



# ACADEMIC ADVISING HANDBOOK

2022-2024 Academic Year



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# Overview

Academic Advising is essential to supporting student success. Done well, it can help students develop resiliency, stay on the pathway to academic success, align students with academic goals and access support services on campus. One of the most important components of academic advising is having correct and timely information. This handbook seeks to support academic advisors at West Virginia University at Parkersburg with needed information about processes and procedures and the opportunity to learn more about effective academic advising practices.

The role of the academic advisor is to help the student define and develop realistic goals, to perceive his/her needs accurately and to match these needs with appropriate institutional resources. The advising process includes the exploration of the student's immediate and long-range career goals, self-assessment of personal resources, and the educational steps to meet those goals.

Advising is a powerful tool in WVU Parkersburg's efforts to improve student retention. All students at WVU Parkersburg are entitled to receive accurate academic advising on a regular basis throughout their enrollment at the College. Students shall be advised regarding their career or degree objectives without regard to their race, color, national origin, sex or disability.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, disability, veteran status, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination.

Any person with inquiries regarding West Virginia University at Parkersburg's compliance with Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 is directed to contact the individual designated to coordinate the institution's efforts to comply with the regulations implementing these laws:

Mary Bentz, Executive Director, Human Resources and Compliance  
West Virginia University at Parkersburg  
300 Campus Drive, Room 1008  
Parkersburg, WV 26104  
Office: 304-424-8212; Fax: 304-424-8302  
Email: [Mary.Bentz@wvup.edu](mailto:Mary.Bentz@wvup.edu)

Title VI, Title IX and Section 504 or ADA complaints may also be filed with the Regional Office for Civil Rights: U.S. Department of Education; Philadelphia Office for Civil Rights; 100 Penn Square East, Suite 515; Telephone: 215-656-8541; FAX: 215-656-8605; TDD: 800-877-8339; Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).



# Section 1: Academic Advising

“Watching a skilled [advisor] help a student is like watching an artist at work. Each makes their craft look easy. The artist applies paint to canvas with a seemingly effortless ease, and the work of art magically appears. [Master] advisors...conduct conferences with an equal ease and fluidity.”

- Pat Folsom, 2015

## Purpose of Academic Advising

The National Association of Academic Advising (NACADA) defines Academic Advising as “an interactive process in which the adviser helps the student set and achieve academic goals, acquire relevant information and services, and make responsible decisions consistent with interests, goals, abilities, and degree requirements”.

Academic advising is integral to fulfilling the teaching and learning mission of higher education. Bean and Eaton (2002), Kuh et al. (2005), and Tinto (1993) all point to the significant role that academic advising plays in effective retention programs and individual experiences. Tinto’s (1993) *Theory of Student Departure* posited that the effects of the institutional academic and social context when interacting with student characteristics impact departure. This suggests that retention is a by-product of a good educational experience. Kuh et al. (2005) further argues that “advising is viewed as a way to connect students to the campus and help them feel that someone is looking out for them. Engagement represents the intersection of institutional conditions and student behavior that the institution can help influence.” (p.4) Bean, 2005; Bean & Eaton, 2002 also examined individual attributes that influence student persistence. They found that feelings about staying or leaving are by-products of interactions between students and the institution. Attitudes about an attachment to the institution and a connection to their future also have an impact.

Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution.

## Guiding Principles of Academic Advising

Advising is a key component of student success and supports the mission of WVUP by providing accessible, and life changing opportunities in a safe and supportive environment. The academic advising relationship is best carried out in an atmosphere of caring and trust. Through this process, the advisor will help students meet many of their life-long goals and prepare them for a rewarding career. It is not sufficient to be merely a source of accurate information. To be effective, an advisor must exercise non-judgmental listening skills and clear, distinct communication techniques. Additionally, the advisor must strongly encourage the student to take responsibility for his/her own educational requirements and decisions. It's difficult to move students that need lots of guidance to students that demonstrate self-efficacy.



Academic advising has three components: curriculum (what advising deals with), pedagogy (how advising does what it does), and student learning outcomes (the result of academic advising).

### **The Curriculum of Academic Advising**

Academic advising draws primarily from theories in the social sciences, humanities, and education. The curriculum of academic advising ranges from the ideals of higher education to the pragmatics of enrollment. This curriculum includes, but is not limited to, the institution's mission, culture and expectations; the meaning, value, and interrelationship of the institution's curriculum and co-curriculum; modes of thinking, learning, and decision-making; the selection of academic programs and courses; the development of life and career goals; campus/community resources, policies, and procedures; and the transferability of skills and knowledge.

### **The Pedagogy of Academic Advising**

Academic advising, as a teaching and learning process, requires a pedagogy that incorporates the preparation, facilitation, documentation, and assessment of advising interactions. Although the specific methods, strategies, and techniques may vary, the relationship between advisors and students is fundamental and is characterized by mutual respect, trust, and ethical behavior.

### **Student Learning Outcomes of Academic Advising**

The student learning outcomes of academic advising are guided by an institution's mission, goals, curriculum and co-curriculum. These outcomes, defined in an advising curriculum, articulate what students will demonstrate, know, value, and do as a result of participating in academic advising. Each institution must develop its own set of student learning outcomes and the methods to assess them. The following is a representative sample.

Students will:

1. Know who their assigned academic advisor is.
2. Understand the importance of the Academic Map.
3. Strengthen their skills in self-advocacy.
4. Have a better understanding of the policies and procedures of the college.
5. Will be aware of services that allow students to strive and achieve academic success.
6. Understand the importance of college campus engagement.
7. Meet with their assigned advisor as required.

### **Summary**

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes.

## **Responsibilities of the Advisee and Advisor**

**Students are expected to:**

1. Take ownership/responsibility of their educational experience, decisions, and actions which affect their educational progress and goals.
2. Clarify their educational, career, and personal goals.

3. Be an active learner by participating fully in the advising experience by:
  - a) communicating regularly with their advisor,
  - b) be open and willing to consider advisor recommendations, and
  - c) respond to advisor communications.
4. Use MyDegree and Academic Maps to help them make informed decisions toward degree requirements and course scheduling.
5. Complete registration tasks by required dates.
6. Learn how to access, use, and check their WVUP email regularly and respond to any actionable items using their assigned WVUP email account and student ID.
7. Schedule and attend advising appointments as required.
8. Come to each advising appointment prepared to ask questions and discuss concerns.
9. Bring all advising related materials to their meeting and follow through on plans of action identified during meetings.
10. Become familiar with and utilize campus resources.
11. Ask questions if they do not understand an issue or have a specific concern.

#### **Advisors will:**

1. Guide students in the selection of their required courses.
2. Advocate for student success and empower them to complete your degree.
3. Assist in developing and achieving realistic academic goals by guiding students to make decisions and take ownership of their choices.
4. Communicate accurate, timely and useful information for navigating the pathway to completion.
5. Help students interpret college policies, procedures and guidelines.
6. Inform students of college expectations, and maintain a courteous, respectful, and supportive advising environment and be accessible during office hours.
7. Adhere to the guidelines set forth by FERPA.
8. Serve as a liaison to campus resources.
9. Address students' academic questions and concerns and collaborate with students to generate solutions to challenges.
10. Respond within a timely manner to students' correspondence.

#### **According to #V-4 of the WVUP Answer Book, all Advisors have the following expectations:**

- Advisors must personally approve a student's selection of classes prior to registration of the courses. There is a PIN that must be removed by the advisor for the student to register.
- Advisors should verify that students are continuing to pursue the degree or career objective that is indicated in OLSIS. It is the responsibility of advisors to refer students to the Center for Student Services to change degree objectives. If a major change necessitates an advisor change the CSS will make that change.
- Advisors should meet with each student being advised on a regular basis - not just at registration time. Students who need frequent contact should be scheduled for conferences with advisors on a regular basis throughout the semester.
- Advisors should maintain notes of all advising sessions with students in MyDegree.
- Advisors must approve forms (physical or online) initiated by the student to withdraw either from a class, classes, or from the college.
- Advisors are expected to know and to follow specific college policy covering prerequisite courses, maximum course load, overload, D/F repeats, grade forgiveness, etc.

- Faculty advisors are expected to establish, post, and fulfill stated office hours for advising purposes. These should include prime student hours on each class day of the week, and/or evening hours as appropriate. Deans are responsible to verify that this is observed.
- Advisors are expected to use student support resources that the college makes available, such as counseling services, career services, tutoring and testing center, financial aid, the college catalog, specific articulation agreements with other institutions, etc.
- Advisors are expected to participate in training sessions when they are developed and announced.
- In emergency situations (particularly those relating to deadlines), when an advisor is not accessible, students may be referred to the Deans or the PAC for assistance. (When the student transaction is completed under these conditions, the assigned advisor shall be notified of any actions taken.)
- When college is not in session, students will be advised by the Deans or the PAC advisors if faculty advisors are not available.

## Competencies of Advisors

Underpinning the core competencies for academic advising and serving as the foundational elements for effective advisor training programs and advising practice are three content categories – the conceptual, informational, and relational (NACADA, 2017). An understanding of these three major areas provides advisors the knowledge and skills to be effective guides for their students.

The Conceptual component provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students. The Informational component provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution. The Relational component provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.

To achieve excellence in their work, regardless of the specifics of their individual campus' advising mission, all advisors must understand all three components, and be able to synthesize and apply them as needed in advising interactions.

### Core Competency Areas

Core competencies in the **Conceptual** component (concepts academic advisors must understand) include understanding of:

1. The history and role of academic advising in higher education.
2. NACADA's Core Values of Academic Advising.
3. Theory relevant to academic advising.
4. Academic advising approaches and strategies.
5. Expected outcomes of academic advising.
6. How equitable and inclusive environments are created and maintained.

Core competencies in the **Informational** component (knowledge academic advisors must master) include knowledge of:

1. Institution specific history, mission, vision, values, and culture.

2. Curriculum, degree programs, and other academic requirements and options.
3. Institution specific policies, procedures, rules, and regulations.
4. Legal guidelines of advising practice, including privacy regulations and confidentiality.
5. The characteristics, needs, and experiences of major and emerging student populations.
6. Campus and community resources that support student success.
7. Information technology applicable to relevant advising roles.

Core Competencies in the **Relational** component (skills academic advisors must demonstrate) include the ability to:

1. Articulate a personal philosophy of academic advising.
2. Create rapport and build academic advising relationships.
3. Communicate in an inclusive and respectful manner.
4. Plan and conduct successful advising interactions.
5. Promote student understanding of the logic and purpose of the curriculum.
6. Facilitate problem solving, decision-making, meaning-making, planning, and goal setting.
7. Engage in on-going assessment and development of the advising practice.

## Family Educational Rights and Privacy Act (FERPA)

Because academic advising is relational and students share their goals, dreams, and barriers to success, deeply personal information is shared. It is important to know this information so the advisor can best support the student, however it is critical that the student's privacy is protected. Information learned while advising is protected by FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords students' rights with respect to their education records, including:

- The right to inspect and review their education records
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. FERPA allows releasing Directory Information. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, enrollment status (full, part-time or not enrolled), degrees and awards received including Dean's List and President's Scholar list, the listing of previous educational institutions attended, and participation in officially recognized activities.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by WVU Parkersburg to comply with requirements of FERPA (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920).

Before a student's educational information can be shared, a FERPA Waiver form must be on file in the Center for Student Services for that student. The FERPA will list all individuals in which the student consents to sharing their educational information. The FERPA Waiver form used by WVU Parkersburg can be found at the following link: <https://www.wvup.edu/faculty-staff/links/ferpa-training/?hilitte=%27FERPA%27>. It must include "wet" signatures (student and the individual notarizing the document, such as the academic advisor, Center for Student Services front line staff, etc.).

For the educational benefit of the student, advisors may share information with other individuals on campus. For example, a student may be struggling in a course. It would be allowable for the advisor to contact the instructor of that class to get a clearer picture of the issue or to share information that will allow the instructor to better support this student.

High school students taking college classes, regardless of age, fall under the protection of FERPA. A parent or high school official may not be given any information about a student other than directory information without the student's written permission.

## **Structure of Academic Advising at WVU Parkersburg**

In general, all new students and students who have completed 30 credit hours or less will be advised by an academic advisor from the Professional Academic Center (PAC). Once a student has completed 30 or more credit hours, they will be reassigned to a full-time faculty advisor from their respective program area. Transfer students with 30 or more credit hours are automatically assigned to a faculty advisor.

### **The Professional Advising Center (PAC)**

The PAC is staffed by professional academic advisors tasked with advising all students who have completed less than 30 credit hours. PAC advisors work with students to ensure they properly begin their academic journey by advising them of the courses required to fulfill their selected degree program. They also assist students with the initial registration process and answer questions regarding potential degree paths, course descriptions, and general academic information. PAC advisors work to develop a relationship with their students over time so that students always feel they have an advocate on campus. Additionally, the advisors communicate with students reported through the early alert warning system as well as students earning midterm and/or final grades of a "D" or "F".

Advising specific to students pursuing a Regents Bachelor of Arts (RBA) or Board of Governors

A.A.S. degree (BOG) is conducted through Kim McFee. While all PAC advisors are assigned advisees from all majors, each advisor is assigned to serve as a liaison to one of WVU Parkersburg's academic divisions, including:

- Professional Studies
- Nursing & Health Sciences
- Workforce & Economic Development
- Arts & Sciences

This liaison relationship is so that changes in each program can be shared with all PAC advisors so they are up to date on program expectations. The PAC maintains regular office hours Monday through Friday with extended hours during peak registration periods. PAC advisors also provide assistance during winter breaks and summer sessions when faculty members are not typically on campus.

### **Faculty Advisors**

All students who have earned over 30 credit hours are assigned a faculty advisor within their declared major. Transfer students with 30 or more credit hours are automatically assigned to a faculty advisor as they potentially could have prior credit hours that can be substituted courses required of their declared major. The faculty advisor will assist advisees in applying to the appropriate bachelor degree program.

### **Ascend Academic Advisors**

Ascend Advisors are assigned all Ascend program participants to serve as their advisees. They are required to meet with Ascend participants based upon students' academic level of support. Ascend students will remain with their Ascend Advisor until they graduate. Exceptions to this are students that become admitted into the Nursing program. These students will have both a Nursing faculty advisor and an Ascend Advisor.

## **Section 2: New Student Procedures and Policies**

### **Admission to WVU Parkersburg**

Students may be admitted to WVU Parkersburg under any of the following categories: General Admission, Transfer Admission, Transient Admission, Early Admission of High School Students, Readmission, Non-degree Admission, International Admission, and Provisional Admission.

#### **General Admission**

To be fully admitted under general admissions requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Per financial aid regulations and institutional obligations, submit official high school

transcripts or a secondary credential. If the applicant graduated from high school or received secondary credential completion scores from an accredited institution or source more than five years before enrollment, then no high school transcript is required. If the applicant has completed active military service, then a JST ("joint services transcript") needs to be submitted. High school transcripts or other qualifying documents may be delivered to the college by the school applicant if it is provided in an unopened, sealed envelope, directly from the issuing school. Otherwise, a high school transcript should be requested by the applicant to be submitted electronically to the college through the use of Parchment.

- All students who have attended college or taken college classes anywhere other than WVU Parkersburg must submit official transcripts from each college or university previously attended (these transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by students cannot be accepted.)
- Placement test scores are not required for general admission or course placement. However, placement test scores are used as cut-off scores for specific classes such as English or math. Students without test scores or an inadequate cut-off score will be required to take corequisite courses in math and English.

## **Step-by-step admission process**

1. The student submits the application to WVUP. The student should be simultaneously submitting the FAFSA, WV Invests application, and requesting that high school or GED completion transcripts are sent to WVUP. Students that are transferring will need to request transcripts to be sent from their previous colleges.
2. After the application has been in the system for 24 hours, an email will be sent with instructions to complete the accounts access process. Students cannot register until the accounts access has been completed. This will help the student access OLSIS and their campus email account. The student must use their campus email to email admissions that they have completed the process.
3. Once the student has completed the accounts access process, they are entered into the New Student Orientation Tracking program. This program allows staff to see the progress of enrollment of the student. Admissions will enter in the test placement scores and include information about the status of the required transcripts. Then Financial Aid will review the NLDS to confirm that they have not defaulted on loans and if all of the previous colleges are reported. They also will report if the student has submitted the FAFSA form.
4. The academic advisor will receive an email that they have been assigned a new student and the advisor and/or student will reach out to make an appointment to discuss registering for classes. Many students are waiting for contact from the advisor, so it is important to reach out. The student and the advisor will develop a schedule for the semester, discuss program entrance requirements, review academic plans and if possible, the student will register themselves for classes. If the registration time frame has not begun, the student may have to have instructions to register to take home with them and they will have to register



themselves on their own. Once the advisor meets with the student, they will confirm that in the New Student Orientation Tracking program.

5. Once a student is enrolled, they will need to complete the Business Office Orientation. This information includes payment and refund processes and policies.
6. Once the student is fully admitted (all transcripts are submitted, accounts access is completed, name change forms submitted, felony statements submitted), they will need to get their student ID in the Center for Student Services.
7. If a student needs physical or learning accommodations, the student should see the Center for Student Support Services (Kurt Klettner). The sooner they can meet with him, the smoother the process of receiving accommodations.

## **Secondary Home Schooled Students**

Students seeking general admission to the college who have completed a secondary school credential through a homeschool process must adhere to the following steps for admission.

The home schooling of secondary students in West Virginia is governed by West Virginia Code 18-8-1 subsection (c). Therefore, in addition to all other admission requirements, home schooled students must provide the following:

- Submit an official transcript of secondary school class work with graduation date and signatures.

## **Transfer Students**

A transfer student is defined as an applicant for admission to WVU Parkersburg who has attended another college or university and who wishes to enroll at WVU Parkersburg and declare a major field of study. To be fully admitted under transfer requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Per financial aid regulations and institutional obligations, submit official high school transcripts or a high school equivalency exam, such as the General Education Development (GED) or Test Assessing Secondary Completion (TASC) scores from an accredited institution or source, unless the student has graduated more than five years prior to WVU Parkersburg enrollment.
- Pursuant to federal financial aid regulations and institutional obligations, submit a request to the registrars of all institutions previously attended to forward official transcripts of credit to the Admissions Office located in the Center for Student Services. Only credits earned at regionally accredited institutions or meeting 70% of the learning objectives of a similar WVU Parkersburg course as determined by college faculty will be accepted for transfer. (These transcripts must be sent directly from the issuing institution to the WVU Parkersburg Center for Student Services. Transcripts marked "issue to student," faxed or submitted directly by

students cannot be accepted.).

- Placement test scores are not required for general admission or course placement. However, students may be required to attend co-requisite classes for certain courses for which specific cut-off scores are required. Admission to the institution does not necessarily imply admission to a particular program of study. Individual programs or selective admissions programs may publish their own requirements for admission.

## **Transient Students**

A transient student is defined as any student who is officially enrolled in another college (referred to as "home college") and wants to take a course(s) at WVU Parkersburg and have the course credits transferred back to his/her home college. To be fully admitted under transient requirements, a student must:

Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".

- Submit a transient approval form or letter of good standing from the home institution. The transient form should be submitted well in advance of the desired term of entry.
- Transient students will be individually contacted via their WVUP email by one of WVU Parkersburg's Admissions staff members.

## **Early Admissions Students**

An Early Admission student is defined as a high school sophomore, junior, or senior (or a high school student approved for Early Admission at the discretion of the Vice President of Academic Affairs) who has maintained a minimum cumulative 2.0 grade point average. To be fully admitted under early admission requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Submit written approval from either the high school principal or equivalent to take college courses while a high school or secondary student.
- Submit a partial, official high school transcript.
- Only secondary students who meet these requirements are eligible to enroll in college coursework while in high school. Early admission students are not eligible for financial aid.

Exceptions to these standards for entry may be granted by the Vice President for Academic Affairs upon appeal. Contact the Early College Coordinator located in Room 1209 at the main Parkersburg campus to make an appeal.

Once the Early Admission application has been submitted, students will be permitted to meet with

an advisor to assist in selecting classes. Some courses may be available as dual credit (allowing the student to earn both high school, as well as college credit for the class). Each participating high school will determine what courses will serve as dual credit.

#### Additional Information:

- Any 100-200 level course offered at WVU Parkersburg can be taken during this program if the student meets prerequisite requirements.
- Classes meet according to WVU Parkersburg's calendar, not county school calendars. This includes days on which local schools issue closings/delays for inclement weather, but WVU Parkersburg does not close.
- Students are responsible for providing their own transportation to the college.

### Readmission Students

A readmission student is defined as any student who has previously enrolled at WVU Parkersburg as a student. This applies to any student who has not been enrolled for at least one academic year. To be fully admitted under readmission requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Complete additional requirements for admission transfer if the student has attended any other college since last enrolled at WVU Parkersburg. While official transcripts must be submitted directly to WVU Parkersburg in order for the student to be fully admitted, unofficial transcripts may be used to assist in advising for class registration.

### Non-degree Students

A non-degree student (non-matriculated) is a person who has no plans to earn a degree or certificate at WVU Parkersburg and who does not intend to register for more than two courses in any semester. To be fully admitted under non-degree requirements, a student must:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Students must meet course prerequisites, if any, in order to register for certain courses.
- Non-degree students are not assigned an academic advisor.
- The non-degree student is not eligible for financial aid.

### International Students

An international student is defined as a citizen of a foreign country who seeks admission to WVU at Parkersburg. All documents must be on file by June 1 for admission to the subsequent fall semester and by October 1 for admission to the subsequent spring semester. In addition to meeting

the routine admission requirements in order to be admitted as an international student, an applicant must also:

- Complete an Application for Admission, which can be found at each administrative center (the Center for Student Services, or CSS, for the main campus and the administrative offices for the Jackson County Center, or JCC) of the college or online at <https://www.wvup.edu/future-students/admissions/>. At the link, scroll down to the bottom to the box that states "Apply Today".
- Submission of certified copies of secondary school transcripts is not necessary unless the student is seeking transfer credit from the institution.
- If transferring to West Virginia University at Parkersburg, submit a copy of all prior institution transcripts. If the prior institution's location is outside the United States they must be sent for evaluation to an accredited international transcript evaluation service as identified by the Registrar. Fees for such services are to be paid by the applicant. WVUP's Registrar can be reached at [records@wvup.edu](mailto:records@wvup.edu).
- Once the international transcripts has been evaluated, they should be sent [interationaladmissions@wvup.edu](mailto:interationaladmissions@wvup.edu)
- Submit regional examination scores, if applicable, that have been evaluated and verified by the testing agency; no failures are accepted, and test scores should represent competency levels equivalent to a grade of "C."
- Submit a score on the Test of English as a Foreign Language (TOEFL) of 173 for the computerized test, 60 or higher on the Internet based TOEFL and 500 for the paper test. A score of 7 or higher on the IELTS academic test will also be acceptable. If TOEFL is not available, WVU at Parkersburg also accepts the STEP EIKEN Proficiency 2A which is equivalent to the 500 score TOEFL. These scores must be sent by the STEP EIKEN institute. An alternate means of English proficiency may be used if the student is attending WVU Parkersburg as part of a Cooperative Education Project Agreement between a recognized higher education institution and West Virginia University at Parkersburg as defined by said agreement.
- Submit a notarized Affidavit of Financial Support showing financial commitment by the student and/or sponsor(s) equaling no less than the amount calculated by Financial Aid for an out-of-state student not living at home. Different levels and sources of necessary support may be defined by a Cooperative Education Project Agreement. Such agreements may supersede the requirement of an Affidavit of Financial Support if alternate forms of funding are defined in the Cooperative Education Project Agreement.
- All individuals and institutions providing funds listed in the Affidavit of Financial Support (if required) must provide certified bank statements (private individuals) or statements of sponsorship (institutions). Bank and/or sponsorship statements can be no older than 6 months at the time of submission. Make a deposit with the college to guarantee tuition payment in an amount set each year by the college's Business Office. This deposit must be received before the issuance of the I-20 or registration for classes.
- Submit a copy of a valid passport.

Upon receipt of all documentation, the Center for Student Services will complete an evaluation and notify the student of an admission decision. All outstanding documents must be submitted to the Admissions Office within the Center for Student Services before admission to the college can be granted.

## Provisional Admission

Applicants for admission who do not meet all of the requirements stated above may be granted Provisional Admission for one semester. Requirements for general admission must be met by the completion of the first semester enrolled to remain enrolled at WVU Parkersburg. Provisional Admission students are not eligible for financial aid.

## New Student Admission Process

The new online Orientation Tracking System can be accessed at <https://hr.wvup.edu/ap>. Users will be prompted to log into the system using your WVUP credentials. Following are the typical steps of the new Student Orientation Tracking System:

- When an applicant applies to the college, they are automatically emailed a link to complete the required accounts access process.
- Once they have been identified as completing the required account access, each applicant will be emailed to their WVUP email account a letter that identifies their assigned student ID number, their assigned WVUP email address, their assigned academic advisor and his/her contact email.
- The applicant's name, mailing address, telephone number, student ID number, WVUP assigned email address, birthdate, declared major, student type, any holds and FAFSA years completed will be included in the actual tracking system.
- Financial aid will receive notification that an applicant has completed the required Account Access and will review their Financial Aid history to see if they qualify for financial aid (meet SAP, etc.), or confirm they have fully completed the required FAFSA for that semester in which the applicant has applied (wants to begin). Financial aid will then sign off on the applicant.
- Once the tracking process has been signed off by Financial Aid, then the assigned academic advisor will receive an email notification that the applicant is ready to be advised and register for classes.
- When the academic advisor advises an applicant and the applicant registers for classes, then the academic advisor marks the process as completed and types their name into the system.
- Once the academic advisor has signed off that student has registered, a notification will be sent to the Business Office notifying them that the applicant registered and is ready to receive payment counseling.

## Placement Scores

To determine if students need place in co-requisite ENGL 101 labs, and what math a student qualifies to start (or if they require a MATH 120 lab), ACT and SAT test scores, or Accuplacer Placement scores are used. Following is the most recent score sheet. NOTE: English test scores are good for three years, while Math test scores are only good for two years. See page 19.

# WVU-Parkersburg Placement Scores

## ACT & SAT Scores

### BANNER CODES

**A01 – ACT English S01, S11 or  
SATV – SAT Verbal/English**

Test	Score	Course
ACT SAT	<b>0-17</b> <b>200-479</b>	ENG 101 with lab ENG 101 ONLINE with lab ENG 107 with lab
ACT SAT	<b>18+</b> <b>480+</b>	ENG 101 no lab ENG 101 ONLINE no lab ENG 107 no lab

### BANNER CODES

**A02 – ACT Mathematics**

**S02 or SATM – SAT Mathematics**

Test	Score	Course
ACT SAT	<b>0-18</b> <b>0-509</b>	Math 120 w/lab Math 125 w/lab GBUS117
ACT SAT	<b>19+</b> <b>510+</b>	Math 120 no lab Math 125 no lab
ACT SAT PSAT	<b>21+</b> <b>530+</b> <b>480+ (Gr 10)</b> <b>450+ (Gr 9)</b>	<b>Math 211 – (Early College Students Only)</b>
ACT SAT	<b>22+</b> <b>540+</b>	Math 128/Trig
ACT SAT PSAT	<b>23+</b> <b>560+</b> <b>480+ (Gr 10)</b> <b>450+ (Gr 9)</b>	Math 126 (Math 119 pre-requisite the semester immediately before – if score for 126 not met) Math 318
ACT SAT	<b>25+</b> <b>600+</b>	Math 150
ACT SAT	<b>27+</b> <b>640+</b>	Math 155

## West Virginia

### Summative Assessment Exam

#### SUME – English/Language

Test	Score	Course
SUME	<b>1-2</b>	ENG 101 with lab or Placement Test
SUME	<b>3+</b>	ENG 101 no lab

#### SUMM – Mathematics

Test	Score	Course
SUMM	<b>1-2</b>	Math 120 w/lab or Placement Test
SUMM	<b>3+</b>	Math 120 no lab

## West Virginia Parkersburg

### Accuplacer Exams

Test	Score	Course
AENG	<b>249 or lower</b>	ENG 101 with lab ENG 101 ONLINE with lab ENG 107 with lab
AENG	<b>250+</b>	ENG 101 no lab ENG 107 no lab ENG 101 ONLINE

Test	Score	Course
AMTH	<b>260 or below</b>	Math 120 w/lab Math 125 w/lab GBUS 117
AMTH	<b>261-269</b>	Math 120 no lab Math 125 no lab Math 128 <b>Math 211 – (Early College Students Only)</b>
AMTH	<b>270+</b>	Math 126 (Math 119 pre-requisite the summer immediately before – if score for 126 not met) Math 150

**\*Math Scores are valid for 2 years.**  
**\*English Scores are valid for 3 years.**

## **Accuplacer Placement Exam**

If a student desires to test out of a required co-requisite lab and they have no or outdated ACT or SAT test scores, then they have the option of taking a Accuplacer Placement Exam offered through the WVU Parkersburg's Testing Center.

Accuplacer Exams offered through the WVU Parkersburg Testing Center include Next Generation Writing (ENGL 101 Placement) or the Next Generation Quantitative Reasoning, Algebra and Statistics (Math placement). For more information regarding these exams, visit <https://www.wvup.edu/current-students/services/tutoring-center/testing-center/>. Next Generation Accuplacer placement tests more effectively help institutions place students in classes that match their skill level and include texts and tasks encountered in first year college courses.

Note: For registration purposes, students must register for the required co-requisite lab if they do not have ACT/SAT test scores or lack benchmark scores to avoid the labs. Should they decide to take the Accuplacer, CLEP ACT or SAT after they register, then they must make contact with their assigned advisor prior to the start of classes to possibly be removed from the co-req labs. Once classes have begun, it is too late for a student to test out of a co-requisite lab.

## **Advising Syllabus**

All students should be given an Advising Syllabus that outlines the objectives of the advising process, their responsibilities as a student and the responsibilities of advisors to their advisees. The advising syllabus should be completed with the pertinent information and presented and explained to the student.

A copy of an Advising syllabus follows on page 22. This form is also available as an electronic form that can be emailed to the student. Please see a PAC advisor in the Success Epicenter for a link to the electronic form.



# THE SUCCESS EPICENTER

## Advising Syllabus

Name

---

Student ID

---

Student Email Address

---

Student's Advisor

---

Student's Advisor Contact Information

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Reminder: When emailing anyone in the college, you should do so from your WVUP-issued email address. Your email should contain your name, ID number, and the reason for your email. Responses will be sent to your WVUP email as soon as possible.



### Advising Learning Outcomes

As a result of the student/advisor relationship, you will:

1. Know who your assigned academic advisor is.
2. Understand the importance of the Academic Map.
3. Strengthen your skills in self-advocacy.
4. Have a better understanding of the policies and procedures of the college.
5. Will be aware of services that allow students to strive and achieve academic success.
6. Understand the importance of college campus engagement.
7. Meet with your assigned advisor as required.

### Responsibilities of Students and Advisors

Students are expected to:

1. Take ownership/responsibility of your educational experience, decisions, and actions which affect your educational progress and goals.
2. Clarify your educational, career, and personal goals.
3. Be an active learner by participating fully in the advising experience by: a) communicating regularly with your advisor, b) be open and willing to consider advisor recommendations and c) respond to advisor communications.
4. Use your MyDegree and Academic Map to help you make informed decisions toward your degree requirements and course scheduling.
5. Complete registration tasks by required dates.
6. Learn how to access, use, and check your WVUP email regularly and respond to any actionable items using your assigned WVUP email account and your student ID.
7. Schedule and attend advising appointments as required.
8. Come to each advising appointment prepared to ask questions and discuss concerns. Bring all advising related materials to your meeting and follow through on plans of action identified during meetings.
9. Become familiar with and utilize campus resources.
10. Ask questions if you do not understand an issue or have a specific concern.

Advisors will:

1. Guide you in the selection of your required courses.
2. Advocate for student success and empower you to complete your degree.
3. Assist you in developing and achieving realistic academic goals by guiding you to make decisions and take ownership of your choices.
4. Communicate accurate, timely and useful information for navigating the pathway to completion.
5. Help you interpret college policies, procedures and guidelines.
6. Inform you of college expectations, maintain a courteous, respectful, and supportive advising environment and be accessible during office hours.
7. Adhere to the guidelines set forth by FERPA.
8. Serve as a liaison to campus resources.
9. Address your academic questions and concerns and collaborate with you to generate solutions to challenges.
10. Respond within a timely manner to your correspondence.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution.

## Section 3: Academic Planning

Having a pathway or a map for completion is one of the most important tools an advisor can offer their students. The pathway includes the courses and requirements needed for students to successfully complete their program. Without this plan in mind students may take courses that are not needed, making it take longer to complete the program and possibly become ineligible for financial aid.

### Developing a Pathway to Completion

Advisors and students have tools that will allow them to plan out their approach to completing their program. Below are some of the widely used tools at WVUP.

#### Curriculum (Catalog)

An annual College Catalog is made available prior to the start of each academic year. It contains the most recent Guided Pathways to Success (GPS) Academic maps for each major offered, course descriptions and other important information. It should be consulted for information not contained in this Advising Handbook.

#### 15 credits per semester

All students are encouraged to register for a minimum of 15 credit hours each semester. This will help ensure they can graduate with their degree in 2 years (4 semesters) if courses are successfully completed.

#### Financial Aid Issues With Too Many Credits

Satisfactory Academic Progress Standards require students to complete their program before attempting more than 150% of the credits required for their graduation. Example: a program that requires 60 credits for graduation is eligible for financial aid for a maximum of 90 credit hours. ( $60 \times 150\% = 90$ .) Students are no longer eligible for financial aid after they have surpassed 150% of credit hours required for graduation. It is possible for a student to receive the Pell Grant for 6 years at full time status. A student can receive the WV Higher Education Grant for 4 years.

#### Degree Completion Requirements

For most academic programs, a 2.0 GPA is required in order for a student to graduate. However, certain degrees have other requirements:

- ASBA, AA BA, BSBA and BASBA:  
Requires a 2.0 GPA in the General Education course section, a 2.25 GPA in the Common Professional Component Core course section, and a 2.5 GPA in the Beyond the Business Core course section.
- AAS CIT, AAS CS, and BAT:  
Requires any CIT, CS or SEC course to be completed with no less than a grade of a "C" earned
- BA Elementary Education:  
Requires a 3.0 to be admitted to the program, and no course earned with a grade lower than a "C".

- Nursing (AAS, RN to BSN):  
Must have a cumulative GPA of no lower than 2.0 to be admitted to the program.

## **Prerequisites and Corequisites**

Prerequisites are defined as courses/scores required before a student can register for a particular course. If a student lacks a prerequisite for a course, then they will not be able to register for certain courses that require the prerequisite, unless a prerequisite override is sought and obtained by the Division dean and then processed through the Center for Student services. Corequisites are courses that must be taken simultaneously as another registered class (such as BIOL 107L is a corequisite for BIOL 107). For example, a student cannot register for BIOL 107 alone, unless they register for the corequisite as well, or a corequisite override is sought and obtained by the Division dean and then processed through the Center for Student Services.

In general, a student may not sign up for a higher level sequenced course without successfully completing the lower level course in the sequence. The advisor should not approve a student's registration form if he/she is attempting to take this kind of higher level course.

Students are required to have completed the required prerequisites, if any, before they can register for certain courses. Likewise, some courses require corequisites that must be registered at the same time as the course. Student inquiries regarding exceptions to course prerequisites or corequisites should be discussed with academic advisors and approved by division chairs (deans).

## **Academic Maps**

Academic maps have been developed for all degree programs. Each academic map is designed in such a way that provides a guided pathway beginning with the certification degree, leading to the corresponding associate's degree and, if available, Bachelor's degree.

Academic maps for each program can be found in the college catalog. It is the responsibility of the student to monitor their progress toward their program completion in MyDegree.

Some program courses are sequential and may not be offered every semester. Use of Academic Maps will be essential in course planning across the program curriculum and in avoiding delays in degree completion.

See page 26 for an example of an academic map. Academic Maps change when curriculum changes and it is important to remember they are a tool. The program curriculum has the most accurate requirements. WVUP is currently developing the framework in CourseLeaf to better use the college catalog.



# ACADEMIC MAP

Business Administration, A.S



## Semester 1

COURSE	CR	COMMENTS
GBUS 101 INTRO TO BUSINESS	3	
COLL 101 ORIENTATION TO COLLEGE	1	
WRITING AND RHETORIC ELECTIVE	3	
QUANTITATIVE REASONING ELECTIVE	3	
PEOPLE AND THEIR WORLDS ELECTIVE	3	
ECON 202 MACROECONOMICS	3	
<b>TOTAL:</b>	<b>16</b>	



The **Associate of Science in Business Administration** gives students a background in business core competencies and prepares them for admission to the Bachelor of Science in Business

Administration at WVUP or to transfer to another institution for a business program.



### MILESTONE COURSE:

These courses are the keys to graduation. Courses should be taken in the recommended semesters to stay on time for

completion.

## Semester 2

COURSE	CR	COMMENTS
WRITING AND RHETORIC ELECTIVE	3	
HUMAN COMMUNICATION AND INTERACTION ELECTIVE	3	
BTEC 275 ADVANCED BUSINESS APPLICATIONS	3	
ECON 201 MICROECONOMICS	3	**
MATH 211 STATISTICS	3	*
<b>TOTAL:</b>	<b>15</b>	



### CAREER PLANNING:

As you prepare for your last semester of the Associate in Science, contact the institution to which you plan to graduate or

work with your advisor to apply for admission to the BSBA at WVUP.



### CAPSTONE COURSE:

The capstone is a semester-long project that prepares you for the workforce by perfecting your resume and assessing student

learning outcomes. Apply for graduation with the Associate in Science during your fourth semester.

See your advisor to apply for admissions to the BSBA degree program.

## Semester 3

COURSE	CR	COMMENTS
AESTHETICS, CREATIVITY, AND APPRECIATION	3	
SCIENCE INQUIRY ELECTIVE	4	
ACCT 201 PRINCIPLES OF ACCOUNTING 1	3	**
MGMT 220 PRINCIPLES OF MANAGEMENT	3	
<b>TOTAL:</b>	<b>13</b>	

### GPA REQUIREMENTS

\* - GEN ED 2.0; \*\*

COMMON PROFESSIONAL COMPONENT 2.25 BEYOND 2.50

## Semester 4

COURSE	CR	COMMENTS
SCIENTIFIC INQUIRY ELECTIVE	4	
ACCT 202 PRINCIPLES OF ACCOUNTING 2	3	**
GBUS 202 BUSINESS COMMUNICATION	3	
MKTG 230 PRINCIPLES OF MARKETING	3	
GBUS 240 ASSOCIATE DEGREE CAPSTONE	3	
<b>TOTAL:</b>	<b>16</b>	



Students should average 15 credit hours per semester, or 30 per year, to graduate on time.

### TOTAL DEGREE CREDITS:

**60**

2022-2023

## Foundational Learning Course (FLCs) Requirements

Every degree includes foundational learning course requirements. They are a part of graduating a well-rounded student. Each major has a different approach to the foundational learning course requirements and it is important to plan for these in the completion pathway. In general students working on an associate degree will need to have the following:

College 101	1 credit
Quantitative Reasoning	3 credits
Writing and Rhetoric	3 credits
Scientific Inquiry	4 credits

6 credits in two of the following categories: Aesthetics, Creativity and Appreciation or Human Communication and Interaction or People and Their Worlds

See the chart below for the course options.

<b>Aesthetics, Creativity, and Appreciation</b>	<b>Human Communication and Interaction</b>	<b>People and Their Worlds</b>	<b>Quantitative Reasoning</b>	<b>Scientific Inquiry</b>	<b>Writing and Rhetoric</b>
ART-101	COMM-105	ECON-201	MATH-120	ASTR-106	ENGL-101
ART-111	COMM-111	ECON-202	MATH-125	BIOL-101	ENGL-102
ENGL-131	COMM-112	GEOG-102	MATH-126	BIOL-102	ENGL-107
ENGL-132	COMM-202	HIST-101	MATH-211	BIOL-103	
ENGL-221		HIST-102		BIOL-104	
ENGL-222		HIST-152		BIOL-107	
ENGL-241		HIST-153		BIOL-108	
ENGL-242		HIST-250		BIOL-109	
ENGL-257		PHIL-111		BIOL-115	
ENGL-261		PHIL-150		BIOL-117	
ENGL-262		PHIL-231		BIOL-171	
ENGL-285		POLS-101		CHEM-111	
MUSI-170		POLS-102		CHEM-115	
THEA-101		PSYC-101		CHEM-116	
		PSYC-241		GEOL-101	
		SOC-101		GEOL-102	
		SOC-107		GEOL-103	
		SOC-221		GEOL-104	
				GEOL-105	
				PSCI-101	

				PSCI-111	
				PSCI-112	
				PHYS-101	
				PHYS-102	
				PHYS-111	

## Undecided Students

Students who are undecided should declare AA Gen Ed as their major. However, there are some responsibilities for students who are undecided and declare the AA Gen Ed.

### Advising the AA Gen Ed for Undecided Students

The Associate of Arts (AA) degree has recently been redesigned to; provide improved transferability to degrees, both internal and external to WVU Parkersburg; provide an acclimation/exploration period for undecided majors; and allow the awarding of a non-specific degree for improved employability or other non-academic purposes.

#### Advising Upon Initial Interest or Inquiry

- Students who are interested in transferring, acquiring a General Education degree for employability, or are undecided on an academic career path should be informed of the pertinent features and benefits of the AA, as discussed above. Briefly:
- Nearly 100% transferability guaranteed for completing the first year of AA degree courses.
- Near 100% transferability guaranteed for second year with informed student/advisor course selection.
- Little to no loss of credit hours or degree requirements if/when students switch to another academic pathway.
- Customizable degree to accommodate multiple purposes and student satisfaction.
- Students express their intent of pursuing the AA and with the advisor's demonstration/assistance, schedules the first semester with subsequent semesters and post-graduation plans in mind.
- MATH 120: Students should be encouraged to take one of the Quantitative Reasoning courses listed on the Academic Map. If a student is underprepared, MATH 120 may be taken with the Lab component. This will count as an elective course until the second-year action plan clearly demonstrates degree completion and subsequent pursuits do not require one of the listed MATH courses. At that point, MATH 120 will fulfill the AA Degree's Quantitative Reasoning Requirement.
- Students should be informed that at the time for scheduling the second semester, a plan of action will need to be provided prior to registration. If no clear or usable plan has been provided, the advisor can assist, as needed, in addition to urging the student to research and reflect for optimum course selection.
- Students also should be informed that at the time for scheduling the third semester, a more focused and applicable plan of action will need to be provided prior to registration. Failure to provide a suitable plan at this point will result in an inability to release the PIN for registration.
- Students are informed that a faculty advisor will be assigned for advising sessions after 30 credit hours are achieved.



(Note that if a student expresses interest in a Baccalaureate degree for the purpose of transfer or employability, the Multidisciplinary Studies (MDS) Degree should be introduced as an option/pathway.)

### **Advising Prior to 2nd Semester Scheduling**

- The student's plan of action is reviewed for applicability to subsequent studies/employment.
- Courses are selected that align to the student's plan.
- An elective is selected that has been confirmed to be needed by the next degree program and/or is on the Core Transfer Agreement.
- Students are reminded that a faculty advisor will be assigned for subsequent advising sessions.

### **Advising for Semesters 3 and 4**

- The faculty advisor reviews a student's second year plan in the Notes of MyDegree .
- At this point in the academic pathway, students wishing to transfer should clearly understand the desired program requirements and prerequisites and are selecting courses accordingly.
- If at all possible, contact with the institution offering the program has been made and personnel there have preliminarily advised the student.
- The student should have by now reviewed the program's curriculum to determine if any required courses can be taken while completing the second year of the AA degree and are accepted for transfer upon completion.
- Student/Advisor engagement continues and communication and preparation are underway for smooth transfer, employment, or other desired action.

## **College 101**

College 101 is currently a graduation requirement for every program. Every new student should take it their first semester, with few exceptions. College 101 introduces students to college resources and helps to develop success skills for academic and personal success. The format will be changing in Fall 2023-24. There will be a four day long, daytime program two weeks before classes start. There will be a four day long, evening program the week before classes start and three more options that will be restricted to specific situations. There will be a more traditional section that will run for 8 weeks with 2 classes each week, one hybrid evening course, and an asynchronous online course for students in online majors only.

Students that transfer to WVUP without a COLL101 credit and have a 2.5 GPA or better with 12 credit hours may have the course waived. They will need to work with the advisor to submit a waiver form to the Vice President for Academic Affairs.

## **Section 4: Registration Procedures and Policies**

### **Registration Resources for Students**

Students will be required to connect with their advisor every semester to register for the subsequent semester. A pin will be assigned to each students' account to prevent students from registering without meeting with their advisor. The advisor will remove the pin after meeting with a student. Students can register themselves online with the courses that were recommended. Below are tools the students can use to guide them in choosing courses.

## OLSIS

The Online Student Information System (OLSIS) is the system students use to register for classes, view their grades and unofficial transcript, registration dates and any holds on their account.

MyDegree is a degree audit tool that

- Monitors a student's progress toward their degree completion.
- Allows students to see the classes required for their declared major.
- Allows students to see what classes are still required if they wanted to change your major (using the **What If** feature)
- Allows students to calculate their GPA
- Shows a student's academic status, major, assigned advisor, cumulative GPA and other pertinent information

## Course Catalog

An annual College Catalog is made available prior to the start of each academic year. It contains the most recent Guided Pathways to Success (GPS) Academic maps for each major offered, course descriptions and other important information. It should be consulted for information not contained in this Advising Handbook.

## Semester Course Schedule

Semester Course schedules can be found on the college's website at <https://www.wvup.edu/current-students/student-resources/course-schedules/>

## Student Access to MyDegree

Students access their MyDegree through their OLSIS account. Once they have logged into OLSIS, they need to Select **Student Profile** (1st bullet item down). Students will be required to log into the system using their same login and password to obtain their WVUP email (without the @wvup.edu) and Blackboard account.

## Registration and Advising Resources for Advisors

As an academic advisor, you are required to use the "Notes" section of MyDegree for each student to capture what was discussed during each advising session. A folder may also be maintained as well that includes pertinent information, including a copy of the student's Guided Pathways to Success (GPS) Academic Map and other documentation relevant to the student's academic progress.

## Using Faculty OLSIS

OLSIS for Faculty is the upgraded version of OLSIS and is now a separate link than what students will use to access OLSIS. The new link for OLSIS for Faculty will be located under the Faculty/Staff/Links menu item on the main web page (<https://www.wvup.edu/faculty-staff/links/>). You will log in using your network ID and password just like you do for email, your computer, and Blackboard.

Academic divisions should be assisting new faculty in accessing this system. If additional assistance is required, contact the IT Help Desk or a Records Office staff member. The OLSIS system provides advising information for advisors and class information for instructors. The

system houses class list(s) and is where instructors will enter midterm and final grades as well as attendance verification information within OLSIS.

## **Navigation and Menus**

Once logged in, you will see the Faculty Landing Page which lists items most frequently used by faculty in OLSIS (Grade Entry, Class List, Student Information). You can click on any of these links to get to that particular page.

All other menu items can be accessed by clicking on the 4-square menu in the upper left corner by the Ellucian logo

## **Menu Options**

### **Grade Entry**

The Faculty Grade Entry application provides an updated user interface for faculty grade entry processing in Banner Student. The Faculty Grade Entry page is used to enter and update midterm, final, and incomplete grades, as well as the last date of attendance and hours attended. Components and subcomponents can be graded using gradebook functionality. You can import and export grade data for students. The Final Grades tab is the default display. If no courses are open for final grading, and courses are open for midterm grading, the Midterm Grades tab will default. Courses are sorted and displayed in order based on CRN and Term. The Grading Status field displays a bar for each record that shows whether grading has not been started, grading is in progress, or grading is completed. You can sort the records using the arrows on any of the field/column headings.

When a course is selected for grading from the list of courses, the Course Details tab is displayed at the right side of the page. Click the arrow to the right of the Search box.

It contains quick reference information for: subject, course number, section number, course description, CRN, reminders (such as grades remaining that need to be entered), number of eligible students, number of registered students, number of midterm or final grades already awarded, the dates the course is offered, the primary instructor, and any secondary instructor(s). This information is updated as grades are entered and saved. Click the arrow again to close the window.

Once a course has been selected, the class roster of students to be graded is displayed at the bottom of the page in the Enter Grades section. By default, students are listed in alphabetical order by last name. Clicking on a student and then clicking on the arrow above (for Course Details) will also display Student Details.

### **Class List**

The Class list page allows an instructor to view the list of students enrolled in classes they teach. They can drill down to view detailed information about a student, print their roster, or export it into an excel spreadsheet and email their students. The default is for all terms to display. Selecting a term in the drop down box will change which classes are displayed. Faculty members can search for a particular course or section by keying in any characters in the Search field. Depending upon the key words entered, the value in the block will be refreshed to display the course information. Faculty members can search by term code, subject code, course number, CRN, or course title in the search filter displayed in the CRN Listing block.

- Clicking on the Course Title will display a popup with the course catalog information. Faculty can click on any of the headings on the left and that information will display on the right.
- Clicking on the CRN will display Class Details. Faculty can click on any of the headings on the left and that information (if available) will display on the right.
- Clicking anywhere else in the row will display the class roster. Faculty members can hover over the student name in a desktop view to open the student contact card when the card is enabled. He/She can click the View Profile button in the contact card to access the Student Profile page in Banner Advising Student Profile.
- Changing the drop down box on right from Summary View to Detail View will display curriculum information for each student. Clicking anywhere on the student row (except the name) will collapse the detailed view of that particular student.
- Class list roster can be exported from Student Self-Service using the Export option available on the Class List page. A wizard is provided to step you through the process.

### **Student Information/Student Profile (bio, holds, test scores, etc)**

The Student Information link will take the user to the Advisee Search page. The Advisee Search page is used by an advisor to select a term for which the advisor would like to search for a specific advisee to view their student profile information or view a list of all of their advisees.

Faculty can search by student ID, email or name from here. To search for a student, select a term, then select ID, email, or name. When searching by student ID or email, the full ID or email must be entered. When a match is found, click the View Profile button. When searching by name, at least the first 3 letters of the name must be entered and it should be entered in the format last, first middle (i.e. Doe, John Q). If no match is found, click **My Student is not Listed** and the search will be performed on all terms. To view all advisees assigned to an advisor, select a term then click **View My Advisee Listing**.

The Advisee Listing can be exported by clicking on the Gear button in the upper right and selecting **Export Advisee Listing**.

The Student Profile page is used to view detailed information about a specific student. This page displays the following types of information:

- Page header summary information
  - Registration Notices
  - Holds
- Student Information
  - Bio Information
  - General Information
  - Graduation Information
  - Advisors Information
- Notes
- Primary Curriculum
- Secondary Curriculum

- Hours and GPA
- Registered Courses
- Prior Education and Testing
- Additional Links
  - View Grades
  - Academic Transcript
  - My Degree

The menu for the additional pieces of information including Additional Links is on the left in the black box. To view registration notices or holds, click on the corresponding label at the top right of the profile.

## Removing a PIN

Faculty OLSIS is used to release a student's PIN. Once logged into the Faculty OLSIS:

- Select **Release of Student Pin**
- Select the student's name from your list of assigned advisees OR type in the Student ID number
- Be sure to select the term for which the student desires to register.

## MyDegree

"MyDegree" is a web-based degree audit tool to help students and advisors monitor students' progress toward degree completion. MyDegree combines WVU Parkersburg's degree requirements and the coursework completed in an easy-to-read worksheet that shows the student and advisor the course work that has been completed toward the degree and what courses are still needed.

Students may change their class schedules within their OLSIS account up until midnight of the first day of classes. Registration closes prior to the first day of the semester or part of a term. Generally, students may not add a full-time class after the course has already begun. Rare exceptions are made by the Vice President for Academic Affairs. Students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change. Students may register for late-start courses up until one day before the late-start schedule begins.

MyDegree is a degree audit tool that

- Monitors a student's progress toward their degree completion.
- Allows students to see the classes required for their declared major.
- Allows students to see what classes are still required if they wanted to change your major (using the **What If** feature)
- Allows students to calculate their GPA
- Shows a student's academic status, major, assigned advisor, cumulative GPA and other pertinent information

## Faculty Access to MyDegree

Faculty access a student's MyDegree through the Faculty OLSIS site:

- Log into Faculty OLSIS
- Select **Student Information (biographical, grades, holds, transcript, MyDegree, etc)**

- At the next Screen, select **Student ID, Student Email or Student Name** and provide the pertinent information for the student you are desiring to search in MyDegree and then select **View Profile**.
- Once the Student Information appears for the student, select **MyDegree (Degreeworks)** on the left hand side at the bottom of the list appearing for the student.

**NOTE: MyDegree houses advising “notes”. It is vital that all advisors enter advising notes in the designated section for any student they advise.**

## Banner

Banner is the data warehouse for the college. Staff may use this tool for looking up financial aid information, or other specific information. Academic advisors will rarely use this tool and will access the data through Faculty OLSIS which can be accessed from the bottom of the college’s website.

## MyWVUP Advising

MyWVUP Advising was designed as a digital record-keeping system used by Ascend advisors for Ascend participants. This digital portal is available to PAC advisors as well.

## Academic Advising/Scheduling Worksheets

### PAC Scheduling Worksheet

PAC advisors use the PAC Scheduling Worksheet when advising current students, particularly those who plan to take advantage of priority registration. This two-part form includes the advised schedule for the upcoming semester as well as specific directions for students on how to login and register for classes in OLSIS on their own after they have been advised and their advising pin has been released. Once a course schedule is developed and noted on the worksheet during the advising period prior to the registration period, the advisor and student sign and date the form and the white (original) copy is given to the student. The yellow copy is retained by the PAC as part of the student’s electronic advising file. In the case of a pandemic, PAC advisors will email advisees a copy of the agreed upon schedule on an electronic PAC Scheduling Worksheet and the advised schedule is then retained by the PAC as part of the student’s electronic advising file.

### Scheduling Worksheet (blue form)

The standard Scheduling Worksheet (1/2 page blue form) is used by faculty advisors when advising current students for the upcoming semester. This form is also used when requesting an “override”. Once a student’s schedule has been advised and developed, with all course override requests noted at the bottom of the form, the advisor signs the worksheet and gives it to the student. If an override request is required, the student must obtain the approval signature of the appropriate individual for the course requested and then take the form to the Center for Student Services (CSS) in order for the request to be finalized. Once the override permission has been granted and finalized by CSS, the student can then register for the classes indicated on the Scheduling Worksheet. In the case of a pandemic, the schedule may be emailed by the faculty advisor to the student rather than using the blue scheduling worksheet. During busy registration periods, PAC Advisors may also call the Center for Student Services to verbally have an override processed in lieu of the blue form.

## Applying to Graduate

All students desiring to graduate have the ability to apply to graduate using their OLSIS account:

- Log into OLSIS
- On the next screen (**Student Services**), click the 4th bullet down (**Apply to Graduate**)

## Change of Major Process

If a student decides to change majors, the student should go to the Center for Student Services or their assigned advisor and complete a "Major Advisor Change Form." This form must be signed by the student, advisor or division dean before it is processed in the Center for Student Services.

Students should consult their academic advisor before registering for or withdrawing from classes. Students should also schedule meetings with their academic advisor several times each semester to monitor progress and plan for registration in succeeding semesters.

## Course Load

### The Normal Load for Full-Time Students

A person who registers for 12 credit hours in any one semester is classified as a full-time student. In order to complete an associate degree program in two academic years or a baccalaureate degree program in four years, a student should plan to register for an average of 15 to 17 credit hours each semester. In many instances, registration during a summer session may be required.

If a student is a Promise or Presidential scholar, they should register for no less than 15 credit hours each semester. Promise scholars are required to complete 30 credit hours each academic year.

### Scheduling Strategies

The student's MyDegree and Academic Map should be used when scheduling classes as their MyDegree will show what courses they have yet to complete and their academic map will show the succession of their required courses. As part of the "Fifteen To Finish" strategy, students should strive to register for a minimum of 15 credit hours each semester in order to graduate with a certificate degree in two semesters (one academic year) and an associate's degree in four semesters (two academic years). Students who desire to complete a bachelor degree (120 credit hours total) who take a minimum of 15 credit hours each semester can graduate two years (4 semesters) after they have successfully completed the respective associate degree for their bachelor degree.

Required English and Math courses for a student's declared major should be registered and successfully completed within the first academic year. Students who put off completing their required English and Math courses struggle to successfully complete these courses and fail to graduate on time.

### Maximum Course Load

Maximum course load for a full-time student is 18 credit hours during the fall and spring semester. For Summer Session, maximum course load is 12 hours. A student may consult the Financial Aid Office concerning the number of credit hours required to receive financial aid during summer months.



## Overload

Students wishing to register for more than the stated maximum course loads must submit a request to the office administrator (Pat Harris) of the Office of the Vice President for Academic Affairs. The request must be approved by both the student's academic advisor and by the Office Administrator of the Office of the Vice President for Academic Affairs and then be submitted to the Center for Student Services for processing.

The following restrictions apply to requests for overload:

- No overloads will be approved unless a student has already completed a minimum of 12 semester hours of college credit.
- A student must have a cumulative grade-point average of 3.25 or higher to be approved for overload.
- No requests for an overload in excess of 21 credit hours per semester will be approved.

**Note:** Students placed on Academic Probation are held to a maximum course load of 13 credit hours in any full semester. Probationary students are held to a maximum of 7 total credit hours over the summer terms.

## Repeating Courses

Students who earn a final grade of D or F in any course completed may repeat that course and have the original grade of D or F replaced by the later grade earned, under the following conditions and restrictions:

- Only courses with a final grade of D or F (or FIW) are covered under this policy.
- The course to be repeated must have originally been completed within the first 60 semester hours of college courses.
- The original grade will not be removed from the student's transcript. It will, however, not be counted in computing grade-point average or total hours of credit earned. If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course, except the initial grade, shall be counted in computing grade-point average.
- Any course that is repeated when the original grade was not a D or F, or when the original grade was not earned during the student's first 60 hours of college credit, will be averaged with the initial grade for purposes of computing grade-point average. The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
- Specific programs may require that course credit completed at WVU Parkersburg, or transferred from another college, with an original grade of D must be repeated.

## Incomplete Grades

Incomplete is a temporary grade, given only when students have completed most of the course but are unable to conclude it because of illness or some other circumstance beyond normal control. Incompletes are not granted routinely but are based on significant work having been completed, valid reasons, and the discretion of the instructor.

"I" grades will turn to F grades if not made up within the first six weeks after the grade is assigned. Incomplete grades are not assigned quality points, and the semester hours for incomplete courses

are not counted as hours attempted. Students receiving a grade of “I” will not be eligible for the Dean’s or President’s List that semester.

## Course Types

WVU Parkersburg offers college credit courses through several instructional methods, including traditional classroom settings (face-to-face), hybrid, online learning, live online (virtual) and live broadcast. All are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, credit, and transferability.

A student’s personal learning style should be taken into consideration when assisting them in selecting their courses for registration.

<b>COURSE TYPE</b>	<b>DESCRIPTION</b>
<b>Face-to-Face (Traditional)</b>	Courses are delivered in person during the scheduled class time and are not broadcast.
<b>Hybrid</b>	Courses are delivered through a mix of live and asynchronous methods. Hybrid or blended classrooms use some version of a course management system application to connect with students online. Through platforms such as these, students can access videos of lectures, track assignments and progress, interact with professors and peers, and review other supporting materials, including PowerPoint presentations or scholarly articles. A face-to-face component is also utilized in this delivery method.
<b>Online</b>	Courses are delivered asynchronously. Courses can be taken remotely and are online. No face-to-face class sessions are required during a semester. Typically, only students in online majors should register for online courses.
<b>Live Online</b>	Courses are delivered by broadcasting a course live at the scheduled time through Zoom and students do not attend in person. Courses can be taken remotely and are online.
<b>Live Broadcast</b>	Courses are delivered in the classroom at the scheduled class time while also being broadcasted and students can choose to attend in-person or through Zoom. Courses can be taken remotely and are online.

## Prerequisites and Corequisites

Prerequisites are defined as courses/scores required before a student can register for a particular course. If a student lacks a prerequisite for a course, then they will not be able to register for certain courses that require the prerequisite, unless a prerequisite override is sought and obtained by the Division dean and then processed through the Center for Student services. Corequisites are courses that must be taken simultaneously with another registered class (such as BIOL 107L is a corequisite for BIOL 107). For example, a student cannot register for BIOL 107 alone, unless they register for the

corequisite as well, or a corequisite override is sought and obtained by the Division dean and then processed through the Center for Student Services.

In general, a student may not sign up for a higher level sequenced course without successfully completing the lower level course in the sequence. The advisor should not approve a student's registration form if he/she is attempting to take this kind of higher level course.

Students are required to have completed the required prerequisites, if any, before they can register for certain courses. Likewise, some courses require corequisites that must be registered at the same time as the course. Student inquiries regarding exceptions to course prerequisites or corequisites should be discussed with academic advisors and approved by division chairs (deans).

## Changes in Course Schedule

Students may change their class schedules by accessing their OLSIS account (Online Student Information System). Registration closes prior to the first day of the semester or part of term. To add a course after the start of a semester, a student must have the instructional faculty's permission to enter a class and the permission of the Vice President for Academic Affairs. Course additions may only be made within the first week of class and students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change. Students should notify their academic advisor of their intent to change his or her registration to discuss anticipated outcomes.

## Withdrawal Procedures

Although a student may withdraw from a class or all classes, it is important the corresponding instructional faculty and the academic advisor be made aware so that they may discuss the reason for withdrawal and possible options. It is important to remember that withdrawal from any course may have financial ramifications. Once classes begin (during the second week of classes), students must utilize the online withdrawal process.

Students access the new online withdrawal system through the main WVUP website:

- Go to: [https://my.wvup.edu/Withdraw\\_Requests/CreateRequest](https://my.wvup.edu/Withdraw_Requests/CreateRequest)
- Students must log into the system using their WVUP email address and password.
- The first question asked will be: Are you withdrawing from all of your classes for the selected semester? Your options will be NO, Partial Withdraw and YES, Full Withdraw
- For a partial withdrawal, students need to click on the dropdown list to view available courses to withdraw from
- To select a course, click on the list. Once a selection(s) has been made, click off of the dropdown list.
- For a full withdrawal, students should select this option only if they wish to be removed from ALL OF THEIR COURSES.
- Student must then answer a series of questions:
  - Are you withdrawing from all or part of your classes this semester?
    - Response: All or partial (which one)
  - Please select the reason(s) for your withdrawal in the drop-down box (you may check more than one reason):
    - Same Items listed as immediately above

- Have you used the Tutoring Center for the class(es) you are withdrawing from?
  - Yes or No
- Do you understand that this withdrawal may impact your future schedule and graduation date?
  - Yes or No
- Do you understand that this withdrawal may affect your financial aid eligibility and your current tuition bill?
  - Yes or No
- Are you on financial aid probation?
  - Yes or No or I don't know
- Have you discussed this withdrawal with your instructor? Yes or No
- Students can only withdraw from courses where the deadline has not passed for the course based on part of the term. Likewise, the online form must be completed with all questions answered before the withdrawal deadline established in the academic calendar. If a student fails to answer a question within the online system, then the withdrawal form is considered null and void and will be suspended.
- A student's last day of attendance will determine if there will be additional costs (i.e., financial aid repayment) or a possible refund of tuition.
- Once the withdrawal process has cleared the last date of attendance for each class requested to be withdrawn from the course instructor, Financial Aid (with their approval signature) will make remarks regarding the withdrawal, and the student will then receive an email notification (to their WVUP email account) that they must make contact with their assigned academic advisor to discuss the potential impacts of the withdrawal with them and to obtain their advisor's signature approval.
- During a meeting with their advisor, the student and advisor will access the system at [https://my.wvup.edu/withdraw\\_requests](https://my.wvup.edu/withdraw_requests) (staff and faculty will use their WVUP Network Credentials to sign into the system). A link will be emailed to the assigned advisor.
- Once the advisor signs off on the withdrawal with their signature approval, then the request will be forwarded to the student for their final signature approval. A link will be emailed to the student so they can give their final approval.
- After a student has signed off on the withdrawal request with their approval, then the request is forwarded on to the Records office where the student will formally be withdrawn from the class.
- The student will immediately be held liable for any payment of tuition, financial aid repayment, etc.
- After 10 days once the approval has been submitted from the Business Office, a button will become available allowing the advisor to push the request through to the next step. (If the student does not meet with their advisor, this will be noted in the system AND on the printed form).
- After 5 days after an advisor's approval signature is obtained and no student signature is obtained, Records will be able to withdraw a student from their requested class(es).

Some important things to note regarding withdrawals:

- A grade of "W" will be recorded on the student's transcript after the first week of class.
- There are no refunds for partial withdrawals (withdrawal from one or more but not all classes).
- Complete withdrawals (withdrawal from all classes) may be eligible for partial tuition reimbursement.

- If a student falls below full time (12 hours), this may affect financial aid eligibility and dependent insurance coverage. Advisees should check with the West Virginia State Department of Insurance or their parents' insurance carrier. This means a bill may be due immediately.
- The withdrawal process must be completed before the established deadline in the academic calendar.
- The withdrawal will not be official until approval is received from all offices.

## Refund Policy for Withdrawals

Students who withdraw completely, in accordance with college procedures, may receive a refund of tuition and fees in accordance with the schedules outlined below.

The Fall, Spring and Summer refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero.

Tuition refunds will be issued for complete withdrawals to students according to the following penalty schedule:

### *Fall or Spring Semester*

- 0% penalty will be assessed for classes canceled by the college or dropped by the student before 4:00 p.m. Friday the first week of classes
- 10% penalty will be assessed on complete withdrawals during the second week of classes
- 30% penalty will be assessed on complete withdrawals during the third week of classes
- 50% penalty will be assessed on complete withdrawals during the fourth week of classes
- No tuition refunds will be provided beginning with the fifth week of classes.

### *Summer Sessions and Nontraditional Periods*

- 0% penalty will be assessed for classes canceled or dropped during the first 6% of the term
- 10% penalty will be assessed on complete withdrawals during the first 7 to 13% of the term
- 30% penalty will be assessed on complete withdrawals within the period of 14% to 19% of the term
- 50% penalty will be assessed on complete withdrawals within the period of 20% to 25% of the term
- No refunds will be provided after 25% of the term is completed.

Note: A student's last day of attendance is used to determine refunds or penalties. If more than one class is being requested in the withdrawal, the latest date will be used.

## Failure to Withdraw

If a student is registered for classes and decides to withdraw, failure to follow the formal withdrawal policy (utilizing the online Withdrawal Request System and following all directions) may lead to grades of "F or FIW (Failure to Withdraw)" for a final grade in all courses for which the student is registered but did not complete.

## Grade Changes

Grade change forms are currently only available from a staff member of the Center for Student Services. The grade change form requires the instructor to include a rationale for the grade

change. The instructor's signature and division dean's signature are required. The typical time frame for submitting grade change requests is 30 days from the issuance of the original grade (unless otherwise noted within the incomplete grade form contract). Grade Change requests past the 30-day window may also require approval from the Vice President for Academic Affairs.

## **Grade Appeal**

Requests to appeal grades must be made to the Vice President for Academic Affairs.

- Grade appeals must be instituted by the student within 30 days following the date of posting grade reports.
- All other appeals listed above must be initiated within ten working days following the rendering of the decision that is to be appealed.

## **Major/Advisor/Catalog Updates**

A student's official major, advisor and catalog year is available via OLSIS or MyDegree. When advising students, please verify with the student the information in OLSIS and/or MyDegree is accurate. If there has been a change, or the student wishes to add a secondary major, please assist the student in completing the major/advisor/catalog update form. This form must be signed by the student, advisor or division dean before it is processed in the Center for Student Services.

## **Substitution/Waiver Form**

Substitution/waiver forms initiated by an advisor and student must first be approved by the division dean of each course as well as the division dean of the student's declared major and the Vice President for Academic Affairs. Records office staff within the Center for Student Services will file copies of the substitution/waiver forms. Advisors are encouraged to complete and submit the form at the time this possibility is discussed with the student. This ensures the paperwork is processed, is on file, and recorded in MyDegree prior to graduation.

## **Evaluation of Transfer Credit**

Questions about the number of hours or specific equivalencies for transfer students can be directed to the Records Office in the Center for Student Services. If an advisor has an upcoming advising appointment with a transfer student and is unable to view the transfer credits in OLSIS, contact a Records Office staff member in the Center for Student Services for assistance. They will attempt to have the evaluation completed prior to the upcoming advising appointment.

## **EDGE Credits**

EDGE stands for Earn a Degree – Graduate Early. The EDGE program makes it possible for high school students to earn free community and technical college credit in West Virginia while still in high school. EDGE courses generally consist of skilled and career technical classes offered in high schools and technical centers, such as welding or early childhood development.

The West Virginia EDGE initiative provides multiple opportunities for students entering the workforce in the 21st century. The initiative requires a collaborative partnership between business/labor, postsecondary, and secondary educational levels. Its main purpose is to provide viable career options for individuals through a rigorous, seamless curriculum, work-based learning experiences, and career

development.

West Virginia EDGE initiative provides a forum for the secondary and postsecondary levels to re-define, align, and strengthen program offerings through seamless curricula. The West Virginia definition of a seamless curriculum is a continuum of competencies which provides transition from one education level to another without unnecessary duplication. Student progression is based on the mastery of competencies to established standards.

<https://wvde.us/category/technical-education-governors-economic-initiatives/governors-economic-initiatives/>

Students who have obtained EDGE credits must complete the online EDGE transcript request form located at

<https://www.wvup.edu/future-students/high-school-students/edge/transcript-request/?hilite=%27edge%27%2C%27transcript%27>.

EDGE credits only apply to career and technical high school courses. General education courses are not EDGE eligible.

## **Credits for Military Service**

Students with military service may be granted credit for their military training. This credit may be used to satisfy general studies, physical education, or elective requirements. The student veterans are required to submit their Joint Service Transcript (“JST”) or Community College of the Air Force Transcript to be evaluated for credit. The Veterans Resource Center provides detailed information and guidelines regarding student veteran military credits.

Students who have previous military service or desire to use military benefits for college, should meet with the Veterans Advocate when they are advised. The Veterans Advocate will confirm what military benefit a student is eligible to utilize, assist with the retrieval of a student’s JST or Community College of the Air Force Transcript, indicate how many credit hours the student will be required to register for the semester, and will discuss with the student the need for completing the Veterans coordinator card.

For more information regarding Veterans benefits, contact the Veterans Advocate [Darren F. Shearlock, M.Ed. MSG, USA (Ret.)] located in the Veterans Resource Center in Room 1532, or call 304-424-8337 (Extension 337) or email at [darrenshearlock@wvup.edu](mailto:darrenshearlock@wvup.edu). You may also visit <https://www.wvup.edu/current-students/services/veterans/>.

# **Section 5: Academic Success and Support**

## **Academic Standing**

Clearly students don’t enter college with an educational plan that includes being placed on academic probation. Unfortunately it happens frequently. Students can repair their academic situation, become successful, and persist to graduation through academic advising, encouragement and support.

Although students are responsible for their own behavior, we can assist those who struggle by



guiding them to resources that will help them be successful in their courses. While it is impossible to identify the multi-faceted issues that interfere with student success, there are some universal complications that have been identified as common to students, especially the academically underprepared. These include lack of a positive role model, minimal problem solving skills, and not having someone who cares about their ability to be an effective college student. If appropriate, consider referring struggling students to Counseling Services

## Calculating GPA

The grade point average (GPA) is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. The quality points earned in any course carried with a passing grade (A, B, C, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. The chart below illustrates how a GPA is calculated.

COURSE	Grade and Quality Points	X	Credit Hours	=	Total Quality Points
English 101	B (3 pts)	X	3	=	9
History 152	C (2 pts)	X	3	=	6
Biology 101/103 lab	B (3 pts)	X	4	=	12
Math 120	D (1 pt.)	X	3	=	3
Psychology 101	A (4 pts)	X	3	=	12
<b>TOTAL</b>			<b>16 HOURS</b>		<b>42 POINTS</b>
<b>GPA TOTAL</b>	<b>42 POINTS</b>	<b>÷</b>	<b>16 HOURS</b>	<b>=</b>	<b>2.625 GPA</b>

## Good Academic Standing

To be in good academic standing, a student must maintain a minimum 2.0 cumulative grade-point average for all work undertaken (or have a 67% completion rate of attempted hours to satisfy financial aid requirements).

NOTE: Early College students must maintain a grade point average greater than 2.0 to continue in the program.

## Academic Watch

Any student who, at the end of a grading period, has not maintained a 2.0 cumulative grade-point average shall be placed on Academic Watch. This serves as a written notice to students that timely completion of their intended degree path may be in jeopardy and continued lack of improvement may lead to Academic Probation.

## Academic Probation

Any student who has not maintained a 2.0 cumulative grade-point average after being placed on Academic Watch shall be placed on Academic Probation.

- Early College students who have a GPA below a 2.0 will not be allowed to continue, or return, to the program.
- Any student on Academic Probation may register for no more than 13 credit hours during a full Fall or Spring semester. Probationary students may register for no more than 7 credit hours during the summer session.
- Any student on Academic Probation may not participate in the activities and events of any WVU Parkersburg Club or Organization.
- A student on academic probation shall be returned to Good Academic Standing at any time that the cumulative grade-point average reaches 2.0 or higher.

## Academic Suspension

Any probationary student who, upon completing one additional semester after being placed on Academic Probation, fails to maintain a minimum 2.0 grade point during that semester shall be placed on Academic Suspension. A suspended student will be dropped from all registered courses.

- **First Suspension.** A student's first Academic Suspension shall be in effect for one full semester (not including summer sessions.) At the end of one semester's suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation shall apply.
- **Second Suspension.** After returning to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.0 during that semester is placed on Second Academic Suspension. Second Academic Suspension shall be for a minimum of two consecutive semesters (not including Summer sessions). At the end of two semesters' suspension, the student may be reinstated on Academic Probation. All circumstances and conditions relating to Academic Probation shall apply.
- **Third Suspension.** After return to Academic Probation, a student who completes an additional semester and fails to achieve a minimum grade-point average of 2.0 during that semester shall be placed on Third Academic Suspension. Third Academic Suspension shall be for a minimum of eight (8) consecutive full semesters (not including Summer sessions).

## Appeal of Academic Suspension

Any student who is placed on First or Second Academic Suspension may request to appeal this decision. Requests for appeals must be made to the Vice President for Academic Affairs for reinstatement. The course schedule will be deleted for any suspended student.

The appeal may be denied or approved with multiple requirements: (a) uphold the suspension, (b) reinstate the student on academic probation, or (c) reinstate the student on academic probation with specific stipulations such as (but not limited to) establishing a maximum course load, mandating that specific courses be repeated, requiring specified counseling and/or career counseling or requiring specified testing or other academic procedures deemed necessary.

- Appeals of academic suspension must be instituted prior to the start of the semester during which the student is to be suspended from enrollment.
- Exceptions to the above deadlines may be made by the Vice President for Academic Affairs in situations of special concern or unusual circumstances. At each step in the appeal process,

the next level of appeal must be initiated by student action within five working days following completion of the prior step.

## Mid-Term Grades (D/F Repeat Rule)

All students will be assigned a grade at mid-term. Students may view their mid-term grades in their OLSIS accounts. The mid-term grade is issued for the purpose of communicating to the student his or her status in a course and to encourage steps to improve performance during the second half of the semester. Mid-term grades are not part of a student's transcript and are not computed in grade-point averages.

Below is a letter a student will receive when he or she receives a midterm grade of "D" or "F" in one or more courses in the semester. These letters will be automatically generated and electronically sent.

Dear <FIRST\_NAME>,

This is a very important point in the academic semester. Mid-term grades have been posted in your Online Student Information System (OLSIS) account. Our records indicate that you have earned a midterm grade of "D" or "F" in one or more courses. Poor grades will interfere with achieving your academic goals and could impact your financial aid eligibility.

The college offers a variety of services to support your effort, including tutoring, counseling, and advising. We are here to help you be successful as you pursue your education. Below are a variety of resources available, including the contact information for each:

- Course Instructors - Call the number on your course outline and make an appointment, or use the email given to send a note asking for an appointment.
- Academic Advisors - Email your advisor to make an appointment to meet with them. Go to your OLSIS account and select Student Records, Student Records, and MyDegree to find their name and email address.
- Textbooks - Use references and resources that are included in your textbook.
- Tutoring - Room 1332, call 304.424.8295
- Center for Student Support Services - Student Mental Health & Accessibility (Disability) Counseling, Room 1019, call 304.424.8378
- Veterans Services - Room 1532, Call 304.424.8337.
- The Library - Room 1332, Call 304.424.8260.

If you need additional assistance, or just don't know where to start, contact one of the Professional Advisors located in the Professional Advising Center (PAC) in room 1332 or by calling 304-424-8208. We hope you will take advantage of the resources and help available at WVU at Parkersburg.

Best wishes for success in your academic endeavors,

## Repeating classes (D/F Repeat Rule)

Students who receive a final grade of "D" or "F" in any course completed at WVU Parkersburg may repeat that course and have the original grade of "D" or "F" replaced by the later grade earned, under the following conditions and restrictions:

- Only courses with a final grade of "D" or "F" (or "FIW") are covered under this policy.
- The course to be repeated must have originally been completed within the first 60 semester hours of college courses that the student attempted.
- Repetition of the course must occur before the student earns a bachelor's degree.
- The original grade will not be removed from the student's transcript. It will, however, not be counted in computing grade-point average or total hours of credit earned.

- If repeating the course does not yield a satisfactory grade, the course may be repeated a second time; however, all grades earned in the course, except the initial grade that has been slashed and disregarded, shall be counted in computing grade-point average.
- Any course that is repeated when the original grade was not a “D” or “F” or when the original grade was not earned during the student’s first 60 hours of college credit will be averaged with the initial grade for purposes of computing grade-point average.
- The student must indicate on the registration form in OLSIS that a course is being repeated under this policy.
- Specific programs may require that course credit completed at this college, or transferred from another college, with an original grade of “D” must be repeated.

When advising returning students to repeat former courses in which grades of D or F were earned, keep in mind the course to be repeated will still be calculated in a student’s completion rate, potentially impacting their satisfactory academic progress (SAP). In these cases, it is wise to seek advice from a financial aid officer.

## Grade Forgiveness

Students may request the forgiveness of “D” and “F” grades previously earned if they wish to do so. Forgiveness is not automatic but must be initiated by the student and their academic advisor. Once the *Grade Forgiveness Form* is completed, the request should be submitted to the Center for Student Services. Grades that are forgiven are not removed from the student’s transcript but are marked to indicate that they are not being counted in tabulating either the student’s total credit hours completed or grade-point average. Grade forgiveness may be requested no more than two times. The following conditions apply in all cases of grade forgiveness requests:

- Any grade to be forgiven must have been earned at least four years prior to the date of requesting forgiveness.
- The student requesting grade forgiveness must not have been enrolled in any college on a full time basis during any semester or summer session for four years immediately prior to the request for grade forgiveness.
- The student’s request for grade forgiveness should be made his or her first semester after returning to college.
- Grade forgiveness should not be granted if the student can exercise the D/F Repeat Rule; that is, the student should demonstrate that a change in program or degree objective has rendered repeating a former grade impractical.
- In all instances of grade forgiveness, students are notified that other colleges or universities may have policies that do not allow the forgiveness of grades.
- Grades which were used in meeting graduation requirements for a degree or certificate that have already been awarded may not subsequently be forgiven.

Grade forgiveness requests will be reviewed after grades are reported for the semester of the request following the end of the withdrawal period for the current semester. Grade forgiveness may be requested no more than two times. Also, grades that were included in an earned degree are not eligible for forgiveness.

Grades to be forgiven must:

- be D or F grades.

- have been earned at least four years ago.
- not be needed in the current degree program. If they are needed, then the D/F repeat policy must be followed.

Students are eligible for grade forgiveness if:

- A student's D or F grades meet the requirements listed above.
- A student was not enrolled as a full-time college student in any college or university for at least a four-year period after earning the D or F grades.

A student is considered a full-time student if:

- they were registered for 12 or more credit hours in any semester or six or more credit hours in a summer semester.
- they were registered for 12 or more credit hours in any semester (or six in any summer term) but later withdrew.

If a student meets all the requirements listed above, they may apply for grade forgiveness.

## Early Alerts

The Early Alert process is a college-wide effort to identify students who are showing signs of needing academic or personal support. Students are often reluctant to admit they are struggling and instructors have the ability to gauge their success and engagement in the coursework. College staff may also notice a student struggling with an issue. Once the alert is created, it will be sent to the Educational Outreach Counselor, who will evaluate the alert and decide on the most appropriate action to take to best assist the student. The goal of this process is to try to help more students persist.

There are many parties involved in helping students persist. In this process there is the alerter, the alert analyst, and other student support services that can be relied upon to assist the student. Using the Early Alert program will allow for the communication of the services needed and offered among the involved parties.

### Good times to create an early alert

There are a myriad of reasons to start an alert. There are the obvious reasons for starting an alert and some reasons that may not be so obvious. Alerts should be started when students are missing courses, not engaging in class, not completing assignments or poor academic performance. Less obvious alerts may include food scarcity, housing insecurity, drug or alcohol abuse, or personal safety.

### Start of semester absenteeism

If students miss within the first week of classes, it is important to start an alert. A second week of missed classes highlights a real concern. If an alert is started, the Educational Outreach Counselor will reach out to the student to confirm their enrollment for the semester. Helping students who have changed their mind about attending college withdraw from classes before the drop date can save students future issues with receiving financial aid.

### Start of semester late or missing assignments

Some students do not understand the expectations of the course. They may not understand that assignments are posted on Blackboard. If you have a student at the beginning of the semester who is missing assignments or struggling, submit an alert. Outreach can contact the student and make sure

they can access course materials.

### Mid-term grades

If attendance or performance are concerning, please submit an early alert. There is still time to help the student access tutoring. If they are missing for other reasons like transportation, the analyst can direct the student to needed resources.

### After mid-term

Should a student fall behind in class, submitting an alert can initiate a conversation between Outreach, the instructor, and the student to develop a plan to catch-up and complete the class successfully. If a student's grade indicates that they cannot pass the class, an alert can be used to initiate the withdrawal process.

### A week before the withdrawal deadline

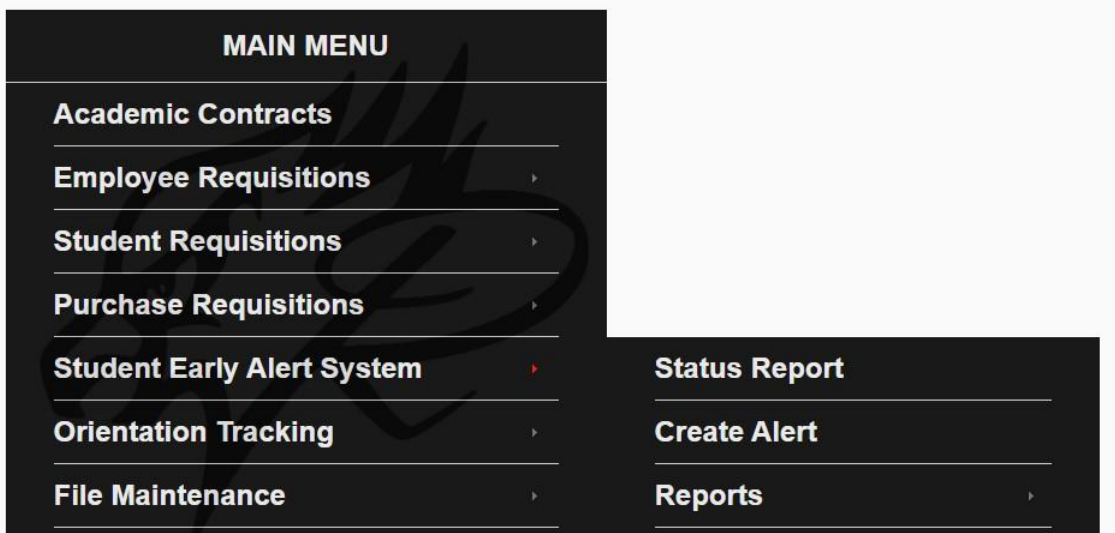
If there is a student who is unable to successfully complete the course, send an alert. Outreach will contact the student, the academic advisor, and financial aid to determine if they may be able to drop the course and retake it later. Withdrawing from a class that a student is likely to fail, may save that student's GPA.

## Step-by-Step Instructions for Submitting an Alert

Below are the instructions for creating an alert and how to use the Electronic Early Alert System to communicate with students and other alert members.

### Start the Alert

1. Open a web browser and go to [hr.wvup.edu/ap](http://hr.wvup.edu/ap).
2. The Student Early Alert System uses WVUP single sign on (SSO) to authenticate your username and password. If you are already signed into a WVUP SSO application, you will not be prompted for your username and password. Otherwise, at the sign in page, enter your WVUP username and password and click Sign in.
3. From the Main Menu, hover your mouse cursor over **Student Early Alert System**.
4. From the submenu that appears to the right, select **Create Alert**.



## Alerter Information

Your name and the date will automatically appear in the new alert along with the status.

## Student Information

The Student Information section allows you to identify the student, and optionally associate a course with the alert. There are four options for selecting a student. If you know the student's ID number, you can enter it manually. Otherwise, you can select the student by name, select the student from a class roster, or select the student from an advisee list.

Alerter Information:	
Alert Number	(New)
Alerter	Jennifer Forster
Date	07/29/2022
Status	Open

Student Information:	
Student ID	<div>ID: <input type="text"/></div> <div><i>Enter the student ID or select from one of the following options:</i></div> <div><input type="button" value="Select by Name"/></div> <div><input type="button" value="Select from Class Roster"/></div> <div><input type="button" value="Select from Advisee List"/></div>

## Identifying the Student

The easiest way for faculty to identify the student in the alert program is to select from the class roster. But you may also search by name or select from your advisee list. If you are not their advisor or an instructor you may find using the search by name more effective.

## Select from Class Roster

To select a student from a class roster, click the **Select from Class Roster** button. Another screen will appear which will allow you to select a particular course based on term and course information.

Course Information:	
Term	202301 - Fall 2022
Course	1144 - ACCT 202 - Staff Staff

Class Roster:		
<b>Fall 2022</b>		
Course: 1144 - ACCT 202	Part of Term: FULL TERM	Credits: 3
Title: PRIN OF ACCOUNTING 2	Days:	Schd Type: Lecture
Instructor: Staff, Staff	Time: TBA	Inst Method:
Room:	Start/End Dates: 08/15/2022 - 12/09/2022	Campus: Online

ID	Last Name	First Name	Registration Status	Birth Date
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The current term is pre-selected in the term block. To choose a different term, click the term drop-down and select a different term. Click the course drop-down to select your desired course. You



may narrow your selection by typing the CRN, the subject and/or course number, or the instructor's first and/or last name. Once you select the desired course, the class roster will appear on the screen. Select the student you want by clicking the checkbox to the left of the student's name. Then click the Return button to return to the alert screen with the selected student. If you selected the student from a class roster, the course information will already be populated.

### **ID Number**

If you know the student's ID number, the easiest way to start the alert is to type it in the ID field. This may be the most convenient way for staff who would like to notify the outreach team about a student concern. If you would like to include a course, you can select it. If desired, you may associate a particular course with the alert.

### **Select by Name**

To select a student by name, click the **Select by Name** button. Another screen will appear which will allow you to enter the student's last name and first name. It is not case sensitive, and you may use partial names. You may also use common nicknames such as Bob or Bill. Once you type in the last and first names, click the **Find** button. One or more names should appear on the screen. Select the name you want by clicking the checkbox to the left of the name. Then click the **Return** button to return to the alert screen with the selected student. If desired, you may associate a particular course with the alert.

### **Select from Advisee List**

If the student is one of your advisees, this may be the easiest method to identify the student. To select a student from your advisee list, click the **Select from Advisee** List button. Another screen will appear which shows your advisees. Select the student you want by clicking the checkbox to the left of the student's name. Then click the **Return** button to return to the alert screen with the selected student. If desired, you may associate a particular course with the alert.

### **Alert Information**

Once you select a student, some information about the student will appear on the screen, such as the email address, the current area of study, any courses the student is currently registered for, a complete academic history, and any degrees or certificates the student has earned. It also links to any previous academic alerts the student has received.

**Pay attention to the advisor information at this stage,  
you will need to use it later.**

The Alert Information section allows you to select a reason for the alert, and to define a proposed remedy. You can also choose to add other interested parties who you feel should be included in the evaluation and discussion of the alert.

Reason For Alert	Insert Remove
Not turning in class assignments	<input type="button" value="+"/> <input type="button" value="-"/>

**Proposed Remedy**

Please check with Morgan to make sure she understands Blackboard processes.

75 Chars Used1925 Chars Remaining

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*Select any additional parties you would like to be associated with this alert.*

Interested Parties	Insert Remove
Shauna Carpenter	<input type="button" value="+"/> <input type="button" value="-"/>

**It is really important to include the student's Academic Advisor in the Interested Parties section.**

### Reason for Alert

Click the **Alert Reason** drop-down to select a reason for the alert. You can use the Plus (+) sign to add more reasons or the Minus (-) sign to remove reasons.

### Confidential Alert

If the reason for the alert is sensitive in nature and should be kept private, you may select the box to indicate "confidential." This will limit the visibility of the alert to only super users of the program. This may include situations involving student behaviors, or disclosed personal information.

### Proposed Remedy

Define a proposed remedy for the alert by typing your remedy in the **Proposed Remedy** box. You may type up to 2000 characters. The more information you include here, the more thoroughly the Outreach Counselor can address the situation.

## **Other Interested Parties**

If you would like to include other parties who you feel should be involved in the evaluation and communication of the alert, select them from the **Interested Party** drop-down. You can use the Plus (+) sign to add more recipients or the Minus (-) sign to remove recipients. The process for outreach can be more efficient if the academic advisor is added to the **Interested Party** drop-down, unless there is a specific reason not to include the academic advisor. Once the alert has been sent for evaluation (status Pending), or if it has been closed by the alert analyst (status Closed), a section called Other Interested Parties will appear on the alert screen. This will allow you to add other interested parties to the alert at any time, even if you can't make changes to the alert.

To add other interested parties, click the Interested Party drop-down and select a recipient from the list. You can use the Plus (+) sign to add more recipients or the Minus (-) sign to remove recipients. When finished, click the Save button. An email message will be sent to the recipients notifying them that they have been added as an interested party to the alert.

Once all of the information has been entered for the alert, you can either save the alert and not send it for evaluation, or save the alert and send it for evaluation. If you choose to save the alert and not send it for evaluation, you can still make changes to the alert. You might want to get more information to include in the alert, then come back to the alert at a later time and enter the new information. Or you might want to talk to the student before you send the alert for evaluation. If you save the alert but don't send it for evaluation, you can also remove it if you decide not to proceed with the alert.

## **After the Alert is Submitted**

If you choose to save the alert and send it for evaluation, the alert will be sent to the Education Outreach Counselor for evaluation. If you have included the academic advisor in the Interested Parties section, the alert will also be sent to the advisor. Outreach will evaluate the student's situation, possibly consult with the student or other parties, and recommend a solution. Once the alert is sent for evaluation, it cannot be changed. However, you can still communicate with interested parties using the Discussion Panel described below.

### **Save But Don't Send**

To save the alert but not send it for evaluation, click the Save But Don't Send button. The alert information will be saved, and any new interested parties added will be notified by email that they were added as an interested party to the alert. You can safely exit the alert and return later to continue the process.

### **Save And Send For Evaluation**

To save the alert and send it for evaluation, click the Save And Send For Evaluation button. The alert will be saved, and any new interested parties will be notified by email that they were added to the alert. The Education Outreach Counselor will receive an email indicating a new alert has been submitted.

### **Remove Alert**

To remove the alert after it has been saved but not sent for evaluation click the Remove Alert button. This will delete the alert and no further action or processing can be done on the alert. Also, the alert will not appear on any reports.

## Send Student Message

You can send a message to the student by email, text, or both. To send a message to the student, click the Send Student Message button near the top of the screen. A message screen will appear with the student's name at the top.

<b>Course Association</b> (optional)	202301 - Fall 2022	1141 - ACCT 202 - Staff Staff
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**Test Student 106647**

2902 Fulls Fork  
Leroy, WV 25252  
**Email:** mcale3@wvup.edu  
**Birth Date:** 11/15/2002  
**Phone:** MA:304-275-0888, PR:304-514-1979

**Advisor:** Shauna Carpenter  
**Major:** Business Administration  
**Concentration:**

**Degree:** AAS

[Send Student Message](#)

To send by text, click the Text checkbox. To send by email, click the Email checkbox. You can select either or both of the checkboxes. To include CC recipients, click the CC Member drop-down and select a CC recipient. The drop-down options will include the alert analyst, all alert super users, and any interested parties that have been added to the alert. If you would like to include someone who isn't on the list, click the Cancel button at the bottom of the screen to return to the alert, and add an interested party to the alert, then return to the message screen. You can use the Plus (+) sign to add more recipients or the Minus (-) sign to remove recipients. The CC recipients will receive the message by email only, even if you don't select the Email checkbox.

<b>Notification Information:</b>	
<b>To:</b>	Morgan Cale <input type="checkbox"/> Send Text (mobile phone not available) <input type="checkbox"/> Send Email
<b>CC:</b>	Select CC Member... <input type="button" value="+"/> <input type="button" value="-"/> <i>All CCs will be sent by Email only.</i>
<b>Subject:</b>	<input type="text"/>
<b>Message:</b>	<div></div>

Type a subject in the Subject field, and type your message in the Message box. Since text messages are limited to 1600 characters, the Message box will limit your message to 1600 characters. If you are sending email only, you will be able to send more characters later in the process if needed. When you have everything completed as desired, click the Submit button at the bottom of the screen. When the Submit button is clicked, your default email client will appear with the previous information filled in the proper areas. If your email client doesn't appear, or if the wrong email client appears, see the Default Email Client section below under Miscellaneous Topics.

When your default email client appears, you can make any changes you desire before sending the message. If you need to go beyond the 1600 character limit, you can do it here. You can also add an attachment such as a Word document, a graphic image, or a pdf file. Some attachments might not show up on the student's phone if sending as text, so when sending an attachment you should always send as email, or both text and email to ensure the student receives the attachment. Once you have your recipients and message the way you want them, you can send the message using your email client's send function.

## Processes After Submission

### Discussion Panel

Once the alert has been created, and throughout the remainder of the process, another section will appear at the bottom of each screen called **Discussion Panel**. This section allows you to send messages to any other person involved in the alert process. The messages will appear on the **Discussion Panel** section on each screen, and will also be sent by email to the recipients. These messages will not appear on the Status Report screens.

*If you receive an email from the Alert system, you will need to log into the Early Alert Program to respond. If you respond directly to the system email, your email will not get to the person to whom you are responding.*

Select any additional parties you would like to be associated with this alert.

Interested Parties	Insert Remove
Select Interested Party...	+ -

Save But Don't Submit

Save And Finalize (Send Notifications)

Save And Finalize (No Notifications)

**Discussion Panel:**

Discussion dialogue will be sent by email to the specified recipient(s).

Date	From	To		Message
08/01/2022	Jennifer Forster	Select a Recipient...	+ -	<div>0 Chars Used1000 Chars Remaining</div>

Send

To create a dialogue, select a recipient from the drop-down menu under **To**. Only those listed as Interested Parties (or are program super users) will populate here. You can use the Plus (+) sign to add more recipients or the Minus (-) sign to remove recipients. Enter your message in the **Message** box, then click the **Send** button to send the message. That person will receive an email notifying them that you are communicating with you through the program. Go to the program to respond.

### **Open an Existing Alert to View or Update**

There are three ways to open an existing alert.

1. If you received an alert email notification, there will be an alert number in the email as a link to the alert. Click on that link to open the alert.
2. From the Early Alert menu described above, click on Status Report. The Status Report screen will have three tabs along the top of the screen.
  - A. Outstanding – alerts that have been saved but not sent for evaluation will appear on the Outstanding tab (status Open).
  - B. In Progress – alerts that have been saved but not sent for evaluation, and alerts that have been sent for evaluation but haven't been closed will appear on the In Progress tab (status Open or Pending).
  - C. Final Action – alerts that have been evaluated and closed by the alert analyst will appear on the Final Action tab (status Closed).

To open an alert from one of the status report tabs, click on the alert number.

3. From the Early Alert menu described above, hover your mouse cursor over Reports, then select All Alerts. A screen will appear with the following status button options.
  - A. Open/Pending – this will show alerts that have been saved but not sent for evaluation, and alerts that have been sent for evaluation but haven't been closed.
  - B. Closed – this will show alerts that have been evaluated and closed by the alert analyst.
  - C. All – this will show all alerts at all stages.
  - D. Aged – this will show alerts that have been saved but not sent for evaluation and are one week or more old.

To view an alert, click the desired status button, then click one of the alerts that appears in the alert panel. The alert information will appear on the screen. To open the alert in the Electronic Early Alert System, click the Review/Update button.

Note: If the Main Menu shows a red dot beside the Student Early Alert System option, it means you have created an alert that has not been sent for evaluation. These alerts will show up under the Status Report/Outstanding tab, and the Reports/All Alerts/Open/Pending button with a status of Open.

### **Status Descriptions**

Open – the alert has either not been created, or has been created but hasn't started the evaluation process. In the Open status, updates can still be made to the alert. If you exit an alert before it has been saved, any information entered will be lost. When an alert is created and saved, an alert number is assigned to it. If you exit an alert that has been saved, the information will not be lost, and you can return to it later. An alert in the Open status will not proceed to the evaluation process until you click the Save and Send For Evaluation button.

Pending – the alert has been created and the evaluation process has started. The alert is pending evaluation by the alert analyst. No changes can be made to the alert, however you can still add any desired interested parties, and you can participate in the discussion panel.

Closed – the requisition has completed the evaluation process. You can still add any desired interested parties, and you can participate in the discussion panel.

### **Default Email Client**

To use the Send Student Message function you need to have your preferred default email client defined. For instructions on setting up a default email client, select one of the following links:

- Gmail
- Outlook

If you need assistance setting up a default email client, contact the IT helpdesk at one of the following options:

- Phone: Ext. 215 or 304-424-8215
- Create a Helpdesk Ticket: <https://helpdesk.wvup.edu>

## **Ascend – Accelerating Student Completion, Encouraging New Dreams**

WVU Parkersburg's Accelerating Student Completion: Encouraging New Dreams (Ascend) is a program created to help more students earn certificates and associate degrees within three years. Funded by a grant from Arnold Ventures, Ascend replicates the ASAP program at CUNY colleges whose students doubled their graduation rates by providing a range of financial, academic, and personal support. This support includes comprehensive and academic advising, career counseling, tutoring, waivers for tuition and mandatory fees, gift cards for groceries and/or gas, and additional financial assistance to defray the cost of textbooks.

Ascend also offers special class scheduling options to ensure that Ascend students get the classes they need, are in classes with other Ascend students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they will receive additional assistance to help them transfer to a bachelor's degree program, another 4-year college, or transition into the workforce, depending on their goals.

## **Financial Aid**

### **Types of Financial Aid**

There are many types of aid a student can receive, including but not limited to: grants, scholarships, loans, and work study funds. Grants and scholarships may be awarded based on a student's EFC (Expected Financial Contribution) as computed by submission of a FAFSA and do not have to be paid back as long as the student does not withdraw from school. Loans are available to students provided they have completed the FAFSA and are enrolled in at least (6) credit hours. Loan repayment begins six months after you drop below six (6) credit hours or stop attending school, whether you graduate or not. For more information on federal student loans, visit [www.studentaid.gov](http://www.studentaid.gov). Work Study is funding a student can receive that allows them to work part-time in approved locations on and off campus. For more information visit [www.wvup.edu/finaid](http://www.wvup.edu/finaid).



# Scholarships/Grants

Following is a chart with information for Grants, common Scholarships and Federal Loans:

GRANTS					
Grant	\$	Income Guidelines	Academic Requirements	Credit hour Requirements * All courses must be degree-pursuant to qualify for financial aid	How do students qualify?
Federal Pell	0-6,895 depends on EFC from FAFSA	EFC can be between 0-6,206	Must meet SAP requirements or have an approved appeal	1-5 credit hours – 25% award on EFC (only EFCs up to 4,100) 6-8 credit hours – 50% award based on EFC (only EFCs up to 5,500) 9-11 credit hours – 75% award based on EFC (only EFCs up to 6,000) 12+ credit hours – full award based on EFC (EFCs up to 6,206)	Complete FAFSA every year as early as possible
Federal SEOG	0-1,000	Must have zero EFC on FAFSA and qualify for full amount of Pell	Must meet SAP requirements or have an approved appeal	1-5 credit hours – 25% award 6-8 credit hours – 50% award 9-11 credit hours – 75% award 12+ credit hours – full award	Complete FAFSA every year as early as possible. Grant is awarded to the students with the highest level of financial need (zero EFC) and the earliest FAFSA completion dates
WV Higher Ed	0-3,200 depends on EFC from FAFSA	EFC can be between 0-12,000	- Must be a WV resident for 12+ months - Must have a 2.0 Cumulative GPA - Must meet SAP requirements or have an approved appeal	Must have 12 credit hours or more. *Appeal process for students who do not have 12 degree-pursuant hours available to them in a semester. Contact FA office	<a href="#">Complete FAFSA every year as early as possible. Visit: WV Higher Education Grant</a>
WV Invests	Covers up to 100% of qualifying tuition and fees after other grants, tuition waiver, and WV Promise	No income guidelines	- Must be a WV resident for 12+ months - Must have a 2.0 Cumulative GPA - Must meet SAP requirements or have an approved appeal	Must have 6 credit hours or more. *Appeal process for students who do not have 6 degree-pursuant hours available to them in a semester. Contact FA office	* Complete FAFSA. * Complete WV Invests application Visit: <a href="#">WV Invests Grant</a>

	scholarships have been applied				
WV HEAPS	Covers up to 500% of tuition and fees		-Must be a WV resident for 12+ months -Must have a 2.0 Cumulative GPA -Must meet SAP requirements or have an approved appeal	Must have 3-11 credit hours	* <a href="#">Complete FAFSA.</a> * <a href="#">Complete HEAPS application every semester at <u>www.wvup.edu/financial</u></a> <a href="#">Visit: WV HEAPS Grant</a>
WV HEAPS Workforce	0-2,000 per year	EFE can be between 0-12,000	No Academic requirements	For approved Workforce/short term courses and programs only.	* <a href="#">Complete FAFSA.</a> * <a href="#">Complete WV HEAPS Workforce application</a> <a href="#">Visit: WV HEAPS Workforce Grant</a> <a href="#">Or visit Workforce Div. at 304-424-8275</a>

MOST COMMON SCHOLARSHIPS					
Name	\$	Income Guidelines	Academic Requirements	Credit hour Requirements * All courses must be degree-pursuant to qualify for financial aid	How do students qualify?
WV Promise	0-5,000	No income guidelines	-Must apply and meet initial award requirements as a high school senior -After year 1 must have earned 30 hours with a 2.75 cumulative GPA -Years 2-4 must have earned 30 hours per year with a 3.0 cumulative GPA	- Must have 12 credit hours or more, except for Year 4. - Must be admitted to a bachelor program in order to receive funding for years 3 and 4. **Appeal process for students who do not have 12 degree-pursuant hours available to them in a semester. Contact FA office	- Must apply while in high school and meet academic and test score requirements. - Must continue to enroll full time and meet renewal requirements throughout college career
WV STEM	0-5,000	No income guidelines	Determined by WV State FA office	Must have 6 credit hours or more	<a href="#">Qualifications online at: WV STEM scholarship</a>
WVUP Foundation	Can award up to full	Varies among funds	Varies	Varies	<a href="#">Completing the WVUP Foundation Scholarship</a>

	financial aid budget				<a href="#">application before the deadline: WVUP Scholarships</a>
Parkersburg Area Community Foundation	Can award up to full financial aid budget	Varies among the funds	Varies	Varies	<a href="#">Complete the PACF scholarship application before the deadline: PACF Scholarships</a>

FEDERAL STUDENT LOANS					
Name	\$	Income Guidelines	Academic Requirements	Credit hour Requirements * All courses must be degree-pursuant to qualify for financial aid	How do students qualify?
Federal Direct Subsidized Loan	Varies based on grade level, EFC, dependency status, and other financial aid available	Must demonstrate unmet financial need	Must meet SAP requirements or have an approved appeal		<a href="#">Complete Entrance Counseling module and Master Promissory Note at: studentaid.gov</a>
Federal Direct Unsubsidized Loan	Varies based on grade level, EFC, dependency status, and other financial aid available	No income guidelines	Must meet SAP requirements or have an approved appeal	Must have a minimum of 6 credit hours	- <a href="#">Complete FAFSA.</a> - <a href="#">Complete Entrance Counseling module and Master Promissory Note at: studentaid.gov</a>
Federal Parent PLUS	Can award up to full financial aid budget	No income guidelines, credit check required	Must meet SAP requirements or have an approved appeal	Must have a minimum of 6 credit hours	- <a href="#">Complete FAFSA.</a> - <a href="#">Complete Entrance Counseling module and Master Promissory Note at: studentaid.gov</a>

## Removal for non-payment

In alignment with college policy, a student must make payment arrangements by the indicated deadline. If no payment arrangement has been made, a student will be removed for non-payment from their courses. Payment arrangements are considered to be authorized financial aid, an approved payment plan with the Business Office, approved paperwork from a third party payer, or the account balance being paid in full. Please contact the Business Office at 304.424.8223 for more information.

## Priority deadline for financial aid requirements

There is a priority deadline for financial aid requirements to ensure submitted items will be processed in advance of the payment deadline. If the priority deadline is met, the student will not be removed from courses for non-payment. Students should have completed their FAFSA by March 15 to ensure they meet filing deadlines for all federal and state aid.

## FAFSA

Students interested in federal, state & local financial aid must complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa> or by downloading the MyStudentAid mobile app at <https://studentaid.gov/mystudentaid-mobile-app>. Completion of the FAFSA is such an important part of paying for college that we ask any student who has not already done so to complete the FAFSA while they are here to register for classes. The FAFSA should be completed no later than March 1 of each year to ensure consideration for all available types of federal and state financial aid. The FAFSA is available October 1 each year, almost a full year before the fall semester begins, and early completion is encouraged. However, students may apply thereafter through the next academic year. Students who do not qualify for federal financial aid must have a plan to pay their tuition and fees. Payment plans are available. Students needing a payment plan are encouraged to visit the Business Office to ask about payment terms and payment plans.

Students must be fully admitted to West Virginia University at Parkersburg before they are eligible to receive any financial aid. This means that all transcripts from high school and other colleges attended must be provided. A student may take classes for one semester while trying to gain full admission status. However, the student must be fully admitted during the term in order to receive any financial aid distributions.

Students do not have to be registered full-time to receive financial aid. Each type of financial aid has different credit hour requirements. Most types do not require full-time status.

Most WVU at Parkersburg students are eligible for some type(s) of financial aid. These include, but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct loans, Federal College Work Study, Higher Education Assistance for part time students (HEAPS), the West Virginia Higher Education Grant Program, and scholarships, including both institutional and third party. For more information on West Virginia's state financial aid programs, students can visit [https://secure.cfww.com/Financial\\_Aid\\_Planning/Financial\\_Aid\\_101/\\_default.aspx](https://secure.cfww.com/Financial_Aid_Planning/Financial_Aid_101/_default.aspx).

## Financial Aid and Class Attendance

Due to the requirements of federal and institutional financial aid policy, the college takes attendance in all college courses. The amount of financial aid you receive will depend on a student's attendance record for that semester. Failure to attend courses will result in a loss of financial aid.

*NOTE: It is the professors who determine if a student is attending. Students must contact their professors if they are reported as not attending.*

For example, if a student has registered for 12 credit hours and their professors report them as only attending 6 of those 12 credit hours, then that student will be dropped from those credit hours they

are not attending, and will only receive financial aid for those 6 credit hours they are attending. The student will not receive a "W" on their transcript, and they will not be charged tuition or fees for those classes from which they are deregistered. It is always the student's responsibility to be aware of their attendance report and of the classes on their schedule and transcript.

## **Deregistration for Non-Payment**

Before a student is deregistered from classes for which they are reported as not attending, they will receive a warning through their WVU Parkersburg email account. They will have a chance to confirm their status with their professor before they are deregistered. Because financial aid funds cannot be paid out until we have confirmed a student's attendance, the first refunds for financial aid will be available to students four to five weeks after the start of the semester. This also means that they will have more time to charge books and supplies against their financial aid at the Barnes and Noble bookstore on campus. Eligible students may do so from the Monday before classes begin until the end of the attendance verification period.

Priority Financial Aid Deadlines will be defined as a published date each year. If a student has completed all outstanding financial aid filing requirements and is deemed eligible by the WVU Parkersburg Financial Aid Office on or prior to the published date, the college will not deregister said student for non-payment for the semester in question. All deadlines are published online at <https://www.wvup.edu/future-students/costs-scholarships-financial-aid/>.

Students who have not completed the financial aid process prior to the published payment deadline must pay their bill in full, enter into a payment plan agreement with the Business Office, or have a verified third-party payer to prevent deregistration for nonpayment. A student's failure to attend college courses may result in being removed from class, resulting in less financial aid and potential future ineligibility for financial aid.

When a student withdraws from school before completing the period of enrollment, federal regulations require that WVU at Parkersburg determine whether any of the student's financial aid must be repaid to the various federal financial aid programs. It will be the student's responsibility to repay unearned financial aid distributions. Attendance will be evaluated for students that earn a 0.00 GPA for a semester. If a student stops attending classes early that is considered an unofficial withdrawal, and the Financial Aid Office is required to determine if the student owes back any or all of the financial aid paid to them based on their attendance.

Students who are eligible to receive financial aid at WVU Parkersburg must remain in good academic standing and otherwise meet the required Standards of Satisfactory Progress. A copy of these standards is available online at <https://www.wvup.edu/future-students/costs-scholarships-financial-aid/general-financial-aid-information/#psap>, and in the WVU Parkersburg Answer Book, VI-10A *Standards of Satisfactory Academic Progress for Financial Aid Applicants*. A review of each student's academic progress will be made prior to each semester and/or upon the initial processing of the student's FAFSA.

## **Eligibility for Financial Aid Refund**

If a student is eligible for a refund, they must select the way they wish to receive it through their Bank Mobile account. Please visit or contact the WVU Parkersburg Business Office for more information at [busoffice@wvup.edu](mailto:busoffice@wvup.edu) or 304-424-8223.

## Special Circumstances that Impact Financial Need

If there is a change in a family's financial situation because of death, divorce, job loss, or other special circumstances, please contact the Financial Aid Office in the Center for Student Services.

If students have specific questions regarding their financial aid, please refer them to the Center for Student Services. They can also contact the office by calling (304) 424-8310 or emailing [finaid@wvup.edu](mailto:finaid@wvup.edu).

## Appealing a Financial Aid Decision

Steps needed:

- Students need to complete the Google Form at [Financial Aid Suspension Appeal Request](#). Students must be logged into the system using their WVUP credentials to submit the form.
- Once Financial Aid reviews and determines the appeal can be granted, Financial Aid will directly email students additional information to their WVUP email address.

## Understanding Satisfactory Academic Progress (SAP)

As a student receiving financial aid at WVU Parkersburg, they are required to make Satisfactory Academic Progress. This means that the student is working toward degree completion at an acceptable rate with an acceptable grade point average, and not withdrawing from too many courses. They are required to complete - with a passing grade - 67% of all classes attempted, and they must maintain a grade point average of 2.00 or better. There are also limits on ATTEMPTED hours for degree programs. For an eligible certificate, the limit is 45 attempted hours; for an Associate Degree (2-year degree), this limit is 90 attempted hours; and for a Bachelor Degree (4-year degree), the limit is 180 attempted hours.

In order to continue to qualify for financial aid, students receiving financial aid from WVU Parkersburg must remain in good academic standing and make satisfactory progress toward the completion of their academic degree. This policy applies to all students who receive assistance from any federal or state financial aid program, as well as any programs administered by the college that require determination of academic progress for eligibility. The federal government defines Satisfactory Academic Progress as maintaining a minimum quantitative (hours attempted and completion rate) and qualitative (grade point average) standards. WVU Parkersburg's specific standards are as follows:

- **Grade Point Average:** All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale
- **Completion Rate:** All students receiving financial aid must maintain a minimum 67% completion rate. This means a student must complete at least 67% of all attempted courses. Grades that will be counted towards attempted hours include F, W, FIW, I, and R. Any previous courses attempted at WVU Parkersburg or other institutions will be included when calculating this rate.
- **Maximum Time Frame for Completion:** Students are also limited to the total number of credit hours for which they can receive financial aid. In order to meet the requirements of Satisfactory Academic Progress, a student must complete their degree within 150% of the timeframe to get their degree. The following standards apply:

**Eligible Certificates (CERT):** Students are expected to complete their program within 45 attempted credit hours.

**Two-year Degrees: (AAS, AA, or AS):** Students are expected to complete their program within 90 attempted credit hours.

**Four-Year Degrees (Bachelor's level):** Students are expected to complete their program within attempted 180 credit hours.

**Note: When it becomes mathematically impossible for a student to meet any of the three requirements listed above, the student will be ineligible to receive any future federal or state financial aid.**

Title IV of Federal Financial Aid policies require that students maintain Satisfactory Academic Progress (SAP) in order to continue to qualify to receive federal financial aid. Satisfactory Academic Progress has three basic requirements:

1. Students must maintain a cumulative grade point average (G.P.A.) of 2.0.
2. Students must complete at least 67% of their cumulative attempted credits. For example, if a student is registered for 12 credit hours and drops 3, that student has completed 75% of their credit hours and will still be eligible for aid.
3. Complete their program of study within 150% of the required number of credit hours. We measure cumulative hours (all college credits ever attempted, including dropped classes).
  - Certificate programs are 30 credit hours in length, so students need to complete these programs before they have attempted 45 credit hours.
  - Associate degree programs are 60 credit hours in length, so students need to complete before they have attempted 90 credit hours.
  - Bachelor's degree programs are 120 credit hours in length, so students need to complete before they have attempted 180 credit hours.

A Student's Satisfactory Academic Progress (SAP) will be reviewed at the end of each semester. Students that do not meet any of the three requirements listed above will be subject to the guidance outlined in Answer Book Standard VI-10A Satisfactory Academic Progress (SAP) Standards for Financial Aid Applicants as follows:

1. A review will be done at the end of each semester/payment period. The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted (and transfer work) whether federal aid was received or not.
2. After the first time the student does not meet the minimum SAP standards for GPA and completion percentage, the student is placed on Financial Aid Warning Status. Financial Aid Warning means that the student CAN receive federal financial aid for the next semester of enrollment.
3. If, after the warning period, the student is still unable to meet the minimum SAP standards, the student is placed on Financial Aid Suspension status. When the student is on suspension status, they are NOT eligible for federal financial aid for the next semester unless they appeal and the appeal is approved. Students may appeal only if they have extenuating circumstances.



If a student's SAP appeal is approved, they must complete an acceptable Academic Plan that guarantees they will meet all SAP requirements in three semesters or less.

4. A student who does not appeal or submits an unsuccessful appeal or fails to fulfill the terms of an approved academic plan will remain on or return to the financial aid status of suspension. Students on suspension status cannot receive federal or state financial aid unless they re-establish eligibility as outlined below.
5. A student not meeting the 150% maximum timeframe is required to submit an appeal with no option for a warning semester.

## **Financial Aid Warning**

In the first semester that a student does not meet SAP, they will be notified via their WVUP email account of their failure to meet SAP and placed on financial aid warning status for the next semester. Students with a 0.00 cumulative grade point average and a 0% completion rate are not eligible for a financial aid warning semester and are placed directly in financial aid suspension, requiring an appeal to receive aid. Students on financial aid warning status are eligible to receive any aid that they meet the requirements to receive, without limitations. Financial aid warning status does not initiate any differences in disbursement from the rest of the student population. Students on financial aid warning status are expected to attend and successfully complete all courses in which they are enrolled. Academic performance and completion percentage while on financial aid warning status will be considered during the evaluation of a student appeal.

## **Financial Aid Suspension**

A student loses federal and state student eligibility by failing to adhere to one or more of the SAP components for two consecutive semesters or by exceeding the enrolled program's maximum timeframe limit. A student who does not appeal, submits an unsuccessful appeal, fails to meet the SAP standards after a successful appeal, or fails to fulfill the terms of an approved academic plan are placed on the financial aid status of Suspension. Students in the Suspension status cannot receive federal or state financial aid unless they re-establish eligibility as outlined below.

Federal and state student aid for students on Suspension status may be reinstated for GPA/Completion pace issues by following the Re-establishing Eligibility process described in Answer Book Standard VI-10A *Satisfactory Academic Progress (SAP) Standards for Financial Aid Applicants*. Students will be sent an email via the WVUP email system notifying them that they have been placed on Suspension status because of their failure to meet SAP standards and of their right to appeal in accordance with the process described in WVUP Answer Book #VI-10B, *Financial Aid Appeal for Students not in Compliance with Satisfactory Academic Progress (SAP) Standards*.

## **Probation Status Requiring an Academic Plan**

As permitted by 34 CFR 668.34, 8 ii, a student on financial aid probation with an academic plan may receive Title IV, federal program funds upon the successful completion of an SAP appeal and execution of an approved Academic Plan. While the student is on financial aid probation with an Academic Plan, the student must develop an Academic Plan that ensures they will comply with SAP within a period of 1 but not more than 3 semesters. The required Academic Plan worksheet must be developed and agreed to by the student and their academic advisor. All courses listed in the Academic Plan must be required for completion of the degree for which the student is enrolled. A current MyDegree evaluation is required as part of the appeal process.

During the time the student is on probation status requiring an Academic Plan, the student must do the following:

- File an appeal and prove that progress towards compliance with SAP occurred during the financial aid warning period; or that there were extenuating circumstances that prevented the student from complying with SAP.
- Strictly adhere to the course schedule agreed to in the Academic Plan without modification.
- Students must file a written appeal if they wish to change or deviate from their Academic Plan. The appeal must explain what has happened to make the change necessary and how they will be able to make satisfactory academic progress.
- Maintain the minimum cumulative GPA of 2.0.
- Complete each of the courses for which they are enrolled with passing grades. For example, a student's GPA may be 2.0 even if they failed a course, but a student may not fail a course while on an academic plan.

At the end of each payment period of the academic plan, the student must remain mathematically eligible to comply with SAP by the end of their academic plan.

At the end of one payment period on financial aid probation, the student must meet WVUP's SAP standards **or** meet the requirements of the Academic Plan created and agreed to by WVUP and the student. If the academic plan extends beyond one payment period, an evaluation of the progress towards the plan will be made at the end of each payment period, for a maximum of three payment periods.

If a student fails to meet SAP or comply with the terms of the Academic Plan, they will immediately be placed on Financial Aid Suspension and will NOT be eligible to receive further federal or state financial assistance unless and until they have complied with the standard for reestablishing eligibility.

An example of a blank Academic Plan follows.

West Virginia University at Parkersburg  
Financial Aid Office  
Academic Plan Worksheet for Students with Approved SAP Appeals

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

A student's appeal will only be considered with the submission of a completed academic plan developed by the student and their advisor. The plan must demonstrate an outline of the coursework necessary to achieve the **minimum GPA and Completion Rate** as required by the WVUP Standards of Satisfactory Academic Progress and by the student's program of study.

Use the tables to develop a plan that **includes the classes, credit hours, and grades** the student needs to meet SAP. The plan must make it mathematically possible for the student to meet all SAP requirements in three semesters or less. Plans must be approved by the Financial Aid Office. **Once approved by Financial Aid, this plan is final and cannot be altered by the student or by the advisor. Exceptions can be granted only by the Financial Aid Office**

Semester 1: \_\_\_\_\_  
Course Name and Credit Hours

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Full Time or Part Time: \_\_\_\_\_  
Grade Needed to Graduate with 2.0 or higher GPA

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Semester 2: \_\_\_\_\_  
Course Name and Credit Hours

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Full Time or Part Time: \_\_\_\_\_  
Grade Needed to Graduate with 2.0 or higher GPA

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Semester 3: \_\_\_\_\_  
Course Name and Credit Hours

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Full Time or Part Time: \_\_\_\_\_  
Grade Needed to Graduate with 2.0 or higher GPA

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ADDITIONAL COMMENTS, NOTES OR CONCERNS:

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By signing, we certify that we have discussed this academic plan and have agreed upon this recommendation.

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Helping Students Use Technical Resources

### Blackboard

WVU Parkersburg uses Blackboard Learn to provide an online component for all courses. It is a space instructors may use to provide handouts, collect assignments, post grades, post announcements, and other tasks. It is the instructor's preference to decide how and when to use these online components, and students should check with their individual course instructors to determine the role it will play within their coursework. Additional information regarding Blackboard Learn and online learning can be found at

<https://www.wvup.edu/current-students/distance-learning/?hilitte=%27BLACKBOARD%27%2C%27LEARN%27>.

### Center for Instructional Innovation

Formerly known as the Online Learning Center, the Center for Instructional Innovation has been

established to assist faculty members in enhancing and extending learning opportunities in an effort to better engage students. Its primary focus is on faculty and provides the following services:

- Teaching instructors about the use of common techniques and applications, such as Blackboard.
- Suggesting tools and approaches to enhance classroom and online learning through workshops, training, and consultation.
- Providing facilities for instructors to experiment with new technologies, such as green screen and web conferencing.
- Assisting instructors with course material conversion and multimedia production.

Students requiring assistance with Blackboard should be directed to the IT Help Desk as well as to the WVU Parkersburg Blackboard Support page (<https://it.wvup.edu/bb.aspx>).

## Online Learning Pros and Cons

Online learning has its pros and cons. Students should consider both when contemplating an online degree or registering for online classes.

Pros	Cons
<u>Convenience</u> - A course is as close as a computer with an internet connection.	<p><u>Little support</u> - Students are expected to find their own resources for completing assignments and exams, which is empowering for some, but daunting for others. Access to faculty to answer questions is often limited.</p> <p><u>Scheduling time to study</u> - Distractions at home and work often interfere with goals students have set for themselves, such as having to get your kids off of the bus, cooking dinner, paying for childcare, etc.</p>
<u>Flexibility</u> - No set class	<p><u>No instructor facetime</u> - If a student's learning style requires personalized attention from his or her teachers, then online education will probably not work for them.</p> <p><u>No social interaction</u> - While students often interact with classmates via email, chat rooms, or discussion groups, there are no parties or offline get-togethers.</p>
<u>Self-directed</u> - The student is responsible to set their own pace and schedule, so the student controls the learning environment.	<p><u>Making time</u> - If a student is a procrastinator or an individual who always needs an extra push to complete work, he or she may have a hard time making time for their online classes.</p> <p><u>Requires new skills/technologies</u> - If the student is not computer-savvy or is afraid of change or new technologies, then online education will probably not work for him or her.</p>

Adapted from

<https://www.livecareer.com/resources/careers/planning/distance-learning-pros-cons>

## WVUP Email

1. Go to [www.wvup.edu](http://www.wvup.edu)
2. Scroll to the bottom of the screen
3. At the bottom Left hand side, go to "Important Links"
4. In the second column, click "Email"
5. Log into your WVUP email using your WVUP credentials (password and ID) .
  - a) If you are not able to log into your WVUP email, then contact the IT Help desk to have your password reset.
  - b) To contact the IT Help Desk, return to [www.wvup.edu](http://www.wvup.edu) and scroll again to the bottom of the page. Under "Important Links" select "Contact IT Support".

## IT Help Desk

Visit the IT Front Desk online (<https://it.wvup.edu/>) for help with the major college systems. Click "Submit a Ticket" to report a concern. More than one person sees this ticket which increases efficiency and decreases wait time.

## Registering for Classes

### How Students Register for Classes in OLSIS

- Go to WVU Parkersburg's home webpage ([www.wvup.edu](http://www.wvup.edu)). At the top right hand corner of the page, click the **OL SIS** link to log in.
- Use your WVUP credentials to log into the OLSIS account.
  - If you do not remember your User/Student ID number, click **Find My ID** at the bottom of the WVU Parkersburg home webpage.
- At the next screen ("Student Services" menu), click **Registration** (the third bullet item down the list) Be sure to select the correct semester).
- At the next screen ("Registration Menu"), click **Register for Classes** found in the top right-hand column.
- At the next screen ("Registration Term"), choose the appropriate semester from the drop-down menu and click **Continue**.
- At the next screen ("Register for Classes"), click **enter CRNs** tab
- In the CRN box that appears, type in the appropriate CRN and Click **Add Another CRN**. Continue to do this until all CRNs have been entered.
- The last CRN that is entered, click **Add to Summary**. The next screen that appears will reveal the classes entered as "pending". If CRNs are entered correctly, click **Submit**.
  - If a CRN was entered incorrectly, go to the "Enter CRN" section again (which should appear in the top left hand side of the screen) and reenter the correct CRN. Be sure to ensure the course appears as "Pending" in the bottom right hand side and select **Submit**.
  - If an error message appears, double-check to ensure the correct CRN was entered. If the CRNs were entered correctly, contact your advisor for assistance and provide them with the error message you are receiving.

## Downloading a Student Schedule

To print a copy of a student's schedule, students should log into their OLSIS account, click **Registration** and then click **View Registration Information**. Select the appropriate term from the drop down menu which will show a student's registered classes for that semester. Click the **Printer** icon and this will allow students to print their schedule. The schedule can be printed or a picture taken of it on their phone.

## Student's Financial Aid Package

### Where to Find Outstanding Financial Aid Requirements

- Log into OLSIS
- Select **Financial Aid**
- Select the appropriate aid year
- Select **Financial Aid Requirements**

If there are any outstanding documents that need to be submitted to the FA Office, they will be found on this page. Click each link to print.

**To get your tax return, you may try the following:**

☐ Use the IRS Data Retrieval Tool, log into your FAFSA and check the data retrieval box (under income section). You must email [finaid@wvup.edu](mailto:finaid@wvup.edu) to request we download your FAFSA again.

☐ Call **1.800.908.9946**

☐ Go to [www.irs.gov](http://www.irs.gov)

- Select **Get Your Tax Record**
- Choose **Get Transcript Online** or **Get Transcript By Mail**
- Request an appointment at the Parkersburg IRS office (304.420.8680) or your local IRS office to pick up your Tax Return Transcript

### To Accept Your Financial Aid Award

- Log into OLSIS
- Select **Financial Aid**
- Select **Award Offer**
- Select **Award For Aid Year**, then choose the correct year from menu and hit **submit**
- Select **Terms And Conditions**, read document, and click **submit**
- Select **Accept Award Offer**, and under the status column, **accept or decline each offer**, and click **submit**.

**First time borrowers of Federal Direct Loans must complete the following:**

- Go to [www.studentloans.gov](http://www.studentloans.gov) (You will need your FAFSA PIN)
- Complete the **Entrance Counseling**
- Complete the **Master Promissory Note**
- Make sure you receive the confirmation letter after completing the above steps

## When & How to Use Financial Aid at the Bookstore

The earliest students can use their FA in the bookstore is a week before classes start, Fall & Spring semesters ONLY. A negative balance must show in the **Account Balance Net for Authorized Aid**.

- Log into OLSIS
- Under **Student Services** click **Account Detail by Term**
- Scroll down to **Account Balance Net For Authorized Aid**

## Student Bill (Tuition & Fees)

- Have student log into their OLSIS account immediately after they register
- Under **Student Services** click **Account Detail by Term**

NOTE: A student's bill will not be accessible until a student registers for the term

## Zoom

The Zoom web conferencing tool is available for students for free. Zoom allows for online collaboration through audio and video. Users can share their computer screen to make a presentation or connect with study partners or groups. A camera and microphone are required to fully participate, yet dial-in options for phones are available if home Internet is a concern.

Download and install the Zoom Client for Meetings App to get started. Zoom apps are available for PC, Mac, iOS, and Google mobile devices as well. Students can also use Zoom to host and record meetings up to 40 minutes in length.

For more information regarding Zoom basics, visit

<https://www.wvup.edu/faculty-staff/office-of-academic-affairs/instructional-innovation/student-uses/using-zoom-outside-blackboard/>.

## Section 7: Student Support Services

There are numerous indicators supporting the concept that frequent interaction between students, faculty and staff has a positive impact on student retention and progression to graduation. WVU Parkersburg provides a variety of such support services to our students. Academic advisors, instructional faculty, and support staff are encouraged to familiarize themselves with options that may best suit their students' educational needs.

- Instructional faculty are the front-line resource. They know the subject content and the student requirements necessary for success in their specific courses. Several examples of teaching-learning strategies include after class review, flash cards, practice exams, and study buddies.
- The academic advisor is the one individual who knows the student and their personal situation. Meeting with the student provides opportunity for student reflection and discussion on how to improve situations outside of the classroom.
- Peer study groups provide a venue for discussion in designated courses.
- Counseling services and accommodations can be made for students with special needs.



The faculty, staff, and administrators at WVU Parkersburg recognize the value of each of these educational support strategies. If you identify other significant resources, please share that information with the Office of the Vice President for Academic Affairs and/or the Tutoring Center.

## Career Services

If it is determined that a student may benefit from working with Career Services, please direct them to that office. The Executive Director of Alumni Relations and Career Services is Nancy Harris. Students may call 304-424-8395 or email [nancyharris@wvup.edu](mailto:nancyharris@wvup.edu). Appointments are encouraged.

WVU Parkersburg's Career Services is here to help students **explore, prepare** and **earn**. They are committed to student empowerment, workforce collaboration, and community involvement, and provide career-related counseling, resources, and programs to help students establish career goals, develop job seeking skills, and successfully obtain employment. Career Services works with students at every academic level, from first-year freshmen to graduating seniors.

## Career Exploration

Students may be undecided about their major and career choice. Career Services can help students identify their interests and explore careers while providing important occupational information. This can help students define and achieve career goals.

### **Career Coach**

Discover majors, in-demand careers, and education based on interests.

<https://wvup.emsicc.com/?radius=&region=30%20Mile%20Radius%20from%20Parkersburg>

### **US DOL One Stop**

Browse a video collection to learn about careers, industries, skills and abilities, or work options and education levels. <https://www.careeronestop.org/Videos/video-library.aspx>

## Career Preparation

Career Services can help students develop the skills necessary to conduct a successful job search. Students may receive help in creating or updating a resume, references, cover letter and other correspondence. Students may obtain assistance in interviewing, networking and other job-seeking skills.

### **Career Coach**

Find an easy-to-use resume builder.

<https://wvup.emsicc.com/sign-up?radius=&region=30%20Mile%20Radius%20from%20Parkersburg&redirect=/profile/resume>

### **College Central Network**

Access to over 70 career advice podcasts, over 25 career articles written by industry professionals, and over 10 career videos. <https://www.studentcentral.com/>

## Earning Opportunities

Career Services helps students navigate the early years of their career by providing the support to find opportunities and employment. Eligible students may participate in cooperative education, an internship or other related work experience.

### **College Central Network**



Search for a wide variety of opportunities posted exclusively to WVU Parkersburg through our online jobs board. <https://www.studentcentral.com/>

### **LinkedIn**

The largest professional networking site available provides a way to connect with other professionals and stay in contact with millions of users. It has become a leading tool for helping individuals expand their networks as well as find jobs in their field.

<https://www.linkedin.com/>

*For more information, go to [www.wvup.edu/careerservices](http://www.wvup.edu/careerservices)*

## **Counseling Services**

The Center for Student Support Services carries out its missions through the provisions of a wide range of direct and indirect services in the areas of crisis/emergency intervention, brief/short-term counseling, problem solving sessions(s), consultations, education, and outreach.

The primary services provided by the Center for Student Support Services are:

- **Counseling Services.** The counselor provides crisis intervention, brief/short-term individual and couples counseling. Examples of issues included but not limited to anxiety, depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, trauma, loss and psychopathology. Services include mental health referral support.
- **Problem Solving.** The Center provides students with an opportunity to engage in problem solving sessions with the counselor.
- **Psycho-educational and Outreach Programming.** Workshops and presentations are provided to student groups, individual classes, administrative units, and staff groups on a variety of topics. The Center is active in its outreach efforts to promote both awareness of counseling issues and openness to prevention and treatment of mental illness, substance abuse, diminished self-confidence and unhealthy lifestyles.

## **Disability/Accessibility Services**

The Center for Student Support Services (Disability/Accessibility office) is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Students with documented disabilities are entitled to receive accommodations based upon documented significant functional limitations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must register with the Center for Student Support Services (Disability/Accessibility Office) prior to receiving accommodations. For more information, contact the Center for Student Support Services located in Room 1019, or call 304-424-8378.

## Food Pantry

There is no need to go hungry; the Riverhawk Food Pantry has resources to help you through lean times. Services are available for all current and active students, faculty and staff of West Virginia University at Parkersburg. All you need to do is ask.

If a member of the college community is experiencing a need for food, please do not hesitate to contact the Center for Student Support Services (Parkersburg Campus, Room 1019) during normal business hours or you may call Kurt Klettner, Executive Director for Student Support Services, at 304-424-8388 to request a food distribution. Advance arrangements can be made for pick-up at either the Parkersburg campus or the Jackson County Center (JCC).

## Tutoring Center

WVU Parkersburg's Tutoring Center offers a variety of academic services, including free tutorial assistance. Students who need assistance with a particularly challenging course, reading support, or study tips can benefit from a visit to the Tutoring Center. The center offers peer, faculty, and volunteer tutors. Whether it's tutoring, computer-assisted learning, multimedia resources, or online programs, the friendly staff will aid in finding the right support services for students. Tutoring services are available for "drop-in" service. Self-pacing independent study is facilitated by online study modules and programs that provide useful links in English/writing, mathematics, sciences, test-taking/test anxiety strategies and study tips. These links can be found at

<https://www.wvup.edu/current-students/services/tutoring-center/subject-area-assistance-links/>

Contact Information:

Jennifer Conrad-Miller

Phone: 304-424-8295, Email: [tutoring@wvup.edu](mailto:tutoring@wvup.edu)

## Testing Center

The WVU Parkersburg Testing Center is located in the main building of the WVU Parkersburg campus in Room 1123A (the back of the Tutoring Center). The center offers a secure and comfortable environment that houses 20 computer testing stations as well as a small area for paper tests. The testing center aims to meet the needs of all current and prospective students, alumni and the Mid-Ohio Valley area, by providing a wide variety of testing services such as: Accuplacer, CLEP, Distance Learning, PearsonVue, Praxis and many others in order to encourage excellence in higher education and create opportunities for success. For more information about the Testing Center or rules and regulations for tests, visit

<https://www.wvup.edu/current-students/services/tutoring-center/testing-center/>.

Contact Information:

Kristina Roberts

Phone: 304-424-8254, Email: [kristina.roberts@wvup.edu](mailto:kristina.roberts@wvup.edu)

## Veterans Resource Center

The mission of the Veterans Resource Center at WVU Parkersburg is to enhance the individual and academic success of veterans, service members, and their family members. The Veterans Resource Center is committed to supporting the veteran community in the areas of higher education in

outreach/admissions, GI Bill benefits, academic success, graduation, well-being, and career development. It offers a student lounge and semi-private study area for service members, veterans, and their dependents in Room 1532 near the cafeteria. For more information, visit <https://www.wvup.edu/current-students/services/veterans/>.

## **The Bookstore**

The Barnes & Noble Bookstore at WVU Parkersburg offers textbooks and printed materials such as required course outlines and learning modules, computer programs, and materials faculty use in the classroom and for homework assignments. The Bookstore carries new books, used books, and rental books. The Bookstore also carries school supplies and accessories, including laptop computers, printers, travel drives, and printer ink, graduation regalia, and school spirit clothing and gifts.

## **Campus Safety and Threat Assessment**

The function of the Campus Police is to enable a safe and secure environment for students, faculty, and staff by ensuring that the campus community and visitors exhibit appropriate behaviors and abide by campus policies, as well as local, state and federal laws. In addition, the campus police department is responsible for monitoring parking on campus and enforcing parking regulations through the use of warnings and tickets. The Campus Police office can be reached at 304-834- 8235.

It is strongly recommended that students program the campus security cell phone number 304-834-7383 into their personal mobile device so campus security can be contacted quickly in case of an emergency. In the event there is an active shooter on campus, please call 911 or notify campus police. React accordingly to the Run, Hide, Fight model.

The Threat Assessment Team is focused on a practical, interdisciplinary and organized approach to the recognition, prevention, assessment, management and limitation of internal and external behavioral threats to the safety and welfare of the students, faculty, staff, and visitors of WVU Parkersburg.

## **Emergency Alert System**

The Emergency Alert System provided to WVU Parkersburg's current faculty, staff, and students is designed to play a critical role in keeping people safe before, during, and after a campus emergency. The communication system is only used to inform the campus community of an emergency, the impact the emergency has on class schedules, and other key information in terms of recommendations to the message recipients. There is no charge to the WVU Parkersburg community for this service.

All faculty, staff and students will be notified via the Emergency Alert System when classes are canceled or delayed. When a morning announcement is made that all classes are canceled, the cancellation will apply to both day and evening schedules. The announcement will be made by 6 a.m. or as soon as possible thereafter. Should weather conditions occurring during the day necessitate cancellation of evening classes, the announcement should be made by 3 p.m. or as soon as possible thereafter.

## **Notification**

Notices of campus emergencies are distributed and posted as follows:

- Mobile phone, including text messages and voicemail
- Campus email
- Home phone (if applicable)
- Campus PA system
- Campus information TVs
- WVU Parkersburg homepage (<https://www.wvup.edu/>)
- WVU Parkersburg Facebook and Twitter pages

## **2-Hour Delays**

When it is decided to delay the start of classes (or the opening of the building) due to weather conditions or other emergencies, classes will resume according to the regular schedule at the time the delay has ended or the building is opened. For example, if a two-hour delay is announced, a 9:30 a.m. class will resume at 10:00 a.m. and end at its regular time.

## **Emergency Alert System**

If students wish to change their settings for receiving alerts via WVU Parkersburg's Emergency Alert System, they must log in at

<https://www.wvup.edu/current-students/safety-security/emergency-alert-system-updates/?hilite=%27Emergency%27%2C%27Alert%27%2C%27System%27>. It is strongly recommended they do NOT opt

out entirely from alert messages as this is our best way of contacting them during an emergency.

Notification settings can be adjusted if they would like to receive text and email alerts only. However, students will need to readjust these settings each semester as the system is updated at the beginning of each semester.

## **Frequently Called Telephone Numbers**

OFFICE	NUMBER
Academic Affairs (Vice President)	(304) 424-8242
Ascend Program	(304) 424-8000
Book Store	(304) 424-8240
Business Office	(304) 424-8223
Campus Police & Security Office	(304) 424-8235 OR (304) 834-7383 (cell phone)
Center for Student Services (Front line staff)	(304) 424-8310
Executive Director of Success Epicenter	(304) 424-8334
Financial Aid	(304) 424-8310

IT Help Desk	(304) 424-8215 OR Ext. 215
Jackson County Center Administration	(304) 372-6992
Library	(304) 424-8260
Lost & Found (in Campus Police/Security Office)	(304) 424-8235
Maintenance	(304) 424-8265
Records/Registrar Office	(304) 424-8310
Professional Advising Center	(304) 424-8000
Student Support Services (Counseling & Accessibility)	(304) 424-8378
Tutoring Center	(304) 424-8295
Veterans Resource Center	(304) 424-8337
Workforce and Economic Development	(304) 424-8383

## Academic Divisions

OFFICE	NUMBER
Professional Studies	(304) 424-8314
Nursing & Health Sciences	(304) 424-8330
Workforce, Technical & Computer Information Science	(304) 424-8383
Arts & Sciences	(304) 424-8299

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