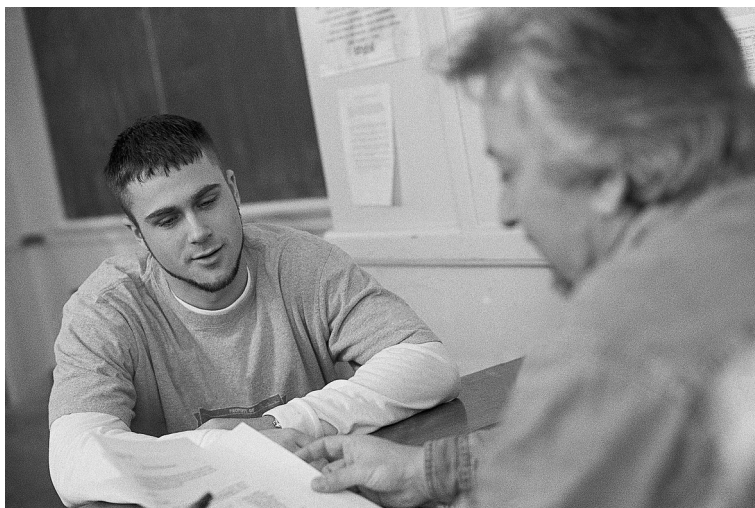


# University of Wisconsin-Stout



## Advisor Resource Guide 2008—2009



**STOUT**

UNIVERSITY OF WISCONSIN

WISCONSIN'S POLYTECHNIC UNIVERSITY

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## *Advisor Roles*

- Maintain an advising file for each student.
- Interpret and provide rationale for academic rules and regulations about the university, and maintain an up-to-date reference file of materials that pertain to university policies.
- Provide students with information about alternatives, limitations, and possible consequences of academic decisions.
- Refer students to other campus resources. When needed assistance falls outside the usual scope of academic and career advising.
- Assist students with the selection of courses in pursuit of their educational plans that are appropriate to their level of academic preparedness.
- Establish, post, and maintain regular office hours each semester. Contact student to cancel (and reschedule) appointment when necessary. Provide phone number and e-mail address.
- Be knowledgeable about the degree program(s) for which you are advising.
- Monitor students' progress toward educational/career goals; intervene when progress falls below standards for graduation.
- Understand and abide by the policy on Confidentiality of Student Records and the Family Educational Rights and Privacy Act (FERPA).
- Remind students that final responsibility for meeting degree requirements is the student's.

## *Student Roles*

### **Students are expected to:**

- Know who their advisor is, and how to get in touch with him/her.
- Make contact with their advisor when required. If they need to cancel an appointment, notify the advisor in advance and reschedule.
- Prepare adequately for each advising session and bring all necessary materials.
- Be knowledgeable of the requirements of their program(s) of study.
- Take notes during sessions with their advisor to use as future references. Keep other documents that relate to their academic and career plans.
- Follow through on actions identified during advising sessions. In particular, register for classes each semester at their assigned time.
- Inform their advisor of important changes that directly affect their academic performance and educational goals.
- Ensure that any academic records from other universities are transferred and received by the Admissions Office for evaluation.
- Become knowledgeable about university services offices that may provide assistance in meeting their personal and educational career goals; also learn institutional rules, procedures, and requirements that determine academic policy.

# Academics

## Academic Calendar 2008-2009

### SEMESTER I - 2008

Thursday-Tuesday, August 28 - September 2 .....	Week One Orientation
Friday, August 29 .....	Program change day <i>(Credit load may be increased up to 20 credits)</i>
Monday, Sept. 1 .....	Labor Day
Wednesday, Sept. 3 .....	Semester I classes begin
Tuesday, Sept. 9 .....	(5th day of classes) <i>\$200 minimum fee payment due</i>
Tuesday, Sept. 16 .....	(10th day of classes) <i>Last day to pay first installment (includes late charge)*</i>
Saturday, October 18 .....	Homecoming
Monday, Oct. 20 .....	End of first quarter <i>Midpoint of semester classes</i>
Tuesday, Oct. 21 .....	Advisement Day - no classes
Wednesday, Oct. 22 .....	Second Quarter begins
Wednesday - Sunday, Nov. 26-30 .....	Thanksgiving Break, no classes
Monday, Dec. 1 .....	Classes resume
Friday, December 12 .....	Last day of classes
Saturday, Dec. 13 .....	Commencement
Monday-Friday, Dec. 15-19 .....	Evaluation Week
Thursday, January 1, 2009 .....	New FAFSA form available at: <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>

### WINTERM - 2009

Friday, Jan. 2 .....	WinTerm classes begin
Monday, Jan. 19 .....	Martin Luther King Day – no classes

### SEMESTER II - 2009

Thursday, January 22 .....	Semester II classes begin
Wednesday, Jan. 28 .....	(5th day of classes) <i>\$200 minimum fee payment due</i>
Wednesday, February 4 .....	(10th day of classes) <i>Last day to pay first installment (includes late charge)*</i>
Friday, February 13 .....	Foundation Scholarship applications due. <i>Available at: <a href="http://www.uwstout.edu/foundation/">www.uwstout.edu/foundation/</a></i>
Friday, March 13 .....	End of third quarter
Saturday-Friday, March 14-22 .....	Spring Break Week – no classes
Monday, March 23 .....	Fourth quarter begins, Classes resume
Tuesday, March 31 .....	Advisement Day – no classes

Friday, April 10-13.....Spring Holiday  
 Monday, April 13 ..... Classes resume  
 Wednesday, April 15..... Tax deadline (for financial aid)  
 Friday, May 8 ..... Last day of classes  
 Saturday, May 9.....Commencement  
 Monday - Friday, May 11-15 ..... Evaluation Week

## SUMMER SESSIONS

Monday, May 25 ..... Memorial Day – no classes  
 Tuesday, May 26 ..... Summer Pre-Session begins  
 Sunday, June 7 ..... Pre-session ends  
 Monday, June 8 - Thursday, July 2 ..... First 4-week Summer Session  
 Friday, July 3 ..... Independence Day – no classes  
 July 6 - August 2 ..... Second 4-week Summer Session  
 August 3 – 23 ..... Post Summer Session

*\* Students must register and make a financial commitment to the University by the tenth day of class. Registrations will be cancelled for students who have not made minimum payment or other arrangements with the Bursar prior to the end of the tenth day of classes.*

*Testing Out*

## *Credit by Examination*

### **Placement (Math and English)**

#### ***Developmental/Remedial Education***

Students who place into the developmental level courses in English (ENGL 090 Writing Workshop) or Mathematics (MATH 010 Fundamentals of Algebra) must satisfactorily complete those courses within their first 30 credits. Satisfactory completion of ENGL 090 requires a grade of “C” or better, and satisfactory completion of MATH 010 requires a grade of “D-” or better. A registration “hold” will be placed on the students’ record, which prevents them from registering, if they are not enrolled in the course(s) and have not satisfactorily completed the course(s).

To clear the hold the student must meet with the appropriate department. The hold will direct the student to either the English Department or the Math, Statistics and Computer Science Department, and will indicate a room in Harvey Hall.

The credits earned in these developmental courses do not apply toward the credits needed for graduation, not as requirements and not as electives.

#### ***Mathematics Course Placement***

In order to enroll in a Mathematics course, a student must have an assigned Math Placement Level which designates what courses a student is allowed to enroll in. Placement for

Mathematics courses is determined by a student's Math ACT score according to the following scale:

Level	Score	Course Options
0	0-16	MATH-010
1	17-20	MATH-110 or MATH-118
2	21-23	MATH -118 or 120
3	24-25	MATH-118, 120, 121 or 123
4	26-36	MATH-118, 120, 121, 123, 153, 156

### **Appealing Math Placement**

If a student feels her/his Math ACT score does not accurately reflect her/his mathematical abilities, the student may take the UW-System Mathematics Placement Exam. There is a \$5 fee for taking the test, which is administered by the University Counseling Center. Information on testing dates can be obtained by contacting: University Counseling Center, 410 Bowman Hall, 715/232-2468 or going to:

[www.uwstout.edu/counsel/testing.index.html](http://www.uwstout.edu/counsel/testing.index.html)

### **English Placement**

Level	Score	Course Options
090	0-16	ENGL 090
101	17-24	ENGL 101
111	25 +	ENGL 111

### **Testing Out**

*Students who wish to pursue the possibility of testing out of a course should first read the policy as stated below*

*and then contact their advisor and/or program director.*

### **General Policies**

1. A student seeking credit at UW-Stout by test-out procedure must be a legitimately enrolled (registered and fees paid) student at the university for the current term before initiating and attempting to test out for credit. Credit will not be recorded for non-enrolled individuals.
2. Students seeking credits for courses may test out of and receive credit in only those courses which are approved courses of the university. Credits awarded for trade, business and industry experience by means of a trade examination will be determined by the examining committee on an individual basis.
3. Students seeking credits for courses will receive the credit normally awarded for the course upon successful completion of the test-out.
4. Test-out forms can be obtained from the dean of the college in which the course is offered.

### **Prerogatives of Colleges, Departments and Program Directors**

1. The acceptability of any credits awarded to any individual by a test-out process in a given program is the decision and prerogative of the program director of that program.
2. The decision to permit a student to test out of a course housed in a department will reside with that department.

3. The department will designate who will administer and who will evaluate the examination in any given instance of test-out of courses housed in the department.
4. The department will designate who will determine the method used in testing the student out of a course housed in the department, selecting one or a combination of any of the following methods:
  - Written examination
  - Oral examination
  - Performance evaluation (practical exam)
  - Examination of completed work and/or records presented and defended by the student.
5. The department will approve all credits awarded to individuals through the test-out of courses housed in the department. The approval will be indicated by signature on the forms.

### **College Level Examination Program**

Administered through the University Counseling Center, the College Level

Examination Program (CLEP) is a standardized testing program of the College Board. A list of courses for which credit may be earned, registration materials, and other information is available from the University Counseling Center, 410 Bowman Hall, 232-2468.

The fees for the test are established by the publisher. Contact the University Counseling Center for details, 232-2468.

### **Fees Credits by Departmental Tests**

The following fees will be charged to the student for the test-out process, before the student will be allowed to perform the test in any department. These fees are payable to the Business Office prior to the test.

- A \$10 charge for each course in which the student intends to test out, to be credited to the Registration and Records Office to cover the cost of handling the necessary record keeping.

# Degree Programs at UW-Stout

• A \$10 charge per credit attempted, to be credited to the department in which the course is housed to cover the cost of the administration of the test.

**<http://www.uwstout.edu/programs>**

*Director names and office locations are listed below each program.*

BS Apparel Design and Development		
Gindy Neidermyer	320 HMEC	1106
BS Applied Mathematics and Computer Science		
Joy Becker	237J HARH	1213
BS Applied Science		
Charles Bomar	203B JHSW	2562
BS Applied Science - Science Education		
Kevin Mason	424 EDHS	1600
BFA Art		
Scott Short	324 APPA	3495
BS Art Education		
Joseph Haid	225N APPA	1445
BS Business Administration		
Karen Martinson	254 JHTW	2215
BS Career, Technical Education and Training		
Jodi Olmstead	422 EDHS	2204
BS Construction		
Joe Wright	281D JHTW	2416
BS Dietetics		
Charlene Schmidt	225 HMEC	1994
BS Early Childhood Education		
Kari Merritt	117 HMEC	1169
BS Engineering Technology		
Scott Springer	332 FRYH	2162
BS Family and Consumer Sciences Education		
Diane Klemme	120 HMEC	2546
BS Food Systems and Technology		
Carolyn Barnhart	205 HMEC	2545
BS Golf Enterprise Management		
Howard Samb (campus contact)	455 HMEC	
BS Graphic Communications Management		
Ted Bensen	160 COMT	1294
BS Hotel, Restaurant, and Tourism Management		
Ed Harris	429 HMEC	2532
BS Human Development and Family Studies		
Robin Muza	122 HMEC	1115



BS Information and Communication Technologies		
Byron Anderson	152 COMT .....	1299
BS Information Technology Management		
James Smith	205 FRYH .....	5621
BS Management		
Wendy Dittmann	264 JHTW.....	1372
BS Manufacturing Engineering		
Linards Stradins	305 FRYH.....	5293
BS Marketing and Business Education		
Debbie Stanislawski	102 COMT .....	1493
BS Packaging		
Robert Berkemer	307 FRYH.....	1107
BS Psychology		
Ed Biggerstaff	115 EDHS .....	2410
BS Retail Merchandising and Management		
Kathleen Maglio	281G JHTW.....	1365
BS Service Management		
Joseph Holland	438 HMEC .....	2567
BS Special Education		
Amy Schlieve	423 EDHS .....	1332
BS Technical Communication		
Matthew Livesey	150C HARH .....	1358
BS Technology Education		
Sylvia Tiali	224D COMT .....	5619
BS Vocational Rehabilitation		
Susie Eberhard	250E VOCR .....	1442
Undecided/Undeclared Students		
Advisement Center	11 BOWH .....	1465
University Honors Program		
Robert Horan	42 HARH .....	1455

# Minors

Minors are a sequence of related courses consisting of 15 or more semester hours of credit. Teaching minors — indicated below with an asterisk (\*) are state-approved programs for teacher certification for teaching at the secondary and/or elementary level, in conjunction with an education major.

Applied Foreign Language	Journalism
Art	Lodging Management
Biology	Materials
Business Administration	Mathematics
Chemistry	Mathematics Teaching *
Coaching	Mechanical and Electrical Construction
Cognitive Neuroscience	Military Leadership
Computer Science	Philosophy
Construction Safety Risk Control	Physics
Digital Photography	Project Management
Disability Services	Property Management
Economics	Psychology
Economics Teaching *	Quality Management
English Literature	Retailing
English Writing	Social Studies Teaching *
Environmental Studies	Sociology
Food Technology	Spanish
Gaming Entertainment Management	Speech Communication
Geographic Information Systems	Speech Communication Teaching *
Health and Fitness	Supply Chain Management
Health and Fitness Education *	Sustainable Design and Development
History	Technical Writing
History Teaching *	Tourism
Human Development and Family Studies	Traffic Safety Education *
Human Resource Management	Women's Studies
Information and Communication Technologies	

# *General Education, Ethnic Studies, and Global Perspective Courses 2008-2009*

For a complete listing go to: [www.uwstout.edu/provost/geescorslist.pdf](http://www.uwstout.edu/provost/geescorslist.pdf)

## **General Education Requirements**

*Each degree program has a general education component designed to provide knowledge and skills in communication, analytic reasoning, health and physical education, humanities and the arts, social and behavioral sciences, natural sciences and technology. Listed below are the general education credit distribution requirements and courses that will fulfill these requirements. General education courses are listed by category and area. Not all courses are offered each semester. Changes to the list of courses can occur at any time. Some degree programs have specific general education courses that must be taken in order to satisfy certification, accreditation or prerequisite standards. These exceptions are noted on the program plan sheet.*

## **General Education Credit Distribution**

### **A. Communication Skills 8 Credits**

ENGL-101	Freshman English - Composition	<b>OR</b>
ENGL-111	Freshman English - Honors I	3
ENGL-102	Freshman English - Reading/Related Writing	<b>OR</b>
ENGL-112	Freshman English - Honors II	<b>OR</b>
ENGL-113	Honors Seminar I	3
SPCOM-100	Fundamentals of Speech	2

### **B. Analytic Reasoning 6 Credits**

*Courses must be from areas including math, logic, statistics, and computer science.*

### **C. Health and Physical Education 2 Credits**

*Courses must be from areas of health, physical education, or nutrition.*

### **D. Humanities and the Arts 9 Credits**

*Courses must be from three or more areas including art history/music appreciation, creative/performing arts, history, literature, philosophy, and foreign language and culture. When external accreditation standards warrant a depth requirement with sequenced courses, the nine credits must be taken from two or more areas.*

## **E. Social and Behavioral Sciences**      **9 Credits**

*Courses must be from three or more areas including anthropology, economics, geography, political science, psychology, and sociology. When external accreditation standards warrant a depth requirement with sequenced courses, the nine credits must be taken from two or more areas.*

## **F. Natural Sciences with Lab**      **4 Credits**

*Additional courses may be without a lab.*

## **G. Technology**      **2 Credits**

## **H. Interdisciplinary Studies**

*Count as electives*

## **I. General Education Electives**      **0-6 Credits**

*Courses must be from categories A, B, D, E, F and H. Additional H/PE electives must be in a department different than that of H/PE course(s) used to meet the H/PE requirement.*

## **General Education Courses**

### **A. Communication Skills (COMSK)      8 Credits**

ENGL-247	Critical Writing	3
FREN-101	Elementary French I	4
FREN-102	Elementary French II	4
FREN-122	Practical French II	2
FREN-123	Practical French III	2
FREN-124	Practical French IV	2
FREN-202	Intermediate French II	4
REHAB-305	Sign Language I	3
REHAB-306	Sign Language II	3
SPAN-103	Elementary Spanish I (ESB)	4
SPAN-104	Elementary Spanish II (ESB)	4
SPAN-122	Practical Spanish II (ESB)	2
SPAN-202	Intermediate Spanish II	4

SPAN-227	Spanish Comp & Convers I (ESB)	2
SPCOM-200	Persuasive Speaking	2
SPCOM-206	Discussion	2
SPCOM-208	Theory of Communication	3
SPCOM-210	Interpersonal Speech Communication	2
SPCOM-236	Listening	2

### **B. Analytic Reasoning (ANRSN)      6 Credits**

CS-141	Computer Programming BASIC	2
CS-144	Computer Science I	3
LOG-301	Intro to Logical Thinking	3
MATH-118	Concepts of Mathematics	4
MATH-120	Intro College Math I	4
MATH-121	Intro College Math II	4

MATH-123	Finite Math With Applic	4
MATH-153	Calculus I	4
MATH-154	Calculus II	4
MATH-156	Calculus and Analytic Geometry I	5
MATH-157	Calculus and Analytic Geometry II	5
STAT-130	Elementary Statistics	2
STAT-320	Statistical Methods	3

**C. Health and Physical Education (HPE) 2 Credits**

BIO-128	Community Health	2
FN-102	Nutrition For Healthy Living	2-3
HDFS-257	Lifespan Sexuality	3
HLTH-101	Discovering Wellness	1
MSL-202	Leadership and Team- work	2
PE-1xx	Activity courses	1

**D. Humanities and the Arts (HUM) 9 Credits**

**Art History/Music Appreciation (ARTMU)**

ARTH-222	Introduction to Art	3
ARTH-223	Survey of Art Ancient- Medieval	3
ARTH-224	Survey of Art/ Renaissance-20th Cent	3
ARTH-225	Introduction to Non- Western Art (GLP)	3
MUSIC-130	Music Appreciation	2
MUSIC-132	Music in Our World (ESC, GLP)	3

**Creative/Performing Arts (CRPRF)**

ART-100	Drawing I	3
ART-101	Two-dimensional Design Foundations	3
ART-213	Ceramics I	3
ART-215	Art Metal I	3
ENGL-245	Creative Writing	3
MEDIA-204	Exploring Photography	3
MUSIC-101	Class Piano I	1
MUSIC-102	Class Voice I	1
MUSIC-201	Class Piano II	1
MUSIC-264	Jazz Band	1
MUSIC-265	University Choir	1
MUSIC-266	Concert Band	1
MUSIC-267	Symphonic Singers	1
MUSIC-270	Vocal Jazz Ensemble	1
SPCOM-202	Oral Interpretation	2
THEA-131	Theater Practicum	1
THEA-232	Introduction to the Theater	3
THEA-334	Contemporary Theater	2
THEA-336	Stagecraft and Scene Design	2
THEA-338	Play Production	2

**Foreign Language & Culture (FLC)**

FREN-201	Intermediate French I	4
SPAN-201	Intermediate Spanish I (ESB)	4
SPAN-229	Hispanic Literature in America (ESB)	2
SPAN-304	Latin American Short Story	2

**History (HIST)**

HIST-120	Early United States History (ESB)	3
HIST-121	Modern US History (ESB, GLP)	3
HIST-140	Western Civilization	3
HIST-141	Western Civilization	3
HIST-210	Modern World (GLP)	3
HIST-311	Women and War (GLP)	3
HIST-321	U.S. Women's History (ESB)	3
HIST-322	African-American History (ESA)	3
HIST-330	History of World War II (GLP)	3
HIST-345	Modern British History	3
HIST-347	Introduction to British Civilization	3
HIST-350	History of the Vietnam War (ESC)	3
HIST-360	Asian History	3
HIST-380	Latin American History	3

**Literature (LIT)**

LIT-203	American Poets (ESB)	3
LIT-205	The Short Story	3
LIT-208	Fiction into Film (ESC)	3
LIT-230	American Cinema (ESB)	3
LIT-250	Classical & Biblical Lit in Translation	3
LIT-255	Recent World Literature (GLP)	3
LIT-260	Modern American Literature (ESB)	3

LIT-272	Women Writers (GLP, ESB)	3
LIT-273	American Multicultural Lit (ESA)	3
LIT-275	Environmental Literature (ESB)	3
LIT-280	Best Sellers	3
LIT-281	Recent American Literature (ESB)	3
LIT-285	Science Fiction	3
LIT-300	Children's Literature (ESB)	3
LIT-301	English Literature	3
LIT-302	Topics in Literature	1
LIT-304	American Folklore (ESB)	3
LIT-306	Shakespeare	3
LIT-350	Modern British Literature (GLP)	3
LIT-450	Studies in Lit:Theme, Author, Genre	2-3

**Philosophy (PHIL)**

PHIL-201	Introduction to Philosophy (GLP)	3
PHIL-205	Philosophy of Religion	3
PHIL-215	Eastern Philosophy (GLP)	3
PHIL-220	Multicultural Philosophy (ESA)	3
PHIL-225	Belief, Knowledge & Truth	3
PHIL-235	General Ethics	3

**E. Social and Behavioral Sciences (SBSCI) 9 Credits**

**Anthropology (ANTH)**

ANTH-220	Cultural Anthropology (ESB, GLP)	3
ANTH-250	The Human Past	3
ANTH-300	Native Americans (ESA)	3

**Economics (ECON)**

ECON-201	General Economics (GLP)	3
ECON-210	Principles of Economics I (GLP)	3
ECON-215	Principles of Economics II (GLP)	3

**Geography (GEOG)**

GEOG-104	World Geography (GLP)	3
GEOG-251	Intro to Geography and GIS (GLP)	4

**Political Science (POLS)**

POLS-210	American Government (ESB)	3
POLS-270	Intro to Comparative Government (GLP)	3
POLS-340	International Relations (GLP)	3

**Psychology (PSYC)**

CNS-200	Intro to Cognitive Neuroscience (NSCI)	3
HDFS-195	Honors Seminar: Lifespan Human Dev	3
HDFS-255	Lifespan Human Development (ESC)	3

PSYC-110	General Psychology (ESC)	3
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**Sociology**

SOC-110	Introductory Sociology (ESC, GLP)	3
SOC-225	Social Problems (ESC, GLP)	3

**F. Natural Sciences (NSCI) 4 Credits**

**Life Sciences**

BIO-101	Introductory Biology (lab)	4
BIO-111	Science, Society, Environment (lab, GLP)	4
BIO-125	Biology Of Aging	3
BIO-130	Human Sexual Biology	3
BIO-132	Human Biology (lab)	4
BIO-150	Environmental Science (GLP)	2
BIO-210	Concepts/Issues in Biotech (TECH, GLP)	2
BIO-234	Physiology & Anatomy (lab)	4
BIO-242	Botany (lab)	4
BIO-252	Zoology (lab)	4
BIO-255	The Biology of Fly Fishing	2
BIO-332	Genetics (lab)	3
BIO-350	Ecology (lab)	3
CNS-200	Intro to Cognitive Neuroscience (SBSCI)	3
CNS-201	Intro to Cognitive Neuroscience Lab (lab)	1

### **Physical Sciences**

CHEM-105	Visualizing Chemistry	2
CHEM-107	Chemical Science & Technology (TECH)	2
CHEM-115	General Chemistry (lab)	5
CHEM-125	Chem for Health Sciences (lab)	5
CHEM-135	College Chemistry I (lab)	5
CHEM-136	College Chemistry II (lab)	5
NANO-101	Exploration of Nanotechnology (lab, TECH)	2
PHYS-150	Nature & Application of Light & Color	2
PHYS-151	Astronomy (lab)	3
PHYS-211	Introduction to Physics	3
PHYS-212	Introduction to Physics: Lab (lab)	1
PHYS-231	General Physics I (lab)	4
PHYS-232	General Physics II (lab)	4
PHYS-241	College Physics I (lab)	5
PHYS-242	College Physics II (lab)	5
PHYS-250	The Physics of Light and Color (lab)	3
PHYS-251	Topics in Astronomy	1
PHYS-255	Meteorology	2
PHYS-258	Introduction to Geology	2
PHYS-281	University Physics I (lab)	5
PHYS-282	University Physics II (lab)	5

### **G. Technology (TECH)**

**2 Credits**

AEC-191	The Built Environment	2
BIO-210	Concepts/Issues in Biotech (GLP, NSCI)	2
CHEM-107	Chemical Science & Technology (NSCI)	2
ENGL-218	Mass Communication	3
ENGL-343	Rhetoric of Technology	3
FN-222	Food Technology (GLP)	2
MFGE-106	Impacts of Engineering Design (GLP)	2
NANO-101	Exploration of Nanotech nology (lab, NSCI)	2
PKG-100	Packaging & Society (GLP)	2
POLS-250	Politics and Technology	3
TCS-103	Info & Comm Technolo gies (GLP)	3
TECH-230	Exploring Technology	2
TECH-295	Honors Seminar in Technology	2
TECH-332	Futures of Technology	2
TRANS-202	Transportation Systems	2
TRANS-204	Energy Technology	2

### **H. Interdisciplinary Studies (INTER) Counts as electives**

WS-210	Introduction to Women's Studies (ESB)	3
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## **Ethnic Studies Requirements**

The university requires that you take ethnic studies courses to learn about the diverse cultures that make up the United States. Ethnic studies courses are identified as ESA, ESB, or ESC. ESA courses deal directly with an American culture. ESB courses integrate appreciation and understanding of American cultural groups into course subject matter. ESC courses include a significant multicultural component secondary to other course goals. Students are required to take either:

- 1) Two ESA courses, OR
- 2) One ESA course and one ESB course, OR
- 3) One ESA course and Two ESC courses, OR
- 4) One ESB course and two ESC courses, OR
- 5) Three ESB courses, OR
- 6) Two ESB courses AND one ESC course

## **Global Perspective Courses**

The Global Perspective graduation requirement is for all undergraduate students who enter UW-Stout beginning in the fall of 2002. To fulfill the requirement, students must choose one of the following options:

### **Second Language Option**

- Complete two years of the same second language in high school with a grade of "C" or above, or

- Complete four university credits of a second language with a grade of "C" or above, or
- Demonstrate competency in a second language by means of a standardized examination. International students who are not native speakers of English must have a TOEFL score of 500.

### **Global Experience Option**

- Complete a program of university-approved work or study abroad, or
- Complete six credits of courses approved as fulfilling the global perspective requirement. \* These approve courses are listed below.

\* For a course to fulfill the global perspective requirement, it must, at a meaningful level,

- (a) directly address global issues, or
- (b) focus on other subject matter while emphasizing understanding and appreciation of global issues, or
- (c) teach professional skills or theories that include a global perspective component.

Notes: With careful planning, students may take a single course that fits into areas of general education, ethnic studies, and/or global perspective. While credits count once toward graduation, they may be used to satisfy multiple requirements. When a course meets multiple requirements, codes indicating other categories are listed in parentheses next to the course listing.

# Dean of Students' Office

**232-1181**

**<http://www.uwstout.edu/stusrv/dean/>**

## **Academic Misconduct**

The Board of Regents, administrators, faculty, academic staff and students of the University of Wisconsin System believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin System. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

Definitions of academic dishonesty as provided by the National Association of Student Personnel Administrators includes:

- Cheating – Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Plagiarism– Intentionally or knowingly representing the words or ideas of

another as your own in any academic exercise. Plagiarism is considered a form of theft and at the university is a serious violation. Penalties can range from a lowered grade to expulsion.

- Facilitating Academic Dishonesty– Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

UW-Stout also considers academic dishonesty to include forgery of academic documents, or intentionally impeding or damaging the academic work of others.

A student charged with violation of academic policy will have a fair hearing. For procedures related to academic misconduct in the University of Wisconsin System as defined by UWS Chapter 14, read the complete text of that chapter online or through the Dean of Students Office at [www.uwstout.edu/stusrv/dean/facstaff/chp14.shtml](http://www.uwstout.edu/stusrv/dean/facstaff/chp14.shtml)

## **FERPA (Family Educational Rights)**

The Family Educational Rights and Privacy Act of 1974, or FERPA, was designed by the federal government to protect the privacy of educational records. Under this policy, UW-Stout officials are not permitted to give any information to a third party, including the student's parents and/or guardians, about the student's

- Academic progress, including grades,

- Personal development or disciplinary matters.

However, it is often the student's wish that information be released to the parent or other designated officials who may seek information from the college. If a student wishes to grant access to his/her information, this consent form must be signed and submitted to the Dean of Students Office, 130 Bowman Hall.

This consent will remain in effect for the duration of the academic year, but may be revoked at any time prior to the end of the academic year by contacting the Dean of Students Office at 715-232-1181.

### **Probation, Dismissal, and Withdrawal Good Academic Standing:**

A cumulative grade point average (GPA) of 2.000 or greater. Selected majors require a cumulative GPA greater than a 2.0 for graduation.

### **Academic Probation:**

A temporary status due to low academic grades. Improvement in academic grades is needed for continued enrollment in the university. A student is placed on probation due to one of the following conditions:

- Cumulative GPA is lower than 2.000; Conditionally admitted as a transfer or a new freshman;
- Readmitted after leaving UW-Stout while on probation, or when dismissed for academic reasons.

### **Academic Dismissal:**

Termination of enrollment in the University of Wisconsin-Stout due to one of the following conditions:

- Cumulative GPA is less than 2.00 at the end of two successive semesters. If a student earns a 2.50 or higher GPA in the second semester of Academic Probation, but the cumulative GPA is below 2.00 for two successive semesters, the student will be granted an additional or third semester on Academic Probation.
- GPA for one semester is less than 1.00. Academic Probation status is not a prerequisite for dismissal due to this low GPA.

### **Readmission/ Application Timeline Following Dismissal:**

- One semester must lapse if academically dismissed.
- After a period of one semester, student may reapply. However, there is no guarantee of readmission

# *Instructional Resources*

## **Academic Skills**

**232-1465**

**<https://uwstout.courses.wisconsin.edu/>**

Students can enhance their study skills and improve their academic performance by accessing an online Academic Skills course. Freshmen are automatically enrolled through Learn@uwstout under the link "ongoing". Topics covered include: Time Management, Stress Management, Concentration and Memory, Note Taking, Reading textbooks and Test Taking.

## **Instructional Resource Center** **232-2492**

**<http://www.uwstout.edu/lib/irs/>**

Instructional Resources Service (IRS) is a textbook rental system. Students and staff check out textbooks and other instructional materials assigned to the course(s) at the beginning of each term and return them by the last day of class. Students receive a variety of media, including textbooks, paperbacks, disks, CD's, videos and reprints of articles.

IRS does not distribute consumable materials (workbooks, calculators, and some paperbacks) or materials which will only be used once. These

materials may be purchased through the bookstore in the Student Center. Departments will furnish laboratory manuals.

Resources are included in the Stout Library Catalog and are designated by the "Textbook and Instructional Resources Service" location. All materials remaining in IRS after the add/drop period are available for loan, for leisure or research purposes, and are also due the last day of classes.

Individuals who need assistance may call (715) 232-2492 or (715) 232-2617 to arrange for accommodations.

The Instructional Resource Center is located on the second floor of the library.

## **Math Teaching and Learning Center** **232-1757 or 5001**

**<http://mathtlc.uwstout.edu/>**

The Math TLC is where UW-Stout students learn basic math skills in a people-oriented, technology-enhanced environment. Teachers start daily classroom sessions with a short lecture, then students begin online homework assignments with help from teachers and specially trained peer tutors.

The Math TLC is located at 403/404 Harvey Hall.

## **ASPIRE/Disability Services**

[www.uwstout.edu/aspire](http://www.uwstout.edu/aspire)

*For first Generation and Income-Eligible students, writing tutor and academic success classes*

206 Bowman Hall, 232-2995

## **International Student Services**

[www.uwstout.edu/intlstu/](http://www.uwstout.edu/intlstu/)

*Hours: Friday 3:30-4:30, English conversation hour.*

400 Bowman Hall, 232-2132

## **Other Resources**

<http://www.uwstout.edu/tutor/>

### **• Biology**

*Tuesday and Thursday 5:00 - 7:00 pm  
Hours vary each semester - Ask any Biology instructor for details.*

205 JHSW, 232-2560

### **• Chemistry**

*Hours vary each semester*

3rd floor JHSW, 232-1308

### **• Computer Science**

*Supplemental Instruction (SI) • Contact the Math Department.*

232-2391

## **English (Writing Center)**

[www.uwstout.edu/cas/english/writing.shtml](http://www.uwstout.edu/cas/english/writing.shtml)

- One-on-one confidential tutorials with trained undergraduate peer tutors
- Handouts and online resources
- Help with APA/MLA formats
- “Strategies for Success” workshops for students on a variety of topics, including: succeeding in freshman composition, incorporating research and avoiding plagiarism, and preparing for and completing essay exams.
- Online tutorials for students enrolled in Distance Education Degree Programs.

Harvey Hall 413, 232-5284

### **• Mathematics**

[mathlc.uwstout.edu/](http://mathlc.uwstout.edu/)

206 Harvey Hall, (for All Math Classes)

402 Harvey Hall (for Math 120)

403 Harvey Hall (for Math 010, 110)

232-2391

### **• Physics**

*8-6:30 Mondays; 8-9 pm Tuesdays, Thursdays; 8 am - 1 pm Fridays*

115 JHSW

### **• Psychology**

318 McCalmont, 232-5301

### **• Spanish**

428G Harvey Hall

# Registration and Records

**232-2121**

**<http://www.uwstout.edu/re-grec/>**

*Students complete their registration on-line utilizing Access Stout or in the Registration and Records Office, 109 Bowman Hall.*

*Incoming freshmen and transfer students register at special registration sessions, in the spring and summer for Fall students, and in December before the beginning of the Spring semester.*

*Registration for continuing students begins in April for the Fall semester, in October for the Spring semester, and in March for summer session. It continues through the first ten days of each semester. Students receive an email from the registrar telling them about registration.*

## **Adding/dropping Courses**

*The following policy serves as UW-Stout's procedures for adding or dropping classes.*

**• First Two Weeks - Add/Drop Period for Semester Courses**

**• First Week - Add/Drop Period for Quarter Courses**

If students wish to adjust their class schedule, they may add or drop classes during the first ten days of class or the "Add/Drop Period." To add or drop a class:

Complete a Program Card and obtain the instructor's signature (available in

Registrar's office 109 Bowman or in the Advisement Center 11 Bowman Hall)

Submit the card in person to the Registration and Records Office, 109 Bowman Hall. The change is official once it is processed.

Drops made during the first two weeks of semester courses or first week of quarter courses will not appear on a student transcript.

**• During the third week through ninth week - Drops Only**

A drop processed in this time period will result in a course indicator of "WS" on your transcript. The "WS" does not affect grade point average calculation, but appropriate course fees are charged.

**• Tenth (10th) Week through Semester End - Drops Only**

## **Cancellation of Registration for Non-Payment**

Students must pay \$200 on their University account by the fifth day of class. If no payment is made by the tenth day of classes, the student's registration may be cancelled.

## **Change of Major/Minor**

Forms to apply for change of minors or concentrations are available in the Advisement Center or online at:

**[www2.uwstout.edu/generalsurveys/TakeSurvey.asp?PageNumber=1&SurveyID=5LHmn7122o95K](http://www2.uwstout.edu/generalsurveys/TakeSurvey.asp?PageNumber=1&SurveyID=5LHmn7122o95K)**

Change of Major forms must be picked up at the Advisement Center, 11 Bowman Hall.

## Grading System 232-2121

<http://www.uwstout.edu/regrec/grades.html>

*Faculty members are responsible for providing a grade (based upon the officially approved grading symbols) for every student enrolled in their classes at the end of the term of enrollment. These symbols were revised during Fall 1988. The following grade categories may be assigned by faculty members responsible for instruction in the course:*

Grade	Value	Grade	Value
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33	FN**	0.00
C	2.00	FS**	0.00

### Grade Point Averages

*Cumulative grade point averages are determined by the "grade point system"; they are computed by dividing the total number of grade points earned by the total number of credits attempted.*

### Calculating Your Grade Point Average

*The Office of Registration and Records provides a tool to help calculate your GPA online. Go to:*

[www.uwstout.edu/regrec/timetable/gpa.html](http://www.uwstout.edu/regrec/timetable/gpa.html)

### Student Classification

Classification	Credits
Freshmen	1 -- 29.5
Sophomore	30 -- 59.5
Junior	60 -- 89.5
Senior	90 and more

### Graduating with Honors

Undergraduates Honors are based upon scholarship. The following designations are used:

Cum Laude	3.5 — 3.699 grade point average
Magna Cum Laude	3.7 — 3.899 grade point average
Summa Cum Laude	3.9 — 4.000 grade point average

A minimum cumulative grade point average of 3.5 must have been earned in all credits from all institutions attended. For commencement purposes, the cumulative grade point average earned at the end of the semester preceding the commencement ceremony will determine recognition at the commencement ceremony. However, honors will be officially determined when all coursework has been completed. Honors will be listed in the student's transcript and will appear on the diploma.

### Student Honors

#### Chancellor's Award

The Chancellor's Award is presented after each semester for outstanding scholastic achievement to undergraduate students at UW-Stout who com-

plete a minimum of 12 undergraduate credits with a 3.5 or higher grade point average. Students receive a certificate noting the achievement. A special Four Star Recognition award will be given to students who attain a straight “A” average with a minimum of 12 undergraduate credits for the semester.

For information regarding grade point average or eligibility, contact the director of Registration and Records at 232-2121.

## Course Repeats

Students may repeat a course in which a grade of “D” or “F” is received. In fact, repeating such a course may really help a student’s cumulative GPA (Grade Point Average) because the grade points for the repeat are added to the GPA, but the points are not divided by a second set of credits. Also, only the grade earned when the course is repeated is used to compute the GPA; however, repeating coursework may have a negative impact on the student’s Satisfactory Academic Progress for Financial Aid eligibility.

Repeating a course in the C- to B+ range requires the permission of the Program Director. If students repeat a course in the C- to B+ range, they must file a “course repeat” card with the Registration and Records office.

## Course Overloads Credit Load Restrictions [www.uwstout.edu/regrec/ reg.html](http://www.uwstout.edu/regrec/reg.html)

A normal semester credit load for undergraduates is 16 to 18 credits. Early

registration will be limited to 18 credits. Additional credits may be added at the beginning of the term. If a student registers for more than 20 credits, they must have an “Overload Permit” signed by the program director on file with the registrar at the time.

*Summer Session Credit Loads:* The maximum credit load for summer school for undergraduate and graduate students is one credit per week during the session(s) for which the student is enrolled.

## Alternative to Enrolling in a Mathematics Course

If a student feels that she/he has strong mathematics skills and does not want to enroll in a mathematics course at UW-Stout, there are two ways for a student to earn course credit by successfully passing a written examination:

- a. *College Level Examination Program (CLEP)* – The CLEP is a standardized testing program of the College Board. A list of courses for which credit may be earned, registration material, fees and other information is available by contacting the Counseling Center (see above.)
- b. *Credit by Examination* – A student who wishes to pursue the possibility of testing out of a course(s) should first read the general policies, testing criteria, prerogatives of colleges, and departments and program directors located at: [www.uwstout.edu/regrec/crexam.html](http://www.uwstout.edu/regrec/crexam.html)



## Fees for Test Out Credits

The following fees will be charged to the student for the test-out process, before the student will be allowed to perform the test in any department. These fees are payable to the Business Office prior to the test.

- A \$5 charge for each course in which the student intends to test out, to be credited to the Registration and Records Office to cover the cost of handling the necessary record keeping.
- A \$5 charge per credit attempted, to be credited to the department in which the course is housed to cover the cost of the administration of the test.

## Math Credit by Examination

- Math exam can be scheduled during the summer
- Math exam is 2 hours in length
- Schedule appointment with department chair
- Obtain Credit by Examination form
- Complete form and return to department chair
- Chair reviews the Credit by Examination form and authorizes a textbook check out
- Student pays fee at Student Business Office
- Student can call department when ready to take the math exam

*Further questions about math placement can be directed to the Department Chair, Mathematics, Statistics and Computer Science Department.*

## Transfer Credits

<http://www.uwstout.edu/admissions/transfer.shtml>

Transfer students have their transfer credits evaluated by Linda Young in the Admissions Office, and questions about the evaluation, or the transferability of certain courses should be directed to Linda Young or the student's Program Director. The student's transcript will list the transferred coursework. The degree audit report will also clearly identify transfer courses and grades. General criteria for transfer credits are outlined in the Undergraduate Bulletin: [www.uwstout.edu/ugbulletin/](http://www.uwstout.edu/ugbulletin/)

## Registration Information

Students are given the following suggestions for registration for classes:

1. *Watch your Stout e-mail for a message from the UW-Stout Registrar, announcing your registration date and time for the next term. It will arrive approximately one week before Advisement Day. This e-mail will also list any restrictions you have, which prevent you from registering. Restrictions must be cleared before registration can occur.*
2. *In the e-mail, click the link that opens to a list of Advisement Day meetings scheduled for all majors. You may also view this information online: click on "Advisement Day" on this page: [www.uwstout.edu/regrec/timetable/index.html](http://www.uwstout.edu/regrec/timetable/index.html) - this list also provides other important instructions for preparing to meet with your advisor.*

3. *Print a copy of your program evaluation from Access Stout. This is a computerized report that compares your academic record with the requirements of your declared degree program. Your assigned registration date, time, and restrictions appear in the first column of your program evaluation.*
4. *Check your program evaluation for accuracy. Discuss any questions with your advisor. Updates to your catalog year should be made in the Advisement Center, 11 Bowman Hall.*
5. *Make an appointment to see your advisor if you don't have a required meeting on Advisement Day. Your advisor's name appears on your program evaluation. If no advisor name appears, contact the office of the program director for your major or the Advisement Center.*

*During your appointment, review your program evaluation, plan course selection for the next semester and get updated on requirements for your program.*
6. *Check for availability of your choice of classes. Logon to Access Stout and select "search for sections" or "Open Course Listing", and draft a tentative schedule using the "class schedule worksheet", available as a PDF at: [www.uwstout.edu/advisement/](http://www.uwstout.edu/advisement/)*
7. Clear any restrictions on your record before your registration date.
8. Choose one option for registration:
  - Via the web: From the UW-Stout homepage select Access Stout and follow instructions. You will not be able to register until your pre-assigned registration date and time. You will have the ability to add/drop anytime after your assigned registration date and time.
  - In-person: Complete the program card and bring it to the Registration and Records Office, 109 Bowman Hall, between 7:30 a.m. and 4:30 p.m. on your assigned date. You will receive a printed copy of your class schedule.
9. Add or Drop changes can be processed through Access Stout or on a Program Change Card in the Registration and Records Office. However, if special permission is required, a signature on a program card will be necessary.

# *Student Life Services*

## **Financial Aid 232-1363**

**<http://www.uwstout.edu/finaid/> <http://www.uwstout.edu/finaid/>**

The Financial Aid Office assists students whose personal and family resources may not be adequate enough to cover the costs involved in attending UW-Stout by:

- Processing financial aid forms to determine eligibility for grants, loans and work-study employment.
- Advising students regarding financial aid and money management.
- Providing information on part-time employment, both on- and off-campus.
- Offering assistance in obtaining information about scholarships.

## **Housing 232-1121**

**[www.uwstout.edu/housinghousing@uwstout.edu](http://www.uwstout.edu/housinghousing@uwstout.edu)**

The residence halls at UW-Stout provide a variety of convenient living environments to meet the diverse needs of students. These include alcohol-free, quiet-study, honors, year-round housing, upper class floors and accessibility options. All resident halls are smoke-free.

The halls accommodate students of all ages from around the world who select the residence halls as their place to

live. All of our halls are co-ed by floor or by building section.

The Housing office is located in 170 Price Memorial Commons.

## **Involvement and Leadership Center 232-1772**

**[www.uwstout.edu/get-involved/](http://www.uwstout.edu/get-involved/)**

The Involvement Center fosters a supportive environment that encourages and challenges students:

- to become fully engaged in and enjoy campus life;
- to seek learning outside of the classroom;
- to prepare themselves as contributing citizens.

For complete lists of organizations on campus go to: **[www.uwstout.edu/get-involved/studentorganizations.htm](http://www.uwstout.edu/get-involved/studentorganizations.htm)**

## **Study Abroad**

### **Office of International Education**

**232-2132**

**[www.uwstout.edu/intlstu/](http://www.uwstout.edu/intlstu/)**

The Office of International Education serves international students and scholars at UW-Stout. The office provides professional assistance and information for: academic, immigration, financial and professional matters. To ensure that students become well integrated into the community, the office

also provides new student orientation before each semester commences. The office works closely with faculty and staff on issues related to international students and scholars.

The Office of International Education is located on the fourth floor of Bowman Hall.

## *Student Services*

### **Advisement Center**

**232-1465**

**[www.uwstout.edu/advisement](http://www.uwstout.edu/advisement)**

#### **First Year Advisors are:**

• ***Bethany Delong***

Dietetics - Food Systems and Technology - Human Development and Family Studies – Psychology - Vocational Rehabilitation

• ***Joann Deml***

Business Administration - Golf Enterprise Management - Service Management

• ***Celene Frey***

Construction - Engineering Technology - Graphic Communications Management - Manufacturing Engineering

• ***Heidi Gilbertson-Gansberg***

Art (all concentrations) - Technical Communication

• ***Denise Goers***

Apparel Design & Development - Applied Math and Computer Science - Applied Science - Information Technology Management - Packaging

• ***Debra Mosey***

Hotel, Restaurant & Tourism Management - Retail Merchandising and Management

• ***Vicky Thomas***

Applied Science Education - Art Education - Early Childhood Education - Family and Consumer Science Education - Marketing and Business Education - Special Education Technology Education

***Note for Undecided, Not Offered, No Major or Undecided Cluster students: Please contact the Advisement Center for your advisor information.***

The Advisement Center is located in 11 Bowman Hall.

### **Transfer Student Services**

**232-1465**

**[www.uwstout.edu/advisement/transfer.shtml](http://www.uwstout.edu/advisement/transfer.shtml)**

Through funding from the Title III (Department of Education) grant, services are offered for students transferring to UW-Stout. Services include:

- Transfer registration and orientation assistance
- Undecided transfer student advising
- Transfer student website
- Resources and support services

Located in 11 Bowman Hall.

## **Career Exploration**

**232-1465**

**[www.uwstout.edu/career](http://www.uwstout.edu/career)**

Career assessments and online career exploration are provided through the Advisement Center. Undecided students are enrolled into a Learn@uwstout (D2L) course and can access it online under the link "Ongoing". A one-credit career exploration course (TRDIS 101) is offered each semester and one-on-one career counseling appointments are available.

Ask about career exploration at the Advisement Center, 11 Bowman Hall.

## **ASPIRE - Student**

### **Support Services**

**232-2995**

**[www.uwstout.edu/aspire/](http://www.uwstout.edu/aspire/)**

ASPIRE-Student Support Services provides federally funded TRIO programs through the U.S. Department of Education. Undergraduate first-generation college students, low income students and students with documented disabilities are served with the goal of increasing retention and graduation rates while fostering a supportive institutional climate.

Services include academic support, financial aid assistance, leadership development, writing assistance and access to cultural events and activities. Courses provided are designed to increase student academic success and personal adjustment, interpersonal skills, career decision-making, transition to the world of work, and an expanded cultural awareness.

ASPIRE offices are located on the third floor of Bowman Hall.

## **Career Services**

**232-1601**

**[www.uwstout.edu/careers](http://www.uwstout.edu/careers)  
[careerservices@uwstout.edu](mailto:careerservices@uwstout.edu)**

The goal of Career Services is to assist students find co-op/internships before graduation and full-time employment after graduation. Students are strongly encouraged to create a resume and Stout CareerLink account during their freshman year as some co-op/internships start as early as the summer after their sophomore year. Also, by beginning early, students have time between their freshman and seniors years to become involved in activities that employers look for on a resume.

By completing a brief profile and uploading a resume on "Stout Career-Link" at **[www.uwstout.edu/careers](http://www.uwstout.edu/careers)** students have access to the following services:

- Optimal Resume - A user-friendly interactive web-based resume writing tool
- Employer access to student resumes
- Access to sign up for on-campus interviewing
- Access to an online job vacancy list of full-time and co-op employment opportunities
- EmployOn – a powerful job search engine
- Reference USA – an online directory of over 14 million U.S. businesses and organizations

- Interview Stream – mock interviewing with a virtual online interviewer
- Going Global – worldwide search for jobs or co-op/internship positions in other countries
- CareerSpots - Short videos featuring practical information and tips to help find co-op/internships or full time positions
- Mentor Search - Allows students to contact alumni, faculty and others in their field willing to assist with career and job search matters.

Along with the resources found on Stout CareerLink, Career Services hosts a three day career conference in early October, provides resume writing, interviewing, and job search strategies workshops, individual job search counseling and free alumni access to the above services.

## Co-ops/Internships

Cooperative Education at the University of Wisconsin-Stout is part of a nationwide college program that integrates career-related work experience with academic course work. UW-Stout recognizes the value of practical work experience to strengthen university programs and enhance student education. Co-op experiences need to be related to one of the academic programs at UW-Stout, need an approved position description, should be paid work experience, are taken as an academic course ending in 49, registered for 1-6 credits, and are graded by faculty mentors. Cooperative Education/ Internships are centrally coordinated through Career Services in cooperation with the academic departments at the University of Wisconsin-Stout.

Cooperative Education enhances academic course work by providing a realistic look at a chosen field and adding relevancy to classroom studies. Outcomes include professional skill development and increased maturity and motivation. Keys to a successful cooperative education program include commitment and partnerships, academic credit, high standards, professionalism and effective communication.

The term “internship” may be used by some employers or agencies. In most cases, the terms internship and co-op are synonymous. In some programs there is a difference and students should check with their adviser or program director. Internships handled through the Career Services Office will operate under the same guidelines as the cooperative education program.

Career Services is located in 103 Administration Building.

## Counseling Center 232-2468

[www.uwstout.edu/counsel/](http://www.uwstout.edu/counsel/)

The purpose of the Counseling Center is to contribute to the intellectual, emotional, and relational health and development of students. Confidential counseling services are available free of charge to currently enrolled students.

Counselors also offer consultation for individuals who are concerned about friends or others.

To make appointments or consult with a counselor, call 232-2468 or stop in the Center on the 4th Floor of Bowman

Hall. If you are dealing with an urgent or crisis situation, please make that known to the receptionist.

### **Alcohol and Other Drug Education Programs (AODEP)**

**232-2468**

**[www.uwstout.edu/aod/](http://www.uwstout.edu/aod/)**

While many people on campus work to reduce the risks and negative consequences of alcohol and other drug use, the Alcohol and Other Drug Education Program has special resources to assist students in this area. Assistance includes intervention, assessment, counseling, consultation, and educational services.

### **Campus Violence Prevention Program (CVPP)**

**[www.uwstout.edu/cvpp/](http://www.uwstout.edu/cvpp/)**

Helps students understand, get help, and report problems regarding sexual assault, domestic violence, stalking, and other forms of violence.

### **Disability Services**

**232-2995**

**[www.uwstout.edu/disability/](http://www.uwstout.edu/disability/)**

The office of Disability Services assists students with qualifying disabilities to fully participate in all aspects of the educational environment. Services promote self advocacy skills, study strategies and coordination of accommodations like alternative test taking, note taking and audio books. The office will also assist with disability parking, classroom accessibility, or assistive technology.

The office is located in 206 Bowman Hall.

### **Multicultural Student Services**

**232-1381**

**[www.uwstout.edu/multicultural/](http://www.uwstout.edu/multicultural/)**

The Office of Multicultural Student Services (MSS) provides a caring environment where American ethnic minority (African American, Hispanic, Asian and Southeast Asian, and Native American) students can receive academic support, advising, advocacy, and personal and social development.

MSS seeks to provide a comprehensive support system that encourages individual growth, academic achievement, and leadership development.

MSS programs and services are aimed at the recruitment, retention, graduation, and empowerment of American ethnic minority students at UW-Stout. MSS also serves as a university-wide resource for multicultural awareness, understanding of diversity issues, and the promotion of global education.

MSS is located in 217 Bowman Hall.

### **Veterans' Services**

**232-2121**

**[www.uwstout.edu/regrec/Veterans.htm](http://www.uwstout.edu/regrec/Veterans.htm)**

A special Veterans' Office, located in the Registration and Records Office, 109 Bowman Hall, will provide current information about Veterans' Affairs, coordinate special educational programs, and maintain contact with other agencies.

# Tools

## **Program Evaluation/ Degree Audit**

**[www.uwstout.edu/regrec/  
timetable/how2rda.pdf](http://www.uwstout.edu/regrec/timetable/how2rda.pdf)**

The program evaluation is a computerized report that compares a student's academic record (current schedule and completed courses) to the requirements in a degree program. This audit indicates what requirements have been satisfied and what requirements still need to be completed. Students can view and print their own program evaluations from Access Stout.

For students to print a program evaluation on-line:

- Log onto Access Stout
- Click on "Student"
- Click on "Log In"
- Enter Access Stout username and password

- Click Program Evaluation (lower right hand corner)
- Check major, and view program evaluation (students may also view a "what if" program evaluation for other majors by using the pull down menu)
- Select the "Print" button to print a copy of the program evaluation.

## **Desire to Learn (D2L)** **[www3.uwstout.edu/lit/lts/ learn/](http://www3.uwstout.edu/lit/lts/learn/)**

The online course function Desire-to-Learn can be accessed via Learn@UWstout on the UW-Stout home page at [www.uwstout.edu](http://www.uwstout.edu)

Students can log in to access Learn@UW-Stout courses using their UW-Stout email username and password.



# *Where to Go to For Help*

Campus Phone number prefix: 715-232-xxxx

EMERGENCIES: For Fire/Police/Ambulance - Dial 9-911

Absence (extended) from classes: Dean of Students Office, BOWH 130 1181

***www.uwstout.edu/stusrv/dean***

Academic Calendar

Activities: University Recreation: SFC 41 1392

***www.uwstout.edu/univrec/***

Adding/Dropping/Repeating Classes: Registration and Records: BOWH 109

***www.uwstout.edu/regrec/*** 2121

Address, Changes of: Registration and Records: BOWH 109 2121

***www.uwstout.edu/regrec/***

Admissions: Office of Admissions: BOWH 124 1232

***www.uwstout.edu/admissions/***

ASK 5000: Technology Help Desk: MLNM 322A 5000

***tis.uwstout.edu/hd/***

Athletics/Sports: Athletics Department: SFC 203 2224

***www.uwstout.edu/athletics/dept***

Books:

University Bookstore: STUC 112 1235

***www.uwstout.edu/studentcenter/book.html***

Library Learning Center, ***www.uwstout.edu/lib/*** 1215

Instructional Resources: LLCT 201 ***www.uwstout.edu/lib/irs/*** 2492

Billing: Student Business Services: ADMN 125 1656

***www.uwstout.edu/stubus/***

Career Exploration: Advisement Center: BOWH 11 1465

***www.uwstout.edu/career/***

Changes in Major or Minor: Advisement Center: BOWH 11 1465

***www.uwstout.edu/advisement/***

Child Care: Child and Family Study Center: CFSC 102 .....	1478
<b><i><a href="http://www.uwstout.edu/soe/cfsc/cfsc.shtml">www.uwstout.edu/soe/cfsc/cfsc.shtml</a></i></b>	
Class Schedules: on Access Stout	
<b><i><a href="http://access.uwstout.edu/access/index.html">access.uwstout.edu/access/index.html</a></i></b>	
Computer Labs: Technology & Information Services	
<b><i><a href="http://tis.uwstout.edu/tn/complabs/">tis.uwstout.edu/tn/complabs/</a></i></b>	
Degree Audits: Access Stout, <b><i><a href="http://access.uwstout.edu/access/index.html">access.uwstout.edu/access/index.html</a></i></b>	
Disability Services: Disability Services: BOWH 206 .....	2995
<b><i><a href="http://www.uwstout.edu/disability">www.uwstout.edu/disability</a></i></b>	
Discrimination: EO/AA Office: LLC 208 .....	2314
<b><i><a href="http://www.uwstout.edu/affirm/">www.uwstout.edu/affirm/</a></i></b>	
Dismissal/Appeals: Dean of Students Office: BOWH 130 .....	1181
<b><i><a href="http://www.uwstout.edu/dismissal/appeal.html">www.uwstout.edu/dismissal/appeal.html</a></i></b>	
Diversity Services: Ally Center, STUC 138 .....	2584
Exit Interview: Advisement Center: BOWH 11 .....	1465
<b><i><a href="http://www.uwstout.edu/advisement/">www.uwstout.edu/advisement/</a></i></b>	
Financial Aid (loans, grants, work study): Financial Aid Office:	
BOWH 210, <b><i><a href="http://www.uwstout.edu/finaid/">www.uwstout.edu/finaid/</a></i></b> .....	1363
First Generation Academic Support: ASPIRE-Student Support Services	
BOWH 206, <b><i><a href="http://www.uwstout.edu/ASPIRE">www.uwstout.edu/ASPIRE</a></i></b> .....	2995
Health Concerns/Information: Student Health Services: STHC .....	1314
<b><i><a href="http://www.uwstout.edu/studenthealth/">www.uwstout.edu/studenthealth/</a></i></b>	
Honors Program: Honors Program Office: HARH 42 .....	1455
<b><i><a href="http://www.uwstout.edu/programs/uhp/">www.uwstout.edu/programs/uhp/</a></i></b>	
Housing (off-campus): Memorial Student Center: STUC 137 .....	1450
<b><i><a href="http://ssa.uwstout.edu/housing/">ssa.uwstout.edu/housing/</a></i></b>	
Housing (on-campus): Housing & Residence Life: PRCM 170 .....	1121
<b><i><a href="http://www.uwstout.edu/housing/">www.uwstout.edu/housing/</a></i></b>	
Intramural Sports: University Recreation: SFC 141 .....	1392
<b><i><a href="http://www.uwstout.edu/univrec/im/">www.uwstout.edu/univrec/im/</a></i></b>	

Jobs: Student Employment on and off-campus.....	1363
<b><i><a href="http://www.uwstout.edu/student/jobs/index.htm">www.uwstout.edu/student/jobs/index.htm</a></i></b>	
Laptops: ASK 5000 Help Desk: MLNM 105B or 322A.....	5000
<b><i><a href="http://www.uwstout.edu/laptop/">www.uwstout.edu/laptop/</a></i></b>	
Loans, Student: Financial Aid: BOWH 210.....	1363
<b><i><a href="http://www.uwstout.edu/finaid/">www.uwstout.edu/finaid/</a></i></b>	
Lost and Found: Memorial Student Center: STUC 217.....	1122
Mail: Price Commons: PRCM 166; University Services: UNVS 111	
<b><i><a href="http://www.uwstout.edu/bfs/pmm/mailservice/">www.uwstout.edu/bfs/pmm/mailservice/</a></i></b>	
Meal Plan: Dining Services: PRCM 160.....	2887
<b><i><a href="http://www.uwstout.edu/dining/">www.uwstout.edu/dining/</a></i></b>	
Multicultural Student Services: BOWH 217.....	1381
<b><i><a href="http://www.uwstout.edu/multicultural/">www.uwstout.edu/multicultural/</a></i></b>	
Transfer Credit Evaluations: Transfer Coordinator, Admissions.....	1787
BOWH 124, <b><i><a href="http://www.uwstout.edu/admissions/transfer.shtml">www.uwstout.edu/admissions/transfer.shtml</a></i></b>	
Undecided/Undeclared: Advisement Center: BOWH 11.....	1465
<b><i><a href="http://www.uwstout.edu/advisement/">www.uwstout.edu/advisement/</a></i></b>	
Veterans' Assistance for Students: Registration & Records, .....	2121
BOWH 109, <b><i><a href="http://www.uwstout.edu/stulife/veterans.html">www.uwstout.edu/stulife/veterans.html</a></i></b>	
Withdrawals: Registration & Records: BOWH 109.....	2121
<b><i><a href="http://www.uwstout.edu/regrec/">www.uwstout.edu/regrec/</a></i></b>	

