

PROTECTING STUDENT'S PRIVACY RIGHTS

Federal law prohibits the disclosure of the majority of information in student records to anyone outside the institution, or to those not in a position to need to know that information within the institution, without the student's written permission. This right was established in 1974 with the Family Educational Rights and Privacy Act (FERPA) – also known as the Buckley Amendment. FERPA applies to any current or former student.

This law also gives a student the right to inspect and obtain a copy of his or her own records. In addition to this federal law, state constitutions and state statutes may provide additional privacy rights to students.

As a part of the federal law, faculty members may not post grades in any way which might allow those receiving the grades to be identified. Graded exams may not be left in a place of public access, as any grade received in a course is part of the private educational record of the student.

This law also means that the student has the right, unless voluntarily waived in a manner which is not coercive, to inspect any letters of recommendation about him or herself. The student can view evaluations and notes placed in the student's file, whether confidentiality was promised to the author or not.

With few exceptions, FERPA applies to all records maintained by the institution that directly relate to a student, not just the "permanent record". The exceptions are: an administrator's or faculty member's own notes that are used ONLY by that individual and are not shared with anyone else; campus security department records if they are not shared with other college administrators; records relating to a student as an employee; and medical, psychiatric, or psychological records NOT shared with the institution. No promises of confidentiality should be extended, therefore, to anyone about any other material kept in files pertaining to students.

The law does allow the institution to share, without written permission of the student, "directory information". At Wayne State College that information consists of the following: (a) name, local/permanent mailing address, e-mail address, and local/permanent telephone number; (b) date and place of birth; (c) major field of study; (d) participation in officially recognized activities and sports; (e) weight and height of athletic teams; (f) dates of attendance; (g) degrees and awards received; (h) and most recent previous institution attended. ***Please note the student's class schedule is NOT directory information and, therefore, may NOT be disclosed.***

Any WSC student who wishes to have directory information protected (not released) must complete, and have notarized, a special form supplied by the Office of Records and Registration (notary service can be provided at no cost to the student). This form must be completed and returned to the same office within ten (10) days following the publication of the privacy announcement in the student newspaper.

Parents (or other family members) of a college student do NOT have the right to see their child's educational record or have information from it. However, institutions may disclose information from the record to parents if documentation has been provided to verify that their child is claimed as a dependent by them for federal income tax purposes.

Under FERPA information from student educational records *can* be shared with the following: Comptroller General of the United States; Secretary of Education; state educational authorities; accrediting organizations; and certain organizations conducting specifically defined studies for the institution.

Educational records *cannot* be shared with law enforcement or other governmental agencies without a court order, lawful subpoena, or the expressed written consent of the student. As allowed under FERPA, WSC will cooperate fully with officers of the court who are in pursuit of criminal investigations.

We strongly recommend you contact one of the following WSC administrators when faced with a "right to privacy" issue: Vice President for Student Services and Dean of Students (ext. 7213); or Lynette Lentz, Registrar (ext. 7239).

ACADEMIC ADVISING

Academic advising is a process through which advisors assist students in developing life plans and career goals and in clarifying institutional requirements, policies, procedures, resources and educational options.

STUDENT RESPONSIBILITY

1. Within the first two weeks of classes:
 - a. Find out the name of your advisor (from the Counseling Center, an academic dean or the Registrar's Office).
 - b. Make an appointment to see your advisor.
 - c. Introduce yourself to your advisor.
2. Before your appointment with your advisor:
 - a. Review the catalog and read the specific requirements which must be completed within your major/endorsement.
 - b. Make a list of possible future courses you wish to enroll in and jot down specific questions about the courses and your future plans.
3. During your appointment, visit with your advisor concerning:
 - a. Your life and career plans, academic goals, major field interest areas and electives.
 - b. Present the outline of your course work and talk about the time frame for program, course or degree completion.
 - c. Discuss the specific or general requirements which you have circled in your catalog with your advisor. Ask for clarification.
4. Prior to pre-registration:
 - a. Make an appointment with your advisor.
 - b. Pick up your class schedule forms.
 - c. Review the class schedule and prepare a preliminary semester schedule.
5. Review with your advisor:
 - a. The courses for the next registration period recorded on your preliminary schedule.
 - b. How your next semester's classes fit in with your overall program.
 - c. Obtain your advisor's authorization to register.
6. Periodically stop by and inform your advisor about how you are getting along.
7. If you have a double major or endorsement it is a good idea to have an academic advisor for both fields of study.

ADVISOR RESPONSIBILITY

1. Obtain your advisees' names and folders from the department office.
2. Discuss your advisee's life plans and career goals.
3. Clarify and/or provide referral for questions concerning institutional requirements, policies, procedures, resources, and educational options.
4. Discuss enrollment in specific courses which relate to your advisee's career and academic goals, time-frame for degree or program completion and application to general education or the student's major field of study.
5. Make suggestions to the student for additional course selection and/or enrollment.
6. Explain and clarify the function of general education, major field of study and elective courses.
7. Sign appropriate forms and/or complete electronic authorization to register.
8. Discuss with your advisee options such as pass/fail, drop/add, and other specific requirements and the time regulations.
9. Compare and contrast relationships between curricular and career regulations.
10. Encourage the student to think seriously and often about career options and opportunities and refer the student to the Counseling Center or Career Services Office if appropriate.

GENERAL EDUCATION GOALS

Students will:

1. Demonstrate the ability to communicate effectively in both oral and written forms.
2. Describe the individual's role in the national and global society and show how that role is shaped by various cultures, influences and lifestyles.
3. Demonstrate the ability to reason logically, think critically, collect, analyze and interpret data.
4. Make and defend informed decisions exhibiting a variety of perspectives as reflected by the General Education categories.
5. Use a variety of resources, including current technology, to gain knowledge and continue learning as a lifelong process.

General Education Requirements (2009 - 2010)

Students will complete a minimum of 44 credit hours distributed over four blocks of courses.

BLOCK 1 6 Hours	BLOCK 3 Minimum of 24 Hours
Communication 6 hours	Literary, Performing, and Visual Arts 6 hours
BLOCK 2 Minimum of 11 Hours	History and Social Sciences 9 hours
Mathematics Minimum of 3 hours	History 3 hours
Natural Sciences Minimum of 6 hours	Social Sciences 6 hours
Wellness Minimum of 2 hours	Philosophy and Modern Languages Minimum of 3 hours
	Block 3 Electives Minimum of 6 hours
	BLOCK 4 3 Hours
	Educated Perspective Seminar 3 hours

BLOCK 1 6 Hours
COMMUNICATION 6 hours
<i>Students must take the two listed courses:</i>
CHA 100 Principles of Human Communication (3)
ENG 102 Composition Skills (3)

BLOCK 2 Minimum of 11 Hours
MATHEMATICS 3 hours Minimum
<i>Students must take one of the listed courses:</i>
MAT 110 Topics and Ideas in Mathematics (3)
MAT 121 College Algebra (3)
MAT 130 Pre-Calculus (3)
MAT 140 Calculus I (3)
MAT 180 Applied Probability and Statistics (3)
MAT 210 Mathematics for Elementary School Teachers I (3)
WELLNESS 2 hours Minimum
<i>Students must take one of the listed courses:</i>
HEB 108 Lifestyle Assessment (2)
FCS 207 Nutrition (1)
NATURAL SCIENCES 6 hours Minimum
<i>Students will select one course from each of the following two categories:</i>
<i>Physical Sciences:</i>
HEB 102 Physical Science Today (3)
EAS 110 Introduction to Meteorology (3)
EAS 120 Introduction to Geology (3)
EAS 230 Discover Astronomy (3)
PHY 201 & 321 General Physics I and Lab (4)
PHY 301 & 321 University Physics I and Lab (3)
NAT 281 Physical Science for Elementary Education (3)
CHE 106 General Chemistry I (4)
<i>Life Sciences:</i>
BIO 102 Biology for General Education (3)
BIO 104 Environmental Concerns for Gen Ed (3)
BIO 110 Biology Concepts (4)
BIO 280 Biology in Society (3)
NAT 280 Life Science for Elementary Education (3)

BLOCK 3 Minimum of 24 hours
LITERARY, PERFORMING AND VISUAL ARTS
6 hours Minimum required - may take up to 9 hours
<i>Students will select at least two courses from at least one of the following categories. An additional course may be selected from any category or a Block 3 elective.</i>
<i>Art:</i>
ART 102 The Visual Arts Experience (3)
<i>Music:</i>
MUS 110 Topics in Music (3)
<i>Literature:</i>
ENG 202 Poetry Workshop (3)
ENG 203 Fiction Workshop (3)
ENG 230 Topics in Literature (3)
ENG 260 Studies in Genre (3)
ENG 280 Themes and Movements in Literature (3)
<i>Theater:</i>
CHA 101 Introduction to Theater (3)

BLOCK 3 (cont.)
HISTORY AND SOCIAL SCIENCES
9 hours Minimum required - may take up to 15 hours
<i>Students will select courses from both History and the Social Sciences or indicate four additional courses may be taken in Block 3 electives:</i>
<i>History: (3 hours required from HIS 120, 170 or 171)</i>
HIS 120 World History (3)
HIS 130 History of the U.S. (3)
HIS 170 World Civilization I (3)
HIS 171 World Civilization II (3)
HIS 180 The American Experience I (3)
HIS 181 The American Experience II (3)
<i>Social Sciences: (6 hours required)</i>
<i>Select a minimum of two courses from at least two different groups:</i>
ECO 202 Principles of Microeconomics (3)
ECO 203 Principles of Macroeconomics (3)
GPC 120 World Regional Geography (3)
POS 100 American National Government (3)
POS 110 Introduction to World Politics (3)
PSY 101 General Psychology (3)
SOC 101 Introduction to Sociology (3)
SOC 110 Introduction to Anthropology (3)

PHILOSOPHY AND MODERN LANGUAGES
3 Hours Minimum required - may take up to 10 Hours
<i>Students will select one course from either the Philosophy or Modern Languages categories. No more than two courses from either category will count toward General Education credit.</i>
<i>Philosophy:</i>
PHI 101 Introduction to Philosophy (3)
PHI 300 Ethics and Values (3)
<i>Modern Languages:</i>
FRF 110 Elementary French I (3)
GER 110 Elementary German I (3)
GER 120 Elementary German II (3)
MLC 110 Elementary Language I (3)
SPA 110 Elementary Spanish I (3)
SPA 119 Spanish for Law Enforcement Personnel (3)
SPA 120 Elementary Spanish II (3)
SPA 210 & 215 Intermediate Spanish I & Lab (4)
SPA 220 & 215 Intermediate Spanish II & Lab (4)
BLOCK 3 Electives 6 hours Minimum
<i>Students will select a minimum of 6 hours from Block 3 or General Education electives:</i>
Literary, Performing and Visual Arts up to 3 hours
History and Social Sciences up to 6 hours
Philosophy up to 3 hours
Modern Languages up to 4 hours

BLOCK 4 3 hours
EDUCATED PERSPECTIVE SEMINAR 3 hours
EPS 300 Educated Perspective Seminar
• All students, including transfer students, graduating from WSC must complete at least one Educated Perspective Seminar.
• Students must complete 60 hours, including at least 30 hours of General Education courses before taking EPS 300.
• An EPS 300 course cannot count towards a student's major or endorsement.
• See www.waynestate.edu/academic/eps300/ website for details.

- Transfer students who have completed the associate degree program (AA, AS, or two approved AAS degree) at an accredited institution are generally entitled with junior standing. A maximum of 60 semester hours of academic credit may be accepted from all previously attended accredited community colleges. An examination may be required before credit is accepted for a course defined by WSC as upper level if it has been taken in a community college.
- The only General Education requirement for transfer students with an AA or AS degree from an accredited Michigan community college is one completed Educated Perspective Seminar course unless specific requirements are a part of the intended undergraduate program. All other transfer students must meet all WSC General Education requirements. General Education transfer courses will be considered on a course by course basis.
- Students who have completed an unaccredited associate of applied science degree may (if they so desire) enter under the regulations governing the Technology or Trade and Industrial Education programs. These are described in the catalog in the section on Industrial Technology.

General Education Worksheet (2008-2009 Catalog)

Name _____

	Course Completed	Date Completed	Hours Completed
Block I (6 hours required)			
CNA 100 Principles of Human Communication (3)	CNA 100		
ENG 102 Composition Skills (3)	ENG 102		
<i>Total (6)</i>			
Block II (11 hours minimum)			
Mathematics (3 hours)			
Natural Sciences (6 hours minimum)			
• Physical Science (3 hours minimum)			
• Life Science (3 hours minimum)			
Wellness (2-3 hours)			
<i>Total (11 hours minimum)</i>			
Block III (24 hours minimum)			
Literary, Performing, and Visual Arts – (8 hours minimum, 8 maximum)			
• First category (3)			
• Second category (3)			
History & Social Sciences (8 hours minimum, 15 maximum)			
• World History (3)			
• Social Science – first choice (3)			
• Social Science – second choice (3) (different prefix)			
Philosophy or Modern Language (3 hours minimum, 10 maximum, no more than 2 courses from either category)			
Electives from Block 3 (6 hours minimum) from:			
o Literary, Performing and Visual Arts - max of 3			
o History and Social Sciences - max of 6			
o Philosophy - max of 3			
o Modern Languages - max of 4			
• Elective 1/Block 3 – first choice (3-4)			
• Elective 2/Block 3 – second choice (3-4)			
<i>Total (24 hours minimum)</i>			
Block IV (3 hours)			
EPS 300 Educated Perspective Seminar (3) (prerequisites: 30 hours of Gen. Ed. Courses, junior standing/80 hours)			
Total General Education programs – 44 hours minimum			

Notes:

PROGRAMS OF STUDY

MAJORS AND TEACHING ENDORSEMENT

PROGRAM OF STUDY	NON-TEACHING OR TEACHING	ADVISOR'S OFFICE BUILDING
Applied Human & Sport Physiology	Non-teaching	Rice
Art	Both	Studio Arts Building
Graphic Design	Non-teaching	Studio Arts Building
Business	Both	Gardner
Marketing Education	Teaching	Gardner
Chemistry	Both	Carhart
Chemical Sciences	Non-teaching	Carhart
Health Sciences	Non-teaching	Carhart
Computer Information Systems	Non-teaching	Gardner
Applied E-Commerce	Non-teaching	Gardner
Networking	Non-teaching	Gardner
Programmer Analyst	Non-teaching	Gardner
Web Analyst	Non-teaching	Gardner
Computer Science	Both	Gardner
Criminal Justice	Non-teaching	Connell
Corrections	Non-teaching	Connell
Law Enforcement	Non-teaching	Connell
Early Childhood	Both	Benthack & Brandenburg
Elementary Ed	Teaching	Brandenburg
English	Both	Humanities
Exercise Science	Non-teaching	Rice
Family & Consumer Sciences		
Family & Consumer Sciences	Both	Benthack
Fashion Merchandising	Non-teaching	Benthack
Food & Nutrition	Non-teaching	Benthack
Interior Design	Non-teaching	Benthack
French	Teaching	Humanities
Geography	Both	Connell
Health & Physical Education	Teaching	Rice
History	Both	Connell
Human Service Counseling	Non-teaching	Brandenburg
Industrial Technology	Both	Benthack
Construction Management	Non-teaching	Benthack
Drafting Planning & Design	Non-teaching	Benthack
Safety Management	Non-teaching	Benthack
Interdisciplinary Studies	Non-teaching	See School Office
Journalish and Mass Communication	Teaching	Humanities
Language Arts	Teaching	Humanities
Life Sciences		
Biology	Both	Carhart
Biology - Food Science	Non-teaching	Carhart
Clinical Laboratory Science	Non-teaching	Carhart
Health Science	Non-teaching	Carhart
Mortuary Science	Non-teaching	Carhart
Respiratory Therapy	Non-teaching	Carhart
Mass Communications		
Broadcasting	Non-teaching	Humanities
Journalism	Non-teaching	Humanities
Mathematics	Both	Carhart
Applied Math	Non-teaching	Carhart
Pure Math	Non-teaching	Carhart

PROGRAM OF STUDY	NON-TEACHING OR TEACHING	ADVISOR'S OFFICE BUILDING
Middle Level Education	Teaching	Brandenburg
Music	Both	Peterson Fine Arts
General Music	Non-teaching	Peterson Fine Arts
Music Industry	Non-teaching	Peterson Fine Arts
Performance	Non-teaching	Peterson Fine Arts
Natural Science	Teaching	Carhart
Physical Education	Both	Rice
Physical Sciences	Teaching	Carhart
Political Science	Both	Connell
Psychology	Both	Connell
Social Sciences	Both	Connell
Sociology	Both	Connell
Spanish (Modern Language)	Both	Humanities
Special Education/MMH	Teaching	Brandenburg
Speech Communication	Both	Humanities
Communication Studies	Non-teaching	Humanities
Organizational Leadership and Public Relations	Non-teaching	Humanities
Sport Management	Non-teaching	Rice
Trades & Industrial Technology	Teaching	Benthack
Technology	Non-teaching	Benthack
Theatre	Non-teaching	Humanities

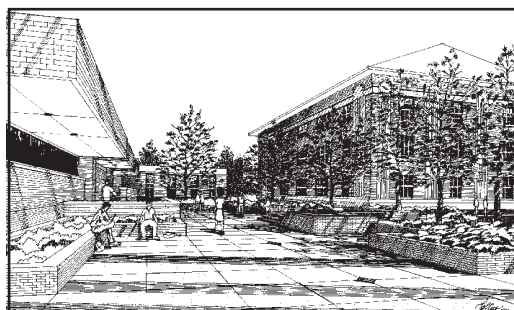
Minors are available in many areas.

Pre-professional programs are also available through the School of Natural and Social Sciences that are offered in coordination with the University of Nebraska and others. A complete list of pre-professional programs is available in this handbook.

English literature majors must complete a B.A. degree. This requires at least 5 hours of one foreign language at or above the intermediate college level.

Special endorsements are available in addition to a field endorsement or two subject endorsements.

Coaching	18 hours
Diversified Occupations	(See Career Education)
English as a Second Language K-12	15 hours (undergraduate and graduate)
Family & Consumer Sciences	
Related Occupations	(only with completion of FCS Education endorsement)
High Ability Education K-12	18-21 hours (graduate only)
Information Technology	15 hours (undergraduate and graduate)



ADVISING NOTES

1. During their first 30 hours at Wayne State College, all full-time students should take ENG 102 and CNA 100, and complete a minimum of 12 hours of General Education requirements (pre-professional and transfer students are excused from this requirement, but still need to complete the courses.)
2. Students must complete 60 hours (at least 30 hours of General Education courses) before registering for EPS 300.
3. Some majors and/or endorsements may require coursework of higher level or number to meet specific General Education requirements. Students should consult with their advisor regarding this possibility.

There are some types of information that are either not listed or are not obvious in the college catalog. These notes are listed by Department. Any questions concerning the notes should be directed to the appropriate Department.

SCHOOL OF BUSINESS AND TECHNOLOGY

Technology and Applied Sciences Department:

Industrial Technology majors must complete the following: MAT 121 College Algebra, Mat 122 Applied Trigonometry is also recommended.

Business Administration and Economics Department:

Business Administration majors should take ECO 202 and ECO 203 in the History and Social Sciences part of General Education.. The choice of math for these programs will be selected by advisement.

Economics: ECO 202 and ECO 203 are an option for general education for non-business majors.

Computer Technology and Information Systems Department:

Computer Information Systems majors should meet with their advisors to determine the appropriate mathematics courses and science courses to satisfy their general education requirements.

Computer Science majors must take PHY 326 Electronics as the Physical Sciences general education requirement and MAT 140 Calculus I as the mathematics general education requirement.

SCHOOL OF EDUCATION AND COUNSELING

PPST - It is recommended that all Teacher Education majors take the Praxis I-PPST during their first semester - sophomore year. Minimum scores of 170 - reading, 171 - math, 172 - writing must be met. Additional notes will be listed on schedule sheets.

Praxis II: Elementary Education-Curriculum, Instruction, and Assessment (EECIA): Any student who is pursuing an endorsement in Early Childhood Unified, Elementary Education, or Special Education that includes the elementary level - will need to take the Praxis II: Elementary Education-Curriculum, Instruction, and Assessment (EECIA) to be designated as No Child Left Behind (NCLB) qualified by NDE. This is an important designation because most school districts are only hiring new teachers who are NCLB qualified. The EECIA need not be taken until the final semester of preparation. Some students elect to wait until they have actually completed student teaching, and that's okay. The NDE has a cut score that must be met or exceeded. Students can re-take the test, if necessary, but there is a charge each time.

SCHOOL OF ARTS AND HUMANITIES

Music Department:

Sequencing of music courses is very important. If the student has a double endorsement in Music and also in another Department, it is very important to have an advisor from both Departments.

Language and Literature Department:

The Composition Skills class required for graduation is ENG 102.

Students may graduate with a single subject endorsement in English.

Placement is one of the main factors in success in language courses. Students should begin with the highest level language course possible and inquire about CLEP or Credit by Examination for knowledge they bring with them.

110 level language courses are for students with little or no previous experience.

120 level courses are for students with 2 years of high school language experience.

210 level courses are for students with more than 2 years of high school experience.

Placement adjustments will be made in the first week of classes only.

Communication Arts Department:

New students majoring in theatre should take CNA 232 Stagecraft and CNA 223 Acting I in their first semester.

Physical Sciences and Mathematics Department:

++**Effective beginning with the Fall 2007 semester (Fall 2008 for transfer students)**, students are placed in the appropriate mathematics course based on their ACT Math scores – see chart below. If a student does not have an ACT Math score, or wishes to challenge their placement, they may take the COMPASS Exam. There is a \$10.00 fee for the challenge exam and it can only be completed once.

If your ACT Math score is above 23 and you want to earn credit in MAT 121 College Algebra, please discuss the College-Level Examination Program (CLEP) with your academic advisor. The math CLEP test must be completed before you complete a higher-level math course. Questions about the CLEP program can be directed to the Counseling Center at 375-7321. Questions about the COMPASS Test can be directed to the math department at 375-7329.

ACT and COMPASS Placement Scores

<u>Course</u>	<u>ACT Math Score Range</u>	<u>COMPASS Score Range</u>
GST 102 Beginning Algebra	17 or below	Pre-Algebra or Algebra below 34
MAT 105 Intermediate Algebra	18 or above	Algebra: 35 and above
MAT 110 Topics and Ideas in Math	19 or above	Algebra: 35 and above
MAT 121 College Algebra	21 or above	Algebra: 45 and above
MAT 130 Pre-Calculus	23 or above	College Algebra: 50 and above
MAT 140 Calculus I*		
MAT 180 Applied Prob and Stats	21 or above	Algebra: 45 and above
MAT 210 Math for El Ed I	19 or above	Algebra: 35 and above

If the student or the advisor does not feel comfortable with the course placement, please feel free to call or consult a mathematics faculty member. They will be pleased to assist. *Students interested in taking MAT 140 Calculus I must take the COMPASS exam (at no charge), placement will be determined based on advising.

General Education requirement in Physical Sciences can be met by PHS 102, EAS 110, EAS 120, EAS 150, PHY 201 & 321, PHY 301 & 321, NAT 281 or CHE 106.

Also: If interested in a physical science or math major, students should take CHE 106, PHY 201 or 301 as their physical science general education requirement.

Life Sciences Department:

General Education requirement in Life Sciences can be met by taking BIO 102, BIO 104, BIO 110, BIO 180 or NAT 280.

Also: If interested in a biological science major, students should take BIO 110 as their life science general education requirement.

History, Politics and Geography Department:

HIS 120 World History is required for General Education. HIS 170 or 171 will also meet this requirement.

HIS 150 US History is an option in General Education along with HIS 170, 171, 180 and 181.

HIS 170 World Civilization I and 171 World Civilization II are for History majors, minors and endorsements in History and Social Sciences.

HIS 180 The American Experience I and 181 The American Experience II are for History majors, minors and endorsements in History and Sciences. The American Experience Series is recommended for entering freshmen majors.

Sociology, Psychology and Criminal Justice Department:

Students must be enrolled at both Wayne State College and Northeast Community College for only those Criminal Justice classes offered through NCC. All course work can be completed on the WSC campus whether offered by NCC or WSC.

OTHER PROGRAM INFORMATION

INTERDISCIPLINARY STUDIES MAJOR

(An advisor/student constructed major)

Objectives: Interdisciplinary activities, courses and programs of study are designed to help the student better understand relationships between and among various disciplines. The major is designed to provide the maximum flexibility for the student in determining the content of his or her degree program.

Interdisciplinary Studies majors are not necessarily professionally-oriented or career-oriented degree programs. However, a program must emphasize a clearly defined area, body of thought, or educational goal. These programs are not intended to allow students to graduate without concentrating their thoughts in some clearly defined area of emphasis.

Interdisciplinary Studies majors replace conventional comprehensive majors in the General Requirements for graduation. All other General Requirements must also be fulfilled. The program should be requested prior to completion of 80 hours.

Interdisciplinary Studies programs must be signed and approved by an advisor, Department Chair and the Vice President for Academic Affairs, in consultation with the Chair of the Academic Policies Committee. The chair of the committee has the option to take the proposal to the full committee. The signed program will be forwarded to the Records and Registration Office.

The student will complete 50 credit hours of Interdisciplinary Studies with an emphasis in one department and supporting work in at least one other department.

All courses are eligible for inclusion in a program. The program must include a minimum 25 credit hours in one area. Fifty percent of the hours in the major must be upper level courses. An interdisciplinary minor satisfies the degree requirements for a second field of study in the Bachelor of Arts or Bachelor of Science.

GENERAL STUDIES COURSES

A total of 5 credits from GST courses may be applied to a degree.

GST 102 - Beginning Algebra (2)

Does not meet general education requirement. For students with limited math background. Problem solving strategies, algebraic manipulations. The course also reinforces basic mathematical skills and their every day applications.

GST 110 - Succeeding in College (2)

Freshmen, Sophomores and Transfers. Course is designed to assist students in improving learning efficiency and effectiveness for all facets of college. Learning styles and personality assessments are used to explain how each student learns and interacts. Not a required course, but highly recommended for all new Wayne State College students.

GST 112 - Speed Reading (1)

Emphasis is on learning techniques to improve reading speed, comprehension and applications to various college courses. An individually paced course for all levels of readers, its purpose is to help all college students develop their reading skills. (Offered in spring semester).

GST 114 - Vocabulary Development (1)

Course concentrates on the development of college level vocabulary skills and enrichment for more confident reading, writing and speaking. (Offered in spring semester).

GST 196 - Choosing Academic Success (1)

Course is designed to promote the probationary student's success in higher education. Issues are explored in setting and achieving academic goals. Students select and adapt methods that can contribute to their progress at Wayne State. The one hour course is augmented by individual student/faculty conferences (by advisement only).

GST 196 - ESL Writing and Reading Skills (1)

This course is designed for students whose first language is not English. The course will help students expand reading skills, increase vocabulary, improve academic writing, increase grammar skills and improve pronunciation. Class time will be spent on practicing speaking, reading and writing skills.

LEARNING CENTER

The Learning Center offers a variety of general studies courses (GST classes noted on page 9) as well as academic assistance programs and services to all WSC students.

Writing Help Desk

The Writing Help Desk is available for every WSC student to facilitate the WSC goal of improving every student's writing skills. Professional staff and peer tutors are available to:

- Work one-on-one with a student on writing assignments.
- Make suggestions regarding usage, word choice, and sentence structure.
- Determine if a student has a thesis and support for that thesis.
- Instruct the student on proper citing of sources.

Writing Help Desk hours are Monday through Thursday from 8:00 a.m. to 4:00 p.m., with evening hours offered from 6:00-8:00 p.m. on two or three of those days and Friday mornings.

Peer Tutor Program

Wayne State College's nationally certified Peer Tutor Program consists of upper level students who are highly recommended by their academic departments and meet stringent qualifications. The program, coordinated through the Learning Center, provides peer tutoring for most academic departments. Tutors serve the faculty and in turn academically assist the students. The tutors work with the individual students and may also conduct workshops or content review sessions before exams.

All tutors' scheduled office hours are circulated through posters, fliers and distributed to individual courses. In addition, hours are posted on the WSC Web site and tv station. Office hours are held in the Tutor Room of the Student Center and in academic buildings. To receive academic assistance, see a tutor during the posted office hours (no appointments necessary).

Tutoring, a free service provided by the college, is available to all students.

COOP EDUCATION INTERNSHIP PROGRAM

Cooperative Education is a program combining work experience with classroom learning. Employment occurs in positions that are relevant to a student's major and may be either a paid or non-paid experience. To help facilitate a mutually beneficial work experience for the employer and student, each Co-op experience is approved and monitored by Career Services at Wayne State College. College credit may be available for qualifying work experiences.

ELIGIBILITY:

- 1) Must have completed 24 credit hours. Transfer students must have established a WSC G.P.A. to be eligible (unless otherwise approved).
- 2) Have a minimum 2.0 GPA, and maintain the minimum 2.0 GPA throughout their tenure with the Cooperative Education program. Eligibility requirements may vary by department.
- 3) Be enrolled on at least a half-time basis (6 credit hours) a) during each semester while working a cooperative education experience, or b) after an alternate co-op experience has been completed. In special cases where circumstances warrant waiving a requirement, the Vice President for Academic Affairs and the Director of Career Services may work out an agreement for the student.

REGISTRATION:

- 1) Register as a Cooperative Education student by completing the required paperwork.
- 2) Submit your resume to the Career Services office for review, or receive information on completing a resume. (Please allow 48 hours for resume to be reviewed.)
- 3) Set up an appointment with a Career Services staff member to finalize your resume and discuss job opportunities.
- 4) Continue to meet with the Career Services staff member, discussing job opportunities. The student will be involved in researching possible companies of interest. As job possibilities arise, Career Services will mail out the student's resume, along with a cooperative education cover letter, to the companies selected by the student. The student will be responsible for following up with the companies after his/her resume has been mailed.

APPLICATION FOR COOPERATIVE EDUCATION EXPERIENCE:

- 1) A student may apply for 1-12 credit hours or transcript notation only. The approval of and the amount of credit given for each experience is determined by the advisor and the chair of each department. Students can earn a maximum of 12 credit hours throughout his/her college career.
- 2) Credit hours will be billed through the business office just as any other class. There is no charge for completing a transcript notation cooperative education experience.

- 3) Credit can either be straight elective credit or may be substituted for an elective within the major. Each department will make this determination.
- 4) The level of credit will be determined by the department and listed as either a 294, 394, or 494 course number.
- 5) A minimum of 50 clock hours per credit hour (for transcript notation, a minimum of 50 clock hours) must be worked during each co-op work experience. Students may work more hours than required; however, no extra credits are given.
- 6) A grade of Satisfactory (S) will be awarded to the student successfully completing their Co-op Experience. No Credit (NC) will be given if the student fails to fulfill the requirements of the program. An "IP" notation means "In Progress" and generally means that the required paperwork has not been completed and/or additional requirements have not been met.

Inquires and application for the Cooperative education program may be made through Career Services located in the Student Center room 101.

HONORS PROGRAM

Students must meet the following criteria to participate in the honors program.

Freshmen: Applicants must meet one of the following criteria:

1. A GPA of 3.5/4.0 or rank in the upper 1/4 of their graduating class as well as an ACT score of 25 or SAT score of 1100.
2. Rank in the upper 1/4 of their graduating class, provide a sample of their written work, and have a strong recommendation from a high school instructor.

Continuing Student: Continuing students must meet the following criteria:

1. Have a cumulative GPA of 3.3 at WSC.
2. Submit an application for honors, provide a sample of their written work, and provide a letter of recommendation from a faculty member and their academic advisor (a staff member from the Counseling Center may serve as advisor).

Transfer Student: Transfer students will be allowed to apply for the honors program as a continuing student and must meet the same eligibility requirements as a continuing student.

Further details about the honors program are available in the current WSC catalog.

STRIDE

STRIDE (Students Taking Responsibility in Development & Education) is a Student Support Program that provides a comprehensive combination of academic and personal support including: a summer transition program; an academic success course; one-on-one tutoring; academic advising; instruction in math, writing, and study skills; assistance with personal financial and career issues, and referral to other campus and community resources.

STRIDE is funded through a TRIO grant from the U.S. Department of Education and is designed to improve the learning, retention, and graduation rates of Wayne State College students who meet the following eligibility requirements:

1. Is a citizen or national of the U.S. or meets requirements for federal financial aid.
2. Has a need for assistance in order to successfully pursue a college degree.
3. Is either a) low-income; b) a first generation college student; or c) a person with a disability.

STRIDE services are effective. Students who use STRIDE services remain enrolled and graduate at a higher rate than other WSC students with similar academic backgrounds. In order to use STRIDE services, students must apply and be accepted into the program. Students accepted into STRIDE are expected to make a serious commitment to their education. This commitment includes regular class attendance and study, attendance at tutoring sessions, use of effective study skills, and regular contact with a STRIDE advisor.

For more information or to apply, please contact STRIDE, Student Center 12, 375-7500.

STUDENT HEALTH

It is now mandatory that students born after 1-1-57 turn into Student Health a completed Wayne State College Health Form and documentation of having had two measles immunizations after the age of 12 months. In addition to the measles immunization, international students and anyone assessed to be at risk are required to have a recent Mantoux T.B. test. If this is not completed the student will not be allowed to register. Advisors can check screen 148 to find out if their advisees have not turned in the required documents. If you have questions, you may call Student Health at (402) 375-7470.

FINANCIAL AID TIPS FOR ADVISORS

1. Read the Financial Aid Satisfactory Progress Policy in the Student Handbook.
2. Insist that hours taken apply to the degree sought by filling general education, elective, major/minor requirements. Financial aid regulations require that the student be seeking a degree and making progress toward that degree.
3. Allow students to drop classes only after considering the financial aid ramifications. If a student attempts a full-time status, he/she must complete the term in a full-time status. (Same for three-quarter or half-time students)
4. The financial aid definition of "withdrawal" from classes refers to the last documented date of attendance in any class, whether the student officially withdraws or not. A professor's attendance roll is the best determinant of that date. If that is not available, we must have a last completed assignment or test date. Refunds/repayments of college costs and financial aid must go back to that date.
5. All instructors are encouraged to notify the Financial Aid Office if a student fails to attend class for a two-week period. Students can receive financial aid "illegally" if you don't help keep us informed.
6. If the opportunity arises, encourage your students to complete the financial aid process as early as possible for the following year. Late application is the main reason eligible students don't receive all possible types of funding.
7. The WSC philosophy of awarding aid, including scholarships, is to assist as many students as possible. Consequently, a student is generally not given multiple awards, nor is more scholarship and tuition waiver given than an amount equal to tuition and fees.
8. All aid, including annual and endowed scholarships, is credited to student accounts, half in the fall and half in the spring. Any funds remaining after the student's bill is paid are returned to the student.
9. Scholarships, tutor room and board waivers, RA room and board waivers must be included in financial aid packages. Increased awards from any source could result in a reduction to previously awarded aid.
10. Financial aid budgets and awards will be recalculated due to a change in a student's enrollment status if the change is made prior to attendance in the class or the end of the drop/add period.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

In order to be awarded and retain Federal Financial Aid, undergraduate students at Wayne State College must meet the following requirements:

1. Maintain "acceptable academic standing" as defined by the College's academic probation and suspension policy, which follows:

Students who are on academic probation will be suspended by the College at the end of any fall or spring semester during which their current semester grade point average is lower than a 2.0 **and** the cumulative Grade Point Average (GPA) falls below the following standards:

<u>Total Hours Attempted*</u>	<u>Cumulative GPA</u>
first semester freshmen	no suspension
continuing freshmen & sophomores	1.75
juniors & seniors	2.00

*First semester freshmen: enrolled for the very first time at any postsecondary institution; sophomores: 30-59 earned semester hours; juniors: 60-89 earned semester hours; seniors: 90 or more earned semester hours

- a) If a student is placed on academic suspension, s/he is automatically placed on financial aid suspension.
 - b) Students may be suspended from financial aid but not suspended academically, based upon financial aid satisfactory progress credit hour requirements.
 - c) Transfer students admitted on academic probation will also be placed on financial aid probation.
2. Successfully complete (see below) an established number of credit hours each term and for the academic year in relationship to number of hours attempted. For the purposes of this policy the academic year is comprised of the fall, spring, and summer term, in that order. All summer sessions are considered one term.

SINGLE TERM: The following table displays the relationship between hours attempted, hours completed, and financial aid eligibility for a single term for undergraduate students:

Enrollment Status	Hours Attempted	Hours Completed Good Standing	Hours Completed Probation	Hours Completed Suspension
Full-time	12 or more	12	9-11	1-8
3/4 time	9-11	9-11	6-8	1-5
1/2 time	6-8	6-8	3-5	1-2
<1/2 time	1-5	1-5	75%	less than 75%

ACADEMIC YEAR: In addition to the requirement for hours completed each term, financial aid recipients must complete a total number of hours each academic year as determined by their enrollment status at the time aid is awarded. Failure to complete the minimum required hours at the end of the academic year will result in financial aid suspension. The completed credit hour requirement for the academic year is as follows.

Status	Minimum hours required to be completed
Full-time	24
3/4 time	18
1/2 time	12
<1/2 time	100% of hours attempted

Successfully completed credit hours include letter grades A, B, C, D or S. Credit hours that **will not count** as successfully completed include letter grade of NC (NO credit), F (Fail), I (Incomplete), W (Withdrawal), and IP (In Progress). AU (Audit), credit by exam (i.e.CLEP), and repeats of successfully completed credits will not be considered in the hours attempted and may not be used in determining enrollment status for financial aid purposes. When Incomplete and In Progress grades are officially changed by the instructor, the student must inform the Financial Aid Office if s/he wishes to be re-evaluated for Satisfactory Academic Progress.

3. Undergraduate financial aid recipients may not exceed a maximum of 150 attempted credit hours toward the first bachelors degree and retain financial aid eligibility.

PROBATION: Students placed on financial aid probation remain eligible to receive financial aid under most programs for the next period of enrollment. However, during the probationary status, students are required to successfully complete at least 12 credit hours if paid as full time, at least nine credit hours if paid as three-quarter time, at least six credit hours if paid half time, and at least three credit hours if paid less than half time. Failure to successfully complete the attempted enrollment status and/or earn the minimum gpa required under the college's academic probation/suspension policy while on financial aid probation will result in financial aid suspension.

SUSPENSION: Students placed on financial aid suspension are ineligible to receive any financial aid for the next period of enrollment. To regain financial aid eligibility, a student is required to pay with their own resources and successfully complete at least 50% of the enrollment status of the term which resulted in suspension.

NOTIFICATION: A student will be notified by letter from the Financial Aid Office if h/she is not maintaining satisfactory academic progress.

APPEALS: Students may appeal their financial aid suspension if they believe extenuating circumstances interfered with their ability to maintain satisfactory academic progress. Appeal forms are available from the Office of Financial Aid and will be reviewed by the director. If aid is not reinstated by the director the student may then appeal to the Student Admission and Retention Committee.

In order to qualify for state and federal financial aid beyond the 60th earned credit hour at Wayne State College, students must be enrolled in and have officially declared a major program of study. The only exception to this policy is first semester transfer students admitted on probation, due to institutional admission policies affecting these students. Students who do not meet this requirement will need to declare a major or be subject to financial aid suspension. As with all other financial aid suspensions, the due process right to appeal that suspension is guaranteed.

For additional information please contact the Wayne State College Office of Financial Aid, 1111 Main Street, Wayne, NE 68787; (402) 375-7230.