



# JUMP

**Start Your College Experience  
2010-2011**



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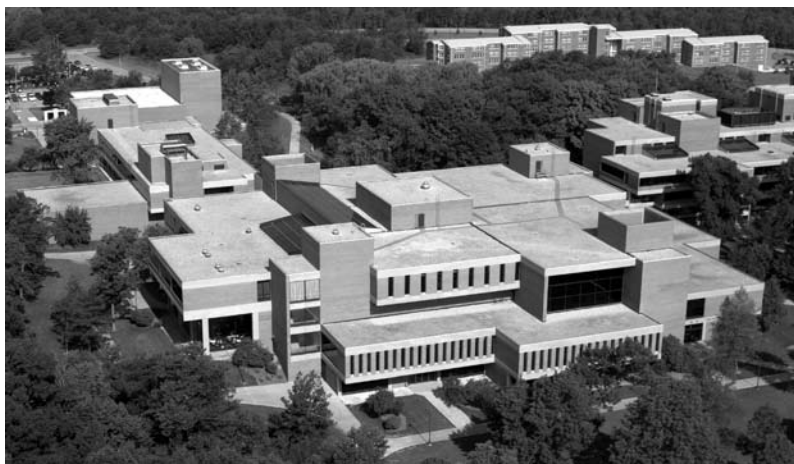
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# UW-PARKSIDE HISTORY

**History** The University of Wisconsin-Parkside was created by an act of the Wisconsin Legislature in 1965. The University was officially founded in July 1968 when it took over the two-year UW centers in Racine and Kenosha. UW-Parkside broke ground for the new campus in November 1967 and accepted its first on-site students in fall 1969.

The University was an original outgrowth of the University of Wisconsin-Madison, which expanded its educational offerings to the southeastern Wisconsin region with the opening of the 4-year institution. In 1971, when the University of Wisconsin and the Wisconsin State Universities merged, UW-Parkside became part of the University of Wisconsin System. With 26 campuses around the state, the UW System is known around the world for educational excellence.

**The Campus** UW-Parkside is a striking complex of buildings interconnected by an indoor walkway. The buildings, constructed between 1967 and 1976 at a cost of more than \$40 million, occupy a small portion of the nearly 700-acre campus. Designed by Hellmuth, Obata Kassabaum of St. Louis in the late 1960s, the beautiful, low-profile design helps the campus complex blend in well with its natural surroundings. The campus has hundreds of acres of restored prairies, mature oak and maple forests and a meandering river. The University also owns hundreds of acres of off-campus nature preserves in Racine and Kenosha counties. A nationally known national cross country course that winds through the nature areas hosts major running events each year.



# IMPORTANT DATES

## Fall 2010

- Residence Hall Move-In (Freshmen) . . . . . Monday, August 30
- Ranger Welcome (New Freshman Orientation) . . Tues., Aug. 31 - Wed., Sept. 1
- Instruction Begins . . . . . Thursday, September 2
- Scholarship Application Info Available for 2011-2012 . . . Tuesday, September 1
- Tuition and Fees Due (Last Day to Drop-Full Refund) . . . . Wed., September 15
- Last Day to Drop and Get a 50% Refund . . . . . Wednesday, September 29
- Last day to drop or withdraw from full semester class  
or from UW-P (see Fall Course Schedule Book for Details) . . Friday, October 22
- Thanksgiving Break . . . . . November 25-28
- Last Day of Instruction . . . . . Thursday, December 16
- Final Exams . . . . . December 17-23

## Spring 2011

- Martin Luther King Day . . . . . Monday, January 17
- Instruction Begins . . . . . Tuesday, January 18
- Spring Break . . . . . March 13-19
- Last Day of Instruction . . . . . Saturday, May 7
- Final Exams . . . . . May 9-14

## Fall 2011

- Instruction Begins . . . . . Tuesday, September 6
- Thanksgiving Break . . . . . November 24-27
- Last Day of Instruction . . . . . Friday, December 16
- Final Exams . . . . . December 17-23

# TUITION AND FEES

## Payments

### Payment may be made:

- In person with cash, check, or money order – NO credit cards accepted in person or over the telephone. NO starter checks accepted.
- Using the drop slot next to the Cashier's Office WYLL D193
- Mail – Payments must be post on or before September 15, 2010
- On the web (SOLAR system) using MasterCard, American Express, Discover, or e-check. A 2.5% convenience fee is charged when paying with a credit card; a \$3.00 fee is charge when paying with an e-check.
- Using UW-P Installment Plan – Payment Plans are available through Tuition Management Systems. You can access their link at: [www.afford.com/uwp](http://www.afford.com/uwp) or call 1-800-356-8329

## Financial Aid Information

**Disbursement/Change Checks** Financial Aid is awarded at full time status (12-18 credits) to degree seeking students. Financial Aid is disbursed 10 days prior to the start of classes. Tuition and fees will be deducted from the Financial Aid. Refunds for credit balances will be processed beginning August 25, 2010 as requested when activating the RangerOne Card. Funds will be available to the student as follows:

- ✓ Ranger Card – 24 Hours after refund file is transmitted to RangerOne
- ✓ ACH to Other Bank Account – 3 Business Days after refund file is transmitted

Your enrollment at the end of the 100% refund period (census date) will be used to determine your financial aid award level.

**Tuition/Fee Balances** If Financial Aid does not cover the full tuition/fee balance, it is the student's responsibility to verify any outstanding balances owed on the SOLAR System and pay the difference by the tuition due date stated in the Fee Facts brochure or on the Cashier's Office Website [www.uwp.edu](http://www.uwp.edu) Keyword: cashier's office. Failure to pay by the tuition due date may result in the assessment of administrative late fees.

**Installment Plan** Financial Aid recipients may utilize the University Installment plan for tuition/fee payments. All financial aid must be credited to the account. If the financial aid disbursement falls short of the required 40% down payment, the student must make up the difference before the Installment plan is activated. Students wanting to use their financial aid as their first installment payment must notify the Cashier's Office when their financial aid disburses. Installment plans can only be contracted during the first two weeks of school. Refer to the Fee Facts brochure or the Cashier's Office Website [www.uwp.edu](http://www.uwp.edu) Keyword: cashier's office for exact dates.

# TUITION AND FEES

## Bills

Students may view their account balance on the SOLAR System. Students will receive an email directing them to check their Solar account.

## Penalties

- Balances paid after September 15, 2010 are assessed a \$5.00 per credit late charge up to \$60.00.
- Unpaid balances, remaining after due dates, accrue a 1% interest charge per month.
- Accounts not paid in full are reported to a credit bureau, referred to a collection agency and accrue 33 1/3% additional collection agency fee.
- Tuition Charges for withdrawn or dropped full semester classes are:  
No tuition charges 1st 10 days of classes (up to September 15th)  
50% of charges 11-20th day of classes (up until September 29th)  
100% of charges after the 20th day of classes (after September 30th)
- Drop fees for full semester courses are assessed after the 10th day of classes at \$15.00 per credit.
- Withdrawals and Financial Aid Implications - If a student receives any type of federal financial aid (including Stafford loans and/or PLUS loans) and they withdraw from the University prior to completing 60% of the semester, their financial aid eligibility will be recalculated and a percentage of the aid . . . . received will be considered unearned and will have to be returned to the . . . funding source. The student will be required to repay all unearned financial aid to the funding source and the University before being allowed to register for future semesters at the University.



# FRESHMAN CHECKLIST

## New Freshman Financial Checklist

- \_\_\_\_\_ 1. Apply for Financial Aid
- \_\_\_\_\_ 2. Accept/Decline Award on SOLAR (See Pg. 8)
- \_\_\_\_\_ 3. Determine how much it will cost to attend UW-P
- \_\_\_\_\_ 4. Activate RangerOne ID Card and choose refund method
- \_\_\_\_\_ 5. Determine how tuition/fess will be paid
  - Financial Aid
  - Payment Plan
  - Parents (If parents are paying your tuition, a 3rd party authorization should be filled out & signed by the student)

## Financial Planning Worksheet

### Estimated Student Expenses

Tuition (resident/non-resident) \$ \_\_\_\_\_

Room Charges \$ \_\_\_\_\_  
Ranger Hall, University Apts.  
or Pike River Suites

Dining Plan \$ \_\_\_\_\_

Books (estimate) \$ \_\_\_\_\_

Misc. Expenses \$ \_\_\_\_\_

**Estimated Total Expenses** \$ \_\_\_\_\_

### Estimated Financial Aid

Pell Grant \$ \_\_\_\_\_ WI Higher Ed. Grant \$ \_\_\_\_\_

Other Grant \$ \_\_\_\_\_ Sub. Stafford Loan\* \$ \_\_\_\_\_

Unsub. Stafford Loan\* \$ \_\_\_\_\_ Perkins Loan \$ \_\_\_\_\_

Parent PLUS Loan \$ \_\_\_\_\_ Alternative Loan \$ \_\_\_\_\_

Scholarship \$ \_\_\_\_\_

**Estimated Total Financial Aid** \$ \_\_\_\_\_

\*Less applicable bank fees

**Estimated Total Due UW-Parkside** \$ \_\_\_\_\_

# FINANCIAL AID

## How do I accept my financial aid award?

1. Log on to the UW-Parkside Home Page: [www.uwp.edu](http://www.uwp.edu) Keyword: SOLAR
2. Log into your SOLAR account
3. On your Student Center page, under the Finances link, click Accept/Decline Award
4. Click the appropriate aid year
5. Put a checkmark in the appropriate box to accept or decline your awards (Scholarships and grants are automatically accepted for you)

To reduce loan amounts, put a checkmark in the accept box and type in the new amount. First time borrowers must complete loan entrance counseling and Master Promissory Note (MPN) via the links on this page.

6. Click SUBMIT

**IMPORTANT:** Half of your total award will disburse to the Cashier's Office each semester. (for example: If you accept a \$4,000 loan, \$2,000 will disburse in the fall and \$2,000 will disburse in the spring.)

**REMEMBER:** You must fill out a FAFSA each year if you want financial aid consideration each academic year.

## If I Drop A Course will it Affect my Financial Aid?

Financial aid packages are usually based on full-time status (12-18 credits). Your enrollment will be reviewed on the 10th day of the term. Financial aid will be revised if the number of enrolled credits falls below 12 credits. Before dropping or withdrawing from classes, you should contact the Financial Aid Office – you could end up owing money to the university or jeopardize your future aid eligibility.

## When Do I Receive my Financial Aid?

The earliest Financial Aid can be released is 10 days prior to the first day of classes. Once your tuition and fees have been paid, excess financial aid will be refunded to you. You may choose how to receive your refund when you activate your Ranger Card.

# RANGER CARD

## Things you Need to Do Before School Starts

1. **Get Your Photo Taken** - Visit the Office of Admission's in the Student Center or the Cashier's Office in Wyllie Hall. A valid, government issued photo identification is required.
2. **Look For Your Ranger Card In The Mail** - You will receive your card in about 7 days at your primary address. Please verify your mailing address when having your photo taken.
3. **Activate Your Card** - The card will not function for *exam scoring*, campus, access & privileges until you have activated it! Log on to [www.uwp.edu](http://www.uwp.edu) keyword: Ranger Card and follow the activation link.
4. **Select A Refund Preference** - During card activation, you'll let us know how to deliver any money owed to you (Financial Aid refunds) from UW-Parkside. Select the refund method that best fits your needs.



## OneCard – Three Different Accounts

**Campus Cash** – This debit account is used to pay for on-campus purchases. You will use this account for things like computer lab printing, photocopying, and laundry.

**Dining Dollars** – is a declining balance account that is assigned to you upon the purchase of a Dining Plan. These funds may be used at any on-campus dining location.

**Ranger OneAccount** – UW-Parkside has partnered with Higher One to offer an FDIC-insured checking account that has no minimum balance, no monthly fees and free Internet banking features. If you choose to open a OneAccount you will be able to use your Ranger Card as a debit card wherever MasterCard is accepted.

## How Do I Make Deposits to My Campus Cash Account?

- **Online Card Office Web** – [www.uwp.edu](http://www.uwp.edu) Keyword: Ranger Card
- **Value Transfer Station** – Located by the Library entrance and the West entrance of Molinaro Hall

- **In person** – Campus Concierge location in the Parkside Student Center or the Cashier's Office in Wyllie Hall
- **By Mail** – Make checks payable to UW-Parkside and send to Attn: Ranger Card, UW-Parkside Student Center Concierge Counter, 900 Wood Road Box 2000, Kenosha, WI 53141-2000
- **Phone** – Campus Concierge 262-595-2307 and Cashier's Office 262-595-2258

## **Online Ranger Card Office - [www.uwp.edu](http://www.uwp.edu)**

### **Keyword: Ranger Card**

- Add money to your accounts
- View account balances
- View transactions history
- Receive low account balance email

## **What if my Card is Lost or Stolen?**

Go online to [www.uwp.edu](http://www.uwp.edu) keyword: Ranger Card or call the Campus Concierge, Cashier's Office or Higher One. You may request a temporary card for use on-campus.

## **GET INVOLVED AT UW-PARKSIDE!**

### ***Student Organizations***

Join a student organization to expand your interests and knowledge, build leadership skills, and network. Stop by the University Activities Office, Student Center L104.

### ***Leadership Development***

Build your skills in organization management or personal development. Contact University Activities about leadership development opportunities, 595-2278.

### ***Parkside Activities Board***

The Parkside Activities Board (PAB) is responsible for campus programming-bringing comedians, lectures, musicians, bands, novelties, hypnotists and special events to campus! Join us: Call 595-2650, or stop in our office located in the Student Involvement Center.

### ***Student Government***

The Parkside Student Government (PSG) is the elected voice of the student body. This group represents interests and concerns regarding academics, student services, and the university as a whole to the administration. For more information, call 595-2036 or stop by the PSG Office, located in the Student Involvement Center.

### ***Get Involved in your Residence Hall***

Join the Residence Hall Association or become a Resident Advisor and lead the residents to a successful year of living on campus. For more information, contact the Office of Residence Life at 595-2320.

# AREAS OF STUDY

## Majors and Degrees

Applied Health Sciences (BS)  
Business Management (BS)  
Communication (BA)  
Criminal Justice (BA)  
Economics (BA)  
Fitness Management (BS)  
Geosciences (BS)  
Humanities (BA)  
International Studies (BA)  
Management Information Systems (BS)  
Molecular Biology & Bioinformatics (BS)  
Nursing (BSN from UW-M)  
Physics (BS)  
Psychology (BS)  
Spanish (BA)  
Studio Arts (BA)  
Theatre Arts (BA)

Biological Sciences (BS)  
Chemistry (BS)  
Computer Science (BS)  
Digital Arts (BA)  
English (BA)  
Geography (BA)  
History (BA)  
Interdisciplinary Studies (BA)  
Liberal Arts for Teachers (BA)  
Mathematics (BS)  
Music (BA)  
Philosophy (BA)  
Political Science (BA)  
Sociology (BA)  
Sport Management (BS)  
Sustainable Management (BSSM)

## Minors

Anthropology  
Biological Sciences  
Chemistry  
Computer Science  
Digital Arts  
English  
Ethnic Studies  
Geography  
German  
Human Interaction  
Management Information Systems  
Music  
Philosophy  
Physics  
Psychology  
Public Relations  
Spanish  
Theatre Arts  
Women's Studies

Arts Management  
Business Management  
Communication  
Criminal Justice  
Economics  
Environmental Studies  
French  
Geosciences  
History  
International Studies  
Mathematics  
Organizational Communication  
Philosophy of Natural Science  
Political Science  
Public Policy  
Sociology  
Studio Arts  
Web Development  
World Politics

## Concentrations

Applied Health Sciences: Pre-Athletic Training  
Applied Health Sciences: Pre-Kinesiology  
Applied Health Sciences: Pre-Physician Assistant

Applied Health Sciences: Pre-Chiropractic  
Applied H. S.: Pre-Occupational Therapy  
Applied H. S.: Pre-Physical Therapy

Business Management-Accounting  
Business Management-Finance  
Business Manag.-Human Resource Management

Business Management-Finance  
Business Management-General Business  
Business Management-Marketing

Chemistry-Biochemistry

Communication-Contemporary Media  
 Communication-Organizational Communication  
 Communication-Student Designed

Digital Arts-Animation (Art Dept.)  
 Digital Arts-Illustration (Art Dept.)

Economics-Monetary and Financial Economics

English-Language Arts

Geography-Applied Environmental Geography  
 Geosciences-Earth Science  
 Geosciences-Geology

Interdisciplinary Studies-Independently Designed  
 Interdiscipli.-Women's and Gender Studies

International Studies-Globalization & Development  
 Intl. Studies-Comparative Cultures and Societies

Music-Arts Management  
 Music-Music Performance  
 Music Education-Instrumental  
 Music Education-General Music

Political Science-Law/Legal Studies

Sociology-Anthropology

Studio Arts-Ceramics (Art Dept.)  
 Studio Arts-Drawing (Art Dept.)  
 Studio Arts-Painting (Art Dept.)  
 Studio Arts-Sculpture (Art Dept.)

Theatre Arts-Acting  
 Theatre Arts-Design and Technology  
 Theatre Arts-Theatre Education

Communication-Human Interaction  
 Communication-Public Relations

Digital Arts-Graphic Design (Art Dept.)  
 Digital Arts-Web Design (Art Dept.)

Economics-Quantitative

English-Writing

Geography-Geographic Planning  
 Geosciences-Environmental Geosciences  
 Geosciences-Soil and Water Sciences

Interdiscipli. Studies-Organizational Studies

Intl. Studies-International Relations  
 Intl. Studies-International Commerce

Music-Jazz Studies  
 Music-Piano Pedagogy & Literature  
 Music Education-Choral Music  
 Music Education-Piano Pedagogy & Lit.

Studio Arts-Crafts (Art Dept.)  
 Studio Arts-Interdisciplinary Art (Art Dept.)  
 Studio Arts-Printmaking (Art Dept.)

Theatre Arts-Arts Management  
 Theatre Arts-Direction and Management

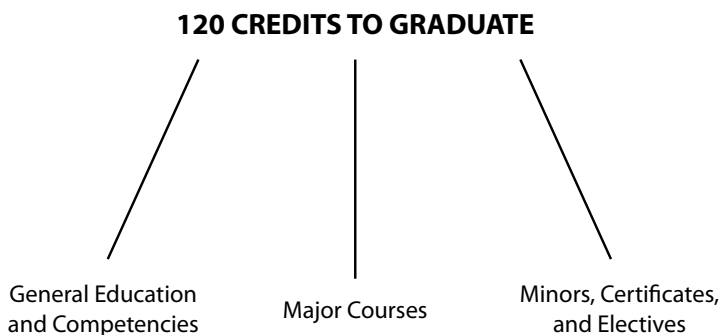
## Certificates

Art History  
 Entrepreneurship  
 Conflict Analysis and Resolution  
 Cyber Security  
 World Wide Web Publishing  
 Film Studies  
 Coaching  
 Sport Management  
 Gerontology  
 Global Skills  
 Piano Pedagogy and Literature  
 Museum Studies  
 Teacher Education:Wisconsin DPI licensure

Arts Management  
 Project Management  
 Media Literacy  
 Unix System Administration  
 Professional Writing  
 Geographic Information Systems  
 Fitness Management  
 Community Based Learning  
 Leadership  
 Spanish for Professionals  
 Mental Health  
 Program Evaluation

# DEGREE REQUIRMENTS

So here's the deal: Students need 120 credits to graduate. Your 120 credits will be divided up among general education courses, major courses, and minor, certificate or elective courses. Depending on your program of study, you may graduate with more than 120 credits.



There are several categories that make up the skills requirements that students must complete in order to graduate.

## READING AND WRITING SKILLS

Students satisfy this requirement with completion of English 101 for 3 credits (with a grade of C- or better). Students seeking teacher licensure must complete English 101 with a grade of C or better.

## COMPUTATIONAL SKILLS

Students satisfy the computational skill requirement with completion of an introductory course in algebra or a survey of mathematics course (either Math 111 for 4 credits or Math 102 for 3 credits) with a grade of C- or better. Students seeking teacher licensure must complete Math 111 or Math 102 with a grade of C or better.

## INFORMATION LITERACY

The information literacy requirement introduces students to the general organization of information sources in the Library. Information can be obtained from the library or their website.

## FOREIGN LANGUAGE REQUIREMENT

Completing two semesters of one foreign language satisfies this requirement. The requirement is waived for students who completed two years of one foreign language at a secondary school with an average grade of C or better during the second year

## ETHNIC DIVERSITY REQUIREMENT

The purpose of this requirement is to familiarize students with differences among diverse ethnic groups. Students can fulfill this requirement by taking a course with the DV designation beside it.

# GENERAL EDUCATION REQUIREMENTS

	Course	Semester	Credits	Grade
<b>SKILLS REQUIREMENT</b>				
1. Writing Skills ENGL 101	_____	_____	_____	_____
2. Computational Skills Math 011 or Math 0102	_____	_____	_____	_____
3. Reading Skills Requirement Required within first 2 semesters (Placement determined by ACT or placement scores)	_____	_____	_____	_____
4. Information Literacy	_____	_____	_____	_____
<b>FOREIGN LANGUAGE REQUIREMENT</b> (2 semesters of the same foreign language if not met through high school)				
	_____	_____	_____	_____
<b>ETHNIC DIVERSITY REQUIREMENT</b>				
	_____	_____	_____	_____
<b>GENERAL EDUCATION/BREADTH OF KNOWLEDGE DISTRIBUTION REQUIREMENTS</b>				
1. Humanities and the Arts (12 credit min.) A minimum of 12 credits required from at least three different departments/programs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
2. Social/Behavioral Science (12 credit min.) A minimum of 12 credits required from at least three different departments/programs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
3. Natural Science (12 credit min.) A minimum of 12 credits required from at least three different departments/programs	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

# PLACEMENT REVEALED

## Purpose of Placement into Courses

One of the most important things you will do before you enroll at UW-Parkside is take the ACT or Placement Tests. Your test results are used by you and your advisor to determine the most appropriate starting point in English, math and reading courses. You do not pass or fail these tests, but place into a sequence of courses best suited to your academic skill level and which will lead to completion of university requirements in English and Math.

The results of these tests will enable you to design a schedule of classes that matches your individual abilities — a schedule that should be challenging enough for you to learn but not so easy or so difficult that you lose interest and fail.

## English/Reading Sequence

ACSK #083 - College Reading and Learning Strategies

3 Credits (must pass with C or better within first two semesters)

ACSK #090 - Composition Preparation 3 credits (must pass with C or better)



ENGL 0100 - Fundamentals of English (must pass with C or better)



ENGL 0101 - Composition and Reading 3 credits (must pass with C– or better)

## Math Sequence

ACSK #010 - Essential Math Skills 3 credits (must pass with C or better)



ACSK #015 - Elementary Algebra 4 credits (must pass with a C or better)



MATH 0102 - Survey of Mathematics 3 credits (must pass with C– or better)

OR

MATH 0111 - College Algebra I 4 credits (must pass with C– or better)

## TYPICAL FRESHMAN SCHEDULE

At Ranger Days, Academic Advisors will assist you in choosing courses that are appropriate for the area you would like to pursue as well as courses that are appropriate based on your test scores. As a full-time freshman, you should schedule between 12-18 credits. When creating a class schedule, it's important to take into account outside activities such as: school organizations, work, family responsibilities, and commuting to and from campus.

- 1.) Math (depending on placement)
- 2.) English (depending on placement)
- 3.) Foreign Language (if needed)
- 4.) General education course (green sheet)
- 5.) Any course that interests you

Of course, every schedule depends on the individual student. If you aren't sure if you will like a course, check out the bookstore. See what books are required reading for the course. Chances are if the books look interesting to you, you will enjoy the course.

### Things you may or may not know...

- The academic school year consists of a fall and spring semester. Each semester lasts 16 weeks. You can also take courses during a summer session and/or winterim session (which is between the fall and spring semester.)
- The courses you select will last one semester (16 weeks). Toward the end of the fall semester, you will choose new courses with your advisor for the spring semester.
- Classes during the semester are usually Monday/Wednesday/Friday or Tuesday/Thursday. The Monday/Wednesday/Friday classes last for 50 minutes versus the Tuesday/Thursday classes which are 75 minutes in length.
- If you begin a class and feel it is not a good fit for you, you may be able to drop it – check your schedule book or the Advising and Career Center website for drop deadlines and other important dates. If you are unsure what to do, call your academic advisor to talk things over.
- Notification of your registration date and time will be posted in Solar each semester. You must meet with your assigned academic advisor before you are allowed to register. Schedule your appointment early to avoid the rush.

# ACADEMIC TOOLS FOR SUCCESS

Looking for an academic edge? Feel that you would like to learn how to learn in a college environment? Consider taking either one or all of these courses. Each course is one credit and meets for eight weeks, either the first half or second half of the semester.

## ACSK #070 Learning Strategies

Learn how to study more productively, meet professors' expectations, plan your time, organize your work, and reduce stress.

## ACSK #095 Computer Skills 4 College

Get help in understanding the skills you will need to use the computer for class work.

## ACSK #085 College Reading Efficiency II

Learn how to read and comprehend more in the same amount of time. Get tips that will help you meet the demands of an increased reading load and shorter deadlines.

## ACSK #092 Career Exploration and Planning

This course is designed to help develop abilities in self-assessment of interests, skills, values and goals, career exploration, and preparing for employment in the 21st century.

## How to Calculate your GPA (Grade Point Average)

Your GPA is an average of the grades you have earned. Follow these steps to figure out your GPA for one semester.

Course	# of Credits	Multiplied by	Course Grade (use numbers from scale)	Equals	Quality Points
ENGL 101	3	X	A (4.00)	=	12
MATH 111	4	X	C (2.00)	=	8
POLS	3	X	B (3.00)	=	9
Total Credits = 10					Total Grade Points = 29

The GPA is calculated by dividing the total number of Grade Points earned by the total number of credits attempted.

Total Quality Points 29 /

Total Credits 10 = 2.90 semester GPA

A	=	4.00 pts
A-	=	3.67 pts
B+	=	3.33 pts
B	=	3.00 pts
B-	=	2.67 pts
C+	=	2.33 pts
C	=	2.00 pts
C-	=	1.67 pts
D+	=	1.33 pts
D	=	1.00 pts
D-	=	0.67 pts
F	=	0.00 pts

## COURSE EXPECTATIONS

Many new freshmen wonder if they will be able to “make it” in college courses. You may have heard from teachers, parents, and counselors that college level work is quite different from high school. College will differ from high school but only because it’s now your responsibility to learn. Your course-work in college is more demanding but you will also find it more interesting. It may take some time and some adjustments to your study skills, but you can make a successful transition into college.

Here are some tips on how to succeed in college:

### ATTENDANCE

**ATTEND CLASS!!!** Lectures, class discussions, presentations and class activities elaborate on the as-signed material and help with understanding. That is why attendance at every class is important. If you miss a class, get the handouts, class notes, and assignments from the missed class and be prepared for the next class.

### CLASS PREPARATION

Typically, you should prepare a minimum of two (2) hours outside of class for every one (1) hour spent in class. Class assignments, readings and written reports should be completed prior to the class meeting, not in class.

### ASSIGNMENTS

Read the syllabus carefully so you know when assignments are due. Know, also, whether they are to be typed. Correct spelling, grammar and punctuation are expected on all assignments whether specifically pointed out by the instructor or not.

### TESTS AND QUIZZES

Know when each test and quiz is scheduled. Ask your instructor for the policy on missed test and/or quizzes. You can’t assume that missed tests/quizzes can be made up. Missing a test/quiz due to serious illness, emergency or other serious situations should be explained to the instructor as soon as possible.

### ACADEMIC HONESTY

Plagiarism is the act of stealing or using the ideas or writings of others as your own. Plagiarism is not tolerated at the University of Wisconsin-Parkside. Unless assignments are done in groups, each student is to complete all work and assignments independently.

### ADVISING

Every student at the University of Wisconsin-Parkside is required to meet with an academic advisor each semester before registering. A hold is placed on your registration until you meet with your advisor. Sign up early to meet with your advisor so you can get the schedule of classes that you want!

# THINGS YOU NEED TO KNOW

## USE CAMPUS RESOURCES

Pick up a student calendar at the beginning of the semester. This book has the phone numbers of most campus resources like the advising and career center, library, tutoring center, and student health and counseling just to name a few.

## GET INVOLVED ON CAMPUS

Visit The University Activities Office, SCTR L104, to find out what activities you can get involved with while on campus.

## ASK FOR HELP

Don't be afraid to ask for help. If you are having difficulty in a course, talk with your instructor. They want to know if you aren't understanding the material or if there is something else going on in your life that is interfering with class. Also, talk with your advisor if you aren't sure where to go for help. Your advisor can help you determine your next step.

## WATCH YOUR GRADE POINT AVERAGE

Many majors require a certain Grade Point Average (GPA) before you can declare. Be certain you start off with a strong GPA your first few semesters. It can really make a difference by providing a firm foundation. If your semester GPA falls below a 2.0 and above a 1.5, you will find yourself on probation. Two semesters below 2.0 can lead to suspension for an academic year and a need to appeal to the Academic Actions Committee for readmission. Readmission is not a given. To regain good standing, you would need an accumulated GPA of at least 2.0.

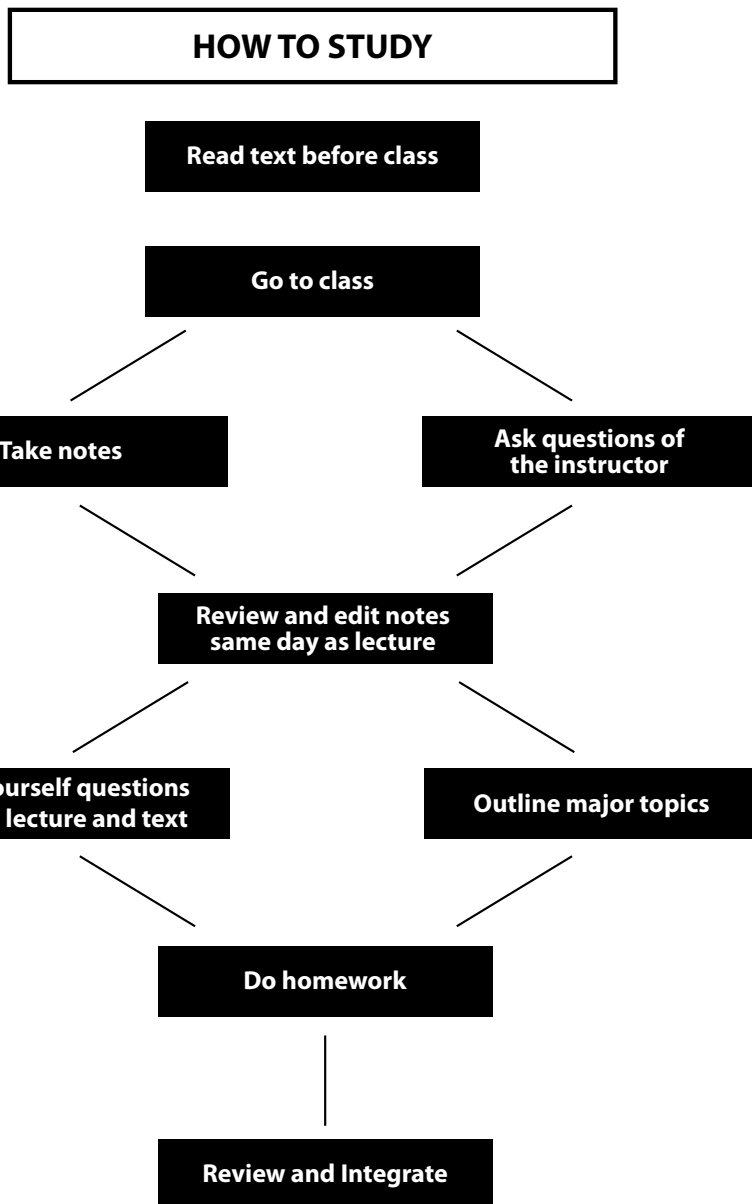
## WATCH DEADLINES

There are many deadlines to watch for during the semester. **Keep your schedule book!** In the front of it you will find all the deadlines for important things like the last day to add/drop a class, last day to withdraw from all classes, and the last day to apply for graduation just to name a few. Also, pay attention to Financial Aid, Cashier, and Scholarship deadlines which you can find by calling or stopping by those offices. If you miss a deadline, there might be other options. Visit the Advising and Career Center or your advisor for information.

## SEE YOUR ADVISOR

Your advisor can help you with course selection for the upcoming semester, talk with you about majors and/or graduate school, and help you declare your major. If you are having trouble in classes, adjusting to life as a college student, or just aren't sure where to go for help, visit your advisor.

# MORE THINGS YOU NEED TO KNOW



# ADVISING SYLLABUS

## The Advising and Career Center University of Wisconsin-Parkside

Wyllie D175 – Office Hours: By appointment 262-595-2040

Monday and Thursday during the academic year: 8:00am to 6:00pm

Tuesday, Wednesday, Friday: 8:00am to 4:30pm

**Your Advisor:** \_\_\_\_\_ (name)  
\_\_\_\_\_ (office location)  
\_\_\_\_\_ (office hours)  
\_\_\_\_\_ (phone number)  
\_\_\_\_\_ (email address)

\_\_\_\_\_ Current University Catalog      \_\_\_\_\_ Current Course Schedule (also online)

\_\_\_\_\_ "Jump Start" booklet      \_\_\_\_\_ Gen Ed / Green Sheet

\_\_\_\_\_ Course planning worksheet(s)      \_\_\_\_\_ Folder or portable storage

\_\_\_\_\_ SOLAR account activated      \_\_\_\_\_ Ranger Mail account activated

\_\_\_\_\_ Updated DARS ("degree audit reporting system")

### Other Recommended Resources:

Tutoring Center

Office of Multicultural Student Affairs

Student Support Services

Registrar & Student Records

Academic Departments

Library

Disability Services

Student Health & Counseling Center

University Activities & Organizations

Financial Aid & Cashiers

Computer & Other Labs

Help Desk

### Grading

Your success in the University depends on your intelligence, your commitment, your study skills, and your ability to learn how the University works. Creating a productive advising relationship is an important means of achieving your goals.

### Mission and Values of the Advising and Career Center

The mission of the Advising and Career Center is to promote learning and intellectual development in students by facilitating their ability to interact with and benefit from the academic curriculum. This ability will lead to meaningful educational, career, and life plans that are compatible with their interests and abilities. (from the UW-P website, Keyword: Advising and Career)

# ADVISING SYLLABUS

The mission of the Advising and Career Center is to teach students how to navigate their college life and take ownership of their direction prior to and after graduation.

- Advisors treat all students with respect
- Advisors encourage all students to realize their full potential
- Advisors respect, challenge, and support students
- Advisors educate in a partnership that is developmental, on-going, and directed toward student-centered goals
- Advisors provide accurate information
- Advisors offer effective referrals within the University community
- Advisors address the value of a liberal arts University education and promote the full intellectual development of students
- Advisors promote shared responsibility with students

Advising is **educational** and **collaborative**. The advisor and student work together as partners to develop a successful advisor/advisee relationship. Both the advisor and student have clear responsibilities in developing and sustaining this partnership.

## Student Responsibilities

*You are expected to:*

1. Respect your own time and your advisor's time by making and keeping appointments as needed: before registration times, when you are in academic trouble, and when you need to look at your path and direction (at least twice a semester)
2. Take an active role in the advising process by coming to advising meetings prepared to discuss your goals and educational plans
3. Become knowledgeable about Parkside policies and procedures, by studying the catalog, website, course schedule, and student handbook
4. Review your DARS regularly and track your progress towards your graduation requirements
5. Check your SOLAR and RangerMail accounts regularly (at least once per week) for important updates and information
6. Ask questions whenever you are unsure about a policy or procedure or when you have other specific concerns
7. Follow up if you are referred to other resources and be willing to consider advice from other, reliable resources
8. Take responsibility for making your own informed decisions

## Advisor Responsibilities

*You can expect your advisor(s) to:*

1. Respect your time by being prompt and efficient with your scheduled appointment, to cancel only under the most serious of circumstances, and to make reasonable accommodations for appointment opportunities (be accessible through phone, email, or in person)
2. Guide your understanding of the purpose of college and how it affects your life and your personal goals
3. Understand and explain Parkside's graduation requirements, general education requirements, and University policies and procedures
4. Encourage, challenge, and support you as you develop clear and realistic educational plans that fit your goals
5. Maintain confidentiality about your academic and personal matters
6. Listen to your concerns and respect your values and choices
7. Seek out—or refer you to—other resources when un-sure about policies, procedures, or other academic is-sues important to you
8. Help you recognize the importance of taking responsibility for your own learning and college career



## ADVISING SYLLABUS

<p>By the end of Ranger Days</p>	<p>Be introduced to the primary values of a University education and the learning available through advising. Registered for classes.</p>
<p>Immediately after your Ranger Day</p>	<p>Begin reading the Ranger Read book.          Print out your course schedule. Check your Ranger Mail &amp; SOLAR accounts. Sign up for RangerTrak (Visit The Advising and Career Center to get registered).          Set up your advising/registration folder.          Make follow up calls/emails for any remaining questions.</p>
<p>Prior to Ranger Welcome</p>	<p>Finish the Ranger Read book. Study the catalog for learning opportunities and career possibilities, contact the Advising and Career Center staff. Purchase books and materials for registered classes.</p>
<p>During the first weeks of the new semester</p>	<p>See your advisor to assess your new courses and study strategies. Learn your instructors' names and study your course syllabi. Explore student organizations. Establish an effective study/work schedule. Set up tutoring times. Get in the habit of checking your SOLAR, Ranger Mail, and RangerTrak accounts regularly (at <b>least</b> once a week).</p>
<p>Before the 8th week of the semester</p>	<p>See your advisor if you are having academic difficulties; Friday of the eighth week is usually the last date to drop a class. Check Career RangerTrak for employment opportunities.</p>
<p>During the 9th-11th weeks of the semester</p>	<p>Make an appointment with your advisor to plan your registration for next semester. Need a job??? Check RangerTrak. Get involved with internships or volunteering.</p>
<p>During the 12th and 13th weeks of semester</p>	<p>"Enrollment appointment times" for next semester are assigned; be ready to register!</p>
<p>Prior to the last week of the semester</p>	<p>Double check your schedule for this semester on your SOLAR account; no changes in your schedule can be made after the last day of class meetings.</p>
<p>Before and during finals week</p>	<p>Develop a plan—and use it—for effective use of your study time.</p>

During your second semester	<p>Know and use the above effectively every semester.</p> <p>Seek advice from multiple, reliable resources.</p> <p>Find out about add/drop dates early.</p> <p>Refer to the catalog and course schedule for course major information and for University policies and procedures</p>
During your second year	<p>Complete your skills requirements (math, reading &amp; writing, foreign language).</p> <p>Make progress toward general education requirements.</p> <p>Explore possible majors/minors/certificates through courses, Career Center resources, and conversations with faculty/staff. Develop professional and educational relationships with your faculty.</p>
Upon completion of 60 credits	<p>Declare your major through the "plan declaration" form (available in the Advising and Career Center and online at our website)</p> <p>Contact the Advising &amp; Career Center for resume assistance and job search strategies.</p>
Between 60 & 90 credits	<p>Develop student activity, volunteer, paid, or internship opportunities in your major and minor interest areas.</p>
After completing 84 credits	<p>Apply for graduation, be aware of deadline dates!</p>
After graduation	<p>Commit to aiding other students in their education!</p> <p>Graduating students complete Grad Survey.</p>

# FOUR YEAR CAREER PLAN

## First Year – ASSESS and EXPLORE

- Meet with your Academic Advisor about your goals and aspirations, and how what you are doing now can help you reach them.
- Talk to family and community members about how they chose their majors and/or careers.
- Sign up for ACSK 092 Career Exploration and Planning– an interactive course designed to help students gain personal insight into interests, skills, values and explore concentration possibilities. (Offered in spring semester)
- Identify interests, skills & values by:
  - Completing assessments available in the Advising and Career Center.
  - Establishing key relationships with faculty, your advisor, and career staff who can help you.
- Research majors and related careers by:
  - Attending workshops offered by the Advising and Career Center. Check their website for dates and information. [www.uwp.edu](http://www.uwp.edu), keyword: advising and career
  - Stopping by the Advising and Career Center office, Wyllie D175, which features our library with over 300 selections on career topics.
  - Completing assessments available in the Advising and Career Center.
  - Discussions with faculty and staff regarding areas of academic and career interest.
  - Developing personally & professionally by joining student organizations. Start by attending the Student Organization fair during the second week of the semester.
- Retain syllabi, papers, presentation outlines, and job descriptions to make a portfolio. Use these documents to put together a resume. Schedule an appointment with a Career Counselor or attend our resume workshops to learn how.

## Second Year – DECIDE

- Meet with a Career Counselor or attend one of our workshops on topics ranging from major selection options, resume building, networking, job search, and many more.
- Take courses in subjects of interest and/or within your chosen major(s) and/or minor(s).
- Build experience by job shadowing and/or conducting informational interviews with local businesses, organizations, and alumni mentors. This will provide you with the opportunity to ask questions about a specific field, see firsthand what the job entails, and reflect on the experience.
  - Meet with a Career Counselor who can connect you with additional alumni or community members.

- Gain experience through student organizations, volunteerism, part-time jobs, or internships.
  - Search RangerTrak for fulltime, part-time, seasonal, internship or volunteer opportunities.
  - Meet with a Career Counselor who can assist you in finding an opportunity that matches your goals.
  
- Investigate study abroad options. Contact The Center for International Studies in Tallent Hall, 180.  
Continue First Year Activities.

**Third Year – FOCUS**

- Meet with a Career Counselor and/or attend one of our workshops on topics ranging from resume and cover letter critique to internship searching and interviewing skills.
  
- Gain experience through internships.
  - Search for internships via RangerTrak
  
- Acquire career skills through campus organizations.
  
- Study abroad
  
- Research graduate & professional schools.
  - Stop by the Advising and Career Center which features our library with over 300 selections on career topics including resources for graduate/professional programs and the application process.
  - Attend the Graduate School Series which offers information on writing a personal statement, graduate school applications, ways to pay for graduate school, as well as a graduate school fair. Check the Advising and Career Center website for details. The Graduate School Series is offered each fall.
  - Meet individually with a Career Counselor to search programs, discuss the application process and write a personal statement.

**Fourth Year – SEEK**

- Meet with a Career Counselor to finalize your resume and cover letter, discuss job search strategies or graduate school, schedule a mock interview and prepare/practice your networking introduction (30 second commercial/elevator pitch).
  
- Acquire career skills through campus organizations.
  
- Network, network, network!

# ACADEMIC & OTHER SERVICES

WYLL - Wyllie Hall  
SAC - Sports & Activity Center  
CCC - Child Care Center  
MOLN - Molinaro Hall  
GRNQ - Greenquist Hall

SCTR - Student Center  
TALL - Tallent Hall  
SHCC - Student Health & Counseling Center  
RANG - Ranger Hall  
CART - Communication Arts

Advising & Career Center	WYLL D175	595-2040
Admissions	SCTR D105	595-2355
Athletics, Athletics Office	SAC	595-2245
Campus Concierge	SCTR D110	595-2345
Campus Events Hotline		595-2408
Campus Police - Non-Emergency	TALL 188	595-2455
Campus Police - Emergency	TALL 188	595-2911
Cashier's Office	WYLL D193	595-2258
Child Care Center	CCC	595-2227
Disability Services	WYLL D175	595-2372
Financial Aid	WYLL D191	595-2574
Health Insurance	SHCC	595-2366
Honors Program	MOLN 367	595-2316
Learning Assistance	WYLL 107	595-2370
Library	WYLL 150	595-2649
Lost & Found	SCTR D110	595-2345
Multicultural Student Affairs	WYLL D182	595-2731
Ranger Card	SCTR D111	595-2307
Registrar's Office	WYLL D187	595-2281
Residence Life	RANG 36	595-2320
Scholarships Office	WYLL 3309	595-3245
Student Health & Counseling Center	SHCC	595-2366
Tutoring Center	WYLL D180	595-2044
University Activities Office	SCTR L104	595-2278
University Bookstore	SCTR D102	595-2301
Volunteer Program	WYLL D175	595-2011
Women's Center	WYLL CONCOURSE	595-2170
Writing Center	WYLL 107	595-2370