maintenance, student registration, and grade processing. Students may request official transcripts on the Registrar's website.

Wilbur Cross Building, 1st Floor

860-486-3331

Office of Student Financial Aid Services

The Office of Student Financial Aid Services has information and resources about financial aid at the University of Connecticut and hosts the [Student Employment](#) website. Student jobs are funded by one of two sources:

- the employing department budget, (known as Student Labor jobs) or
- a federally funded financial aid program for students with demonstrated financial need (known as Work-Study jobs).

Federal Work-Study awards are detailed on the annual Award Notification generated by the Office of Student Financial Aid Services. Work-Study students may also work at approved off campus non-profit, federal, state, or municipal agencies.

Wilbur Cross Building, 1st Floor

860-486-2819

(Note that CAHNR-specific scholarships are available through a separate [application](#) process administered by the Office of Academic Programs, 860-486-2919).

Office of Undergraduate Research (OUR)

OUR is a resource for all undergraduates in all majors on all UConn campuses seeking to enrich their undergraduate experiences through participation in research, scholarship, and creative activity. OUR helps students find and develop opportunities to engage in independent or collaborative research with faculty members and other mentors working across the disciplines. It also provides competitive funding for undergraduate research through the Summer Undergraduate Research Fund (SURF), IDEA Grants and other awards.

Rowe CUE Building, 4th Floor

860-486-4223

Pre-Law Center

The Pre-Law Center is committed to working with alumni and current students in their journey to becoming legal professionals. The center offers workshops, events, and advising for interested parties. Note: "pre-law" is not a recognized academic major at UConn. While pursuing a career in law, current undergraduate students must choose a recognized major at the University.

Rowe CUE Building, 4th Floor

860-486-4223

Pre-Medical and Pre-Dental Office

The Pre-Med and Pre-Dental Office provides individual advising, informational workshops, and professional school application process services for student in the pursuit of a career in medicine or dentistry. Note: "pre-med," "pre-dent," and all pre-professional studies are not recognized academic majors at UConn. While pursuing these careers, current undergraduate students must choose a recognized major at the University.

Rowe CUE Building, 4th Floor

860-486-4223

Puerto Rican/Latin American Cultural Center (PRLACC)

The Puerto Rican/Latin American Cultural Center's mission is to improve the status of Latinx individuals and to promote awareness, understanding, and appreciation of the richness and diversity of Latinx individuals and Latin American cultures.

Student Union Building, 4th Floor

860-486-1135

[Psychological Services Clinic](#)

The Psychological Services Clinic offers an array of mental health services to individuals, children, and families in Eastern Connecticut. Services are provided by graduate students under the supervision of licensed clinical psychologists and faculty members in the Department of Psychological Sciences.

Bousfield Building Annex, 2nd Floor
860-486-2642

[Quantitative \(Q\) Center](#)

The University of Connecticut's Quantitative Learning Center (Q Center) is a resource to elevate the proficiency of students taking quantitative intensive (Q) courses across the undergraduate curriculum. The Q-Center provides peer tutoring, review sessions, and innovative learning tools.

Homer Babbidge Library, Level 2 South
860-486-1961

[Rainbow Center](#)

The Rainbow Center is committed to serving the LGBTQIA+ community, promoting education and healthy dialogue, and reducing the alienation and bias felt within the LGBTQIA+ community.

Student Union Building, 4th Floor
860-486-5821

[UConn Police Department](#)

The goal of the UConn Police Department is to provide quality police service to the community by promoting a safe environment through a police-community partnership, with an emphasis on mutual trust, integrity, fairness, and professionalism.

For emergency situations, please call 911.
For routine calls, please call 860-486-4800.

[UConn Senior](#)

UConn Senior promotes a successful transition for college students to the world beyond the University. This program provides an opportunity for reflection to determine the meaning and value of the undergraduate experience and the student's growing role as a productive and valued citizen and university alumnus.

[Speech & Hearing Clinic](#)

The University of Connecticut's Speech & Hearing Clinic provides a full range of evaluation and treatment services to both children and adults with speech, language, and/or hearing disorders.

Phillips Communication Sciences Building
860-486-2629

[Student Health and Wellness \(SHaW\)](#)

SHaW's multidisciplinary team provides high quality, cost-effective Primary Care, Health Promotion and Educational Outreach.

Hilda May Williams Building
860-486-4700
860-486-2719 (appointments)

[SHaW Health Promotion](#)

SHaW Health Promotion is comprised of two distinct areas: Alcohol & Other Drug Education and Health Education. This office is committed to creating an environment that promotes, encourages and supports healthy decisions and behaviors in the area of alcohol and other drugs, sexual health, stress management and other areas of wellness.

Nellie A. Wilson Hall
860-486-9431

[SHaW Mental Health](#)

SHaW Mental Health provides clinical services, including group and individual counselling sessions, as well as preventive wellness programs like yoga for stress relief, to promote the emotional, relational, and academic potential of all students. They also [consult](#) with faculty and staff who may be concerned about a particular student. Students in crisis may call SHaW Mental Health 24/7 during the regular academic year.

Arjona Building, 4th Floor
860-486-4705

[Veterans Affairs and Military Programs](#)

Veterans Affairs & Military Programs has a full range of benefits and services for students who have served or continue to serve in the Armed Forces. These services include benefits processing, event programming, and community outreach. Visit the VA Office in Arjona Room 340 or relax in the Veterans Oasis located in the Student Union.

Hawley Armory, Room 100B
860-486-2442

Writing Center

The Writing Center provides free tutoring and writing workshops designed to help students become stronger writers. Students in any course or discipline may sign-up for tutoring sessions to improve their writing. Undergraduate and graduate Writing Center tutors are selected from across the disciplines through a competitive application process each spring and receive, in addition to their pay, instruction, mentoring, and opportunities for professional development. The Writing Center also conducts research, provides outreach to middle and high schools across the state, and works with departments to assess writing across the curriculum.

Homer Babbidge Library, Level 2 South
860-486-4387

Women's Center

The mission of the Women's Center is to advocate, educate, and provide support services for the achievement of gender equity at the University and within the community at large. It includes the Violence Against Women Prevention Program (VAWPP), the 100 Years of Women Scholarship, and other signature programs, like Take Back the Night and Sexual Assault Awareness Month (April).

Student Union, Room 421
860-486-4738

Have an Advisee on Probation?

You might suggest the following resources:

- The Academic Achievement Center (AAC)
- UConn Connects (AAC)
- Supplemental Instruction (AAC)
- The "Q" Center
- The Writing Center
- Center for Students with Disabilities (CSD)
- SHaW Mental Health

Student Activities

If your advisee is seeking involvement, he/ she/ they may join any student group sponsored by the University. A number of groups revolve specifically around CAHNR interests. Students may explore them at: grow.uconn.edu/clubs.

Student Activities is also the hub for student leadership programs, like [Leadership Legacy](#), and for community outreach programs, like [alternative breaks](#), one-time and semester-long service projects.

While some form of involvement can result in positive social growth and many beneficial experiences, balancing academic commitments and extracurricular involvement can be a challenge for many students.

Talk to your advisees about what they are doing outside of class and how these activities are contributing to their overall success and well-being.

CAHNR College Ambassadors

CAHNR College Ambassadors represent CAHNR and its majors at events like Open House, Bound Day and CAHNR Career Night, as well as actively recruit prospective students through presentations at select high schools and through meeting with prospectives visiting our campus.

Students wishing to become ambassadors must be nominated by their departments (each February), after which, they will be asked to submit application materials and interview for this paid position. The College Ambassadors are administered by the Office of Academic Programs.

Young Bldg., Room 206
860-486-2919

Glossary of StudentAdmin Terms

Term	Definition
Corequisite	Course that must be completed concurrently with another course.
Cross-listed	Courses listed under more than one academic department and/or course number.
Dynamic Class Search	An easy course search engine that lists class information and availability in real-time.
Enrollment Appointment	The date and time a student can begin registering for classes for the up-coming semester or term (also known as "registration date" or "pick time").
Instructor Consent	The instructor's consent is needed to enroll in the class. If consent is granted, the instructor must assign the student a permission number that the student will use to enroll in the class.
Meets With	Course could be offered together with another course, but not be the same (ie: meets with honors section that requires more academic work for those students). This does not necessarily mean students can enroll in either section. The classes meet together but may give different credit to the different sections.
NetID	Your UConn ID number that includes your initials (i.e. xyz00000).
Student ID	A student's 7-digit StudentAdmin number (0000000).
Permission Number	Permission numbers may be used to a) gain access to instructor-consent-only classes, b) override corequisites and prerequisites and c) overenroll a class.
Plan of Study	A document that lists all the requirements necessary to complete a major or minor.
Prerequisite	Specific requirements that must be met prior to enrollment in a class. Examples include the completion of one or more class(es) and class standing. Class standing is based on the number of credits completed.
Reserve Cap	Some class seats are reserved for students that meet a specific criteria (i.e. class standing, major, minor). The Dynamic Class Search lists the number of unreserved seats available.
Shopping Cart	Shopping cart is a holding area for the courses students wish to enroll in. Placing a class in the shopping cart does not complete enrollment nor does it place the student on the wait list. Students can place as many courses as well as multiple sections of the same course in their shopping cart. Back-up class options are highly encouraged.
Student Administration System Help	A step-by-step pictorial view of how to complete frequently used functions in StudentAdmin.
Undergraduate Catalog	The Undergraduate Catalog is a comprehensive list of all university and major requirements, course descriptions, and policies. This document explains students' academic rights, responsibilities, and obligations.
Waitlist	A function in StudentAdmin that allows students to identify their interest in enrolling in a specific class or section. Students that gain access to a waitlisted class may receive a permission number.

Help!

What to Do When Your Advisee...

- Disappears

While you are not responsible for the unproductive behavior of your advisees, you may be concerned when a student fails to show up for appointments or respond to emails or other attempts to reach out.

Don't hesitate to call the Dean of Students Office (DOS): (860) 486-3426. DOS can reach out to students who may be struggling academically, too embarrassed to seek help, or may be facing a family or personal crisis. They can inform all the instructors of a student who misses classes under these circumstances (although each instructor will determine how to address missed work), and direct the student to appropriate resources.

- Needs Crisis Assistance

Medical Emergency or active threat:

If you or a student is in immediate danger, **call 911 immediately.**

Mental Health Crisis:

If a student is in immediate danger of harming him/her/themselves or you, **call 911 immediately.** SHaW Mental Health offers free and confidential 24/7 support for mental health crises during regular semesters: (860) 486-4705. In-person crisis support is available Monday-Friday, 8:30am-4:30pm, in Arjona, 4th fl. You should inform the Dean of Students Office, (860) 486-3426; their Care Team will follow-up with the student to ensure that he/she/they is aware of resources and suggest ways to manage his/her/their academic career during the crisis period. This may include withdrawing from courses or even the University.

Title IX Reporting:

As an employee of the university, **you are a mandated Title IX reporter**, which means that you are obligated to report incidents of sexual assault, intimate partner violence or stalking that are disclosed to you: titleix.uconn.edu/file-a-report/. UConn's Office of Institutional Equity (equity.uconn.edu) is the hub for discrimination, harassment and Title IX reporting. A helpful FAQ is available at: titleix.uconn.edu/offer-support/as-a-uconn-faculty-or-staff-member/. It is important to inform students who may be disclosing sensitive information that your conversation cannot be kept confidential. In addition to reporting the incident, you should urge the student to seek further assistance. Depending on the circumstances, he or she may want to begin with one of the following resources:

Dean of Students Office (DOS): (860) 486-3426, Wilbur Cross Bldg., Room 203
Student Health and Wellness (SHaW) Mental Health: 860-486-4705 Arjona, 4th fl.
UConn Police: (860) 486-4800, 126 North Eagleville Rd., publicsafety.uconn.edu/police/
Office of Institutional Equity: Wood Hall, (860) 486-2943, equity@uconn.edu

- Doesn't follow your advice

Ultimately, students are responsible for their own academic plans and for understanding the university's academic regulations. While they are not obligated to follow your advice, failure to do so may have an impact on their ability to complete a major or even graduate on time. After determining their schedules with you, for example, students may add and drop courses at the beginning of a semester without your knowledge or, if struggling, prioritize the wrong courses. These actions will lead to natural consequences, and your job will be to assist students in repairing or moving on from their mistakes.

The Office of Academic Programs can be a resource in reaching out to students who, for whatever reasons, are making decisions that might affect their academic standing at the university. Feel free to consult with an OAP advisor for assistance in steering advisees back on course or rethinking their academic plans.

When in doubt, call OAP: 860-486-2919