

Advising: Graduation Audit Tools & Timeline

2009-10 – Contact the Registrar's Office (RO) or Pathways with questions.

1Y

- **Process.** Students matriculate with an Advising Preference which is coded with a PR prefix, i.e. PRMEB for Pre-med Biology Advising Preference.
- **Tool.** For all students, the Advising Worksheet on My Wartburg includes Essential Education requirements for the relevant BA, BM, and BME degree.
- **Tool.** The Grad Audit and the Advising Worksheet on My Wartburg also include the major requirements for *some* Advising Preferences as well as for students who have declared a major.
- **October.** Advising Week (AW) is November 2 - 6. Advisors are expected to meet with first-year advisees. Essential education requirements can be reviewed using the Advising Worksheet available on My Wartburg. Appointments can be set through the Advising tab on My Wartburg. Advising notes can be made for each student meeting scheduled through the Advising tab.
- **April.** Registration.

2Y

- **Process.** Students must declare their major by the end of the first term of their second year.
- **Tool.** The Advising Worksheet includes major, minor, concentrations, and certifications for students who have declared any of those academic areas.
- **Tool.** Substitutions can be applied toward the academic records of students who have declared the relevant academic area, i.e. major, minor, concentration, and certification.
- **September – May.** The RO will follow-up each Declaration of Major/Minor with an email directing the student to review their Advising Worksheet on My Wartburg.
- **March.** Registration.

3Y

- **Process.** Students with 16 or more credits must submit a diploma application to initiate grad audit review process. Those students receive a diploma application in their campus box the second-week of Fall Term.
- **October – December.** The Registrar reviews the academic records for students who submit a diploma application by the October deadline and updates the Advising Worksheet as necessary. Those students will receive an email directing them to review their Advising Worksheet on My Wartburg. Grad audits (excel spreadsheets) will be individually prepared for students whose Advising Worksheet is not completely available on My Wartburg. The grad audit spreadsheets compare the Advising module data to academic file information. The audits are emailed to the student and advisor between October and December with the expectation that students will use the Excel spreadsheet and the academic data on My Wartburg to track/plan their progress toward graduation.
- **March.** Registration.

4Y

- **Process.** Students expecting to graduate during the academic year must review their Advising Worksheet on My Wartburg and report any discrepancies to the Registrar.
- **Process.** All majors, minors, concentrations, and certifications must be declared no later than six months before their expected graduation date.

- **Process.** Pending August Graduates are not cleared to participate in May Commencement until they meet with the Registrar and submit a written proposal outlining their plans to complete all degree requirements.
- **August - September.** Students who have an expected graduation date within the next academic year (December, May, August), but are not currently enrolled in enough credits to reach 36 credits by their expected graduation date, will receive an email from the Registrar with a deadline to respond. Those students may be asked to submit to the Registrar a written proposal outlining their plans to complete degree requirements. Advisor will be copied on the email.
- **September.** Students who have an expected graduation date within the next academic year (December, May, August) will receive an email from the Registrar reminding them to review their academic progress. This is a general email and advisors will not be copied.
- **January-February.** Students who have an expected graduation date of May or August, but are not enrolled in enough credits to reach 36 credits by their expected graduation date or are missing requirements for declared majors, minors, concentrations, or certifications, will receive an email from the Registrar with a deadline to submit to the Registrar a written proposal outlining their plans to complete degree requirements. Advisors will be copied on the email.