My Wartburg: Managing Advisee's Academic Progress

Advising Tab

The Advising tab on My Wartburg offers tools to assist advisors in managing an advisee's academic progress. The tools/reports are specifically designed to provide the following functions:

- Identify courses that enable students to meet their requirements
- Define graduation requirements
- Track students' progress toward meeting the necessary requirements

The Grad Audit and the Advising Worksheet offer an accurate and comprehensive status of institutional requirements for both the student and advisor, and can greatly contribute towards the decision-making process for each student regarding their academic progress since it provides an instant portrayal of requirements that are necessary, requirements that have been met, and requirements that remain to be met.

Example A1 below is a copy of the screen that will appear when you select an advisee from your advisee roster. Note the three links under Advising in the lower left corner.

Example A1.

Example A2.

Advising
Advisee Meetings
Course Needs
Degree Audit

Advisee Meetings

This feature allows advisors to schedule meetings with advisees. Advisees will also see all meetings scheduled with an advisor in My Wartburg. Advisors can all email the meeting information to the advisee.

Course Needs/Advising Worksheet

Course Needs links to the **Advising Worksheet**. The Advising Worksheet is a simplified view of the Graduation or Degree Audit report, and can be accessed by both advisors and students.

Below is an example of the bottom of the screen that appears when Course Needs is selected.

Example A3.

Requirement	Description	Needed	Earned
TOTAL	Total Credit for Degree	36.00 Credit Hours;	32.75 Credit Hours;44 Requirements;100.60 Quality Points;3.3533 GPA
BAESED04	BA ESSENTIAL ED REQ	4 Requirements;	24.75 Credit Hours;4 Requirements;75.00 Quality Points;3.4090 GPA
CMDSMJ04	Communication Design	14 Requirements;2.0000 GPA	12.00 Credit Hours;12 Requirements;37.70 Quality Points;3.1416 GPA
CSMN04	Computer Science	**All Requirements Met!**	6.00 Credit Hours;4 Requirements;21.40 Quality Points;3.5666 GPA

Advising Worksheet 📄   Recalculate Student Progress

Select **Recalculate Student Progress** to retrieve current data before selecting **Advising Worksheet** or any of the links.

►**NOTE A1**. A GPA is listed for the major (CMDSMJ04 Communication Design). This major GPA should only be used to monitor academic progress and for internal forms requesting a major GPA. Wartburg does not officially release major GPAs to outside organizations, institutions, etc. This GPA is based on all major/core requirements that have been completed by the student at the time of calculation. Thus, if a student has completed three major electives, but only two are expected to count toward the requirements, all three have been calculated into the GPA. Also, majors with core requirements plus concentrations have separate GPAs for each, although the major GPA is a compilation of both. The Advising Worksheet includes a career GPA, not a major GPA.

►**NOTE A2.** Under the heading **Requirement** in the far left column is a link (BAESED04) to the Essential Education requirements for a Bachelor of Arts degree for a student who matriculated under the 2004-05 academic catalog. The academic catalog year is indicated by the last two digits in the requirement code BAESED04.

The **Advising Worksheet** includes the following sections:

- The top section which contains the following data:
  - Personal Information (Legal, Home, or Permanent Address)
  - Advisee Information
  - Degree Information with Catalog Year
- Essential Education Requirements
- Major/Minor/Concentration/Certification Requirements
- Free Electives
- Notes

►**NOTE A3**: The bottom of each page includes a **Code Key** to assist in tracking requirements identified on the Advising Worksheet.

Top Section

Example A4.

Wartburg College Advising Worksheet

Personal Information (Legal, Home, or Permanent):

Christensen, Kendra J.

Student address for off-campus mailings. Advising Worksheet includes student name but not ID.

Advisee Information:

Advisor #1:   Covert, Sheree
Advisor #2:   Letsche, Terry L.
Advisor #3:   Payne, Thomas R.

Degree Information: (Catalog Year 2004)

| Major 1: | Communication Design | GPA: 0.0000 |
| Minor 1: | Computer Science | GPA: 0.0000 |

Career Hours Earned: 32.75
Career GPA: 3.35
Last Term GPA: .00
Current Acad Probation Sts: Good Standing

*The **Catalog Year** indicates the academic year in which the student matriculated. In this example, the academic year is 2004-05. The student is responsible for the academic requirements as stated in the catalog for that academic year.*

See NOTE A1 above regarding the major GPA. Neither the major or minor GPA will appear here on the Advising Worksheet. The GPA for the each major, minor, etc. is noted in the black band that separates each section of the Advising Worksheet.

*The **Last Term GPA** can be viewed on the unofficial transcript.*

Essential Education Requirements

The Essential Education Requirements for the degree (BA, BM, BME) being pursued are divided into four sections.

1. MUST BE COMPLETED BY END OF FIRST YEAR.
2. MUST BE COMPLETED BY END OF SECOND YEAR.

3. TO BE COMPLETED ANYTIME DURING FIRST THROUGH FOURTH YEAR.
4. MUST BE COMPLETED AS THIRD OR FOURTH YEAR STUDENT.

Each section includes both course and group requirements. The **course requirements** are specific courses, i.e., EN 111, RE 101. **Group requirements** include courses that can be selected to meet a specific requirement, i.e., Scientific Reasoning, Inquiry Studies Group One, Math Reasoning.

►**NOTE A4:** Even if a group requirement is met by one course, all of the possible courses that have been completed or are in progress will be listed on the Advising Worksheet. See Example A5.

Example A5.

Math Reasoning (One course.)			
CS120	Intro Computers & Prog	A	1.00
MA190	Pre-Calculus	A	1.00
MA201	Calculus I	A	1.00

The third section of the Essential Education Requirements includes several *optional groups* which may still appear on the Advising Worksheet after the requirement has been met by another course. However, the codes correctly identify the academic progress. (See **Code Key** at bottom of each page of Advising Worksheet.)

In the third section, the **INTERCONNECTED STUDIES** requirement offers two options representing the combinations of Natural Science, Humanities/Fine Arts, and Social Science courses that meet the requirement. See Example A6 and Example A7.

Example A6.

- **INTERCONNECTED STUDIES: Complete one of the following two options.**

_____

OPTION ONE: Includes one Natural Science, one Humanites/Fine Arts, two Social Sciences.

- Natural Science (One course or one group.)

IP   PHY170   Astronomy

Extreme Biology Group

    * _____

Guyana Group: Optional group to meet Natural Science requirement.

- Humanities/Fine Arts (One course or one group.)

    * _____

Guyana Culture/Society Group: Optional group to meet Humanities/Fine Arts requirement.

Social Science (Two courses.)

IP	CA100	Intro to Comm		
	EC141	Introduction to Macroecon	B-	1.00
	LS115	Exploring Elements of Ldr	A	1.00
	PS308	American Presidency	B	1.00
	PSY101	Intro to Psychology	B	1.00

OPTION TWO: Includes one Natural Science, two Humanites/Fine Arts, one Social Science.

- Natural Science (One course or one group.)

IP   PHY170   Astronomy

Extreme Biology Group

    * _____

Guyana Group: Optional group to meet Natural Science requirement.

- Humanties/Fine Arts (Two courses or one course and one group.)

    * _____
    * _____

Guyana Culture/Society Group: Optional group to meet Humanites/Fine Arts requirement.

Social Science (One course or one group.)

IP	CA100	Intro to Comm		
	EC141	Introduction to Macroecon	B-	1.00
	LS115	Exploring Elements of Ldr	A	1.00
	PS308	American Presidency	B	1.00
	PSY101	Intro to Psychology	B	1.00

In this example the ● indicates that the INTERCONNECTED STUDIES requirement needs to be completed. It appears that the student will complete OPTION ONE since they have more than two Social Science courses. They still need one Humanities/Fine Arts requirement. Even if they complete OPTION ONE, OPTION TWO will continue to appear on the Advising Worksheet. You may choose to manually cross-out on a printed copy the option not being pursued.

Example A7 illustrates how the Advising Worksheet notes an INTERCONNECTED REQUIREMENT when it has been completed.

Example A7.

INTERCONNECTED STUDIES: Complete one of the following two options.

OPTION ONE: Includes one Natural Science, one Humanities/Fine Arts, two Social Sciences.

Natural Science (One course or one group.)

BI101	Concepts of Biology	C-	1.00

BI195B (through Winter 2007); BI 132 (beginning Fall 2007)

Guyana Group: Optional group to meet Natural Science requirement.

Humanities/Fine Arts (One course or one group.)

EN251	Intro to Film	B	1.00

Guyana Culture/Society Group: Optional group to meet Humanities/Fine Arts requirement.

Social Science (Two courses.)

CA100	Intro to Comm	B-	1.00
CA155	Interpersonal Comm	A-	1.00
CA270	Comm Persp:Gender & Sexua	A	1.00
EC141	Introduction to Macroecon	B	1.00
LS115	Exploring Elements of Ldr	A	1.00
PSY101	Intro to Psychology	B	1.00

OPTION TWO: Includes one Natural Science, two Humanites/Fine Arts, one Social Science.

Natural Science (One course or one group.)

BI101	Concepts of Biology	C-	1.00

BI195B (through Winter 2007); BI 132 (beginning Fall 2007)

Guyana Group: Optional group to meet Natural Science requirement.

• Humanties/Fine Arts (Two courses or one course and one group.)

* _____

EN251	Intro to Film	B	1.00

Guyana Culture/Society Group: Optional group to meet Humanites/Fine Arts requirement.

Social Science (One course or one group.)

CA100	Intro to Comm	B-	1.00
CA155	Interpersonal Comm	A-	1.00
CA270	Comm Persp:Gender & Sexua	A	1.00
EC141	Introduction to Macroecon	B	1.00
LS115	Exploring Elements of Ldr	A	1.00
PSY101	Intro to Psychology	B	1.00

This student completed OPTION ONE. Note that OPTION TWO still includes the • indicating that they still need one of two Humanities/Fine Arts requirements. However, the INTERCONNECTED STUDIES requirement has been met. Since this is a "worksheet", you may add your own notations regarding completion of each OPTION.

The fourth section identifies those requirements that must be completed after a student has reached third-year classification. Classification is determined three times per year: 1) End of Fall Term, 2) End of Winter/May Term, and 3) End of Summer Session II. At the time that classification is determined, third-year classification will be applied toward students who have earned 16 to 25.75 credits. Therefore, if a student is expecting a May Term course to be applied toward any of the essential ed requirements in the fourth section, the student must have earned a minimum of 16 course credits by the end of the previous Fall Term.

Neither the Degree Audit nor the Advising Worksheet can recognize if a requirement was completed during a specific year or classification. Therefore, each of the three requirement groups include the following note: **Completed course may be listed. However, requirement met only if course completed during third or fourth year.** The Grad Audit that will be emailed to students following submission of their diploma application will recognize whether the requirement was completed under the appropriate classification.

Free Electives

The Free Elective section includes courses that are not specifically defined as meeting any degree requirements but are necessary in order to meet the total number of credits required for a degree.

Courses listed as ELEC Elective Credit with grade of TR are transfer credits granted to balance semester/quarter hours with Wartburg's course credits.

Courses listed as ELEC Elective Credit with a letter grade are transfer credits granted towards a Wartburg degree but no direct course equivalent.

The Free Elective section may include transfer courses that have not yet been defined by the department as meeting a specific degree requirement.

The Free Elective section for students who have an Advising Preference will include all courses not meeting Essential Education requirements.   Those courses will be applied toward the major after the student has submitted the Declaration of Major/Minor.

► **NOTE A5:** 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 A8.

Free Electives				
ED181	Field Exp:Edu		P	0.00
ED210	Children's Lit	*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.*	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	Psychlogical Tests & Mea			
SP104P	SP104 Proficiency	*This student's foreign language placement is SP 204 since proficiency (LPR) has been granted for SP 104 and SP 106.*	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

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: Foreign Language Placement
See Note A5 and Example A7.

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 A9.

<EN152 Intro to Writing Studies>	*Substitution EN112*	A	1.00

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 A10.

EN112 -- Intro to Writing Studies (SUB)	EN 152 01	Introduction to Writing Studio	0.00	1.00	1	1 M L S A

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.

Degree Audit

To access the Degree Audit for an advisee, you need to first select the student from your advisee roster and then select the Advising tab. The Degree Audit is one of three links that appear under Advising in the lower left corner of the Advising screen for the advisee. (See Example A1 and A2.) Degree Audit links to the Degree Audit (aka: Graduation Requirement Audit for Degree) which is a more data intense document to track degree progress. The REQUIREMENTS SUMMARY SECTION at the top of the audit is a comprehensive review of a student's progress toward the 36 credits required, hours in progress, and GPA. Also, unlike the Advising Worksheet, the Degree Audit includes the course title for transfer courses including those courses that transferred as elective credit.

Below is an example of the screen that appears when Degree Audit is selected.

Example A11.

Advising

Advisee Roster - Degree Audit Summary

Advisee Roster > Advisee Details > Degree Audit Summary

Kendra J. Christensen

3384 230th St.
Eagle Grove, IA 50533
515-825-3707
kendra.christensen@wartburg.edu

Major 1: **Communication Design**
Minor 1: **Computer Science**

Credits Earned: 32.75
Overall GPA: **3.3533**
Last Term GPA: 0.0000
Probation Status: Good Standing

Advisors
Sheree Covert ⓘ Undergraduate
Terry L. Letsche ⓘ Undergraduate
Thomas R. Payne ⓘ Undergraduate

Requirements Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
Total Credit for Degree	2004	ALL	0.00	0.00	0.00	0.00	0.0000	✕ Not Met
BA ESSENTIAL ED REQ	2004	GENED	0.00	0.00	0.00	0.00	0.0000	✕ Not Met
Communication Design	2004	MAJ	0.00	0.00	0.00	0.00	0.0000	✕ Not Met
Computer Science	2004	MIN	0.00	0.00	0.00	0.00	0.0000	✕ Not Met

Printable Degree Audit (PDF file)

Recalculate Student Progress

Notice that no data appears in the Requirements Summary.
Select **Recalculate Student Progress** to retrieve current data.

Below is an example of the screen with the data that appears after selecting **Recalculate Student Progress**.

Example A12.

Requirements Summary							
Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
Total Credit for Degree	2004	ALL	36.00	32.75	4.00	100.60	3.3533	✗ Not Met
BA ESSENTIAL ED REQ	2004	GENED	0.00	24.75	7.00	75.00	3.4090	✗ Not Met
Communication Design	2004	MAJ	0.00	12.00	1.00	37.70	3.1416	✗ Not Met
Computer Science	2004	MIN	0.00	6.00	0.00	21.40	3.5666	✓ Met

Printable Degree Audit (PDF file)

Recalculate Student Progress

Select **Printable Degree Audit (PDF file)** to access the **Graduation Requirement Audit for Degree.**