

Trouble-shooting: The Advising Tab on My Wartburg

Email sheree.covert@wartburg.edu or call ext. 8643 with questions or to request additional trouble-shooting topics.

Trouble-shooting: Credits In-progress

The Advising Worksheet does not list the number of credits in-progress. Refer to the Degree Audit to confirm the number of Hours Earned and the number of Hours In-progress. Waitlisted courses/credits are not included in the Hours In-progress. If a student is repeating a course for which they earned credit, the credit will appear in both the Hours Earned and the Hours In-progress. Therefore, when adding the Hours In-progress to the Hours Earned, you need to subtract the credit value of the repeated course from the total.

Trouble-shooting: Cross-listed Courses

In the academic catalog, cross-listed courses are listed under each department that offers the course with the department prefix. EXAMPLE: BI 135 Biology of the Mind (Biology Department) is also listed as PSY 135 (Psychology Department.) In both the Advising Worksheet and the Degree Audit, one of the cross-listed courses is identified as the “parent” course and the others are the “child” courses. In the Advising Worksheet, only the “parent” course will be listed even though the requirement was met by enrollment in the “child.” In the Degree Audit, the “Requirement” is the “parent” course and the “Course” is whatever course/section in which the student registered.

Only one Advising Requirement Code (ARC) can be used for each group of cross-listed courses so that each course is recognized as a repeat of the other course(s).

Trouble-shooting: Departmental Topic Courses

Departments have courses designed to focus on specialized areas or issues. Example: RE 360 is a readings course offered through the Religion Department. The course can be repeated, but not each topic/reading. Thus, each topic/reading is assigned a special advising requirement code (ARC) which consists of the course number and a letter. At this time RE 360 has ARCs RE360A thru RE360I.

Trouble-shooting: Advising Worksheet vs. Degree Audit

Features	Worksheet	Audit
Hours In Progress		X
Hours Earned	X	X
Classification	X	X
Current Academic Probation Status	X	
Cumulative GPA	X	X
Quality Points		X
Identifies how credit was met, i.e., AP, Waived, Transfer		X
Identifies transfer course title		X
Identifies substitutions	X	X
Identifies enrolled cross-listed course, not only parent		X
Identifies course number/section		X
Identifies grade earned	X	X
Includes requirement notations	X	
Includes advising notes	X	
Includes waitlisted courses		

Trouble-shooting: Foreign Language Placement

Beginning with Catalog Year 2006, the Free Elective section assists in identifying foreign language placement by including the courses for which a student has received foreign language proficiency, but no degree credit.

Example: Foreign Language Placement in Advising Worksheet

Free Electives					
ED181	Field Exp:Edu		<p><i>This student has an Advising Preference, not a major. Therefore, all courses which will be applied toward their major are now listed as Free Electives.</i></p>	P	0.00
ED210	Children's Lit			A	1.00
ED211	Psy of the Execeptional			A-	0.50
IP ED222	Lang Development				
IP MA312	Teaching Elem School				
IP MU301	Elementary School Music				
IP PHY130L	Physics Ordinary Things				
IP PSY314	Psychological Tests & Mea				
SP104P	SP104 Proficiency	←	<p><i>This student's foreign language placement is SP 204 since proficiency (LPR) has been granted for SP 104 and SP 106.</i></p>	LPR	
SP106P	SP106 Proficiency			LPR	
IP ART220	Elem School Art Methods				
IP ED214	IntroMild/ModDisabilities				
IP ED284	FieldExp:Mild/ModDisable				
IP ED334	ManageBeh&SkillsSpecEd				

Trouble-shooting: Repeated Courses

If a student is repeating a course for which they earned credit, the Advising Worksheet recognizes the repeated course with an IP for Course is In Progress. The fact that the course was previously completed with a passing grade is not evident on the Advising Worksheet. The grade earned in the repeated course is expected to replace the grade earned in the initial course.

To verify whether a course was repeated, refer to the Unofficial Transcript or the Grade Report for the advisee. The Unofficial Transcript and the Grade Report can be accessed through Academic Records on the Advisee Details screen for the selected advisee.

If an advisee is repeating a course for which they previously earned credit, the Degree Audit recognizes the course credit in both the Hours Earned and the Hours In-progress. Therefore, when adding the Hours In-progress to the Hours Earned to determine potential credits earned, you need to subtract the credit value of the repeated course from the total. For example, if a student earned a D in EN 112 but is repeating EN 112 to improve their GPA, you need to subtract 1.0 credits from the total obtained when adding Hours Earned to Hours In-progress.

Trouble-shooting: Special Topic Courses

Special topic courses are designated with the department code followed by 195, 295, 395, or 495 based on the classification level of learning. Each topic can be offered for two terms before it needs to be submitted to EPC as an individual course in the academic catalog. Since each topic can meet a different degree requirement, each topic is assigned a special advising requirement code (ARC). For instance, within the last few years, BI 195 has been offered as Extreme Biology (ARC: BI195B) and How Animals Work (ARC: BI 195A). In most instances, the original ARC such as BI195A remains assigned to course after its evolution from a topic

Trouble-shooting: Substitutions

The following is an example of how the substitution of EN 152 for EN 112 in the Essential Education Program will appear on the Advising Worksheet. The course/advising requirement noted between the brackets < > is the substitution. The course/advising requirement met by the substitution is noted following the word *Substitution*.

Example: Substitution in Advising Worksheet

<EN152	Intro to Writing Studies>	<i>Substitution EN112</i>	A	1.00
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The following is an example of how the substitution of EN 152 for EN 112 in the Essential Education Program will appear on the Degree Audit. In the far right column under Status on the actual document, the S indicates that the requirement has been met by a substitution.

Example: Substitution in Degree Audit

EN112 -- Intro to Writing Studies (SUB)	EN 152 01	Introduction to Writing Studi	0.00	1.00	1	1 M L S A
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Substitutions cannot be applied to an academic record until the major, minor, concentration, or certification has been officially declared. Therefore, substitutions cannot be applied toward Advising Preferences.

Trouble-shooting: Transfer Credits

The Advising Worksheet does not note if the requirement was met by transfer credit. However, you may conclude that any requirement with .75 Hours Earned was met by transfer credit. The Degree Audit does identify if a requirement was met by transfer credit.