

The College of William and Mary



Faculty Advising Manual

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Academic advising should give students a compass to navigate the maze of choices they will encounter throughout their undergraduate education”—Peer Review, Winter 2008

Goals and Expectations of Academic Advising

Goals

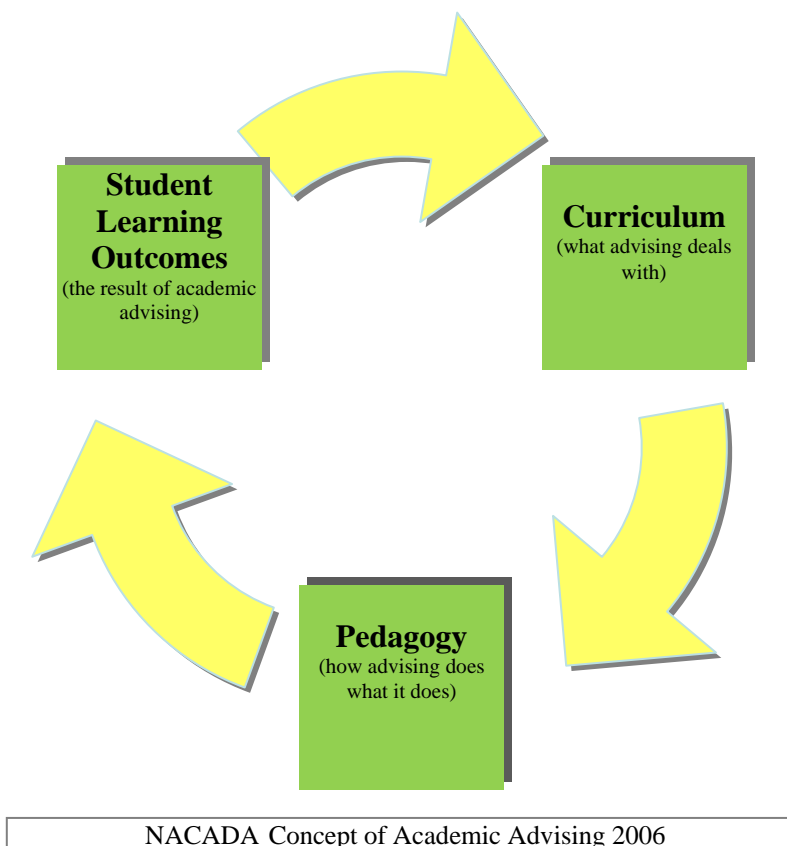
Academic advising plays a key role in a student’s undergraduate experience. A successful program integrates the student’s academic coursework with the overall mission of the college and prepares them for life beyond college. Quality academic advising is at the core of student success and it is a reflection of the college’s commitment to the education of its students.

Expectations

Academic advisors are expected to meet with students three times during the first year to review their academic progress and course selections. Advisors should be knowledgeable about the degree requirements and other campus resources. Lastly, advisors should encourage students to take advantage of learning and research opportunities that are designed to challenge their intellectual and social development which ultimately adds value to their undergraduate experience.

Role of the Advisor

There are three critical components to academic advising:



Mark Lowenstein articulates the academic advisor's role as, "An excellent adviser does the same for the student's entire curriculum that the excellent teacher does for one course."

Be a mentor for your advisees.

Mentoring and promoting frequent quality interaction between your advisees is the cornerstone of a successful advising program. The student is responsible for monitoring their academic progress; however, as an advisor it is your responsibility to help serve as a mentor and resource to the student. Provide accurate information about educational requirements and assist in navigating their graduation plan. When faced with issues beyond the scope of academic advising refer students to the appropriate resources on campus whenever possible.

Familiarize yourself with your resources!

[Undergraduate Course Catalog](#)

[List of approved GER courses](#)

[Academic Advising](#)

[Banner Quick Reference Guide](#)

[Transfer Credit Information](#)

[Academic Calendar](#)

Embrace advising diverse student populations.

Be aware that cultural differences can affect the advising relationship. Familiarize yourself and encourage your students to utilize advocacy resources on campus, such as the [Center for Student Diversity](#).

Know the legal issues involving advising.

(The Family Educational Rights and Privacy Act, also known as "The Buckley Amendment," of 1974)

Under the terms of FERPA, the college is only permitted to release or make public what is deemed "directory information" regarding a student. This federal statute also gives students the right to inspect most of their academic records and restrict the release of records to others. The following information is considered "directory information" and is available to anyone who requests it, unless the student requests otherwise:

- student's name, address, email address, and telephone number
- date and place of birth
- major field of study
- officially recognized sports and activities
- weight and height of varsity athletes
- dates of attendance
- degrees, honors, and awards received
- most recent previous educational institution attended
- class/status

Disclosing student information to other campus officials should be limited to those with a legitimate need to know basis. Familiarize yourself and recognize the parameters of academic advising. For more information please visit the Registrar's website section regarding [FERPA](#).

Meeting your advisee: Use the L.I.G.H.T to guide you.

Before meeting with a new student, it is a good idea to review their e-print to find out about their intended major and any special interests, and to check out their transcript and degree evaluation for AP credits. The [Academic Worksheet](#) is available to help guide you during the appointment.

Listen. Incoming students will have already signed up for the majority of their credits before they meet with you. Listen to their plans and the options they have set to finish out their registration process. Encourage the students to have at least three course alternatives for one place in their schedule because they will be the last students to register for the semester.

Interview. While incoming students are eager to hear about William & Mary, learning about them leads to the best and most relevant advice. After listening to the plans they have already made, follow-up with any questions, suggestions, or ideas that come to mind in order to start a dialogue.

Graduation Requirements. Check out the Academic Advising website to become familiar with the requirements and be able to suggest options for fulfilling proficiencies, GERs, major/minor requirements, and prerequisites.

Holism. William & Mary is the hottest small state school for many reasons, but one of them is that we have a student body with brains and personality. Remind the incoming student to focus on an experience-driven and learning-driven college life, not one that follows the path of least resistance (i.e., surest way to an “A”).

Take it to the next level. As you send them off with their alternate PIN, let them know where they should go next (Banner, Orientation Aide, Pre-Professional Advisor, AP credit check at the Registrar, a good place for lunch, etc).

Scheduling Advice for Students

[Scheduling advice](#) includes useful tips to help students decide what courses to consider when creating a semester schedule. A typical first-semester load will consist of four or five academic courses. A full-time load is 12-18 credits, with an average of 15 credits; however, a first-semester load should average 12-14 credits

Academic Requirements

1. What is required for graduation?

Proficiencies

[Freshman Seminar](#): This requirement needs to be completed by the end of the first year. These courses are typically numbered in the 150s. A "W" in the course number indicates that the seminar is writing-intensive. Seminars with a "W" satisfy **both** the seminar requirement and the lower-division writing requirement with one course if one earns a “C-” or better. If a student has transfer credit from AP, IB or dual enrollment courses, he/she may be exempt from the writing requirement. In that case, one could take a non-writing-intensive seminar or one that is writing-intensive... the choice is up to the student.

[Lower-Division Writing Requirement](#): All students must satisfactorily complete with a grade of “C-” or better, by the end of their fourth semester and normally during their first year at the College, a one-semester course in writing- Writing 101, ENGL 367, or a freshman seminar designated with a "W." The only exemptions to this requirement are through AP, IB or transfer credit. Refer to the [Academic Worksheet](#) for various ways to meet this requirement.

[Foreign Language](#): A proficiency level of 202 (Level IV) in a foreign language is required of all students. Placement is based generally on the formula, one high school year of foreign language = one college semester of foreign language. If in extenuating circumstances, a student feels the need to begin at a lower level of a language they have previously taken, refer them to the Department of Modern Languages and Literature. Refer to the [Academic Worksheet](#) for various ways to meet this requirement **Note:** Students intending to major in Global Studies/International Relations will need to exceed the proficiency level. For more information regarding placement in modern languages, [click here](#). For more information regarding placement in classical languages, [click here](#).

[Digital Information Literacy \(DIL\)](#): This exam is to be completed online at www.wm.edu/dil, but it is only available during fall semesters. Students who fail to successfully complete the DIL exam will be required to complete the INTR 160 course during the Spring semester. Students can only be exempt from completing the DIL requirement if they transfer in 39 credits or more after they have graduated from high school.

General Education Requirements (GERs): ([List of approved GER courses](#))

Only courses approved for GER credit may be used to fulfill these requirements as indicated in the Catalog and Registration Schedule found on Banner. These requirements (except GER 6) must be met with three or four credit courses. A single course may fulfill, at most, two GERs (if so approved) and may also be used to fulfill major, minor, and proficiency requirements. These courses may not be taken pass/fail. Transfer students who have an Associate's degree from a Virginia Community College System institution or Richard Bland College only need to fulfill GER 4B, 6, and 7.

GER1: Mathematics and Quantitative Reasoning: one course

GER 2: Natural Sciences: two courses

A. One course in Physical Sciences

B. One course in Biological Science

One Laboratory associated with one of the courses above

Some lab sciences are 4-credit courses which include both a lecture and lab. Other lab sciences are composed of a 3-credit lecture plus a one-credit lab. Students must take the lab (PHYS 110, for example) that goes with the lecture (PHYS 109). Otherwise, the lab requirement will not be fulfilled. Some courses have labs, but they are not designated in the catalogue as labs which fulfill the GER lab requirement. Look for GER-designated labs in Biology, Chemistry, Geology, Kinesiology and Physics for this requirement.

GER 3: Social Sciences: two courses

GER 4: World Cultures and History: three courses

A. History and Culture in the European Tradition

B. History and Culture outside the European Tradition

C. A course in Cross-Cultural Issues, or a second A or a second B

GER 5: Literature and History of Arts: one course

GER 6: Creative and Performing Arts: two credits in a single creative/performing art. In music, both credits must be from participation in the same ensemble, or on an instrument in the same style (one credit in jazz piano and one in classical piano, for example, do not fulfill the requirement).

GER 7: Philosophical, Religious, and Social Thought: one course

Major(s) and/or Minor: See [Course Catalog](#) for more detailed information. Requirements include: Credits, Courses (& possibly related courses), GPA, Major Writing Requirement and Major Computing Requirement. One major is required. Students may add either a second major or a minor if they wish. If a student has 2 majors, he/she may not have a minor. **Declaration:** Students must declare a major once they have passed 39 hours and before they have earned 54, so major declaration is normally done in the second semester of the sophomore year. Transfer students with more than 54 credits have until the end of their first semester. **Declaring a major as soon as possible will give them higher priority during registration for courses which count toward their major.** Forms are available at the University Registrar website under [Declaration of Major](#).

Credit Minimum: A minimum of 15 credits in the major must be passed at W&M, and a minimum number of 60 credits overall must be earned at W&M.

Credit Maximum: The subject fields in every school of the College have a maximum number of credits which can be counted toward the 120 credits needed for a degree: Arts & Sciences Subjects: 48 credits,

Elementary Education: 33 credits, Secondary Education: 27 credits, Business: 60 credits. Students who are taking too many credits in a subject without majoring are held to the same limits. Advisors should check for cross-listed courses, students should try to take extra courses outside the major to meet the 72 hour requirement ($120 - 48 = 72$), or, as a last resort, petition the Committee on Degrees to exceed 48 hours.

Degree: The degree must match the major or, in the case of two majors, the primary major. Three degrees are given at the undergraduate level: BA, BS and BBA. **Double Majors:** If you do a double major, you will have earned 2 majors but only one degree. **Only one undergraduate degree is given per student.**

2. What academic policies should you know?

10-Semester Rule: Students have 10 semesters to complete an undergraduate degree.

6-Year Rule: Students who do not graduate within 6 calendar years of matriculation must complete current catalog requirements upon return for the final time prior to their graduation.

48-Hour Rule: Up to 48 hours in a single subject field can count toward a degree.

Other Credit Limits: Examples are: 14-credit limit on applied Music for non-Music majors, 2-course limit on statistics, 4- credit (non-majors) & 6-credit (majors) limits on Kinesiology activity credits, 15-credit minimum in major taken at W&M, and limits within majors: Intro-level credits, independent study, particular subfields. More information regarding these policies can be found in the Undergraduate Catalog ([Requirements for Degree](#))

3. What other resources are available through our office?

- a. We advise: Transfers, Former Returning Students, ROTC Cadets – 104R Forms, Committee on Degrees Petitioners, and any student who wants to make a graduation plan or has academic questions
- b. We provide: Coverage of advising appointments for faculty advisors who are sick or on leave; Assignment of faculty advisors for freshmen & transfers; Guidelines for students on probation and their advisors; Peer Advisors; and walk-in hours to answer academic questions

Important Dates to Remember

[Click here](#) for a detailed list of advising deadlines and dates of upcoming events.

Academic Programs

For more information on individual departments and programs please [click here](#) and use the links for each department.

Banner and Registration Instructions

[Click here](#) to learn more about advising screens in Banner. [Click here](#) for Registration tips for students.

Important Contact Information for Faculty Advisors

Students with academic problems

Graduating Semester: Wendy Urbano, Registrar's Office, wdurba@wm.edu, x2807

Academic Support/Study Skills: Nancy Everson, Dean of Students Office, naever@wm.edu, x2510

Any other time: Office of Academic Advising, advising@wm.edu, x2476

Academic Records

Incomplete degree evaluation or W&M transcript: Terri Poteet, Registrar's Office, tlpote@wm.edu, x2823

Incorrect degree evaluation or W&M transcript: Cory Springer, Registrar's Office, ccspr2@wm.edu, x1624

Deans Directors and Department Chairs

[Click here](#) for contact information

Digital Information Literacy Exam (DIL)

Silvia Tandeciarz, srtand@wm.edu, x2469

Pat Lawrence, palawr@wm.edu, x2476

Faculty Advisor Assignments for New Students

Jobila Williams or Pat Lawrence, Office of Academic Advising, jywill@wm.edu, x2483 or palawr@wm.edu, x2476.

Foreign Languages Placement Advice:

[Modern Languages Area Coordinators](#), x3635

[Ancient Languages, Classical Studies Department](#), x2160

Interdisciplinary Majors

Joel Schwartz, Charles Center, jxschw@wm.edu, x2460

Internships

Pat Lawrence, Office of Academic Advising, palawr@wm.edu, x2476

Lower Division Writing Requirement

Sharon Zuber, slzube@wm.edu, x3939

Petitioning

Committee on Degrees: (Exceptions to Degree Requirements) Pat Lawrence, Office of Academic Advising, palawr@wm.edu, x2476

Committee on Academic Status: (Underloads, Overloads, Withdrawals, etc.) Dean of Students Office, wmcas@wm.edu, x2510

Pre-Professional Advisors

[Click here](#) for contact information on the academic advising website.

School of Business and School of Education

[School of Business](#): Jenn Dahnke, jennifer.dahnke@mason.wm.edu, x2719

[School of Education](#): Dot Osborne, dsosbo@wm.edu, x2308

ROTC Cadets 104R Forms

Military Science Department for questions, x3600

Filling out the form: Melinda Anderson, Office of Academic Advising, mjande@wm.edu, x. 4710.

Study Abroad

Theresa Johansson, Reves Center, tcjoha@wm.edu, x3598

Summer Session Elsewhere Advanced Permission

Terri Poteet, Registrar's Office, tlpote@wm.edu, x2823

Transfer Credit Evaluation

Domestic and International Transfer Credit: Terri Poteet, Registrar's Office, tlpote@wm.edu, x2823

International Study Abroad Credit: Debi DeBacco, Reves Center, dvdeba@wm.edu, x7768

Tutors

Tribe Tutor Zone, Dean of Students Office, tutorzone@wm.edu, x2510

[Academic Departments](#)

Jason Simms, Academic Support Athletics, jlsimms@wm.edu, x3241

VCCS/Richard Bland College Degree Requirements

[Transfer Guide](#): Admissions Office

Jobila Williams, Office of Academic Advising, jywill@wm.edu, x2483

Important Contact Information for Students

[Academic Advising](#): advising@wm.edu

Academic Advising– www.wm.edu/as/undergraduate/advising

Admission: admission@wm.edu
Bookstore: wmbook@wm.edu or wmtxt@wm.edu
Bursar: bursar@wm.edu
Campus Police: jbcoll@wm.edu
Career Center: career@wm.edu
Child Care Center: jsyang@wm.edu
Counseling Center: Call instead at 221-3620
Dean of Students: deanofstudents@wm.edu
Dean of Undergraduate Studies: dean-ugs@wm.edu
Dining Services: dining@wm.edu
Disability Services: lbcoll@wm.edu
Financial Aid: aid@wm.edu
Information Technology: support@wm.edu
Center for Student Diversity: studentdiversity@wm.edu
Parking Services: parked@wm.edu
Recreational Sports Dept: lakni2@wm.edu
Registrar's Office: registrar@wm.edu
Residence Life: living@wm.edu
Student Activities: darepe@wm.edu
Student Health Center: sthlth@wm.edu
Student Legal Services: legalservices@wm.edu
Office of Community Engagement & Scholarship: mcporter@wm.edu
Swem Library: swcirc@wm.edu
Transfer Guide
Undergraduate Catalog
Writing Resource Center: slzube@wm.edu

Contact Us

If you have any questions or concerns about academic advising, please contact one of the members of the Office of Academic Advising in Ewell Hall: [click here](#) for more information.