University of Wisconsin Whitewater

College *of* Letters and Sciences

Degree Planning Guide

University of Wisconsin
Whitewater

College of Letters and Sciences
Degree Planning Guide

NAME

ID NUMBER

MAJOR AND DEGREE (BA, BS, BSE)

ADVISOR

OFFICE LOCATION

PHONE NUMBER and/or EMAIL ADDRESS

College of Letters and Sciences Advising Office
Laurentide 4100
262-472-1550
lsadvise@uww.edu
uww.edu/cls/advising

CONTENTS

This guide is intended for students in the College of Letters and Sciences. Other colleges may have different policies and procedures. Consult the official University Undergraduate Catalog at uww-public.courseleaf.com for the most up-to-date explanations of requirements and policy statements.

Visit the College's website at uww.edu/cls/ for the latest news and opportunities.

Welcome

Welcome to the College of Letters and Sciences at the University of Wisconsin-Whitewater!

This Degree Planning Guide will provide you with information about the college, our advising program, and campus resources that will help you have a rich and rewarding college experience. You can use this guide as a resource in navigating the advising process, degree and program requirements, and curricular opportunities. There is also information about co-curricular experiences and a section for transfer students to help ease the transition to UW-Whitewater.

I look forward to getting to know you as a member of the Warhawk family. My personal experience as a Warhawk began in the fall of 1986 when I attended preschool at the Children's Center. My mother was a non-traditional student and came to campus to complete her bachelor's degree. Since then, I haven't been able to stay away for long. I am a three-time graduate from UW-Whitewater (BS Political Science '04, BA Psychology '10, MS Counseling '13). In addition, I served over six years in the United States Army and Wisconsin Army National Guard. While my military and professional experiences have taken me to various places throughout the state, nation, and world, I've always returned to UW-Whitewater and am proud to be a member of this campus community.

The vision, values, and mission of this university are what make it a special place. As a campus, we are committed to creating educational opportunities through access and engagement. We look to transform lives and impact society. We create and nurture spaces and places for diversity and inclusion. We have a commitment to being good stewards of state funding and your tuition dollars. We look to build relationships and partnerships both on and off campus. Additionally, we celebrate the accomplishments of our students, staff, faculty, and alumni—and there are many!

The College of Letters and Sciences serves the mission of the university in many ways, notably as the home of the general education program. We look to the future as we develop new courses and programs so that our students and graduates are prepared for a diverse, interconnected, and ever-changing world. We seek to instill in our students the skills, abilities, and knowledge that employers and society expect of today's college graduate. And, we want to see you engage with the myriad opportunities available on campus, throughout the region, and abroad.

Students in the College of Letters and Sciences are pursuing degrees in the natural sciences, social sciences, humanities, and interdisciplinary programs. Our students receive national awards, present original research at conferences, and log thousands of hours at internship locations throughout the region. Our commitment to a comprehensive liberal education ensures that our students graduate having learned how to think, how to communicate, and how to engage and solve complex problems.

Welcome again to the College of Letters and Sciences. Please do not hesitate to reach out to me and the Advising Office staff. We are here to help you!

Best Wishes,
Annie LaValley

Academic Advising

The College of Letters and Sciences is firmly committed to a faculty advising model in which students are assigned to instructional staff members within the department of their major to meet with one-on-one each semester in order to track progress to degree, explore co-curricular opportunities, and prepare for the journey beyond graduation. Holds that prevent registration are placed on students' WINS accounts and removed following the advising meeting.

Within the advising structure of the College of Letters and Sciences, we seek to build upon effective first-year advising, form relationships with students, and assist them in setting and achieving goals. The role that each advisor takes within the advising relationship depends upon the characteristics of that individual, the type of major, and the culture of the department.

The objectives of academic advising are to:

1. Provide accurate information on institutional policies, requirements, and resources and to assist individual students in making appropriate course selections to fulfill all graduation requirements

2. Aid students in a continuing and realistic appraisal of their choice of major and their success in all aspects of the academic program

3. Lend support and encouragement to students as they pursue their educational and personal goals

4. Make referrals to campus resources when appropriate

5. Support students in goal-making and future planning to include talk of career options and prospects, graduate school, and opportunities within and beyond the curriculum to develop the knowledge, skills, and abilities desired by employers and expressed in the LEAP Essential Learning Outcomes

CONNECTING WITH YOUR ADVISOR:

Your advisor is a potential mentor who is personally invested in your educational and career goals. Your advisor possesses relevant knowledge and experience coming from applicable work and study in the field.

Take the time to connect frequently with your advisor to fully benefit from their expertise. Think about taking a course that your advisor teaches and schedule seperate meetings beyond the advising appointment to discuss your academic and future goals.

To make the most out of advising meetings:

- ☐ Schedule your appointment in advance
- ☐ Review your AAR and identify course options for the next semester
- ☐ Check the schedule of classes for course availability
- ☐ Bring a list of questions, concerns, ideas
- ☐ Take detailed notes
- ☐ Follow through on action items

Advising Resources

Students with fewer than 24 credits and those who are undeclared are advised by the Academic Advising & Exploration Center (Roseman 2054). Students with 24 or more credits and a declared major in the College of Letters and Sciences are advised within the department of the major. The major department office is the primary point of contact for advising related questions and concerns.

YOUR ADVISOR CAN HELP YOU:

- Explore major, minor, certificate, and course options to meet your goals
- Understand requirements for graduation
- Select and sequence courses for efficient progress
- Discover career and graduate school possibilities
- Identify co-curricular opportunities on campus
- Address academic problems or concerns
- Navigate university policies and appeal processes and forms

YOUR MAJOR DEPARTMENT OFFICE CAN HELP:

- Declare or change degree type, majors, minors, and certificates
- Assign an academic advisor
- Provide information on program requirements
- Process class permissions and request personalizations

See page 24 for department contact information or visit the online directory (wp.uww.edu)

THE LETTERS AND SCIENCES ADVISING OFFICE CAN HELP:

- Explain university policies and procedures
- Evaluate transfer credits and address transfer questions
- Troubleshoot advising issues
- Work through academic concerns and connect with student support services
- Initiate enrollment appeals (late add, late drop, third attempt, late course adjustments, etc.)
- Review general education requirements (transfer)
- Plan an individually designed major or minor
- Declare a dual degree

Letters and Sciences Advising | Laurentide 4100 | 262-472-1550

ADVISING TOOLS

AAR

The Academic Advising Report (AAR) is the primary tool that students and advisors use for advising. The AAR tracks credits; university, degree, major, and minor requirements; GPA (both cumulative and within majors and minors); course repeats; test credits; waivers; and milestones to provide a comprehensive summary of progress to degree.

There are two versions of the AAR available via WINS—a web-based view and a PDF version. While both list and track requirements, the PDF version also includes a comprehensive course history and a legend that defines abbreviations. The AAR marks requirements as satisfied when courses are in progress or completed and the web version will collapse whole sections of requirements when they are fulfilled.

COURSE CATALOG

The Undergraduate Course Catalog is an official publication that contains general campus information, academic and legal policies, a section on student services and support programs, lists of degree programs in each college, requirements for all majors, minors, and certificates, and a complete listing of all courses. This can be referenced at uww.edu/registrar/course-catalogs.

An additional resource, also referred to as the course catalog, can be used to search for course descriptions, course offerings for a specific term, and syllabi. This can be accessed at courses.uww.edu.

DEPARTMENT WEBSITE

The website for each individual department provides information for the various majors, emphases, minors, certificates, and courses available within that department. Additionally, there is information about student organizations and honor societies, research and internship opportunities, scholarships and awards, and a faculty/staff directory.

Links to each department's website can be found at uww.edu/cls/departments.

WINS

WINS is the UW-Whitewater name for the Peoplesoft Student Information System. Through this system, students can access their AAR, manage their course schedule, view financial aid and student account information, and much more. It is the primary student records system and includes all enrollment information.

From the home screen, select from the main tiles to access the features listed above and also find information on advisor assignment, enrollment dates, and holds.

WINS login, tutorials, and helpdesk support is available at www.uww.edu/wins.

FOUR-YEAR PLAN

A four-year plan is available for each major and emphasis within the College of Letters and Sciences and can be used to create a graduation plan.

While a four-year plan is a tool that defines one path to completing a degree in four years (eight semesters), students, with their advisor, are encouraged to develop their own four-year plan based upon their individual placement levels, interests, and situation. The four-year plan documents are available on the College of Letters and Sciences website at uww.edu/cls/majors-minors.

Registration holds

Each term, holds will be placed on your WINS account that need to be cleared before you can register.

The *Terms and Conditions* hold is placed for every term and you can clear this hold yourself in WINS. Academic advising holds are also placed by the department of your major and are released by the department office after participation in advising.

To view your holds, go to the Student Center in WINS and look in the top right corner for the Holds box.

Unit load

To be full-time, students must enroll in at least 12 credits in the fall and spring terms.

Students wanting to enroll in more than 18 credits must submit an overload of credits appeal online uww.edu/cls/students/forms. Tuition and fees are charged above the plateau rate for each credit over 18 taken in a semester.

Students on probation are limited to 15 credits but can appeal to the Academic Standards Office for an exception.

Permissions

A class permission is an authorization that allows you to enroll in a course when you otherwise would not be able to. Instructors or department chairs may authorize a class permission but you must still register for the course in WINS.

Requisites

Some courses have requisites – conditions that must be met in order to enroll in that course. Requisites may be a certain major or minor, academic level, GPA, or completion of another course with or without a specified grade.

• A prerequisite is a condition that must be met before you can enroll in the course
• A co-requisite can be met before you enroll in the course or at the same time

Excess credit policy

Students who complete more than 165 credits may be subject to the UW System Excess Credit Policy surcharge. This policy doubles the tuition rate beginning the term after a student completes 165 or more credits. uww.edu/registrar/policies.

Priority registration

Priority registration takes place at the beginning of each registration period and provides a sequence in which students are eligible to begin enrolling for the next term.

Grade basis

Students have the option of enrolling in some courses on a satisfactory/no credit (S/NC) basis instead of a conventional letter grade (ABCDF).

When electing the S/NC option, a satisfactory (S) grade is equivalent to a C or better and a no credit (NC) grade is equivalent to a C- or lower. Neither impacts the student's GPA. Credit is only earned with an S grade.

Repeating courses

Courses may be repeated once for grade and credit replacement if the grade earned is a C- or lower. The second attempt replaces the first attempt EVEN IF THE SECOND GRADE IS LOWER.

All attempts of a course remain on the transcript but the first grade is removed from the GPA calculation.

Students must appeal to take a course for a third or subsequent attempt by contacting the Letters and Sciences Advising Office.

Registration appeals

There are several types of appeals for extenuating circumstances. The most common are late add and late drop requests.

Find the forms and instructions at uww.edu/registrar/forms or stop by the Letters and Sciences Advising Office for assistance.

Requirement Term

Major and minor requirements are often revised by departments. Students are held to the curricular requirements in place at the time a major or minor is declared. Students may opt in to a new set of requirements, but they are not required to do so. A requirement term is designated at the top of the AAR that denotes when that program was declared and what requirements a student must satisfy.

AAR Grade Codes

I	Incomplete
IP	In Progress
NC	No Credit
NN	No Grade Reported
P	Pass
S	Satisfactory
TNT	Transfer Tentative
W	Withdraw
X	Audit

AAR Credit Type

EN	Enrolled
EX	Exam
IP	In Progress
OT	Other Credits
TE	Test Exam
TR	Transfer/Waiver

Milestone

Milestones are non-course requirements a student must satisfy in order to earn their degree. For example, many departments require an exit interview. Contact your major department office or program coordinator for information on milestones.

Personalization

Where an AAR states "personalization required" or "selected in consultation with advisor," students and advisors work together to define requirements based upon the student's goals and learning outcomes of the program. Advisors must then request that those requirements be personalized and included on the AAR. Students are encouraged to keep a record of approved personalizations and monitor their AARs to be sure these requirements are satisfied.

Repeat Codes

EXPG - First Attempt Exclude from GPA: The credits have been replaced (if earned) and grade removed from GPA calculation

CRED - Repeated for Credit: This course counts for credit (if earned) and in the GPA calculation

NOCR - Repeated for No Credit: This course repeat does not count for credit and is not included in the GPA calculation

Unique Requirement

A unique requirement is a course that is required to earn the major but is not included in the major credit total. These courses may satisfy prerequisites or provide a base of knowledge that is necessary for success in the major. Unique requirements may also count in university and minor requirements.

Waivers

Waivers can be granted for specific courses or for requirements. Qualifying scores on the UW System math placement test may waive students from Math 41, Math 139, Math 141, Math 143, and Math 152; this is indicated under Section II Test Scores Submitted of the AAR. The first four semesters of language study in French, German, or Spanish can also be waived based upon UW System placement test scores. ACT or SAT scores are used to determine applicable waivers for English 90, 100/101, and 102.

GENERAL EDUCATION REQUIREMENTS

I. Minimum and maximum units

- Completion of 120 credits is required for graduation—no exceptions!
- It is possible to satisfy all specific requirements in fewer than 120 credits so you may have the opportunity to choose additional electives
- Majors and minors also have required credit totals that must be met
- Transfer students need to pay particular attention to credit totals as transfer courses are not always the same number of credits as courses in the major and minor
- The Excess Credit Policy affects Wisconsin resident students who exceed 165 credits—contact Letters and Sciences Advising for more information

II. Test Scores Submitted

- Includes math and English placement information and developmental course requirements (if necessary to be prepared for university level work)

III. Communication and Calculation Skills

- Includes foundational English, math, and communication skills courses
- Three to four courses or waivers to be completed within your first 60 units

IV. University Requirements

Coursework that ensures a well-rounded education spanning the following categories:

- Quantitative and technical reasoning
- Cultural heritages
- Communities
- Physical health and well-being
- Multi-disciplinary electives

V. U.S. Racial/Ethnic Diversity requirement

- One course in African-American, Native American, Asian-American, or Hispanic experience

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SEARCH FOR Gen Ed classes

Within the College Scheduler in WINS, you can use the "Search by Gen Ed. Requirement" tab to look for courses that have general education designations (GL, GS, DV ,etc.).

Alternately, there are additional class schedule resources available through the Registrar's Office. A full listing of all classes can be found at www.uww.edu/registrar/schedule-of-classes and the Whitewater Integrated Course Search courses.uww.edu has additional class search features

BACHELOR OF ARTS

The Bachelor of Arts degree aims to broaden awareness of different disciplines and deepen communication skills through study of a world language.

Requirement A

Complete 6 units of 300-/400-level coursework from:

African American studies	English	Political science
American Indian studies	Film	Psychology
Anthropology	Geography (non-science)	Public health
Art studio	History	Race and ethnic studies
Art history	International and area studies	Religious studies
Asian studies	Latinx studies	Sociology
Asian American studies	Liberal studies	Theatre
Communication	Music	Women's and gender studies
Dance	Philosophy	World language
Economics		

Or any 400-level travel-study course. Only approved 496 courses may count.

- Courses must be outside your major and minor areas and may not share with General Education requirements (can share with Diversity)
- Both courses can be from the same subject area
- Liberal studies majors are waived from **Requirement A**

Note: Students must request personalization for this requirement to be marked as satisfied on the AAR. Do this online at uww.edu/cls/students/forms/request-for-personalization.

Requirement B

Complete two semesters of a single world language or demonstrate equivalent proficiency through a placement examination. Students with a native language other than English may request a waiver for this requirement.

BACHELOR OF SCIENCE

The Bachelor of Science degree aims to deepen quantitative skills and scientific knowledge. Public Policy and Administration majors are waived from degree requirements.

Requirement A

Complete two lab science (GL) courses from different subject areas. These courses may also count in the university requirements under quantitative and technical reasoning (area IV. A. of the AAR).

Requirement B

Earn 5 credits of math beyond 141 or 6 credits chosen from two of the following three options:

- 3 credits of math beyond 141 (excludes Math 230)
- 3 credits of statistics from Biology 303, Math 230, Psychology 215, Sociology 295, Economics 245, or Social Work 250
- 3 credits of computer science

Note: Math 152 waivers do not satisfy Requirement B. Only earned credits will count.

Bachelor of Science in Education

Students interested in becoming educators can declare the Bachelor of Science in Education option in certain majors.

In addition to satisfying content area requirements, students seeking teacher licensure also need to be accepted into the Professional Education program and complete licensure courswork. This involves an application process through the College of Education and Professional Studies which should be done in the junior year for most secondary education programs.

Once admitted to Professional Education, students are assigned a licensure coordinator in addition to the major (content area) advisor.

You can find additional information about admission to the Professional Education program at uww.edu/coeps/advising-admissions/admissions/prof-ed-admin.

Contact the COEPS Advising Assistance Center at 262-472-1101 or education@uww.edu for more information.

uww.edu/coeps/advising-admissions/advising

LEAP AND GENERAL EDUCATION OUTCOMES AND OBJECTIVES

There are many requirements listed on the preceding pages and each has a purpose. The UW-Whitewater general education program and College of Letters and Sciences degree requirements embody the meaning and purpose of LEAP–Liberal Education and America's Promise.

LEAP is a national higher education initiative established by the Association of American Colleges and Universities that embraces the value of a broad-based liberal education and stresses the importance in preparing students with a variety of well-developed skills that will make them stronger candidates for 21st-century careers and citizenship.

LEAP Essential Learning Outcomes

- Knowledge of human cultures and the physical and natural world
- Intellectual and practical skills
- Personal and social responsibility
- Integrative and applied learning

UW-Whitewater's **General Education program** exposes students to a common base of knowledge from a diversity of viewpoints and hones thinking and communication skills to better enable them to apply their knowledge. Education for professions is built upon this base. Career opportunities now and in the future will require individuals who can actively respond to changing work environments, continue to learn and grow, and work cooperatively with people of diverse backgrounds.

The goal of the general education program is to help students develop the skills and knowledge that are needed for success in our rapidly changing, increasingly diverse and interconnected world, including:

- Knowledge of human cultures and the natural world
- Effective communication skills (reading, writing, speaking, listening)
- Critical and creative thinking
- Information literacy
- Quantitative reasoning
- Personal and civic responsibility
- Foundations for life-long learning including personal health and well-being

Gen Ed designations and subject areas:

GA   Creative Arts

GE   Engaging Difference

GG   Global and International Perspectives

GH   Humanities

GL   Natural Sciences - Laboratory

GN   Natural Sciences - Non-laboratory

GQ   Quantitative Reasoning

GS   Social and Behavior Sciences

GW   Wellness and Life-Long Learning

uww.edu/gened/electives

Sharing courses

Courses are not allowed to count in both a major and minor, in two majors, or in two minors. However, courses in a major or minor may share with unique requirements, the diversity requirement, BS degree requirements, and university requirements with the exception of courses in the liberal studies major and minor or public policy and administration major. When courses count in more than one area, the credit for the course is only counted once. Courses in a major or minor are allowed to share with a certificate. If a major and minor require the same course, work with the departments to determine an appropriate substitution.

Double majors and double minors

Students may choose to double major. The second major then satisfies the requirement for a minor. A unique writing requirement may be waived in the second major. Students may also double minor. The second minor can be any minor offered on campus and does not need to be one of the approved minors. Courses in the second minor may not share with the major or first minor but can satisfy the BA upper-level requirement if in an approved subject area.

Dual degree

Students pursuing majors in two different colleges have the option to complete a dual degree. To earn two degrees (e.g. BBA and BS), students must complete all graduation requirements for both programs to include degree, major, and unique requirements. Both degrees should be declared prior to completion of 90 credits and may be earned in the same term. To declare a dual degree, contact the advising office for the college of the second degree.

Residency requirement

Students must complete a minimum of 30 UW-Whitewater credits for their degree. Also, at least 25 percent of major credits and 25 percent of minor credits must be from UW-Whitewater. In addition, the final 15 credits must be earned through UW-Whitewater unless an exception is granted. Contact the Letters and Sciences Advising Office for more information.

Approved minors

While students may complete minors offered by other colleges, not every minor is approved for Letters and Sciences majors. BA, BS, and BSE students may choose any of the minors listed on Page 15. Students pursuing a BSE have more options listed below.

ADDITIONAL MINOR OPTIONS FOR BSE STUDENTS

Adaptive Education Licensure	Mathematics - Secondary Education
Communication - Secondary Education	Psychology for Secondary Education Majors
Dance - Secondary Education	Teaching English as a Second Language
Health	Teaching English as a Second Language/Bilingual-Bicultural
Library Media k-12	Theatre Education

MINORS NOT APPROVED FOR LETTERS AND SCIENCES MAJORS

Communication - Elementary Education	Psychology for Business Majors
General Science Elementary	Recreation and Leisure Studies Education
Geography - Elementary Education	Social Studies Elementary Education
Mathematics - Elementary Education	

APPROVED MINORS FOR LETTERS AND SCIENCES MAJORS

Accounting #
Actuarial Mathematics
Advertising ^
African American Studies
Allied Health Foundations
American Indian Studies
Anthropology
Art ^
Art - History ^
Art - Studio ^
Arts Management ^
Asian/Asian American Studies
Athletic Coaching Education *
Bioinformatics
Biology
Biology Education
Business Data Analytics #
Business Law #
Chemistry
Communication - General ^
Communication - Corporate ^
Communication - Electronic Media ^
Communication - Public Relations ^
Communication Sciences and Disorders *
Computer Science
Criminology
Cybersecurity
Dance ^
Data Science
Economics
English
English - Creative Writing
English - Education
English - Professional Writing and Publishing
Entrepreneurship #
Environmental Management #
Environmental Studies
Family, Health, and Disability Studies
Film Studies
Finance #
French
French - Education
General Business #
General Management #
Geography
Geology
German
German - Education
Geographic Information Systems
Health Promotion *
History
History - Education
Human Resource Management #
Human Services Foundations
Individualized Minor ^

Individually Designed
Information Technology #
Integrated Marketing Communication #
International Business #
International Studies
Japanese Studies
Journalism ^
Latinx/Latin American Studies
Leadership and Military Science *
Legal Studies
Liberal Studies
Library Science *
Marketing #
Marketing - Digital Marketing #
Marketing - Experiential and Sports #
Marketing - Innovation/Social Enterprises #
Marketing - Professional Sales #
Mathematics
Mathematics - Secondary Education
Media Arts and Game Development ^
   - Communication/Gaming
   - Technology
   - Visual Media Design
Middle Eastern Studies
Music ^
Nonprofit Management Non-Business Majors#
Occupational Safety #
Philosophy
Philosophy - Education
Physical Science
Physics
Physics - Education
Political Science
Political Science - Education
Psychology
Public Administration
Public Health
Race and Ethnic Studies
Recreation and Leisure Studies (L&S) *
Retail Management #
Sociology
Sociology - Education
Spanish
Spanish - Education
Special Education for Non-Education Majors *
Sport Management *
Statistics
Strength and Conditioning *
Supply Chain Management #
Teaching English/Second Language for Adults
Theatre ^
Water Business #
Web Site Development and Administration
Women's and Gender Studies
World Religions

^ - College of Arts and Communication
# - College of Business and Economics
* - College of Education and Professional Studies

What is a certificate?

A certificate allows students the opportunity to gain additional skills, knowledge, and expertise in a specific area. A certificate requires fewer courses than a minor and is not required for graduation.

Students who do declare certificates will be able to track progress in the certificate on the AAR. When completed, the certificate is posted to the transcript as an additional credential at the time of graduation. Courses in a certificate may share with any other requirement to include general education, majors, and minors.

Why should I do a certificate?

Completion of a certificate allows you to acquire additional tools for your toolbox by focusing on a specific skill that will complement your degree program and deepen knowledge in an area that is desirable to future employers.

As most degree programs can be completed in fewer than 120 credits, a certificate is a great way to add a few courses to your degree that lead to a credential on your transcript.

Applied Research

Leda Nath, coordinator
nathl@uww.edu, 262-472-1125

Students will serve a business or community organization by identifying a need and practicing steps in a mentored applied research project to help the client address the need. This consultation for the client builds experience in civic engagement, client communication, written reporting, and a final presentation of results in a poster or similar format.

Corporate Social Responsibility

Leda Nath, coordinator
nathl@uww.edu, 262-472-1125

Through the scientific method and an education in ethical principles for business, students will critically evaluate how corporate leadership can act responsibly in relationship to the environment, community, consumer, employee, government, non-government entities, other stakeholders, and members of the public while maintaining productivity.

Disability Studies

Loren Wilbers, coordinator
wilbersl@uww.edu, 262-472-1407

This certificate provides students with an opportunity to gain expertise through a combination of coursework and individualized study experience. This may appeal to students who want to expand their knowledge of social justice issues; are friends, family members, and allies of people with disabilities; or plan to work in a disability-related career field.

Diversity Leadership

Laura Porterfield and Ellie Schemenauer, coordinators
divleadcert@uww.edu, 262-472-1042

Students in this certificate engage with in-depth diversity learning around issues of gender, race, ethnicity, class, sexuality, and ability. Geared towards building responsible citizens and reflective professionals, students demonstrate their knowledge and understanding, as well as facilitation and collaboration skills through artifacts compiled into an e-Portfolio. This certificate is recommended for students wanting to contribute to a more dynamic and creative work environment and improved workplace climate in business, education, government, health care, or community organizations.

Forensic Science

Pete Killoran, coordinator
killorap@uww.edu, 262-472-1422

Collecting, analyzing, interpreting, and reporting on forensic evidence are critical skills for investigation. In the forensic science certificate, students use the scientific method to learn these processes along with their role in the criminal justice system.

Geographic Information Systems

Eric Compas, coordinator
compase@uww.edu, 262-472-5126

The GIS Certificate is for students looking to develop geographic information system skills including spatial analysis, remote sensing, cartography, field mapping, and geospatial data management. The certificate's courses are for anyone interested in having GIS as part of their resume and future careers.

CERTIFICATES IN THE COLLEGE OF LETTERS AND SCIENCES

Global Engagement
Jonathan Burkham, coordinator
burkhamj@uww.edu, 262-472-7173

Students will achieve global competency through a combination of coursework and co-curricular experiences, including the study of a world language and participation in study abroad. The certificate portfolio that students construct will prove highly useful in future employment and professional contexts.

Lobbying
Jolly Emrey, coordinator
emreyj@uww.edu, 262-472-1124

Created for students interested in intergovernmental affairs and advocacy, this certificate provides students with a foundation in political advocacy in the public, non-profit, and private sectors. Students enrolled in this certificate will take courses in public policy, American institutions and politics, philosophy and ethics, and professional communication. Additionally, students will have the opportunity to apply what they have learned in a real-world context through a relevant three-credit internship.

Paralegal
Jolly Emrey, coordinator
emreyj@uww.edu, 262-472-1124

Created for students interested in a career in law, but not necessarily in pursuing law school, this certificate is designed for students seeking employment as paralegals or legal assistants. Students enrolled in this certificate will have the opportunity to apply what they have learned in their coursework in a legal internship with a law firm, court, judge, or legal interest/advocacy group. Political Science-Legal Studies Emphasis Majors and Legal Studies Minors will complete the Paralegal Certificate requirements as part of their major/minor program.

Professional Writing and Publishing
Janine Tobeck, coordinator
tobeckj@uww.edu, 262-472-5039

The PWP certificate provides a substantive core for students who wish to improve their written communication skills or to pursue aspects of their fields that value and depend on strategic writing abilities. You will take grammar and style courses for deep but applied language study, a foundational course on context-based writing practices, and a writing- or editing-intensive elective that supports your target field(s) of study.

Public History
James Levy, coordinator
levyj@uww.edu, 262-472-5154

Public history is the application of historical research, narrative, and methods to public spaces. Such spaces include museums, historic sites and buildings, libraries and archives, public-facing websites, online applications and digital archives, and broadcast television and radio. Students in the program will be given broad exposure to the field and specialized training in a sub-discipline of public history.

Web Site Development and Administration
Hien Nguyen, coordinator
nguyenh@uww.edu, 262-472-5170

This certificate is useful for students who want to have a career working with web site maintenance and development. The courses are hands-on and provide students with a creative and realistic experience in computer science. This certificate program aims to provide students with the knowledge and skills required to work as web site administrators or web developers. These skills include developing and maintaining web sites, ensuring site functionality, analyzing user traffic, and improving user-friendliness.

Women's and Gender Studies
Ellie Schemenauer, coordinator
schemene@uww.edu, 262-472-2872

Women's and gender studies is an interdisciplinary field that takes an intersectional and transnational approach to asking questions like: Where are the women? and How does gender and sexuality matter? This flexible, 15-credit certificate allows students to take any combination of Women's and Gender Studies courses and complements all majors and minors. This certificate is especially beneficial to those interested in civic engagement and advocacy, public policy, healthcare, research, social work, counseling, entrepreneurship, the arts, business, and/or education.

Declare a certificate in the department office of your major

TRANSFER STUDENTS

Advising for transfer students begins at SOAR (Student Orientation, Advising, and Registration) and is conducted in the major department for those transferring with 24 or more credits. Students with fewer than 24 credits are advised by the Academic Advising & Exploration Center.

The General Education coordinator evaluates and reviews each transfer student's record and adjusts university requirements based upon prior coursework. These adjustments are reflected on the Academic Advising Report (AAR).

After attending SOAR, transfer students are encouraged to closely review their AARs to ensure previous coursework is reflected accurately. For assistance with transfer advising issues, contact the Letters and Sciences Advising Office.

Once transfer students are in their first term of attendance, a faculty advisor is assigned. Until an advisor is assigned, students are encouraged to contact the department chair of the major.

GEN ED FOR TRANSFER STUDENTS

- Students with a completed **approved associate degree** are waived from all general education requirements. The Diversity requirement is waived for associate degrees earned at a UW System institution.

- Students transferring with **40 or more credits** complete the general education requirements and GA, GS, and GH courses are allowed to substitute for general education core courses.

- Students transferring with **21-39.99 credits** are assigned a core course to complete as indicated on their AAR.

- All transfer students without an approved associate degree are required to complete **Gen Ed 390: World of Ideas**.

- Students transferring with fewer than **21 credits** complete the regular general education requirements.

> UW-Whitewater has policies on dropping courses, repeating courses, residency requirements, and sharing courses between requirements that may be very different from other institutions. Transfer students must familiarize themselves with these policies and contact their advisor or the Letters and Sciences Advising Office with any questions.

TERMS AND ABBREVIATIONS

- Personalization - A personalization is when a course is manually placed in the AAR to satisfy a requirement that it is not otherwise programmed to satisfy. For example, a department chair could personalize a 999 transfer course to satisfy an area in the major. Personalizations must be reflected on the AAR to be valid.

- Class permission - Class permissions allow students to enroll in courses that they would not otherwise be able to enroll in due to prerequisties or a closed class.

- TR - This code indicates transfer course on the AAR

- TNT - This abbreviation means transfer tentative and will be changed to a letter grade when a final transcript is received

- 999 - This generic course number is assigned when a course transfers for credit but does not have a direct equivalent at UW-Whitewater.

- 9999 - This generic course number, followed by a letter (A, E, G, H, L, N, Q, S, W), is assigned when a course transfers for credit and is approved for general education but does not have a direct equivalent at UW-Whitewater.

Now that you've transferred to UW-Whitewater, take the time to make sure your academic record (AAR) reflects all previous coursework and your current degree, major, and minor. Use the PDF version of the AAR to see a full list of all courses and credits. If you think something is missing or doesn't look right, or you have general questions about transferring, contact the Letters and Sciences Advising Office for assistance.

Testing and placement

Placement in English and Math courses is determined by transfer coursework or exam scores.

- For English placement, submit an ACT or SAT subscore for English or a UW-System English Placement Test score.
- For math placement, submit a UW-System Math Placement test score.

Questions? Contact:

Testing Office 262-472-5613
Mathematics Department 262-472-1313
Languages and Literatures Department 262-472-1036

Associate degrees

If you have a completed and approved associate degree and it is not reflected on your AAR, contact the Admissions Office at transferadmit@uww.edu

Repeating courses

You may repeat a course initially taken at a different institution for grade replacement if you received a C- or lower and there is a direct equivalent course at UW-Whitewater. Courses designated 999 are not able to be repeated. Repeats of transfer coursework are subject to repeat rules (see Page 7).

Evaluation of transfer courses

Your transfer credits are initially reviewed in the Admissions Office to determine course equivalencies at UW-Whitewater. Next, your record is reviewed by the General Education Coordinator to determine which, if any, general education requirements need to be satisfied. This is done prior to attendance at SOAR. If any grades are marked TNT, be sure to send an official transcript showing final grades or the Admissions Office will place a hold on your record that will prevent you from registering for future terms.

Course re-evaluation

If you think that a course was not evaluated correctly or that it should fulfill a certain requirement, there is a process to appeal the initial determination.

- English 101/102: Languages and Literatures Department, Laurentide 3112
- Math courses: Mathematics Department, Laurentide 2205
- Comm 110: Communication Department, Heide 465
- Gen Ed/Diversity: General Education Coordinator, Laurentide 4100
- Other courses can be appealed to the department of the course
  i.e. The Political Science Department for a POLISCI 999 course

INVOLVEMENT OPPORTUNITIES

Look into the many activities and programs the university offers for supplementing your classroom work through involvement and hands-on experience. Check uww.edu/cls/ for new developments.

Study Abroad/Travel Study

Office of Global Experiences
262-472-5759

Some departments and programs offer specific travel study courses within the U.S. or internationally and the university offers many other study abroad opportunities.

uww.edu/international/globalexperiences

Internships

Career and Leadership Development
262-472-1471

Speak with your advisor or the internship coordinator in your department about internship possibilities. Also visit Career and Leadership Development's website for guidance and access to opportunities.

uww.edu/career-and-leadership-development

Alumni Mentor Program

Office of Philanthropy and Alumni Engagement
262-472-7031

The Alumni Mentor Program brings students and alumni together through informative friendships. See the site for more information.

uww.edu/alumni/mentor

Undergraduate Research

urp@uww.edu
262-472-1296

Many departments and programs offer opportunities to work with faculty mentors on research projects. Ask your advisor to connect you with a department contact or visit the program site.

uww.edu/urp

Honors Program

honors@uww.edu
262-472-1296

With small classes and seminars, the Honors Program is an academic experience for motivated students who seek a challenging and intellectually enriched learning environment.

uww.edu/honors

Student Organizations

Departments and programs have student organizations related to their fields of study. See Page 21 of this guide and check with your advisor and department for current information and recommendations.

uww.edu/cls/students/student-organizations

Other student organizations connect students through shared interests and diverse identities. Visit the Warhawk Connection Center in University Center 128 or Career and Leadership Development's site for information about all campus organizations.

connectuww.orgsync.com

Biology

- Beta Beta Beta (honor society)
- Ecology Club
- Helping Hands (pre-veterinary students)
- Pre-Health Associates of Tomorrow (PHAT)

Chemistry

- Chem Club (Student Affiliates of the American Chemical Society)

Computer Science

- Association for Computing Machinery

English

- English Club
- Film Making Club
- Poetry Club
- Professional Writing Core
- Sigma Tau Delta (honor society)
- The Muse
- The Whitewater Film Society
- Writing Club

Geography, Geology and Environmental Science

- Gamma Theta Upsilon (honor society)
- Weather Hawks
- Whitewater Geography Association
- Whitewater Geological Society

History

- Phi Alpha Theta (honor society)
- History Club
- Public History Club

Languages

- Delta Phi Alpha (German honor society)
- Pi Delta Phi (French honor society)
- Sigma Delta Pi (Hispanic honor society)
- Chinese Language Club
- Société Française (French society)
- German Club
- Japanese Anime & Cultural Society
- Japanese Language Club
- Spanish Club

Mathematics

- Pi Mu Epsilon (honor society)
- Actuarial Club
- Student Math Association

Philosophy and Religious Studies

- Philosophy Club
- Religious Studies Student Organization

Physics

- Sigma Pi Sigma (honor society)
- Society of Physics Students

Political Science

- Pi Sigma Alpha (honor society)
- Law Society

Psychology

- Psi Chi (honor society)
- Psychology Club
- Association of Black Psychologists (ABPsi)

Social Work

- Phi Alpha (honor society)
- Social Work Student Organization

Sociology, Criminology and Anthropology

- Alpha Kappa Delta (sociology honor society)
- Alpha Phi Sigma (criminology honor society)
- Law Enforcement Organization
- Sociology and Anthropology Student Association

Women's and Gender Studies

- Women of Whitewater (WOW)
- Amnesty International
- Students Against Sexual Violence
- The Women's Center

Contact the department office for information or go to ConnectUww at
https://uww.campuslabs.com/engage/organizations.

Investigate careers and graduate school options

Use the many resources and services offered by the university for an early start on your career after graduation.

Check out the Career and Leadership Development Office located in the University Center or start at their website at uww.edu/career-and-leadership-development. This is a great resource for career planning, finding internships, developing resumes, and getting information on graduate school.

If you are interested in working on campus or are looking for job opportunities after graduation, set up a profile on Handshake to browse available positions. Handshake is UW-Whitewater's online job board for on-campus and off-campus student jobs, internships, and professional work requiring a bachelor's or master's degree.

uww.joinhandshake.com/login

Prepare early for graduation

- Use your AAR to track your progress and ensure you are meeting requirements.
- Meet with your advisor two semester before you plan to graduate to address any areas not marked as satisfied on your AAR so you can create a plan to address unsatisfied requirements.
- Follow up with your department office about any course substitutions, personalizations, or other changes to your AAR. **Note: If it isn't reflected on the AAR, it's not counting towards graduation.**
- Schedule a meeting with the Letters and Sciences Advising Office for an additional review.

Be aware of common pitfalls

- You must complete 120 credits – No exceptions!
- Check the course history on the PDF version of your AAR to see if any courses are coded as repeats since repeating a course may impact your credit total.
- Majors and minors also have GPA requirements that must be met in addition to the cumulative GPA requirement of 2.0. Some majors require a cumulative GPA above a 2.0.
- Courses in your major and minor must be taken for a conventional letter grade unless the course is only offered S/NC.

Career Information Course

LSINDP 399: Career Information in Letters and Sciences is a 1-credit course offered on an S/NC basis. The course focuses on career and graduate school opportunities: What is out there and how to get there.

You will learn about the many opportunities inherent in a liberal arts degree and how to identify and market key skills, strengths, and values. You will also create effective job search materials, develop a networking strategy, and plan for a successful post-graduation transition.

MAJORS IN THE COLLEGE OF LETTERS AND SCIENCES

Unless otherwise noted, students may chooose a Bachelor of Arts (BA) or Bachelor of Science (BS) degree. Majors marked with an asterisk (*) may also be taken as a Bachelor of Science in Education (BSE) for students pursuing teacher licensure at the secondary level.

BIOLOGICAL SCIENCE
- Cell/ Physiology*
- Ecology, Evolution, Behavior*
- Honors
- Marine Biology/Freshwater Ecology
- Pre-Biomedical Professions

CHEMISTRY
- Analytical/Instrumental
- Biochemistry
- Honors
- Liberal Arts*
- Professional ACS

COMPUTER SCIENCE
- General
- Comprehensive

CRIMINOLOGY

ECONOMICS (L&S)*

ENGLISH*
- Literature
- Creative Writing
- Professional Writing and Publishing

ENVIRONMENTAL SCIENCE
- Environmental Resource Management
- Geosciences
- Natural Sciences

FILM STUDIES

FRENCH*

GEOGRAPHY*
- General
- Geology

GERMAN*

HISTORY*
- History Honors*
- Public History
- Public History Honors

INDIVIDUALLY DESIGNED (L&S)

INTERNATIONAL STUDIES
- Business
- Foreign Language and Area Studies
- International Economics
- Public Diplomacy

JAPANESE STUDIES (BA only)

LIBERAL STUDIES
- With minor
- With no minor

MATHEMATICS*
- Actuarial Science
- Applied Mathematics
- Pure Mathematics
- Statistics

PHYSICS*
- Engineering
- Graduate School

POLITICAL SCIENCE*
- Honors
- Legal Studies

PSYCHOLOGY*

PUBLIC POLICY & ADMINISTRATION (BS only)

SOCIAL STUDIES BROADFIELD (BSE only)
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

SOCIAL WORK

SOCIOLOGY*
- Global Comparative Studies
- Sociology Honors

SPANISH*

UNDECLARED

WOMEN'S AND GENDER STUDIES

The following majors do not require a minor. Consult your advisor about completing an optional minor.

Biology – Marine/Freshwater	Computer Science – Comprehensive	Political Science – Legal Studies
Biology – Pre-Biomedical	Environmental Science	Public Policy and Administration
Chemistry – Professional ACS	Integrated Science/Business	Sociology – Global Comparative Studies
Chemistry – Biochemistry	International Studies	Sociology – Honors
Chemistry – Honors	Liberal Studies – No Minor Option	

All other majors/emphases in Letters and Sciences require completion of an approved minor. Declare your minor at the department office of your current major. BSE students should declare the education option if available.

Program and Office Contact Information

Consult the directory link at uww.edu or department websites via uww.edu/academics/departments-and-majors.

Department Offices	Pre-Professional Program Coordinators	Program Coordinators

Department Offices

Biology
Upham 320, 262-472-1092

Chemistry
Upham 220, 262-472-1070

Computer Science
McGraw 104, 262-472-1666

Economics
Hyland 4304, 262-472-1361

Geography, Geology, and Environmental Science
Upham 120, 262-472-1071

History
Laurentide 5221, 262-472-1103

Languages and Literatures
Laurentide 3112, 262-472-1036

Mathematics
Laurentide 2205, 262-472-1313

Philosophy and Religious Studies
Laurentide 4205, 262-472-4775

Physics
Upham 151, 262-472-1067

Political Science
Laurentide 5128, 262-472-1120

Psychology
Laurentide 1223, 262-472-1026

Social Work
Laurentide 5201, 262-472-1137

Sociology, Criminology, and Anthropology
Laurentide 2112, 262-472-1133

Women's and Gender Studies
Laurentide 4233, 262-472-1042

Pre-Professional Program Coordinators

Biology

Pre-Dentistry
Heather Pelzel
pelzelh@uww.edu

Pre-Medicine
Peter Mesner
mesnerp@uww.edu

Pre-Optometry
Heather Pelzel
pelzelh@uww.edu

Pre-Physical Therapy
Daryle Waechter-Brulla
waechted@uww.edu

Pre-Veterinary
Ellen Davis
davise@uww.edu

Chemistry

Pre-Chiropractic
Steve Anderson
andersos@uww.edu

Pre-Pharmacy
Hephzibah Kumpaty
kumpatyh@uww.edu

Physics

Pre-Engineering
Robert Benjamin
benjamir@uww.edu

Political Science

Pre-Law
Jolly Emrey
emreyj@uww.edu

Program Coordinators

Allied Health
Elizabeth Hachten
hachtene@uww.edu

Environmental Science
Dale Splinter
splinted@uww.edu

Family, Health, and Disability Studies
Akiko Yoshida
yoshidaa@uww.edu

Film Studies
Donald Jellerson
jellersd@uww.edu

Individually Designed
Elizabeth Hachten
hachtene@uww.edu

Integrated Science/Business
Hephzibah Kumpaty
kumpatyh@uww.edu

International Studies
Jonathan Burkham
burkhamj@uww.edu

Japanese Studies
Akiko Yoshida
yoshidaa@uww.edu

Liberal Studies
Tracy Hawkins
hawkins@uww.edu

Middle Eastern Studies
Molly Patterson
pattersm@uww.edu

Professional Writing and Publishing
Janine Tobeck
tobeckj@uww.edu

Public Health
Elizabeth Hachten
hachtene@uww.edu

Public Policy and Administration
Jonah Ralston
ralstonj@uww.edu

Race and Ethnic Studies
Nengher Vang
vangn@uww.edu

World Languages
Alicia de Gregorio
degregoa@uww.edu