The mission of academic advising in the College of Agriculture is to promote the personal and academic development of the student in the context of a mentoring relationship with an academic adviser. By being available to the student in the office and in informal settings, the adviser communicates genuine interest in the student as a person. The academic adviser aids in broadening the student’s interests and outlook by encouraging self-discovery, academic breadth and respect for truth, regardless of academic discipline. The adviser supports the student in the emotional transitions of academic life thereby fostering self-acceptance and is skilled at referring the student to campus and community resources when necessary.

Academic advisers assist students in achieving their academic goals by providing accurate and timely information regarding the institutional requirements and protocols of the university, college and academic major. As a member of the faculty within the student’s major, the adviser communicated his or her own enthusiasm and sense of relevance for the subject matter, thereby stimulating intellectual curiosity, creativity and inviting the student to develop academic depth and expertise. As a practicing professional, the adviser aids the student in developing personal and professional goals which are challenging, worthy and realistic. The adviser informs the students of university and career-related opportunities and serves as an advocate by helping the student capitalize on those opportunities.

Beyond the demands of academic life, the adviser encourages participation in activities which develop leadership and interpersonal skills, recognize achievement and promote personal responsibility and integrity. Realizing that personal and professional development continue throughout life, the adviser takes advantage of continuing educational opportunities to develop and deepen his or her advising abilities. The adviser remains available to alumni for consultation, guidance and continuing interaction.
WHY IS ADVISING IMPORTANT?

Beal and Noel (1980), reporting on a joint project of the American College Testing Program and the National Center for Higher Education Management Systems, identified "inadequate academic advising " as the greatest impediment to student retention. From a positive perspective, a "caring attitude of faculty and staff" was the strongest positive correlate with persistence. Forrest (1982) points to the efficacy of academic advising for achieving general education objectives and increasing student persistence: "the single most important move an institution can make to increase student persistence to graduation is to ensure that students receive the guidance they need at the beginning of the journey through college."

• - See more at: http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Advising-and-Retention-Quotes.aspx#sthash.nOvcXaFR.dpuf
I. Division of Student Affairs
   I. Registrar’s Office
   II. Dean of Students

II. Provost Office
   I. CELT

III. CALS
   I. Student Services office
I. STUDENT AFFAIRS

2350 Beardshear Hall
(515)294-4420

http://www.studentaffairs.iastate.edu/
I. STUDENT AFFAIRS

Oversees

- Student Counseling Center
- Registrar
- International Students & Scholars
- Memorial Union
- Department of Residence
- Dean of Students
- ISU Dining
- Thielen Student Health Center
- Admissions
- Student Financial Aid
REGISTRAR’S OFFICE

A. Academic Calendars
B. Catalog and Degree Programs
C. Degree Audits
D. Distance Education
E. Graduation and Commencement
F. Policies
G. Veteran’s Center
H. Tuition and Fees
A. Academic Calendars

- Term start/end dates
- University Holidays
- Commencement dates
- Department dates
- Future academic dates

http://www.registrar.iastate.edu/calendar
B. Catalog and Degree Programs

- List of courses offered by the University, their pre-requisites and short description of the class and credit amount
- Experimental course listings
- [www.catalog.iastate.edu](http://www.catalog.iastate.edu)
  - Current and previous catalogs
  - A new catalog is made every two years
C. Degree Audits

- List of degree requirements and the students progress towards them
  - This includes grades and GPA's in each subject area
- Found on ACCESSPlus
- Instructions for a student to obtain a copy of their degree audit found at:

REGISTRAR’S OFFICE

D. Distance Education

- For both degree and non-degree seeking students
- Education mainly through internet sources, although US mail and fax may be used depending on the instructor’s preference
- For application fees registration, computer requirement, list of courses, etc. go to: http://www.distance.iastate.edu/
E. Graduation and Commencement

- Graduation applications may be filled out on ACCESSPlus or in paper for in the Graduation Office, 210 Enrollment Services Center

- Dates, location, times, and FAQ sheet found at http://www.graduation.iastate.edu/
F. Policies

- May be found in its entirety at: http://www.registrar.iastate.edu/policies
- All information on ACCESSPlus is confidential
- University IDs are in place of social security numbers, but should be treated in the same confidential manner
- There is no third party access to academic files and information without the student’s written consent
G. Tuition and Fees

- Current semester fees for both out of state and instate tuition
- Fee breakdown by credit load
- Found at [http://www.registrar.iastate.edu/fees](http://www.registrar.iastate.edu/fees)
H. Veteran’s Center

- Various support resources for Veterans and active duty military students
- Help with being called to or returning from Active Duty
- 3578 Memorial Union
  
  (515)294-9801

  [http://www.veterans.iastate.edu/](http://www.veterans.iastate.edu/)
DEAN OF STUDENTS OFFICE

1010 Student Services Building
(515)294-1020
dsoweb@iastate.edu
www.dso.iastate.edu

"Nothing ever is. Everything is becoming."
Heraclitus - 565 BCE
The sculpture "Air Spiral" by Susan Fiene
is located in front of the
Student Services Building
DEAN OF STUDENTS OFFICE

A. Academic Success Center
B. Greek Affairs
C. Judicial Affairs
D. Lesbian, Gay, Bisexual, Transgender Student Services
E. Margaret Sloss Women’s Center
F. Multicultural Student Affairs
G. National Student Exchange
H. Student Assistance/Outreach
I. Student Disability Resources
J. Student Legal Services
K. Student Support Services Program
A. Academic Success Center

- Academic coaching
- Tutoring
- Supplemental Instruction
- Academic Handouts

- 1060 Hixson-Lied Student Success Center
  (515) 294-6624
  success@iastate.edu
B. Greek Affairs

- Recruitment
- Scholarships
- Housing
- Leadership
- Philanthropy

- 0355 Memorial Union
  (515)294-1023
greekaffairs@iastate.edu
C. Judicial Affairs

- Reporting academic misconduct
- Student rights and responsibilities
- Student discipline process
- 1010 Student Services Building
  (515)294-1021
  
  http://www.dso.iastate.edu/ja
D. Lesbian Gay Bisexual Transgender Student

- Support groups
- Education and resources
- 1064 Student Services Building

(515)294-5433
lgbtsscenter@iastate.edu
**DEAN OF STUDENTS OFFICE**

**E. Margaret Sloss Women’s Center**
- Support and resources for violence, stalking, and sexual assault and harassment
- Help with navigating personal hardships on campus (ex. roommate problems, interpersonal relationships, and classes)
- Sloss House
  
  (515)294-4154
  
  womensctr@iastate.edu
F. Multicultural Student Affairs

- Learning communities, classes, and workshops for multicultural students
- A place to interact with other students from diverse backgrounds
- 2080 Student Services Building
  (515)294-6338
  omsa@iastate.edu
G. National Student Exchange

- A chance for students to study in various colleges across the United States
- Informational meeting and application deadlines found at http://www.dso.iastate.edu/nse
- 1080 Hixson-Lied Student-Success Center
  (515)294-6479
  nse@iastate.edu
H. Student Assistance and Outreach

- Refers students to various on campus resources to navigate personal, financial, and academic struggles, etc.
- Notification of student emergency absences
- Faculty can refer students to assistance if they are concerned (ex. not showing up to class for an extended period)
- 1010 Student Services Building
  (515)294-1020
dso-sas@iastate.edu
I. Student Disability Resources

- Receiving documentation for a disability whether physical, mental, or psychological including, but not limited to
  - Anxiety/depression
  - Learning disabilities
  - Sign language interpreters
- Student Academic Accommodations Request (SAAR) forms
- 1076 Student Services Building
  (515)294-7220
  disabilityresources@iastate.edu
J. Student Legal Services

- Document notarization
- Free legal advice
  - Family and divorce law
  - Criminal law
  - Tenant-landlord issues
  - Off-campus employment issues
  - Various other issues
- 0367 Memorial Union
  (515)294-0978
  http://www.dso.iastate.edu/sls
K. Student Support Services

- Support for first generation, low income, or students with disabilities
- Academic, personal, and financial advising available
- 2010 Student Services Building
  
  (515)294-0210

http://www.dso.iastate.edu/sssp
III. PROVOST OFFICE

Office of the Senior Vice President and Provost 1550 Beardshear Hall
(515)294-9591

theprovost@iastate.edu

http://www.provost.iastate.edu/
Undergraduate programs that report to the vice-provost include

- University Career Services
- Honors Program
- Instructional Technology Center
- International Excellence
- University Studies
- Women in Science and Engineering
- CELT
The ISU Center for Excellence in Teaching and Learning (CELT) has advising resources

- CELT Library has several publications for new advisers that can be checked out
  - [www.celt.iastate.edu/teaching/library.html](http://www.celt.iastate.edu/teaching/library.html)
- A recommended resource is “Thriving as a New Academic Adviser”
- They also have a staff position dedicated to assisting advisers
CALS Student Services Office

Coordinates and Leads:
- Academic advising
- Recruitment and Retention
- New Student Orientation
- Undergraduate multicultural student programs and services
- Undergraduate commencement and graduation

Considers, approves and processes:
- Requests for waivers and/or exceptions to undergraduate policies and procedures
- Changes to degree audits
- Curriculum changes
- Minor and multiple curriculum forms
A. Academic Learning Lab (ALL)
B. Academic Success Center (ASC)
C. Adult Student Services
D. Career Services
E. Co-operative Education (Co-ops)
F. Early Success Program (ESP)
G. Lesbian, Gay, Bisexual & Transgender Student Services (LGBTSS)
H. National Student Exchange
I. Residence Hall Academic Services
J. Solution Center
K. IT Services
L. Student Activities Center (SAC)
M. Student Counseling Services (SCS)
N. Student Employment Center (SEC)
O. Student Information Handbook
P. Student Legal Services (SLS)
Q. CALS Student Services Office
R. Student Support Services Program (SSSP)
S. Study Abroad Center
T. Thielen Student Health Center (TSHC)
U. Women’s Center, Sloss House
V. Student Disability Services
A. ACADEMIC LEARNING LAB (ALL)

Walk in “learn how to learn” center

Computer assisted instruction in reading and study skills

Individualized services and consultations to evaluate and improve study skills

Staffed by psychology graduate assistants

Helps students pinpoint where they need improvement
B. ACADEMIC SUCCESS CENTER (ASC)

Academic coaching

- One-on-one meetings with students to help evaluate and correct academic challenges
- Can be one time or a periodical check-in (2-3) recommended
- Example skills
  - Time management
  - Productive use of study time
  - Goal-setting for improved academic success
  - Reading and note taking strategies
  - Overcoming test-taking challenges
- To schedule an appointment call 515-294-6624
- Appointments held in 1060 Hixson-Lied Student Success Center
B. ACADEMIC SUCCESS CENTER (ASC)

Academic Intervention Program

- Online help for students put on academic warning/probation
- Students: Log into AccessPlus. Under "Grades & Transcripts", you will find an 'Academic Interventn' link. Review the message in AccessPlus and click 'Continue' to be directed to the self-assessment system
- Academic Advisers: Log into AccessPlus. Under the "Faculty/Adviser" tab and Advising Services option, search for your student by using the name browse option. Upon located the student, click on 'Academic Interventn' and then 'Continue' to be directed to the self-assessment system
B. ACADEMIC SUCCESS CENTER (ASC)

Academic Intervention Program

- [http://www.dso.iastate.edu/asc/ai/advisers](http://www.dso.iastate.edu/asc/ai/advisers)
  - Explains the adviser’s role in academic intervention
  - Provides training module about academic warning and probation for advisors
  - An online version of the adviser handbook pinpointing the part containing academic warning and probation
  - Academic Success Resources
  - University catalog information on Academic warning and probation
B. ACADEMIC SUCCESS CENTER (ASC)

MAP Works

- Online tool to help students transition to ISU
- 20 minute assessment identifies areas where students may need additional resources for greater success during their academic career
- Students completing the survey have GPA increased by 0.3 relative to those not taking the survey
B. ACADEMIC SUCCESS CENTER (ASC)

Psychology 131
- Designed to facilitate students' development of academic skills, behaviors, and attitudes
- One credit, satisfactory/fail class
- Attendance policy dictates a student cannot miss more than four hours of class time, so late adds are not advised
- Special section for returning adult students
- Small class sizes to promote group interaction and individual attention
B. ACADEMIC SUCCESS CENTER (ASC)

Supplemental Instruction

- Student leader who has completed the course successfully gives a large group tutoring session
- Three fifty minute sessions a week
- Free of charge
- Student may attend as little or as much as needed
- Data shows that student’s who attend receive a higher final grade
- Schedule of SI sessions can be found at
  - http://apps.dso.iastate.edu/si/
B. ACADEMIC SUCCESS CENTER (ASC)

Tutoring Program

- Tutor meets with 2-4 students at a time
- Meet for one hour 2 times a week or 3 times a week during the summer
- Students generally obtain tutors for
  - Addressing a temporary struggle with course work
  - Receiving a failing grade on an assignment and at risk of failing
  - Wanting to develop more effective study habits/skills and/or time management strategies
  - Failing to meet the graduation requirements or maintaining a passing GPA
  - Hoping to earn a higher grade in a course
  - Repeating a course
Tutoring Program

- Cost includes administrative fee for the semester and additional fee per session
  - Some students may be eligible to have their tutoring funded by another department, for example, honors students and students with disabilities

- To apply for a tutor go to
  - http://www.dso.iastate.edu/asc/tutoring/getatutor

- Students that have done well in a class may apply to become a tutor. The qualifications are
  - Earned a grade of B or higher or received AP credits in course(s) you want to tutor
  - Must have at least a cumulative GPA of 2.5

- Applications found at
  - http://www.dso.iastate.edu/asc/tutoring/becomeatutor

- Questions can be answered at tutorsrv@iastate.edu
B. ACADEMIC SUCCESS CENTER (ASC)

Academic Success Center

1060 Hixson-Lied Student Success Center
(515) 294-6624
success@iastate.edu

http://www.dso.iastate.edu/asc
Off Campus and Adult Student Services offers many programs and support for non-traditional students

- Those not entering ISU directly from high school
- Those with children
- Those living off campus
- Those that commute to campus
C. ADULT STUDENT SERVICES

Off-campus and Adult Student Services (OCASS)

- Developing management skills
- Tenant/landlord dispute resolution
- Roommate mediation
- Academic conflict resolution
- Commuter carpool information
- Off-campus housing and roommate listings/housing fair
- Support groups
- Leadership opportunities
- Adult student orientation
- Childcare information
D. CAREER SERVICES

Helps students find jobs, internships and summer employment

General career guidance

Specific advice with writing resumes and cover letters, preparing for interviews and developing job search techniques

AG Career Day (job and internship fair)

Job databases
D. CAREER SERVICES

Career Services

College of Agriculture and Life Sciences
15 Curtiss Hall
515 294-4725
mikegaul@iastate.edu

http://www.career.ag.iastate.edu/
E. CO-OPERATIVE EDUCATION (CO-OPS)

Integrates classroom theory with on-the-job performance
Helps students to test career and professional goals
Good way to establish professional contacts and interests
Found through the career services office, career day, and job fairs
May require extra time to graduate
Student will not receive class credit, but will still be considered enrolled at ISU
F. EARLY SUCCESS PROGRAM (ESP)

Designed to help students transition into college

University Studies 100 level courses

Seminar courses that give information on resources on campus, finding internships, 4-year plans, etc.

Must be part of an accepted in the appropriate learning community to participate
G. LESBIAN, GAY, BISEXUAL & TRANSGENDER STUDENT SERVICES (LGBTSS)

Support groups

Education and resources

1064 Student Services Building
(515)294-5433
lgbtsscenter@iastate.edu
H. NATIONAL STUDENT EXCHANGE (NSE)

Alternative to study abroad

Study in another US institution

Features

- Access to additional courses and programs
- Exchange among university honors programs
- Multicultural opportunities
- Resident assistant exchange options
- Credits applied toward degree
- Tuition reciprocity across the United States
- NSE campuses in 48 states, 3 United States territories, and 6 Canadian provinces
- Duration of exchange can range from one semester to one calendar year
- Exchanges can occur in different academic and calendar years
H. NATIONAL STUDENT EXCHANGE (NSE)

Requirements

- Students must be full-time at time of application and during exchange
- GPA of 2.5 on a 4.00 scale required
- Students must be in good financial, academic, and social standing

Application found at

- http://www.dso.iastate.edu/nse/deadlines

1080 Hixson-Lied Student Success
(515) 294-6479
nse@iastate.edu
nse.org
nse.org
I. RESIDENCE HALL ACADEMIC SERVICES

Each residence hall floor has a community advisor (CA) that can help direct students to resources on campus.

Each residence hall has a live-in hall director that can also guide students to resources on campus and help them with their academics.
J. SOLUTION CENTER

Provides direct support for IT Services

Help faculty/staff and students at ISU with computing, networking, and software issues

The Student Network Access Program (SNAP) is available to help students connect personal computers and mobile devices to the campus network

SNAP is funded by student computer fees, so there is no charge for most standard services
To report a problem fill out a report problem form online or send an email to solution@iastate.edu

Contact info
- 195 Durham
  - 515-294-4000
  - solution@iastate.edu
K. IT SERVICES

Services

- Computer labs
  - On campus including public and college and departmental

- Computer services and repair
  - 74 Durham Center, helps faculty, staff, students, and departments with a variety of hardware problems and repairs

- Data network connections (Wireless, Ethernet, and DSL)

- Email for students (CyMail)
  - Implementation of Google’s Gmail

- Equipment and laptop checkout for students, faculty, and staff
  - Free of charge
K. IT SERVICES

http://www.it.iastate.edu/
515-294-4000
solution@iastate.edu
L. STUDENT ACTIVITIES CENTER

Service Programs

- [http://www.sac.iastate.edu/en/service_programs/](http://www.sac.iastate.edu/en/service_programs/)
  - CyServ
  - Dance Marathon
  - Alternative Breaks
  - ISU/Story County Nonprofit Protégé Program
  - Keep Iowa State Beautiful
  - Student Volunteer Services
  - Social Services Volunteer Career Day
  - College Creek Cleanup
Leadership Programs

- [http://www.sac.iastate.edu/en/leadership_programs/](http://www.sac.iastate.edu/en/leadership_programs/)
  - Emerging Leaders Retreat
  - Iowa State Freshman Council
  - ISU Fall Leadership Conference
  - Iowa State Leadership Experience (I.S.L.E.)
  - Leadership ISU
  - Social Justice Summit
  - Women’s Leadership Retreat
  - Leadership and Service Center
M. STUDENT COUNSELING SERVICES (SCS)

Primary mental health agency for students on the Iowa State University Campus

Staff is available for consultation and outreach programming to student groups and university faculty and staff regarding student needs

Clinical services are offered to enrolled students of ISU free of charge (and partners if couples counseling)

Clinical services are offered in group mode and individual mode

Career counseling is offered to students and potential students

Consultation services are offered to students, faculty, staff and parents

The Testing Service serves students and non-students
Consultations for Faculty and Staff

- Questions or concerns of a psychological nature
- Counselors may discuss issues with faculty and staff regarding their students
- Assist with crisis situations in person or over the phone, and provide referral information

Referring someone else

- Speak to the student about whom you are concerned and encourage that person to contact SCS for an initial appointment
- Offer the phone number or personal support such as asking if the person would appreciate being accompanied to SCS the first time
- SCS staff must speak to the student for whom the appointment is being made. SCS cannot contact someone who has not first contacted them.
- If you are concerned for someone else's safety and cannot check on that person yourself, ISU Department of Public Safety will conduct a brief welfare check
- SCS staff members are happy to consult with any person concerned about a student to assist in developing strategies for working with that student
M. STUDENT COUNSELING SERVICES (SCS)

Counseling for Students
- CAREER: which can include career awareness, decision making, applying to graduate school
- CLINICAL: which can include, response to crises, SCS services, information about severe psychological problems, and suicide detection
- DIVERSITY: which can include race, ethnicity, sexual orientation, worldview, learning disabilities
- EATING DISORDERS: which can include body image acceptance, eating disorders, healthy living
Biofeedback

- Learning tool in which people observe their body’s physical responses and then use that information to control or alter their conditioned reactions, often resulting in greater relaxation, focus, and healthier coping responses
- One time orientation/training session required and then equipment may be used as much as needed during normal business hours

Benefits
- Reduce stress and anxiety
- Quiet the mind
- Decrease self-consciousness
- Develop better coping responses
- Increase emotional control
- Improve general well-being
The first meeting is a walk-in, there is no appointment necessary

More information such as current office hours at http://www.counseling.iastate.edu/

Contact information
- Third floor of the Student Services Building
- SCS desk at 294-5056
- Career Exploration Library at 294-0742
N. STUDENT EMPLOYMENT CENTER (SEC)

Operates the student job board on AccessPlus

Way to find work study jobs as well as other jobs on campus and around Ames

Employers are not required to post on the Student Job Board. If the student is skilled and experienced in research, computer services, or other specialized work, they may find excellent part-time employment just by asking the people they see in the department

Students may sign up for payroll in the Office of Human Resource Services, Room 3810, Beardshear Hall
Students can find a job on the Student Job Board:

- Log in to AccessPlus.
- Click on "Student Job Board".
- Under "View Jobs" in the left menu, choose to view jobs
  - By Area
  - By Location
  - By Category
  - Recently Posted
  - Summer
  - Seasonal/Temporary
- Click on the job name in the main window to view information including requirements, hours, pay rate, and application details
N. STUDENT EMPLOYMENT CENTER (SEC)

Student Employment Center
- 0640 Beardshear Hall
  (515) 294-JOBS [5627]
  studentjobs@iastate.edu
Contains official University statements and policies

- General
- Conduct and Ethics
- Equal Opportunity and Diversity
- Graduate Students
- Privacy
- Residence
- Solicitation
- Student Organizations
- Travel
- Vehicles
Available through the Dean of Students Office at
- http://policy.iastate.edu/policy/student-life
P. STUDENT LEGAL SERVICES (SLS)

Available to students and registered Iowa State University student groups free of charge

Document notarization

Free legal advice

Family and Divorce Law

Criminal Law

Tenant-landlord issues
P. STUDENT LEGAL SERVICES (SLS)

Off-campus employment issues

Various other issues

0367 Memorial Union

(515)294-0978

http://www.dso.iastate.edu/sls
Q. CALS STUDENT SERVICES

http://www.agstudent.iastate.edu/student_services.php

- Links to the following:

Advising
- Advising statement
- Soar in Four

Academics
- Academic deadlines
- Honors Program
- Global Ag Programs
- Off-Campus offerings
- Academic Probation
- Reinstatement

Diversity & Multicultural
- George Washington Carver Internship Program
- Diversity & Multicultural Programs
Q. CALS STUDENT SERVICES

http://www.agstudent.iastate.edu/student_services.php

- Links to the following:

**Forms**
- Change of Major
- Second Major
- Request for Minor
- Last 32 Credits Waiver
- Audit Adjustment Form
- Transfer Credits for U.S. Diversity/International Perspectives **before filling this out see if course is already approved**
  - U.S. Diversity
  - International Perspectives
- Graduation Application (Student tab, Graduation)
- Soar in Four Application
- Forms from the Registrar
Q. CALS STUDENT SERVICES

http://www.agstudent.iastate.edu/student_services.php
  ▪ Links to the following:

Academic standards
  ▪ Academic Probation
  ▪ Reinstatement
  ▪ Petition for period 3 curriculum change while on probation

Approved course list
  ▪ Dual-listing courses in CALS
  ▪ International Perspective
  ▪ U.S. Diversity
  ▪ Humanities
  ▪ Social Sciences
  ▪ Ethics
  ▪ Life Science
Q. CALS STUDENT SERVICES

Contact Information
- Charley Turner
  515-294-8653
cfturner@iastate.edu
- Registration
- Honors Program
- Academic Standards Processing
- Convocation
Q. CALS STUDENT SERVICES

Contact Information

- **Tim Carey**
  - 515-294-2766
  - tcarey@iastate.eu
  - Scheduling
  - Re-entries
  - Student Records
  - Academic Policies
  - Graduating Seniors
Q. CALS STUDENT SERVICES

Contact Information

• Beth Foreman
  
  515-294-4548

  bforeman@iastate.edu

  • Recruitment
  • Orientation

• Dave Ross
  
  515-294-2879

  dross@iastate.edu

  • Degree Audits
Contact Information

- Andy Zehr
  - 515-294-9123
  - azehr@iastate.edu
  - Marketing and Recruitment
  - New Admissions

- Laura Stewart
  - 515-294-6611
  - stewartl@iastate.edu
  - Recruitment
  - Orientation
Q. CALS STUDENT SERVICES

Contact Information

- Thomas Polito
  515-294-2766
tpolito@iastate.edu
  Director

- Main Office
  20 Curtiss
  515-294-2766
R. STUDENT SUPPORT SERVICES PROGRAM (SSSP)

Funded by the US Department of Education

Support for students who meet one of these criteria

- First generation
- Low income
- Physical disability
- Learning disability
R. STUDENT SUPPORT SERVICES PROGRAM (SSSP)

Participants receive support in the form of

- Free individual and group tutoring
- Peer mentoring
- Academic advising
- Financial management assistance
- Study skills training
- Personal counseling and special workshops
- Award celebrations
- Support for cultural events
- Leadership conferences
R. STUDENT SUPPORT SERVICES PROGRAM (SSSP)

Contact Information

- 2010 Student Services Building
  (515)294-0210
  [http://www.dso.iastate.edu/sssp](http://www.dso.iastate.edu/sssp)
S. STUDY ABROAD CENTER

Goals:
- Articulate to the ISU community the need for and benefits of experiencing the world beyond our shores and borders;
- Provide assistance to students in identifying programs best suited to their needs and interests;
- Prepare students to meet the challenges of an international experience; and
- Develop programs that provide opportunities for students, faculty, and staff to explore other countries.
S. STUDY ABROAD CENTER

Offers students
- Passport photos (2”x2” and 35mm x 45mm)
- OPT photos, both printed and electronic
- Lending library of books for travel, cross-cultural information, and job-seeking abroad as well as travel and language DVDs
- *Peer Advisors (recently returned study abroad students employed by the Study Abroad Center) on a walk-in basis during office hours to answer questions about studying abroad and to do presentations for classes, clubs, and other groups.
S. STUDY ABROAD CENTER

Offers students

- Study Abroad Advisors by appointment to work with students who are interested in studying, working, interning, teaching, and/or volunteering abroad and students who want to learn more about scholarship opportunities for their time abroad
- Pre-departure Orientation offered to all students who will be going abroad
- Health, safety, and risk management for all ISU students who study abroad
- Project Assist: logistical and billing assistance for faculty taking groups of students abroad
S. STUDY ABROAD CENTER

Contact Information
- 3224 Memorial Union
  515-294-6792
  studyabroad@iastate.edu
  http://www.studyabroad.iastate.edu/
T. THIELEN STUDENT HEALTH CENTER (TSHC)

Full-service health center staffed with physicians and advanced registered nurse practitioners

Prevention Services department provides leadership for a comprehensive approach to reduce health risks for students, foster a healthy campus environment, and support the academic success of students

Full-service pharmacy fills regular prescription needs, and stocks a complete line of over the counter medications and supplies
T. THIELEN STUDENT HEALTH CENTER (TSHC)

Services

- Illness and injury care
- Women’s health
- Physical exams
- Allergy clinic
- Travel clinic
- Immunizations
- Mental health services
- Physical therapy and sport’s medicine
- Pharmacy
T. THIELEN STUDENT HEALTH CENTER (TSHC)

Thielen Student Health Center, Sheldon Ave
- [http://www.health.iastate.edu/](http://www.health.iastate.edu/)

Appointments
- 515-294-5801

After Hours Advice
- 800-524-6877

Pharmacy
- 515-294-7983

Physical Therapy and Sports Medicine
- 515-294-2626

Prevention Services
- 515-294-1868
U. WOMEN’S CENTER, SLOSS HOUSE

Promotes educational, personal, and career development of all university women

Information on women’s issues

Provides workshops, discussion group, and special events

Support and resources for violence, stalking, and sexual assault and harassment

Help with navigating personal hardships on campus (ex. roommate problems, interpersonal relationships, and classes)
U. WOMEN’S CENTER, SLOSS HOUSE

Offices are upstairs, while the downstairs is a group relaxation/study space

Organizations may reserve the Sloss House

Margaret Sloss Women’s Center

515-294-4154

womensctr@iastate.edu

http://www.dso.iastate.edu/wc/
V. STUDENT DISABILITY SERVICES

Student Disability Resources Office (SDR) is part of the Dean of Students Office.

SDR works with students with disabilities to have them diagnosed with a disorder by a licensed professional and to help them receive accommodations to better their academic life.

Possible disorders include, but not limited to: anxiety, depression, and attention deficit disorder.

SDR also works with physically-impaired, visually-impaired and hearing-impaired students.
V. STUDENT DISABILITY SERVICES

Each disability student will be given an Student Academic Accommodations Request form with a list of the accommodations needed.

Accommodations include, but not limited to: extended test time, low distraction rooms, and sign language interpreters.

Exam accommodations may be done by the instructor or the TA or the Exam Accommodations Center (EAC) may make arrangements.

If an instructor chooses to use the testing center, they must fill out an Exam Accommodation Referral form a week before the accommodation is to be made.

Forms (all online)
- Alternative text format / Text Conversion Request form
  - [http://www.dso.iastate.edu/dr/student/alttext.php](http://www.dso.iastate.edu/dr/student/alttext.php)
- Sign language interpreters / Captioning / Request form
- Exam Accommodation Referral form
  - [http://www.dso.iastate.edu/dr/staff/examaccom](http://www.dso.iastate.edu/dr/staff/examaccom)
This form and the information it contains must be treated confidentially. The purpose of this form is to assist the University in providing reasonable academic accommodations to students with documented disabilities. Appropriate documentation is on file with the Student Disability Resources (SDR) and verification is available through that office should it be necessary. See procedures on reverse page for assistance in completing this form. This is a formal request of the instructor of the course to provide specific accommodations. The student shall return the white and yellow copy of this form to the Student Disability Resources office when signatures are obtained.

Student Name

[Redacted]

Professor/Instructor Name

[Redacted]

Student Phone

[Redacted]

Student ISU Number

[Redacted]

Exam Accommodations

- Extended time (S:F normal)
- Low distraction room
- Private (proctored) exam location
- Alternate test form (see below)
- Calculator-based exam only
- Reduced based exam
- Substitute/looked exam
- Question clarification
- Increased font size to [ ] pt.

Classroom Accommodations

- Specific seating
- Option to record lectures
- Software/hardware
- Spelling not counted for in-class work
- Access to lecture notes
- Access to online/PowerPoints
- Captioned films/videos to be arranged by Professor/Instructor

Additional accommodations:

SDR Staff. I have received this accommodation request, met with the student, and verify the area for these accommodations.

[Redacted] Date

Student: I understand that it is my responsibility to arrange a meeting within one week after receiving this form to discuss the above accommodations with the professor/Instructor of the course.

[Redacted] Date

Professor/Instructor: By my signature, I acknowledge that I have received this form and agree to provide the accommodations.

[Redacted] Date

If you have questions or concerns regarding accommodation(s), please call the Student Disability Resources staff noted above at (515) 294-7220 within 48 hours of receiving this form or email: Disabilityresources@iastate.edu.
V. STUDENT DISABILITY SERVICES

Student Disability Resources (SDR)
- Dean of Students Office
  1076 Student Services Building
  Phone: 515-294-7220
  Fax: 515-294-2397
  TTY: 515-294-6635
  disabilityresources@iastate.edu

  http://www.dso.iastate.edu/dr

Exam Accommodations Center (EAC)
- 1200 Hixson-Lied Student Success Center
  Phone: 515-294-5197
  Fax: 515-294-6813
  examaccommodations@iastate.edu
A. Information
   i. Public Information
   ii. Confidential Information

B. Legal Issues

C. Grade Release Form

D. Adviser

E. Student

F. Parents

G. Faculty
A. INFORMATION

i. Public Information

- Examples of information that may be given out unless the student has requested that no information be released.
  - Name
  - Address (in-session and interim)
  - Telephone number
  - Campus e-mail address
  - College, curriculum, and year in school
  - Enrollment status (registered)
  - Hometown, state, or country
  - Date and place of birth
A. INFORMATION

Examples of public information cont.

• Dates of attendance at ISU
• Expected date of graduation
• Name(s) of adviser(s)
• Awards and academic honors
• ISU degree(s) and date(s) awarded
• Previous educational institutions, attended, degrees received, and dates of attendance
• Full or part time status
• Weight and height of athletic team members
• Activities (if recognized by ISU)
ii. Confidential Information

All other information not listed previously is considered confidential.

Confidential information is only open to school officials with a legitimate educational interest.

If the student is over 18 years of age, parents do not have access to records without written consent of student.
A. INFORMATION

Never...

- discuss the progress of any student with anyone other than the student (including parents) without the written consent of the student.

- provide anyone with lists or files of students enrolled in your classes for any commercial purpose.

- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus.

- access the records of any student for personal reasons.

- store confidential student information on any computer unless that information is required and secure from intrusion.
A. INFORMATION

Never...
- use the University ID number (or any portion of it) of a student in a public posting of grades or any other information.
- link the name of a student with that student’s University ID number in any public manner.
- leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- circulate a printed class list with student name and University ID number, photo, or grades as an attendance roster.
B. LEGAL ISSUES

Family Educational Rights and Privacy Act (FERPA)

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

- Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
B. LEGAL ISSUES

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

- Students may ask the University to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the their privacy rights under FERPA. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their FERPA privacy rights. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The right to seek an amendment of an education record is not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

- If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
B. LEGAL ISSUES

3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official may also include a person or company, consultant, or volunteer (such as an attorney, auditor, collection agency, representative of the ISU Foundation or official of the National Student Clearinghouse) with whom the University has contracted to perform on an outsourced basis an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
B. LEGAL ISSUES

4. Generally, schools must have written permission from the student before releasing any information from a student's educational record. However, the law allows schools to disclose records, without consent of the student, to the following parties:

- University employees who have a legitimate need to know
- Persons who need to know in cases of health and safety emergencies
- Appropriate parties in connection with financial aid to a student
- Individuals who have lawfully obtained court orders or subpoenas
- Accrediting organizations to carry out accrediting functions
- Organizations conducting educational studies for the University
B. LEGAL ISSUES

- Other schools to which a student is applying, transferring or intending to enroll or where the student is already enrolled if the disclosure is for purposes related to application, enrollment or transfer
- Courts during litigation between the University and the student or parent
- Victim of crime of violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence
- Parents of dependent students as defined by the Internal Revenue Code
- Parents of a student regarding violation of any federal, state, local law, or policy of the school governing the use or possession of alcohol or a controlled substance if it is determined that the student committed a disciplinary violation and the student is under the age of 21
- Federal, State and local governmental officials for purposes authorized by law.
B. LEGAL ISSUES

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

- Any student who wishes to discuss a FERPA complaint may contact the Registrar, 214 Enrollment Services Center.
- To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW.
  Washington, DC, 20202
C. GRADE RELEASE FORM

This form is so that grades may be sent in the mail to the student or another third party.

Must complete a new form every year.

Return form:
- Office of the Registrar
  214 Enrollment Services

Form found at:
Iowa State University

Student Request to Mail Grade Report

This release covers one academic year (Fall, Spring, Summer).

Return to:
Office of the Registrar
214 Enrollment Services Center
Iowa State University
Ames, IA 50011-2011
FAX: 515-294-1088

Student Name:__________________________

University ID:__________________________

Please mail my grades to the following (check only one):

☐ Self/Parent—grades will be mailed to the student’s interim address (where mail is sent when classes are not in session).

☐ Other—grades will be mailed to the address provided below.

*Under Federal legislation, the “Family Educational Rights and Privacy Act of 1974,” I understand that my educational records cannot be released without my written permission. If “other” is checked, please provide mailing address below.

If “Other” is checked, please provide mailing address below.
Name:__________________________
Address:__________________________
City:__________________________

__________________________
Student Signature

__________________________
Date

__________________________________________
D. ADVISER

Information given to advisers that is confidential

- Class schedule
- Unofficial transcript
- Degree audit
- Student photo
- Student ID number
E. STUDENTS

Addresses, emails, phone numbers, grade classification, and major can be found in the online phone book (www.info.iastate.edu or by clicking on directory in the upper right hand corner of the ISU homepage)

Students can request that their public information be withheld by going to the Office of the Registrar, 214 Enrollment Services Building

Students can also keep some or all information out of the online directory through AccessPlus (directions following)

- Student page
- Address Change
- ISU Directory Information Privacy Options
Parents are not to be given confidential information without written permission from the student unless the student is under 18 years of age. Even for those under 18 it is good practice for advisers to refer such requests for confidential information to the Registrar’s Office.

Parent’s do not receive their student’s grade report unless the student completes a grade release form (available from 12 Alumni Hall).
Parent’s Advisory Line (PAL)

Through the Dean of Student’s Office

By calling 1-800-772-8546 a parent can address concerns or comment’s on their son or daughter’s personal or academic adjustment to Iowa State

Gives general information about policies, procedures, programs, and services and also responds to personal and academic situation questions

Information can also be found at www.dso.iastate.edu/pa
G. FACULTY

The faculty handbook is the official statement of Iowa State University policy governing the rights, responsibilities, and performance of faculty.

The Faculty handbook contains information on:
- State and Federal policies
- Board of Regent's policies, administrative policies
- Policies approved by the Faculty Senate
- Information about procedures that are not readily available elsewhere
- Links or references to other sources for further information

http://www.provost.iastate.edu/resources/faculty-handbook
DEGREE REQUIREMENTS

Module 4
A. University Requirements vs. College and Major-Specific Requirements
B. Transfer Credits
C. Off Campus Courses and Credits
D. Independent Study Opportunities
E. Double Counts
F. Incompletes
G. Multiple Curricula/Degrees
H. Minors
I. Change of Major
J. Last 32 Credit Rule
K. Catalog in Effect
L. Soar in Four
M. Graduation
N. Transcripts
The University has a specific set of requirements that must be fulfilled in order to graduate:

- 3 credits in ENG 150
- 3 credits in ENG 250
- 1 credit of Library 160
- 3 credits from the US Diversities List [link](http://www.registrar.iastate.edu/students/div-ip-guide/usdiversity-courses)
- 3 credits from the International Perspectives list [link](http://www.registrar.iastate.edu/students/div-ip-guide/IntlPerspectives-current)
A. UNIVERSITY REQUIREMENTS VS. COLLEGE AND MAJOR SPECIFIC REQUIREMENTS

The College has a set of college specific requirements established by the faculty. Those can be found at the beginning of the College section of the University Catalog:

- 3 credits of Speech
- 3 credits of Humanities
- 3 credits of Social Sciences
- 3 credits of Ethics
- 6 credits of Biological Sciences 3 of which must come from Biol 211 or Biol 101
- 5 credits of Physical Sciences

Each major has a set of requirements in addition to the university and college requirements.

Requirements for each individual major or minor can be found in the University catalog at [http://catalog.iastate.edu/collegescurricula/#programsmajorstext](http://catalog.iastate.edu/collegescurricula/#programsmajorstext)
A. UNIVERSITY REQUIREMENTS VS. COLLEGE AND MAJOR SPECIFIC REQUIREMENTS

Each student must complete the required communication courses and maintain a C or better in English 150 and 250 and a speech course in order to meet the graduation requirements.
B. TRANSFER CREDITS

i. 2T vs. 4T

Students may transfer credit to Iowa State from a community college.

A T shows up in a degree audit when a student transfers in a class that Iowa State does not have a direct equivalent for.

A 2T designates a 2-year college transfer credit and 4T a 4-year transfer credit.
B. TRANSFER CREDITS

ii. Vocational Credits

Students may transfer credits to Iowa State from a vocational or technical college.

Military students may also have some credits transferred to Iowa State.

Not all classes taken at a vocational school have a direct equivalent to an Iowa State course.

- They are noted as TT on the degree audit.
C. OFF CAMPUS COURSES AND CREDITS

Extended and Continuing Education works with Iowa State faculty and departments to offer off-campus courses.

Courses can be for non-degree seeking students as well as degree seeking students.

Courses are offered on-site in the Des Moines area, throughout Iowa by the Iowa Communications Network, and throughout the United States and Canada via videotape and the internet.
C. OFF CAMPUS COURSES AND CREDITS

Students may choose to take online classes during the summer or while doing an internship.

Courses offered may be found in the schedule of classes at [http://classes.iastate.edu/](http://classes.iastate.edu/) under advanced search.

- Course type
- Online
- Distance education
D. INDEPENDENT STUDY OPPORTUNITIES

290/490 number class
- Includes undergraduate research opportunities available through the Honors Program and Science with Practice

Allows the student to explore a subject or topic when a specific course on that material is not offered by ISU

Examples are a research project, a laboratory experiment, or writing a review on a piece of literature

Students work under the supervision of a faculty member who has agreed to evaluate the students work and assign a grade

A student must have a written proposal, their instructor (supervisor), and appropriate departmental signatures to receive approval and register for their project
The student and the instructor will agree on the number of credits to be given upon completion and a grading scale (A-F or S/F).

Some departments require a certain number of departmental credits completed before starting an independent study credit.

The College limits the number of independent study credits allowed to be applied towards graduation.

A department may be more restrictive than the College.
E. DOUBLE COUNTS

Some courses can meet a requirement in two different areas

- Area 1 - University
  - US Diversity
  - International perspectives

- Area 2 - College
  - Humanities
  - Ethics
  - Social Sciences

- Area 3 - Life Sciences
  - Bio 101 or 211
  - 3 cr Life Sciences

- Area 4 - Anything Else
  - Per department
F. INCOMPLETES

May be assigned by an instructor when a student is earning a passing grade in the class but special circumstances beyond the student’s control prevent completion of the course.

An Incomplete Mark Report form needs to be filled out by the instructor and the student.

Once the student completes the requirements specified on the form the instructor submits a grade for them.
On the next grade report the “I” will be replaced with the appropriate grade.

The grade applies to the cumulative grade point average, but not the semester grade point average.

Incompletes must be completed by the date set by the instructor or within one calendar year or the “I” mark will change to an F.
Incomplete (I) Contract

Policy on Incompletes: An incomplete may be assigned when the student is passing at the time of the request, but special circumstances beyond the student’s control prevent completion of the course. In general, failing the final exam or project or not submitting course work as a result of inadequate preparation or learning are not valid justification for an Incomplete.

Resolving an Incomplete: When a student completes the requirements specified on the Incomplete Contract, the instructor submits the appropriate grade, which becomes part of the student’s cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.

Instructions: If the instructor and student agree that an Incomplete is appropriate, they should complete an Incomplete (I) Contract to document the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year or the student’s graduation term (whichever is earlier). The instructor should provide the student with a copy of the I contract. If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the Incomplete by communicating directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor also needs to enter the Incomplete (I) electronically as part of the end of term final grade submission.

(Student ID Number) 

The status of ________________________________ for ____________________ in _______________________ is Incomplete.

Curr./Major, College, and Year (Term - Fall, Spring or Summer) (Year) Dept. and Course No. (Section) (Credits)

Describe below the reason the student was unable to complete the course work:

NOTE: The Incomplete grade cannot be used as a substitute for a failing grade.

Requirements to resolve the Incomplete:

NOTE: Repeating the course is not acceptable

Last day by which the Incomplete may be resolved

NOTE: All unresolved Incompletes grades will automatically be changed to F’s by the Registrar after one calendar year or just prior to graduation, whichever is earlier. Students who are graduating should resolve incompletes by midterm of the term of graduation.

Instructor Signature ___________________________ Student Signature ___________________________ Date Submitted ___________________________

Other notes: A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor, and with the approval of the instructor’s department head and the dean of the instructor’s college. The Incomplete (I) Contract should be used by the instructor to document the conditions for the Incomplete as specified above. The Grade Report to the Registrar form should be used to initiate the request to change the grade to an Incomplete. The Grade Report form should be completed and forwarded by the instructor to his/her Dean for approval. The Dean will forward the Grade Report form to the Office of the Registrar if approved.

For a detailed copy of the Incomplete Contract procedure, contact the Office of the Registrar, Records Area at 515-294-1843.

Revised: 7/2013
G. MULTIPLE CURRICULA/DEGREES

Students who would like to add a major or a degree to their program or drop an existing major or degree need to fill out this form.

Requires the signature of the student’s primary advisor and the signature of the advisor of the new secondary major.

Return to:
- CALS Student Services Office
  - 20 Curtiss

Form found at:
REQUEST FOR MULTIPLE CURRICULA/DEGREE FORM

IOWA STATE UNIVERSITY

Multiple Curricula or Multiple Degrees

Check one: ______ Declaration of multiple curricula/major/degree ______ Revision or cancellation

Student Name _____________________________ University ID _____________________________

Last __________ First __________ Middle

In-session address __________________________ Phone _____________________________

Signature of student __________________________ E-mail _____________________________

Student-Athlete Services Signature __________________________ Date __________

(student athletes only)

Policies and regulations for multiple majors/curricula may be found in the ISU General Catalog, Double Major/Curriculum section. Or from the web site, http://www.iastate.edu/~catalog, choose “Double Major/Curriculum” from the Index.

Summary of proposed curriculum/major changes: (This section must be completed.)

Current curriculum/majors: Primary________________ Second________________ Third________________

Proposed curriculum/majors: Primary________________ Second________________ Third________________

Proposed Curriculum/Majors

Cancel curriculum/major(s)

advisor signature(s) needed for all cancelled majors

Cancelled major(s):

____________

____________

Proposed major(s) for above cancelled major(s):

____________

____________

Approvals

signature required College Student Services Office of proposed primary college.

Signature of Adviser for cancelled major __________________________ Date __________

Signature of Adviser for cancelled major, if needed __________________________ Date __________

Primary curriculum/major

Option __________________________

Term of graduation __________________________

Catalog __________________________

Second curriculum/major

Option __________________________

Term of graduation __________________________

Catalog __________________________

Check one: ______ Second curriculum/major ______ Second degree* ex. B.A., B.S., etc.

Second curriculum/major __________________________

Option __________________________

Term of graduation __________________________

Catalog __________________________

Final Approval:

College Student Services Office (primary) __________________________ Effective Date __________

*For multiple degrees, separate degrees and diplomas will be awarded. At least 30 semester credits for each degree are required in addition to the number required for the degree with the higher number of credits. Each degree program must be approved by the appropriate department and college.

Degree Audit Updated __________________________ Copies to: Office of the Registrar: __________________________

Office of the Registrar: 515-294-1843

Departmental Forms/Records Area Forms/multiple.indd Rev 4/12
H. MINORS

Minor(s) may be added to a student's program by completing the appropriate form.

Student must list 15 credits of courses that are to be completed to fulfill the minor.

Requires an advisor’s signature as well as the signature of the department or coordinator offering the minor.

Canceling a minor requires only the student and advisor’s signature.

Return to:
- CALS Student Services Office
  - 20 Curtiss Hall

Form found at:
REQUEST OR CANCELLATION OF A MINOR FORM

IOWA STATE UNIVERSITY

Request for Minor

Name: ____________________________ Last: ___________ First: ___________ Middle: ___________ University ID: ___________ Expected Term of Graduation: ___________

E-mail: ___________________________ Preferred Phone: ___________________________

Student Major/Curriculum: ___________________________ Catalog for Major/Curriculum: ___________________________

Minor Requested: ___________________________ Catalog for Minor: ___________________________

*The catalog for the minor may not be an earlier catalog than the catalog for the major/curriculum. If the catalog for the major/curriculum and the catalog for the minor do not match, minor requirements will appear in the notation section of the degree audit.

Step 1. To be completed by the student. List the courses to be taken to complete this minor. Indicate with an * those courses which are not being used to meet any other department, college or university requirement except the credit requirement for graduation. All minors require at least 15 credits, including at least 6 credits taken at ISU if courses numbered 300 or above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Use on Degree Audit</th>
<th>Course</th>
<th>Credit</th>
<th>Use on Degree Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that 9 credits of the courses listed in the minor must not be used to meet any other department, college or university requirement except the credit requirement for graduation.

Signed ___________________________ Date ___________________________

Student requesting minor

Step 2. To be completed by department offering the minor. The courses listed will meet the requirements specified for the minor.

Signed ___________________________ Date ___________________________

Dept. or program coordinator of minor

Step 3. To be completed by student's academic adviser. The 9 credits indicated with an * will not be used to meet any other department, college or university requirement except the credit requirement for graduation. Where possible, an indication has been made of how other minor courses will be used on the degree audit.

Signed ___________________________ Date ___________________________

Academic Adviser(s)

Step 4. To be completed by college of minor.

Signed ___________________________ Date ___________________________

College Student Services

Step 5. Last stop - College of major/curriculum. (Responsible for distribution)

Signed ___________________________ Date ___________________________

College Student Services

TO CANCEL MINOR - Complete the following and return to your College Classification Office.

Please cancel my minor in ___________________________ Date ___________________________

Signed by student ___________________________ Signed by adviser ___________________________

Copies distributed: Registrar, College Student Services (majors), College Student Services (minor, Adviser(s), Minor Department, Student, Degree audit Information updated ___________________________

Revised: 12/11
I. CHANGE OF MAJOR

Students who would like to change their major need to fill out the appropriate form.

It is initiated by the student’s current adviser.

The adviser attaches the student’s adviser folder to the form.

The student then proceeds to the current Student Services Office for further directions and action.

Form found at:
# Change of Curricula Form

## File Transmittal Form

*for changing curricula and/or college*

**Classification**: Fr, So, Jr, Sr  
**Name (Last, First, Middle)**  
**Student ID**  
**Cell Phone**  
**ISU E-mail**  
**Student Signature**  
**Current Primary Major**  
**Proposed Major**  
**Current Secondary Major**

Follow the steps below to complete the process for changing a major. Failure to follow the steps may delay or block your registration and/or changes to your program of study. It is your responsibility to review policies and deadlines for changing majors.

<table>
<thead>
<tr>
<th>Step 1</th>
</tr>
</thead>
</table>
| Student | Adviser/Athletics Academic Services  
| Check if you are a student-athlete; make an appointment with your athletics academic coordinator who will run and review a degree audit for your proposed major. |  
| If you are not a student athlete, go to Step 2. |  

<table>
<thead>
<tr>
<th>Step 2</th>
</tr>
</thead>
</table>
| Student | Current Adviser  
| Meet with your adviser; review the following:  
*Multiple majors: attach a completed Multiple Curriculums or Multiple Degrees form.*  
Multiple Degrees form: [www.registrar.iastate.edu/forms/multiple.pdf](https://www.registrar.iastate.edu/forms/multiple.pdf)  
Changing your major invalidates your minor. You must file a cancellation/minor request form: [www.registrar.iastate.edu/forms/minorform.pdf](https://www.registrar.iastate.edu/forms/minorform.pdf) |  
| Student | Adviser | Date  
| Attach all of the following that apply:  
Academic Probation or Warning Code (P, W, R)  
Academic Probation held removed.  
Attach advising file, including RAN if applicable. |  
| Adviser Signature | Date  

<table>
<thead>
<tr>
<th>Step 3</th>
</tr>
</thead>
</table>
| Student | Current College Student Services Office  
| Submit folder/forms to current College Student Services Office. |  
| Obtain the college representative’s signature. |  

| New College Student Services Office |  
| Current College Student Services Office Location: |  
| Attach Dean’s file, if applicable.  
Record curriculums/majors. |  
| Current Student Services Office Signature | Date  

<table>
<thead>
<tr>
<th>Step 4</th>
</tr>
</thead>
</table>
| Student | New College Student Services Office  
| Submit folder/forms to new College Student Services Office for review by a college representative. |  
| Obtain the college representative’s signature. |  
| New College Student Services Office Location: |  
| Record curriculums/majors. Keep Dean’s file, if applicable. |  
| New Student Services Office Signature | Date  

<table>
<thead>
<tr>
<th>Step 5</th>
</tr>
</thead>
</table>
| Student | New Department Office  
| Take folder to new department office/adviser. |  
| Minor: “If checked, you must process a new minor form or your minor will be dropped.”  
Honor: “If checked, contact the Honors Program to submit a new Statement of Purpose.” |  
| New Department Office Location: |  

| New College Student Services Office | New Department Office  
| New Degree Audit Information | New Degree Audit Information  
| Major: |  
| Option: |  
| Degree Objective: |  
| Catalog: |  
| Expected term of graduation: |  
| Effective Date of Curriculums/Major Change: |  

_Revised 6/14_
In order to graduate from Iowa State University the last 32 credits a student completes must be at Iowa State.

Six of the last 32 credits may be transferred to Iowa State with written permission of the student’s primary major and CALS.

Students with special circumstances may fill out a waiver.
WAIVER OF THE LAST 32 CREDIT RULE

DATE

TO Tom Polito, AgLS Student Services, 20 Curtiss Hall

FROM __________________________________________________________________________
Adviser name _____________________________________________________________________
Adviser signature

STUDENT INFORMATION

Name ____________________________________________________________________________
ID Number _________________________________________________________________________
Major ____________________________________________________________________________
Catalog Year ______________________________________________________________________

GRADUATION INFORMATION

Term and year of graduation __________________________________________________________
Total number of 2-year transfer credits already applied toward graduation ________________
Total number of transfer credits already waived under the last 32 credit rule ______________
Current GPA _______________________________________________________________________

TRANSFER COURSE INFORMATION

Name of transfer institution __________________________________________________________
2-year 4-year
Term enrolled _________________________________________________________________________
Transfer course name, number, and credits _____________________________________________
Evaluated as ISU course name, number, and credits ____________________________________

What requirement will this course satisfy? _____________________________________________
Note: approval of this form does not necessarily imply approval to use the course(s) in this way.
Note: the 65 credit limit on courses from a 2-year institution will not be waived. If these new courses would
cause this limit to be exceeded, please indicate which 2-year courses taken previously should be moved to
courses not applied: _________________________________________________________________

APPROVED BY

_________________________________________Date__________________________
Signature for Department T. A. Polito Date

_________________________________________Date__________________________
Signature for Department T. A. Polito Date

revised 11/12
K. CATALOG IN EFFECT

The Iowa State University Catalog is a one-year publication which lists all academic policies, and procedures.

Changes are generally processed with approvals from department, college, and Faculty Senate Curriculum Committee representatives.
K. CATALOG IN EFFECT

A student may choose to stay with the catalog from the term in which they started in or go with a more current one.

If a student switches catalogs, they must be careful to make sure they are still meeting all the requirements.

Advisors need to review any adjustments previously made to the degree audit since the changes may not be appropriate when a new catalog is selected.
K. CATALOG IN EFFECT

For students with minor, the minor requirements may be taken from the chosen catalog or any newer catalog.

For students with a double major or double degree, each major/degree may be from the same or different catalogs.

The current catalog may be found at

- [http://catalog.iastate.edu/](http://catalog.iastate.edu/)
K. CATALOG IN EFFECT

i. Past catalogs

Prior to 2011 a new catalog was published every two years

Catalogs remain in effect for six years

Previous catalogs may be found at

- http://catalog.iastate.edu/previouscatalogs/
SOAR in 4 is the four year graduation plan for ISU

Primarily based on the student’s commitment

Students must take an average of 15-18 credits per semester

Must follow certain conditions to remain in the program

If conditions are followed but the student is unable to graduate with a bachelor’s degree in eight semesters due to the unavailability of a course, their department and college will first try to substitute an equivalent course or an independent study assignment, or to waive the requirement to be met by the unavailable course
If the Dean of the College determines that none of these adjustments is academically acceptable, the student’s academic college at Iowa State University will pay the tuition for them to take the course required for to complete your degree program within the next year at Iowa State.

If the department is unable to make the necessary course adjustments, the student must submit a written request for an accommodation to the Dean prior to the end of classes in the fall or spring semester preceding the semester in which the course is needed.

L. SOAR IN 4

Student conditions from the contract

1. Begin at the university as an entering freshman or be on track to graduate within four years of entering college.

2. Choose a major that qualifies for the Four-year Plan and for which they have the appropriate academic background.

3. Stay on track by remaining a student in good standing at the University and earning a minimum of one quarter of the applicable credits, in the prescribed sequence, for my degree program each year. They may choose to include summer session(s).

4. Meet with their academic adviser prior to my assigned registration time each semester and discuss my progress toward graduation as well as options for additional experiences such as study abroad, service learning and internships.

5. Enroll in available courses needed for their degree program, with the understanding that specific courses may not be available at the time or the semester in which they would prefer to take them.
L. SOAR IN 4

Conditions cont.

6. Enroll in additional minors or programs or change majors if, at the time they change, the additional requirements can be met within the original four-year period.

7. Accept responsibility for monitoring their progress and acting on advice given by their adviser so that they stay on track toward my graduation in four years.

8. Register for each semester within 24 hours of their assigned registration start time.

9. Accept responsibility for timely annual application for financial assistance.

10. Notify their adviser during the registration period prior to the term when the course(s) is/are needed, that graduation may be delayed due to unavailability.
IOWA STATE UNIVERSITY
FOUR-YEAR GRADUATION PLAN

Students enter Iowa State University with diverse abilities, interests and educational goals. The University has long been committed to helping students develop their potential, expand their interests and reach their educational goals in a timely manner. Academic advisers help all students plan their degree programs, select courses, register for classes and monitor their progress. The Four-year Graduation Plan has been developed as an additional way to help students monitor their academic progress and incorporate off-campus opportunities such as study abroad and internships. Students who choose to participate in the Four-year Graduation Plan will work closely with their advisers to meet all the requirements for completing the degree in four years. Students who remain on track will be assured that the courses needed for graduation will be available. Four year plan templates are available in the ISU catalog at: http://catalog.iastate.edu/planoftudy/

A student in the Four-year Graduation Plan assumes responsibility for the term-by-term monitoring of progress toward the bachelor’s degree in consultation with the academic adviser. Iowa State University offers over one hundred majors in six undergraduate colleges. All but two of these programs, architecture and landscape architecture, may be completed in four years. ISU’s four-year programs require from 120.5 to 143.5 credits for a bachelor’s degree; therefore, the Four-year Graduation Plan student must average between 15 and 18 credits per semester.

Iowa State University assumes responsibility for providing the academic advising services and degree audit mechanisms to assist students in accurately monitoring progress toward graduation. ISU is also responsible for providing class space in the courses required for the student’s respective major in order to complete a bachelor’s degree within eight consecutive semesters.

Many students elect to take advantage of research and employment opportunities, certificate or minor programs, or to pursue specialized plans of study tailored to unique career goals. These additional opportunities may require more than eight semesters to complete. Other students extend their studies at Iowa State due to family commitments, financial or personal circumstances. Some students may need to extend their studies to strengthen their academic background for their chosen major. Situations and plans may also change as a student progresses toward graduation. Students who sign the Four-year Graduation Plan and then determine that they need more time to graduate can do just that. Students who decide that the Four-year Graduation Plan does not meet their academic and/or personal goals are encouraged to develop, in consultation with their academic advisers, a plan and timetable for completing the courses in their majors that will allow them to achieve their individual academic, career, professional and personal aspirations within a reasonable period of time.
M. GRADUATION

i. Approval Process

Students need to check their degree audit to make sure they have met all their degree requirements.

An application needs to be filled out by Friday of the first week of classes through AccessPlus or in person in the Graduation Office, 210 Enrollment Services.

Deadlines for degree applications

- Spring (May) - Friday before Thanksgiving break
- Summer (August) - Friday before spring break
- Fall (December) - Last day of May
M. GRADUATION

i. Approval Process

Both the advisor and the student will be notified on graduation status by midterm, and it will be posted in AccessPlus by midterm.

A student may not apply for graduation and then finish their degree in the following term.

If the degree audit is not complete a checklist identifying the problems will be sent to the student and the advisor.

A list of graduation candidates is available on the Registrar’s homepage beginning one month before graduation, however the list is subject to change.

The graduation fee is non-refundable.
i. Requirements

Satisfy the English proficiency requirement plus requirements for their degree program.

Resolve incompletes by the middle of the semester.

Have grades for transfer courses on file by the middle of the semester.

Pay all university financial obligations, including the graduation fee.

Attend financial aid/loan exit interviews, when appropriate.
ii. Requirements

A cumulative GPA of 2.00 or higher is set by the University.

Individual majors may have specific classes, grades, or grade point averages required for graduation.

Minor forms must be submitted by the semester prior to graduation.
What if the deadline is missed?

- Contact the Graduation Office as soon as possible at:
  
  210 Enrollment Services Center
  515-294-9372
  graduation@iastate.edu

What if the degree audit needs further adviser approval?

- A checklist of requirement issues that need to be resolved will be sent to both the student and the advisor.
M. GRADUATION

What if a student needs to change their graduation date to a later semester?
- They can login to AccessPlus (student tab/graduation/application).
- Open application for term submitted.
- Select "withdraw application."
- Submit application for term you plan to complete requirements in.

What if a student withdraws their application for graduation?
- If it is before the tenth day of classes they will not be charged the graduation fee.
- After the tenth day of classes the fee becomes non-refundable; this also applies if the application is rejected.
N. TRANSCRIPTS

Official transcripts are issued for a fee by the Registrar’s Office.

Transcripts may be withheld because of overdue accounts receivable.

Transcripts issued to the student will be stamped “issued to student”

Some institutions will not accept a student’s transcripts unless mailed by the Registrar.

Transcripts for current session grades and degrees are sent two weeks after the end of the term.

Transcripts held for pick up in 214 Enrollment Services Center must be claimed within 30 days.

Picture identification is required to pick up transcripts.
A. General Information about AccessPlus
B. Student Options
C. Adviser Options
D. Degree Audit
E. Degree Audit Adjustments
F. Grade Report View
G. Student Information View
H. Internal Transcript View
I. Academic Intervention View
J. Graduation Status View
K. Student Views
A. GENERAL INFORMATION ABOUT ACCESSPLUS

Secure campus online information system

Requires a university ID and a password

Link available at the top left of the ISU homepage

A list of frequently asked questions, login instructions, and troubleshooting may be found at
http://www.registrar.iastate.edu/access
B. STUDENT OPTIONS

Print enrollment certification
Register for classes
View/print grades
View or print a current term or future term class schedule
Verify address and other personal information
Update in-session or interim address
B. STUDENT OPTIONS

Sign up for direct deposit for payroll; view payroll information

CyCash purchase and balance

Third party Access (grant access to a trusted third party (e.g., family member)

ISU Alert

View or print an up to date degree audit
B. STUDENT OPTIONS

Review, accept/decline, release financial aid; sign up of direct deposit of excess funds

View and pay university bill online; print bill information

Print 1098T tuition summary statements for tax reports

View residence hall information

Search for jobs on and off campus

Print unofficial transcript

Order official transcript
C. ADVISER OPTIONS

List of advisees

Advisees Information
- Class schedules
- Degree audits
- Student ID photo
- Student information
- Unofficial transcripts
- Grade reports (including midterms)

Detailed list of advisees with midterms
Homepage for Advisers, Faculty and Staff

To access Advising Info. click Faculty/Advisor Tab
Advising Services will take you to a list of your advisees.
• Degree Audit has been added to Advising Services!
For help with finding your way around ISU Degree Audit, click the link below:
ISU Degree Audit Guide
• Please read ISU's Confidential Information Policies.
• Select a specific student by entering SSN/University ID, then choose one of the options from the upper left menu.
• Enter part of the student name, then choose Name Browse to limit the search.
• Choose Name Browse to go directly to a list of all students.
• Choose Advisee List or Advisees /w Midterms to go directly to those lists.
Select a student and then select an option on the menu above

<table>
<thead>
<tr>
<th>Prob Cd Trm Name</th>
<th>Type</th>
<th>Classification</th>
<th>Curr</th>
<th>College</th>
<th>2nd Type</th>
<th>2nd Curr</th>
<th>2nd College</th>
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</thead>
<tbody>
<tr>
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<td>Freshman</td>
<td>AN S</td>
<td>Agriculture and Life Sciences</td>
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<td></td>
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<tr>
<td>Beginner from high school</td>
<td>Junior</td>
<td>AN S</td>
<td>Agriculture and Life Sciences</td>
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<td>Junior</td>
<td>AN S</td>
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<tr>
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<td>Freshman</td>
<td>AN S</td>
<td>Agriculture and Life Sciences</td>
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</tr>
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<tr>
<td>Beginner from high school</td>
<td>Freshman</td>
<td>GENPV</td>
<td>Agriculture and Life Sciences</td>
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<td>Agriculture and Life Sciences</td>
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</tr>
</tbody>
</table>

**Probation Codes**

- M = Midterm
- N = No Information Release
- Y = Graduating Current Term
- P = Graduated Previous Term
- R = Graduated Next Term

- A = Academic Drop Pending
- X = Academic Probation
- W = Academic Warning
- S = Reinstated
- B = Single term GPA below academic standards requirements (Business, Engineering and Veterinary Medicine Colleges only)
- C = Cumulative quality point deficiencies below academic standards requirements
- D = Both term GPA and cumulative quality point deficiencies below academic standards requirements
D. DEGREE AUDIT

A degree audit is an individualized report that reflects a student’s academic progress toward a specified degree. It compares the student’s course work (both from ISU and transfer work from other institutions) with the academic degree program, and then prepares a report (the degree audit) detailing the student’s progress toward meeting the requirements of a specified degree.
D. DEGREE AUDIT

Advantages of a degree audit?

- Provides an ability to generate data for reports that students and advisors may use for course planning.
- Allows authorized personnel to enter course adjustments for students who may have courses that need to be moved to other requirements.
- Provides timely information of student progress on the web through AccessPlus.
- Improves consistency in advising appointments and graduation clearance.
D. DEGREE AUDIT

Is degree audit responsible for meeting the student’s graduation requirements?

- Degree audits are intended to assist students in determining their academic progress at ISU. Every effort is made to ensure accuracy; however, final responsibility for meeting graduation requirements reside with the student. Students are encouraged to check with their advisors on a regular basis as they progress towards their degree.
Degree Audit View
If a student would like to add a minor or change a major, can select “What if Program” and select a different major or a minor from the list below.
Degree Audit View

### Audits

- **Student Name:** [Blank]

- **Audits in Queue**
  - Degree: [Blank]
  - Catalog Year: [Blank]

  Click "Refresh List" button if an audit appears above.

### Degree Audits Run for Student Number:

- **Open Audit**
- **Webtitle**
- **Catalog Year**
- **Run Date**
- **Run Time**

The "Open Audit" button opens the detailed audit in a new window.

---

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D. DEGREE AUDIT

General Information about the student, including:
- Curriculum
- Classification status
- Total credits earned
  - Credits in progress/currently registered
  - How many credits needed for graduation
- Adviser
- Entry type
  - Transfer or Freshmen
- Expected graduation date
- Cumulative grade point average
- Drops remaining
D. DEGREE AUDIT

Degree Audit Legend

- OK = Requirement Complete
- NO = Requirement NOT Complete
- IP = Requirement In Progress
- R = Course repeated in future
- IX = cur/reg PNP course
- S = Split Course
- P = P-Not course
- = Sub-Req Complete
- - Sub-Req NOT Complete
- T = Required Course
- S = Split Course
- T = P to graded or NP to not
- * = Previous grade:I (incomplete) > G = Non & Designated Rpt Course
- ** = Not Including IN-P... Courses
- N = Non-Designated Rpt Course
- I = Academic Renew/Ignore course
- TR = Transfer work prior to 1980's with no grade assigned
- IPT(2,4,T) = Transfer course, prospective student
- NTR(2,4) = No Transfer, remedial course

---

**Communication/Library**

- Applied: 7.00 credits
- Needs: 2 sub-groups
  - 1) ENGL 150 and 250
  - 2) ENGL 150 3.00 A-T4
  - 3) ENGL 304 3.00 A-T4
  - 4) LIB 160 1.00 S

**Humanities and Social Sciences (6.0 crs)**

- Applied: 3.00 credits
  - Needs: 1 sub-group
    - 1) Complete 3.0 crs from approved humanities list
      [http://www.agstudent.lasstate.edu/humanities.htm](http://www.agstudent.lasstate.edu/humanities.htm)

**Ethics (3.0 crs)**

- Applied: 3.00 credits
  - Needs: 1 sub-group
    - 1) Complete 3.0 crs from approved ethics list
      [http://www.agstudent.lasstate.edu/ethics.htm](http://www.agstudent.lasstate.edu/ethics.htm)

**Life Sciences (6.0 crs)**

- Applied: 6.00 credits
  - Needs: 2 sub-groups
    - 1) BIOL 211
      - 13 BIOL 211 3.00 A
    - 2) Complete 3.0 crs from approved life sciences list:
      [http://www.agstudent.lasstate.edu/life_sciences.htm](http://www.agstudent.lasstate.edu/life_sciences.htm)

**Biological Sciences (10.0 crs)**

- Applied: 5.00 credits
  - Needs: 2 sub-groups
    - 1) BIOL 212
      - 13 BIOL 212 1.00 B
    - 2) BIOL 212 and 212L
      - NOTE: AD - ADD BIOL 212L PER Rx
      - 13 BIOL 212L 4.00 A-T4

**Mathematical Sciences (6.0 crs)**

- Applied: 3.00 credits
  - Needs: 2 sub-groups
    - 1) MATH 145, 155, 160, 165, or 181
      - 13 MATH 160 3.00 REG
    - 2) STAT 101, 102, or 226
      - 13 STAT 104 3.00 A

**Physical Sciences (8.0 crs)**

- Applied: 4.00 credits
  - Needs: 2 sub-groups
    - 1) CHEM 177 and 177L
      - 13 CHEM 177 3.00 A-T4
    - 2) BIEN 301 or CHEM 301
      - 13 CHEM 331 3.00 REG
**D. DEGREE AUDIT**

Courses that have been transferred in from another institution will be listed as below.

<table>
<thead>
<tr>
<th>Year</th>
<th>ISU Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Transfer</th>
<th>Transfer Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 07</td>
<td>ENGL 150</td>
<td>3.00</td>
<td>B-T4</td>
<td>WMPENN</td>
<td>LDRS 101</td>
</tr>
<tr>
<td>F 12</td>
<td>ENGL 250</td>
<td>3.00</td>
<td>A-T4</td>
<td>WMPENN</td>
<td>LDRS 102</td>
</tr>
</tbody>
</table>

Courses completed or registered at ISU will be listed as below.

<table>
<thead>
<tr>
<th>Year</th>
<th>ISU Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 13</td>
<td>MATH 140, 150, 160, 165, or 181</td>
<td>3.00</td>
<td>REG</td>
<td></td>
</tr>
<tr>
<td>S 13</td>
<td>STAT 101, 104, or 226</td>
<td>3.00</td>
<td>A-</td>
<td></td>
</tr>
</tbody>
</table>
D. DEGREE AUDIT

**Reminder:** Only 65.0 crs from a two year institution may apply toward degree program which may include up to 16.0 career/tech crs. **Any courses listed below in electives that exceed these limits are not counted toward TOTAL APPLIED CREDITS.**

Appl'd 24.00 credits
IN-P... 7.00 credits

**TRANSFER COURSES LISTED BELOW MAY BE APPLIED TO ABOVE DEGREE REQUIREMENTS AFTER REVIEW BY YOUR DEPARTMENT. FOR ADDITIONAL INFORMATION CONTACT YOUR ISU ACADEMIC ADVISOR OR DEPARTMENTAL OFFICE.**

No more than 6.0 crs. of 490 may count toward graduation

S 06 CHEM 178 3.00 C T4 WMFENN : CHEM 102
F 07 CHEM 178L 1.00 C T4 WMFENN : CHEM 102
F 07 KIN 166 1.00 A T4 WMFENN : PILA 119
F 07 KIN 172 1.00 A T4 WMFENN : PILA 119
F 07 STAT 2120 3.00 A T4 WMFENN : PILA 208
F 07 QMEN 1105 2.00 A T4 WMFENN : LDRG 103
F 07 STAT 2110 3.00 B T4 WMFENN : LDRG 203
F 12 BIOL 2116 2.00 A T4 WMFENN : BIOL 202
F 12 HIS 105 3.00 A T4 WMFENN : PILA 160
F 12 HIS 215 3.00 A T4 WMFENN : PILA 231
F 13 AN S 207K 3.00 REG
F 13 AN S 497 2.00 REG
F 13 CHEM 311L 1.00 REG
F 13 U ST 311C 1.00 REG

Elective courses completed or enrolled in, as well as minor requirements will be at the end of the degree audit.

**NO AGRONOMY MINOR (18.0 crs required)**

9.0 crs. may not be used to meet any other requirement

Appl'd 3.00 credits

---> Needs 6 sub-groups

- 1) AGRON 114
- 2) AGRON 154
- 3) AGRON 212
- 4) AGRON 354
- 5) Complete 3.0 crs from 300-400 course level from department of AGRON list
F 13 AGRON 450 3.00 REG >> matched as: ENV S 450
- 6) Complete 3.0 additional crs from department of AGRON list
- 7) **Minor must include 9.0 approved AGRON crs from ISU showing in sub #1-6 above.**
F 13 AGRON 450 3.00 REG >> matched as: ENV S 450
If a student would like to explore a different major or add a minor, the student can go on the ISU Degree Audit System and select the “What if Program”.

This allows the student to see requirements for other majors and how courses they have already completed would apply towards those requirements.
## D. DEGREE AUDIT

Student Name: VAN EGMOND ADAM ELI

### Default Programs Listed:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A AN S B</td>
<td>ANIMAL SCIENCE</td>
<td>2012</td>
</tr>
</tbody>
</table>

### What if Degree Programs

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Catalog Year</th>
<th>Option</th>
<th>Minor</th>
<th>Audit Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Iowa State University</td>
<td>A A BC. B - Animal Ecology &amp;</td>
<td>2013</td>
<td>No option</td>
<td>No minor</td>
<td>Include Planned Courses:</td>
</tr>
</tbody>
</table>

Submit a New Audit
E. DEGREE AUDIT ADJUSTMENTS

i. Waiving Courses or Restrictions

Required courses can be waived only by approval of the adviser, department chair, and College Dean.

Some courses or sections are restricted to students who meet specified criteria including curriculum/major, college, and/or year in school.

- A department may waive a restriction for a student who has extenuating circumstances.
- The student must fill out a Request for Schedule Change or Restriction Waiver and return it to the Registrar’s Student Scheduling Office, 10 Enrollment Services Center.

Incoming freshman are sometimes admitted without meeting all of the high school course requirements.

- The International Perspectives requirement is waived for all US military veterans who were stationed 3 or more months outside of the United States.
ii. Substituting Courses

Courses can be taken in place of others and still count towards a degree only after approval of adviser, department chair, and Dean of the College.

When a student is double majoring, they need only to take one orientation class and have it substituted in place of the second major’s orientation class.

Some higher level classes may be substituted in for a lower level class (ex. Bio 211 in place of Bio 101).
E. DEGREE AUDIT ADJUSTMENTS

iii. Moving Courses

Moving a course refers to placing that course into a different category on the degree audit.

An example would be moving a Math elective to meet the requirement for a Statistics course.
DEGREE AUDIT ADJUSTMENT FORM
### Iowa State University Grade Report

**Spring 2013**

**Current Student Information**

- **Name:** [Student Name]
- **Classification:** Sophomore
- **Curr./Major:** AN S
- **College:** Agriculture and Life Sciences
- **Adviser:** JENNINGS HEATHER ANN

### Undergraduate Course Work

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Credit</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AN S 101</td>
<td>A</td>
<td>2.00</td>
<td>A</td>
<td>8.00</td>
</tr>
<tr>
<td>AN S 110</td>
<td>2</td>
<td>1.00</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>AN S 114</td>
<td>1</td>
<td>2.00</td>
<td>A</td>
<td>8.00</td>
</tr>
<tr>
<td>BIOS 211</td>
<td>2</td>
<td>3.00</td>
<td>A-</td>
<td>11.01</td>
</tr>
<tr>
<td>BIOS 211L</td>
<td>4</td>
<td>1.00</td>
<td>A+</td>
<td>3.33</td>
</tr>
<tr>
<td>ECON 102</td>
<td>4</td>
<td>3.00</td>
<td>A-</td>
<td>11.01</td>
</tr>
<tr>
<td>LIB 160</td>
<td>13</td>
<td>1.00</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>STAT 104</td>
<td>A</td>
<td>3.00</td>
<td>A-</td>
<td>11.01</td>
</tr>
</tbody>
</table>

**Explanation of Grade Report**

If you have questions about your grade report, please see Grade Reports on AccessPlus before contacting the Office of the Registrar.

**Grades**

- **I**: Incomplete
- **N**: Grade was not submitted by the instructor
- **NP**: Non-passing grade for course taken Pass-Not Pass
- **P**: Passing grade for course taken Pass-Not Pass
- **S**: Satisfactory performance in course offered Satisfactory-Fail or in some R credit courses
- **T**: Satisfactory performance in test out exam for credit
- **X**: Drop
- **#**: Designated repeat
- *****: Grade for previous I (Incomplete)
- **<**: Course taken Pass-Not Pass

**ISU hours do not include transfer credit, credit for courses taken P-NP, credit for test outs, or credit for "S" grades.**

**Term totals cannot be computed when "N" is present.**

**Grades in courses which currently have an "N" will be posted as soon as available.**

**Creative Component/Research (599/699) credits are not used in the calculation of the cumulative Grade Point Average.**
G. Student Information View

Student Information
Name: 
Birthdate: 
Entry Term: Spring 2013 
High School: Home Schooled
Home City: Osakalosa IA
In-Session Address: 
Interim (between terms) Address: Phone: 

Last Registered Term: Spring 2013
Classification: Sophomore
Curriculum/Major: AN S
College: Agriculture and Life Sciences
Advisor: JENNINGS HEATHER ANN
E-Mail: 

Confidential Student Information
STUDENT PHOTOS AND ID NUMBERS ARE CONFIDENTIAL
It is your responsibility to protect this confidentiality and adhere to the guidelines mandated by federal law and university policy. For a complete list of student information defined as confidential go to Confidential Information.

Parent/Guardian Address: 
Native Language: English
Gender: Male
Citizenship: US Citizen

University ID: 

Registration Information
Current Holds: No current holds
Registration Start Dates and Times:
Fall 2013 RAM: 3966
Start Date: 09/10/2013
Start Time: 09:00 AM

Requirements - Undergraduate
As of Summer 2013

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.00</td>
<td>56.36</td>
<td>3.76</td>
</tr>
</tbody>
</table>

Cumulative (15U) Hours: 15.00
Quality Points: 56.36
GPA: 3.76

Transfer Hours: 39.00
Deficiency Quality Points: 0.00
Total Hours: 54.00
Deficiency Quality Points: 0.00
Total Designated Repeat Hours: 0.00

Satisfactory Academic Progress:
Drops Remaining: 4

Degree Program Information - undergraduate

Audit Date
Notes
2019/02/23

Previous Academic Information
High School Rank: 00%
GPA: 3.00
Transfer College: William Penn University
ACT Composite: 0
Reading: 0
Math: 0

ALEKS Math Assessment
ALEKS Total: 28
Numbers: 92
Equations: 33
Functions: 25
Polynomials: 17
Rational Expressions: 0
Radicals: 24
Logarithms: 0
Trigonometry: 24
# Internal Transcript View

## Iowa State University

#### Current Student Information
- **Currr/Major:** AN S
- **College:** Agriculture and Life Sciences

### Internal Undergraduate Transcript

#### SPRING 2013 SEMESTER

- **Transfer Credits Accepted From:** WELLAR PENN UNIVERSITY
- **Years of Attendance:** 2006-2012
- **BIOL 2707 GEN BIOLOGY I:** 4.0
- **BIOL 2708 RED/SCI TERM:** 2.0
- **CHEM 177 GEN CHEMISTRY I:** 3.0
- **CHEM 177L GEN CHEMISTRY I LAB:** 1.0
- **CHEM 178 GEN CHEMISTRY II:** 3.0
- **CHEM 178L GEN CHEM II LAB:** 1.0
- **ENGL 150 ENGLISH COMP I:** 3.0
- **ENGL 250 ENGLISH COMP II:** 3.0
- **H S 105 FIRST AID:** 3.0
- **H S 215 SUBSTANCE ABUSE:** 3.0
- **KIN 1703 JOGGING:** 1.0
- **KIN 173 WELLNESS AND FITNESS:** 2.0
- **KIN 166 WEIGHT TRAINING:** 1.0
- **KIN 2704 RECREATION LEADER:** 3.0
- **ORIGEN 1705 FRESHMAN SEMINAR:** 2.0
- **STAT 2786 PROB SOLV/STATS:** 3.0

**TOTAL TRANSFER CREDITS:** 30.00

**ADMITTED AS A SOPHOMORE**

**ADMITTED TO DEGREE PROGRAM IN GENVP SPRING 2013**

**CHANGED TO AN S 02-06-2013**

- **AN S 101 WORKING WITH ANIMALS:** 2.0 A
- **AN S 116 ORIENTATION IN AN S:** 1.0 A
- **AN S 114 SURVEY ANIMAL INDUS:** 2.0 A
- **BIOL 211 PRIN OF BIOLOGY I:** 3.0 A-
- **BIOL 231L PRIN BIOLOGY LAB I:** 1.0 B
- **ECON 102 MACROECONOMICS:** 3.0 A-
- **LIB 160 INFORMAT LITERACY:** 1.0 S
- **STAT 104 INTRO TO STATISTICS:** 3.0 A-

**TERM:**
- **CUM: TOT HRS:** 54.0
- **Cred Hrs:** 15.0
- **Qpts:** 56.36
- **GPA:** 3.76
- **Trnst Hrs:** 30.00

**Cumulative Summary**
- **TOTAL HRS:** 15.0
- **ISU CUM HRS:** 56.36
- **ISU CUM QPTS:** 3.76
- **ISU CUM GPA:** 3.76

**Date Displayed July 25, 2013 11:02 AM**

*************** END OF RECORD ***************

**EXPLANATION OF SPECIAL SYMBOLS:**
- **R** - GRADE SUPERSEDED BY A LATER GRADE
- **#** - COURSE REPEATED
- **<** - ONLY THE MOST RECENT GRADE USED IN CUMULATIVE TOTALS
- **@** - COURSE TAKEN UNDER PASS-NOT PASS OPTION
- ***** - GRADE FOR PREVIOUS INCOMPLETE
- **+** - NOT INCLUDED IN TERM TOTALS
- **H** - HONORS COURSE
- **N** - GRADE NOT YET REPORTED

INTERNAL TRANSCRIPT

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I. Academic Intervention View

This will only be used for students who have completed the Academic Self Assessment Form.
J. Graduation Status View

This shows students that have applied for graduation.
K. STUDENT VIEWS ON ACCESSPLUS
ACCOUNT/U-BILL
HAS OPTIONS
LISTED IN RED
This is where students can authorize their financial aid award amount in order to receive aid.

Authorize Aid Application

Account/U-Bill

If aid and all holds are clear, aid will be applied 4 to 5 days prior to the start of your classes.

I authorize the disbursement of my available financial aid for the entire period of my enrollment at Iowa State University to be applied toward all outstanding charges* on my university bill (U-Bill). With this authorization I am also verifying that I will be enrolled in the associated term(s) of each disbursement. I understand that I am receiving and providing this authorization electronically. I understand that I reserve the right to rescind/decline this payment authorization. In order to rescind this payment authorization I also understand I must contact the Accounts Receivable Office via email at ubill@iastate.edu.

* ISU will give priority to credit all Title IV funds to institutional charges when applicable.

<table>
<thead>
<tr>
<th>Award Name</th>
<th>Award Amount</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grant</td>
<td>2,623.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>Subsidized</td>
<td>2,722.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>Perkins</td>
<td>500.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>Unsubsidized</td>
<td>3,021.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>I.S.U. Grant</td>
<td>2,160.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>Awd for Competitive Excellence</td>
<td>2,750.00</td>
<td>Aid Available for Release</td>
</tr>
<tr>
<td>Fseog</td>
<td>450.00</td>
<td>Aid Available for Release</td>
</tr>
</tbody>
</table>

FINANCIAL AID
FAFSA (Free Application for Federal Student Aid) Status

Financial Aid: FAFSA Status

Select FAFSA Year: 2013-2014

FAFSA Receipt Status
- February 26, 2013: Date initial FAFSA submitted online or paper FAFSA received by FAFSA ISU uses this date to determine FAFSA priority filing status; March 1 is the ISU priority deadline.
- February 28, 2013: Date initial FAFSA received at ISU
- May 2, 2013: Date most recent FAFSA update was received at ISU

FAFSA Verification Status
Verification status can change based on any FAFSA modifications made by either the student or school
- May 2, 2013: FAFSA Verification Status

Issues Not Currently Requiring Action
Issues listed below have either been resolved, or you have uploaded documents that have not yet been reviewed.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Status</th>
<th>Status Date</th>
<th>Import</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Institutional Verification Form</td>
<td>Complete</td>
<td>05/02/2013</td>
<td>No Import option</td>
</tr>
<tr>
<td>This issue has been resolved. No further action is required at this time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Federal Tax Transcript</td>
<td>Complete</td>
<td>05/02/2013</td>
<td>No Import option</td>
</tr>
<tr>
<td>This issue has been resolved. No further action is required at this time.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://accessplus.iastate.edu/servlet/adp.A_Plus?
Financial Aid Award

For Fall 2013 - Spring 2014

Assumptions: Full Time Enrollment, Non-resident Tuition, Independent Student

Estimated Cost of Attendance for Fall 2013 & Spring 2014: $31,470

Your Financial Need:
- Full-time Tuition and Fees: $29,279
- Housing and Meals: $7,721
- Student Aid App Direct Deposit: $1,041
- Anticipated Personal Expenses: $2,430

Estimated Cost of Attendance: $31,470

Financial Aid Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
<th>Year Total</th>
<th>Aid Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant &amp; Scholarships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISU Grant</td>
<td>$2,160</td>
<td>$2,160</td>
<td>$4,320</td>
<td></td>
</tr>
<tr>
<td>Award for Competitive Excellence</td>
<td>$2,750</td>
<td>$2,750</td>
<td>$5,500</td>
<td></td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>$450</td>
<td>$450</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$2,823</td>
<td>$2,823</td>
<td>$5,645</td>
<td></td>
</tr>
<tr>
<td>Total Grant &amp; Scholarships</td>
<td></td>
<td></td>
<td>$16,365</td>
<td></td>
</tr>
<tr>
<td>Work-Eligibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work-Study Eligibility</td>
<td>$1,250</td>
<td>$1,250</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>Total Loan Options</td>
<td>$3,075</td>
<td>$3,075</td>
<td>$6,150</td>
<td>$12,605</td>
</tr>
<tr>
<td>Sub-Total</td>
<td></td>
<td></td>
<td>$31,470</td>
<td></td>
</tr>
</tbody>
</table>

Total of all Financial Aid Options: $31,470

1. Grants & Scholarships: These funds do not have to be repaid. Students may report additional outside scholarships via AccessPlus.
2. Work-Eligibility: These funds do not have to be repaid but students must work to earn them. Wages, as earned, are paid directly to the student employee. NOT applied as an award to the u-bill. Funding is limited and employment is not guaranteed. Students may view available jobs on the Student Job Board on AccessPlus and must apply directly to employer. Students may reduce or decline this eligibility on AccessPlus.
3. Loan Options: You are not required to borrow these funds and may reduce or decline this eligibility on AccessPlus. Any amounts that are borrowed must be repaid in accordance with each program’s guidelines. First-time borrowers of student loans must complete additional steps to receive these loans. (See below for required steps.)

Required Steps to Finalize Your Financial Aid Award

- Verified as of 05/02/2013.

Additional Information:

- For additional information, read “About Your Financial Aid Award” at www.financialaid.iastate.edu/faq/awardletter.php
- To track student loan repayment amounts, go to www.financialaid.iastate.edu/loans/resources.php
- If you apply for a private loan, you will be asked to complete a Private Loan self-certification form for your private loan lender. Please refer to your lender to find the required information for this document. You will return this form to your private lender, do not send it to the Office of Student Financial Aid. You do not need to complete this form for a Stafford, Perkins, or PLUS Loan.
ACCEPT/DECLINE LOAN
Financial Aid Award

To cancel or reduce your scholarship and grant, contact the Office of Student Financial Aid.

Financial Assistance

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013</th>
<th>Spring 2014</th>
<th>Full Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISU Grant</td>
<td>$2,160</td>
<td>$2,160</td>
<td>$4,320</td>
</tr>
<tr>
<td>Award for Competitive Excellence</td>
<td>$2,750</td>
<td>$2,750</td>
<td>$5,500</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>$450</td>
<td>$450</td>
<td>$900</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td>$2,023</td>
<td>$2,023</td>
<td>$5,045</td>
</tr>
</tbody>
</table>

REDUCE your aid by entering the new amount for the semester in the "Reduce To" box.

Work-Study Eligibility

- Federal Perkins Loan (Subsidized) *
  - $1,250
  - $1,250
  - $2,500

- Federal Direct Stafford/Ford Loan (Subsidized) *
  - $2,750
  - $2,750
  - $5,500

- Federal Direct Stafford/Ford Loan (Unsubsidized) *
  - $3,033
  - $3,033
  - $6,065

* WARNING: Only loans that have been accepted can be adjusted here. Any loans not accepted will remain on hold until you accept them on the "Accept/Decline Loan" page.

Your Stafford and Perkins Loans can only be decreased through AccessPlus. Once you have decreased your loans, you may have to wait 3-5 business days before decreasing them again. Please email financialaid@iastate.edu to increase your loans after they have been decreased.
### Summer Aid Award

#### Financial Aid: Summer Aid Award

**Summer 2013**

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work-Study Eligibility</td>
<td>$2,000.00 Approved Work Study Job on file</td>
<td></td>
</tr>
<tr>
<td>Fed Dir Stafford/Ford Sub Lns.</td>
<td>$1,829.00 Aid applied to university bill 5/14/13</td>
<td></td>
</tr>
</tbody>
</table>

**Total Financial Aid Eligibility:** $3,829.00

[Click here](https://accessplus.iastate.edu/servlet/adp_A_Plus?7/23/2013 2:06:54 PM) to review the current account status of your university bill. Always allow a minimum of two (2) business days for refunds to be directly deposited into your bank account.

---

**SUMMER AID AWARD**
## Student Loan Indebtedness Statement

**Federal Direct Stafford Loan (Standard Repayment)**

<table>
<thead>
<tr>
<th>Amount Borrowed</th>
<th>Interest Rate*</th>
<th>Finance Charge</th>
<th>Total of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,134</td>
<td>6.80%</td>
<td>$9,575</td>
<td>$34,709</td>
</tr>
</tbody>
</table>

*6.80% is the maximum interest rate charged on subsidized Stafford Loans. The interest rate charged for your individual loans may range from 3.4% - 6.80% depending on when each loan was borrowed.

**Estimated Repayment Schedule for Federal Direct Stafford Loan (Standard Repayment)**

- Months to Repay: 120
- Monthly Payments: $289

**Federal Perkins Loan**

<table>
<thead>
<tr>
<th>Amount Borrowed</th>
<th>Interest Rate</th>
<th>Finance Charge</th>
<th>Total of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000</td>
<td>5.00%</td>
<td>$605</td>
<td>$3,605</td>
</tr>
</tbody>
</table>

**Estimated Repayment Schedule for Federal Perkins Loan**

- Months to Repay: 91
- Monthly Payments: $40

Disclaimer: If you have made a direct payment to your lender, your payment amount will not be reflected in your balance above.
SUMMER AID APP

SUMMER AID APPLICATION

Your summer aid application has been processed - Contact the Financial Aid Office for any changes.

To avoid delays, please finalize your summer class schedule prior to completing the summer aid application. If you make changes to your summer schedule after submitting this application you must contact the Office of Student Financial Aid unless your aid is fully disbursed. Completing this application will determine your eligibility for all types of financial aid.

For more information on summer applications click here

Would you like to be considered for summer College Work Study?
Yes
No

Are you an incoming transfer student for the summer session?
Yes
No

Will you participate in a Study Abroad Program for Summer 2013?
Yes
No

Please select the number of children for whom you will pay childcare this summer:

0  Ages 0-1
0  Ages 2-4
0  Ages 5-12

Please enter any additional aid you will receive for Summer from the following sources:

Scholarships

Record Found
Welcome to the Federal Perkins Loan e-Signature

You have been awarded a Federal Perkins Loan to assist you in meeting your educational expenses. This is a loan that must be repaid. You will now be required to complete the following steps:

2. Complete this annual review process.
GRADES AND TRANSCRIPTS
GRADUATION

Graduation Information System

Application for Graduation
- Undergraduate and Vet Med students can now apply for graduation via AccessPlus. Choose the "Application" option from the top of the left menu to continue.
- The application for graduation is not an application to participate in the commencement ceremony.
- An application for graduation should only be submitted if all academic requirements will be completed the term specified on the application (this includes internships, transfer credits, etc.).

Diploma Mailing/Ceremony Attendance
- All students will use this option to submit how they would like to receive their diploma, whether or not they will attend Commencement, and up to two zip codes used for release of graduation information to newspapers.
- Students will be notified by the Graduation Office when this page is available for updates.

Graduation Status
- Undergraduate students can view their graduation status after they apply for graduation here.
- Graduate students can view their status on the Graduate Student Status page on the Student menu.
Math Assessment (ALEKS)

Please click on the Continue button to open the ALEKS application in a new browser window. Your AccessPlus session will remain active in this window.

Instructions regarding the ALEKS math assessment can be found on the following website: [http://www.math.iastate.edu/ALEKS/index.html](http://www.math.iastate.edu/ALEKS/index.html)

Note: After you install the ALEKS plug-in, you will have to re-log into AccessPlus and then go the Math Assessment (ALEKS) link again (close your browser and reopen it) before you can take the assessment.

Be sure to allow 1-2 hours for this assessment.

Remember to logoff and close both browser windows when you are done.
# Student Job Board

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Childcare</td>
<td>18</td>
</tr>
<tr>
<td>Clerical / Office / Administrative</td>
<td>9</td>
</tr>
<tr>
<td>Construction / Maintenance / Labor / Agriculture</td>
<td>8</td>
</tr>
<tr>
<td>Delivery / Transportation</td>
<td>4</td>
</tr>
<tr>
<td>Education / Tutor</td>
<td>5</td>
</tr>
<tr>
<td>Food Service / Restaurant</td>
<td>17</td>
</tr>
<tr>
<td>Graduate Assistant</td>
<td>2</td>
</tr>
<tr>
<td>Graphic Art / Design / Media</td>
<td>2</td>
</tr>
<tr>
<td>Health / Social Services</td>
<td>2</td>
</tr>
<tr>
<td>Housekeeping / Custodial</td>
<td>6</td>
</tr>
<tr>
<td>Information Technology / Web Design</td>
<td>3</td>
</tr>
<tr>
<td>Lab / Research</td>
<td>8</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>29</td>
</tr>
<tr>
<td>Personal Services</td>
<td>2</td>
</tr>
<tr>
<td>Sales / Retail</td>
<td>8</td>
</tr>
<tr>
<td>Security</td>
<td>1</td>
</tr>
<tr>
<td>Sports / Recreation</td>
<td>5</td>
</tr>
<tr>
<td>Telecommunications / Telemarketing</td>
<td>1</td>
</tr>
<tr>
<td>Undergraduate Research Assistantship</td>
<td>0</td>
</tr>
<tr>
<td>Veterinary Medicine &amp; Animal Care</td>
<td>1</td>
</tr>
<tr>
<td>Volunteer / Unpaid</td>
<td>0</td>
</tr>
</tbody>
</table>

[https://accessplus.iastate.edu/..._A_Plus_action%3DFA11%2cFA11.jsp%2cSYSTEM%3DFA11%2cSUBSYS%3D00%2cSYSCODE%3DFA00&MenuOption%3D2](https://accessplus.iastate.edu/..._A_Plus_action%3DFA11%2cFA11.jsp%2cSYSTEM%3DFA11%2cSUBSYS%3D00%2cSYSCODE%3DFA00&MenuOption%3D2)
A. Registration Holds
   i. Health Requirements
   ii. Financial/Accts Receivable
   iii. Academic Warning or Probation

B. AccessPlus Registration

C. Late Registration

D. Schedule Changes -- Dropping/Adding Procedures

E. Permission-Required Course Sections
   I. Restricted Course Sections
   II. Auditing Courses
   III. Cancelled Sections/Courses
   IV. Cancellation of Registration
   V. Withdrawal
CONTENT

F. Cancelled Sections/Courses
G. Cancellation of Registration
H. Special Course Fees
I. Summer Registration
J. Time Conflicts
K. Wait List
L. Withdrawal
A. REGISTRATION HOLDS

i. Health Requirements

Students who do not meet the Iowa State University immunization requirements will have a Health Center Hold on their records which will prohibit course registration until it is removed.

To remove the hold students have the option of getting their immunizations done at the Student Health Center or providing their immunization record from their personal physician.

Students who have a Health Center hold should contact the Theilen Student Health Center.
A. REGISTRATION HOLDS

ii. Financial

Students will not be allowed to register for classes if they owe money to the University. This is known as an accounts receivable hold.

Students with an Accounts Receivable Hold should contact the Accounts Receivable office in 0880 Beardshear Hall.
B. ACCESSPLUS REGISTRATION

Important Announcements

1. View your registration start date and time by selecting "Current Stdent Info" from the menu items on the left.
2. Juniors and seniors should verify their expected graduation term on the "Current Stdent Info" page.
3. System hours are typically 7 a.m. to 11:50 p.m.
4. Attempt to add a course you need even if the section is closed. This action helps the University monitor unmet course demand.
5. Time conflicts on your schedule must be resolved before the start of the classes.
6. Course prerequisites, special course fees, final exam information and more can be found using the Schedule of Classes or clicking the "Details" button for the desired course.

Term Selection

Central System Date: 07-23-2013 Time: 1:10 PM

Enrollment Conditions

1. By registering for classes, I agree to pay tuition and fees.
2. Cancelling or withdrawing may affect my financial obligation to the University. Additional information is available at Registration Policies.
3. Reviewing my schedule for time conflicts is my responsibility.
4. Excessive hits or abuse of the system may result in a registration hold.
5. Late fees are assessed to students initially registering on or after the first day of the semester. The registration late fee for undergraduate students is $20. The registration late fee for graduate students is $20 first week, $30 second week, and $100 during or after the third week.

Registration Term: Fall 2013

Registration Access Number (RAN)*:

* A RAN is not required if you are:
  - already registered for the "Registration Term."
  - an undergraduate student in Business
  - a graduate student.
  - a student enrolled in only distance education courses.
  - a professional student in Vet Med (not in graduate school).
B. ACCESSPLUS REGISTRATION
RAN NUMBERS

RAN stands for Registration Access Number

In CALS students receive a new and different RAN every semester

CALS students may only obtain their RAN from their academic adviser

Considered confidential information

Only needs to be entered once when registering on AccessPlus
B. ACCESSPLUS REGISTRATION MAIN PAGE
### B. ACCESSPLUS

**REGISTRATION CLASS SEARCH**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Sect</th>
<th>Credit</th>
<th>Meeting Days</th>
<th>Meeting Times</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
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<td>Closed</td>
<td>AN S 101</td>
<td>1</td>
<td>2.0</td>
<td>W F</td>
<td>1:10 - 2:00P</td>
<td>08/26 - 12/20</td>
</tr>
<tr>
<td>Closed</td>
<td>AN S 101</td>
<td>2</td>
<td>2.0</td>
<td>W F</td>
<td>1:10 - 2:00P</td>
<td>08/26 - 12/20</td>
</tr>
<tr>
<td>001 Seats</td>
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<td>3</td>
<td>2.0</td>
<td>W F</td>
<td>1:10 - 2:00P</td>
<td>08/26 - 12/20</td>
</tr>
<tr>
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<td>2.0</td>
<td>W</td>
<td>1:10 - 2:00P</td>
<td>08/26 - 12/20</td>
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<tr>
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<td>2.0</td>
<td>T F</td>
<td>1:10 - 2:00P</td>
<td>08/26 - 12/20</td>
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<tr>
<td>Closed</td>
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<td>08/26 - 12/20</td>
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<tr>
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<td>007 Seats</td>
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<td>08/26 - 12/20</td>
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<tr>
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<tr>
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<tr>
<td>Course</td>
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<td>Day</td>
<td>Start Time</td>
<td>Stop Time</td>
<td>Location</td>
<td>Meeting Dates</td>
</tr>
<tr>
<td>------------</td>
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<td>------------</td>
<td>-----------</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>AN S 210</td>
<td>1.0</td>
<td>W</td>
<td>03:10 P</td>
<td>05:00 P</td>
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<td>M W</td>
<td>09:00 A</td>
<td>09:50 A</td>
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<td>08/26/13-12/20/13</td>
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<tr>
<td>DANCE 130</td>
<td>1.0</td>
<td>T R</td>
<td>11:00 A</td>
<td>12:15 P</td>
<td></td>
<td>08/26/13-12/20/13</td>
</tr>
<tr>
<td>ECON 230</td>
<td>3.0</td>
<td>M W F</td>
<td>01:10 P</td>
<td>02:00 P</td>
<td></td>
<td>08/26/13-12/20/13</td>
</tr>
<tr>
<td>MUSIC 112</td>
<td>1.0</td>
<td>T R</td>
<td>09:30 A</td>
<td>10:50 A</td>
<td></td>
<td>08/26/13-12/20/13</td>
</tr>
<tr>
<td>STAY 326</td>
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<td>M W</td>
<td>10:00 A</td>
<td>11:50 A</td>
<td></td>
<td>08/26/13-12/20/13</td>
</tr>
</tbody>
</table>

Fall 2013 Schedule Details

AN S 210  section 1 CAREER PREP AN SCI  1.0  Credits

Last day to drop w/o extenuating circumstances: 11/01/2013
Reference #: 1621005
Prerequisites: SOPHOMORE CLASSIFICATION IN AN S
Notes: Satisfactory/Fail Only
Meeting Dates: 08/26/13-12/20/13

AN S 226  section 4A BEEF CATTLE SCIENCE  3.0  Credits

Last day to drop w/o extenuating circumstances: 11/01/2013
Reference #: 1726035
Prerequisites: 114, 115
Notes: SEC A1, B1, ETC. RESTRICTED TO AN S, DY S MAJORS, SEC A2, B2, ETC. RESTRICTED TO MAJORS OTHER THAN AN S, DY S, Materials and Field Trips & Travel Fee $110.00
Meeting Dates: 08/26/13-12/20/13

DANCE 130  section 1 BALLET I  1.0  Credits

Last day to drop w/o extenuating circumstances: 11/01/2013
Reference #: 2830005
Notes: Satisfactory/Fail Only
Materials and Professional Support Fee $25.00
Meeting Dates: 08/26/13-12/20/13

https://accessplus.iastate.edu/K4800/K4830.jsp[7/23/2013 1:12:59 PM]
B. ACCESSPLUS REGISTRATION CLASS SCHEDULE TIME GRID
C. LATE REGISTRATION

Students are not required to register for their classes at their given registration time, however it is recommended as class seats fill quickly.

A late registration fee is assessed after the first day of spring and fall classes, but not for the summer.

After the fifth day of classes (third day for summer), students must use an Add/Drop Slip and obtain signatures or their advisor, the instructors of the classes they wish to take, and the CALS Student Services Office on the Add/Drop Slip.
Classes may be dropped and added free of penalty (counting toward their drop limit) and fee through AccessPlus through the first 5 days of the spring and fall semester and the first 3 days for summer session (Period 1).

After the first 5/3 days of the semester students need an add/drop slip signed by their advisor and their class instructor and drops will count toward the students’ drop limits (Period 2).

These slips must be taken to 10 Enrollment Services.

A fee is assessed for adds and drops after Period 1.
D. DROPPING/ADDING PROCEDURES

With appropriate permissions, classes may be added or dropped until approximately the end of the tenth week (2 weeks after midterm grades come out) – the end of Period 2.

After the drop deadline classes may only be dropped for extenuating circumstances (ex. medical absences, active duty, family emergencies) and must be approved by the CALS Student Services Office (Period 3).
**D. DROPPING/ADDING PROCEDURES**

Dropping on AccessPlus

- **Student tab**
  - Class registration
  - Then click continue twice
  - A list of classes should be showing, select the one to drop
## D. DROPPING/ADDING PROCEDURES

### ADD/DROP SLIP

**REQUEST FOR SCHEDULE CHANGE OR RESTRICTION WAIVER**

<table>
<thead>
<tr>
<th>Circle College:</th>
<th>AGLS</th>
<th>AE</th>
<th>LAE</th>
<th>VMS</th>
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</thead>
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<tr>
<td>Business</td>
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<td>Design</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Curr./Major:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>DROP</th>
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<tbody>
<tr>
<td><strong>Audit Drop</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> Section changes and drops are automatic</td>
<td></td>
</tr>
<tr>
<td><strong>Credit:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Instructor's Signature:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit Add or Section Change</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Course:</strong> Section Credit</td>
<td></td>
</tr>
<tr>
<td><strong>Instructor's Signature:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PASS NOT PASS APPROVAL/CHANGE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course:</strong> Section</td>
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</tr>
<tr>
<td><strong>From Grade:</strong> To Grade</td>
<td></td>
</tr>
<tr>
<td><strong>Pass/Not Pass:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Instructor's Signature:</strong></td>
<td></td>
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<tr>
<td><strong>Date:</strong></td>
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</tbody>
</table>

<table>
<thead>
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<th>RESTRICTION WAIVER</th>
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</thead>
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<tr>
<td><strong>Course:</strong> Section Credit</td>
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<tr>
<td><strong>Process Audit changes above as a drop and an add.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Credit Change:</strong> Course Section From Cr. To Cr.</td>
<td></td>
</tr>
<tr>
<td><strong>Remarks:</strong></td>
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</tr>
</tbody>
</table>

- **Student's Signature:** Date
- **Instructor's Signature:** Date
- **Remarks:**

---

For additional procedures and prerequisite requirements, refer to the Schedule Change Policy from Schedule of Classes.

**Iowa State University**

**Return completed form to 10 Enrollment Services Center**

**Please print**

**Press hard - you are making three copies**

**For ADD/DROP procedures and prerequisite requirements, refer to the Schedule Change Policy from Schedule of Classes.**

**Updated 8/2019**
E. PERMISSION REQUIRED COURSE SECTIONS

Some courses require the instructor’s permission for enrollment.

For these classes, the student needs to obtain a Request for Schedule Change (Add/Drop slip) with the instructor’s signature.

The form should be returned to 10 Enrollment Services.
E. PERMISSION REQUIRED COURSE SECTIONS

RESTRICTED COURSES

Some courses are restricted for students who meet a certain criteria (major, college, year in school, etc.)

On occasion the restriction might be waived for extenuating circumstances

A Schedule Change or Restriction Waiver (Add/Drop Form) must be filled out and have the class’s departmental signature

Return to 10 Enrollment Services
E. PERMISSION REQUIRED COURSE SECTIONS
AUDITING COURSES

Auditing refers to enrolling in a course without receiving a grade or credit for it

- Provides a way for students to explore subject matter unrelated to their major course of study before attempting the course for a grade
- Continue attending a course which they are doing poorly in without receiving a grade

All course fees and tuition will still apply

Audit is not recorded in the student’s permanent record unless the student fills out the Undergraduate Request for Audit to Appear on Transcript form and obtains the proper signatures
Requests to audit a course are honored only if space is available at the conclusion of the four-week registration period.

To change from credit to audit status a student must drop a course for credit and then add it as an audit:

- If it is past the first five days of classes it goes against the student’s drop limit, the advisor and instructor must approve of the change, and there is a $12 fee.

Changing from audit to credit status must be done within the first five days of classes.
E. PERMISSION REQUIRED COURSE SECTIONS
AUDITING COURSES

Student needs to be made aware that auditing courses can affect their full-time student status.

Student may want to add a course or drop it and continue an audit for the rest of the term (requires instructors permission).
REQUEST FOR AUDIT(S) TO APPEAR ON TRANSCRIPT
UNDERGRADUATE

Name (type or print)

Univ. ID# _______________________________ Major _______________________________

I request the following course(s) be added to my permanent record. I registered for the course(s) as audit(s) and the instructor’s signature(s) below indicate I was actively involved in the course(s).

<table>
<thead>
<tr>
<th>Dept. Name and Course Number</th>
<th>Semester &amp; Year Audited</th>
<th>Instructor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(indicates student was actively involved in the course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>______________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>______________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>______________________</td>
</tr>
</tbody>
</table>

Student’s Signature ______________________ Date ________________ Adviser’s Signature ______________________ Date ________________

Approved: ______________________________ Date ________________

College Student Services __________________ Date ________________

Return to:
Office of the Registrar
Records Area
214 Enrollment Services Center
F. CANCELLED SECTIONS/COURSES

Sections and courses may be cancelled due to low enrollments or problems with departmental staffing.

Student’s enrolled in such a section will be notified by the Registrar’s Office, by the department in which the course is offered, and/or on their printed schedule.
Cancelling registration means dropping all of your classes before the first day of the term (if not done by the first day, the student must then go through the withdrawal process)

A student must cancel their registration at least one day prior to the first meeting date of your earliest course to avoid tuition assessment

To cancel their registration a student must fill out a cancelation form and follow the instructions; go to 0460 Beardshear Hall; OR call 515-294-1889
G. CANCELLATION OF REGISTRATION

The tuition adjustment form gives the last day to cancel registration and receive a 100% refund
- Found at http://www.registrar.iastate.edu/fees/tuition-adj

Students need to be sure to check with other offices for their procedures (if applicable) ????
- Office of Financial Aid
- Department of Residence
- CyCash
- Textbook purchases
- Meal and dining plans
H. SPECIAL COURSE FEES

Some courses have expenses above the cost of tuition that enhance the instruction. May include cost of field trips, use of equipment, materials or supplies, or professional support.

Special courses fees are placed on the student’s U-bill when the bill with their tuition.
I. SUMMER REGISTRATION

Summer registration is done at the same time as fall registration.

Same RAN number is used for both fall and summer.

Registration date is the same as for the fall semester.

Students have only until the third day of classes to drop/add classes free of charge.

After three days a add/drop slip needs to be filled out.
J. TIME CONFLICTS

Students may not enroll in courses with time conflicts without approval from the involved instructors and/or departments.

AccessPlus allows scheduling with time conflicts.

AccessPlus gives a warning if there is a time conflict.
K. WAIT LIST

When one of all sections of a course are full, a wait list is created

Students should attempt to register for a course when it is already full in order to document demand

Students should also continue trying to register for a previously closed course in case new sections are opened or other students drop the class

Students need to notify their adviser and the course departmental office stating they need to register for the particular course that term
L. WITHDRAWAL

Students who decide not to attend classes beginning the first day of class or later, must process a withdrawal form


A request for withdrawal during period 3, (i.e., after the last day to drop a course without extenuating circumstances) will not be approved except for circumstances that are beyond the student's control

Students who are on academic probation (P) and withdraw during period 3 will not be permitted to enroll the following term, except under extenuating circumstances
L. WITHDRAWAL

The University may order involuntary withdrawal of a student if it is determined that the student is suffering from a mental disorder as defined by the current American Psychiatric Association Diagnostic Manual such that the disorder causes, or threatens to cause, the student to engage in behavior which poses a significant danger of causing imminent harm to the student, to others or to substantial property rights, or renders the student unable to engage in basic required activities necessary to obtain an education.

If the medical evaluation supports medical withdrawal, a hearing will be scheduled before the Dean of Students, the Director of Student Health and a member of the Student Counseling staff. The student will have at least 48 hours to independently review the psychological or psychiatric evaluation prior to the hearing.
L. WITHDRAWAL

Tuition refunds/reductions are based on the date of withdrawal.

Deadlines can be found at [http://www.registrar.iastate.edu/fees/tuition-adj](http://www.registrar.iastate.edu/fees/tuition-adj)

Financial aid may also be affected; students should contact the financial aid office prior to student withdrawal to determine the impact on their status.
ACADEMIC STANDING

Module 7
A. Course Placement
B. Credit By Examination
C. Non Credit Remedial Courses
D. Academic Standards
E. Academic Grievances
A. COURSE PLACEMENT

Placement refers to using assessments to determine the starting point in the sequence of classes that students will be taking.

Placement can be determined by ACT subscores, high school performance, placement exams, or transfer courses.
A. COURSE PLACEMENT

ACT/SAT/GED Score

A student's ACT/SAT/GED score gives a general indication of a student's academic ability. It is used to judge how heavy an academic load the student should carry in their initial semesters. Later the student's performance at ISU will replace the ACT for that purpose. The average ACT for incoming CALS student is usually around 23.

The English Department uses ACT cutoff scores to recommend placement in either English 150 or 250. Advisers should check the placement recommendations on the English Department's website.

Students who score below 16 on the ACT English part score should complete the First-Year Composition Placement Examination.
A. COURSE PLACEMENT

ALEKS Scores

ALEKS is the Math Placement Exam

The ALEKS placement test is an online exam taken through AccessPlus (20-30 minutes long) before the student attends new student orientation.

Detailed information on the exam, including cutoff scores, is found at the ALEKS link under the Undergrad drop down on the Math Department’s website.
A. COURSE PLACEMENT

Placement in Chemistry and Math classes is based on ACT, SAT, and(or) ALEKS scores.

Placement information can be found at the respective department websites.
B. CREDIT BY EXAM

Credit By Examination (CBE)

Four ways to earn credit by examination at Iowa State University
- Departmental Exams (test out)
- The Advanced Placement (AP) Program
- The College-Level Examination Program (CLEP)
- The International Baccalaureate (IB) Program
B. CREDIT BY EXAM

Advanced Placement (AP) Credits

Offered by the college board

To receive AP credit high school students must complete national examinations each May that may or may not qualify them for academic credit at many colleges and universities.

The scores must be sent to ISU by the College Board

The ISU departments most closely associated with the specific AP exams determine the scores that are needed to receive ISU credits and what course in their respective department is most closely related to the exam content.

Advisers are referred to the ISU CBE webpage to view the courses and required AP exam scores to receive AP credit.
**B. CREDIT BY EXAM**

College Level Examination Program (CLEP Credits)

National tests recognized by the University for credit in specific classes and in general areas of study

Exams are offered during summer orientation and at the beginning of each semester

Advisers need to check with their colleges to see how CLEP credits are applied towards graduation

A “T” shows up on a student’s transcript meaning a student successfully passed a CLEP exam with a C or higher

Advisers are referred to the ISU CBE webpage to view the courses and required CLEP exam scores to receive CLEP credit.
B. CREDIT BY EXAM

College Level Examination Program (CLEP Credits)

If the CLEP credit is earned at any Iowa public college or university and it is accompanied by at least 12 semester credits earned in residence at the sending institution, it may be transferred directly to Iowa State.

If CLEP credit is from any other college or university, the scores should be sent to the Office of Admissions.
B. CREDIT BY EXAM

The International Baccalaureate (IB) Program

Offers college preparatory courses at high schools and colleges in the United States and abroad

Examinations are given in the high school at the conclusion of the courses

Original examination report needs to be sent from the International Baccalaureate North America office sent to Iowa State (the CEEB code is 6306)

Advisers are referred to the ISU CBE webpage to view the courses and required exam scores to receive IB credit.
B. CREDIT BY EXAM

Departmental Exams

Departmental examinations are offered by many of Iowa State University's academic departments to allow students to earn credit in specific courses.

Exams are offered at the beginning of each semester, and are administered by the department on campus for a departmental exam fee.

To learn more about the departmental exams offered at Iowa State University, contact the specific departmental office.
C. NON CREDIT REMEDIAL COURSES

CHEM 50/MATH 10 courses

These are remedial or developmental classes that do not carry college credit and charge additional fees in addition to tuition.

Chem 50 is for students who have not taken a high school chemistry course or who believe their previous chemistry preparation is deficient.

Students are placed in Math 10 by the ALEKS placement exam.

The Student Financial Aid Office and the Registrar’s Office consider Math 10 contributes four credits towards full-time status while Chem 50 contributes five credits towards full-time status.
C. NON CREDIT REMEDIAL COURSES

Community College/100Z courses

Math 100Z is the community college equivalent to Math 10 at ISU. However, the community colleges give 3 credits for Math 100Z. That three credits will accompany the course to ISU but those 3 credits cannot be used toward the total credits required for graduation from ISU.
D. ACADEMIC STANDARDS

A. Academic Warning

A student who earns between a 1.0 and 2.0 grade point average in any single term is placed on academic warning.

A registration hold is placed on students on academic warning. The academic adviser arranges to have the hold removed only after the student has completed the online academic assessment and discussed that assessment with their academic adviser.

Advisers are referred to their departmental advising coordinator to determine how to remove the warning hold for a student.

Students are removed from academic warning if they earn $\geq 2.0$ the in the semester they are on Warning.

However, students who earn between a 1.0 and 2.0 gpa for two consecutive semesters are placed on academic probation.
B. Academic Probation

Student are placed on Academic Probation for the following reasons:
- They earn a term GPA between 1.0 and 2.0 for two consecutive semesters
- They earn < 1.0 in any full semester
- They have attempted or earned 75 credits and their cumulative GPA is below 2.0.

Students on Academic Probation also have registration holds placed on them and must complete the same procedures as students on Academic Warning to have the hold removed.

Students who earn a term average below 2.0 in any semester they are on Academic Probation are subject to Academic Dismissal.

Academic Probation can also affect eligibility for financial aid.
D. ACADEMIC STANDARDS

B. Probation – Summer term

Please refer to the ISU catalog for special rules regarding academic standing that apply to summer enrollment.

Students on academic probation may enroll for the summer term without being in jeopardy of academic dismissal from the university at the end of that summer term.

All students who attend summer session will have their academic status reassessed at the end of the summer based on the combined (not averaged) grade summaries of their previous term of attendance and summer term.
D. ACADEMIC STANDARDS

Students will be academically dismissed if they fail to earn at least a 2.00 semester GPA. At the end of any spring semester, students in dismissal status may enroll for summer term.

Students will continue on academic probation if they earn at least a 2.00 semester GPA but are subject to continued academic probation based on their cumulative GPA (over 75 credits).

Students will be removed from probation if they earn at least a 2.00 semester GPA and are not subject to continued academic probation based on their cumulative GPA (over 75 credits).
D. ACADEMIC STANDARDS

Dismissal

A student considered for academic dismissal at the end of spring semester will be permitted to enroll for the summer term.

Combined spring/summer GPA will be used to determine whether the student should be permitted to continue his/her enrollment after the summer term.

If the resulting combined term GPA is not 2.00 or greater, the student will be academically dismissed.
D. ACADEMIC STANDARDS

All students on academic warning or probation are required to complete an academic intervention self-assessment and discuss it with their academic adviser within the first 10 days of the semester.

Advisers will be notified via e-mail that a student has completed the form.

The adviser will then be able to view the form in AccessPlus and make comments.

See the link below for a complete tutorial on the form:
D. ACADEMIC STANDARDS

Reentry/Reinstatement

Applies to students who were dismissed from Iowa State for academic reasons

- Reinstatement is not automatic. Students who have been dismissed for academic reasons should contact the CALS Student Services Office.

- A subset of the CALS Academic Affairs Committee reviews each petition and other relevant information. In CALS, students submit a letter petitioning reinstatement. That letter should include an analysis of their previous poor performance, an explanation as to why those issues will not persist if reinstated and an improvement plan. Information about reinstatement is found here: http://www.agstudent.iastate.edu/agriculturestudentservices/pdf%20files/reinstatement%20petition%20info.pdf

- The student’s adviser provides the Academic Affairs Committee with input about whether or not a student should be reinstated.

- Students dropped for the first time are expected to remain out of the University for one semester. Students dismissed more than once are expected to stay out of the University for at least a year. The summer session is not a semester for the purpose of being out of school one semester.
D. ACADEMIC STANDARDS

Academic Renewal

Students who are returning to Iowa State University to pursue an undergraduate degree after an absence from ISU for a minimum of 5 years may request permission to remove one or more of their complete academic terms from future degree and GPA considerations.
D. ACADEMIC STANDARDS

Academic Renewal

Eligibility

Students must not have enrolled at Iowa State University for five or more consecutive years

Students must not have graduated from Iowa State University

Students must currently be in good academic standing. If the student was previously dismissed, he or she must be reinstated.
D. ACADEMIC STANDARDS

Academic Renewal

All courses and credits that were taken during the chosen terms will be removed from consideration for GPA and degree requirements. Students may not combine courses from multiple terms to comprise the semester(s) or quarter(s) dropped. Degree requirements met during the dropped terms will ordinarily have to be repeated.

Renewal may be applied only to academic terms completed prior to the students' extended absence.

All courses and grades for the chosen terms will remain on the students' academic record.

Designated repeats, drops and P/NP options will be reinstated for the terms dropped.

Students who have used all of their drop options will be given one extra drop.

Students may be granted only one academic renewal. To be eligible for a degree after academic renewal is granted, students must complete a minimum of 24 credit hours at Iowa State University.
Academic Renewal

Students should discuss their desire to pursue academic renewal with an adviser in the college they wish to enter.

The student must complete the Academic Renewal Petition form available from www.registrar.iastate.edu/forms.

After the form is signed by the student and academic adviser, it is submitted to the CALS Student Services Office in 20 Curtiss.
Students may appeal a decision regarding their academic status if they believe that new information can be provided or extenuating circumstances exist that would alter the application of any rule in this section.

Appeal should be made in writing to the Academic Standards Committee of the college in which the student is enrolled.

Student should initiate the appeal process by contacting the secretary of the college Academic Standards Committee in the administrative office of her or his college immediately upon receipt of notification of the committee's action, and at least ten calendar days before the beginning of the semester.
If the student is dissatisfied with the committee's action, he or she may submit an appeal in writing to the dean of her or his college within seven calendar days after they are notified of the committee's action.

If the issue is not resolved within the college, further appeals may be made in writing to the provost and subsequently to the president of the university.

Appeals beyond the college level will, however, be considered only if based on one or both of the following contentions:

- appropriate procedures were not followed at the college level
- academic rules were not applied correctly at the college level
STUDENT CLASSIFICATION AND STUDENT COMMUNITIES

Module 8
A. Classifications
   Full Time Students
   Maximum Number of Credits
   Student Classification

B. Residency

C. Student Conduct Code
D. Special Students

Military
- Active Duty Military Status
- ROTC Programs

Athletes

Part-time Students

Nontraditional Students

Students Under 18 years of age

Multicultural Students
F. Transfer Students

1. Transfer articulation agreements
2. Transfer credits/transfer credit limits
3. Transferring to ISU
4. Transferring from ISU
5. Major Change Students
H. International Students
I. Non degree Undergraduate Students
J. Honors Students
K. Women in Science and Engineering (WISE)
L. Hixson Students
M. Learning Disability Students
N. Undergraduate Research Assistantship (URA)
O. Early Acceptance Students
   1. Veterinary School
   2. Graduate School
   3. Medical School

VI. Student Communities
   A. Greek Affairs
   B. Learning Communities
   C. Science With Practice
A. CLASSIFICATIONS

Full-Time Student

To obtain full-time status an undergraduate students must be taking a minimum of 12 credits and 6 in the summer; anything less is part time status

To obtain full-time status a graduate student must be taking a minimum of 9 credits; anything less is part time status

Financial aid and many insurance programs require full-time student status, so a student should be careful when dropping classes
A. CLASSIFICATIONS

Maximum Number of Credits

The maximum number of credits for undergraduates in the fall and spring is 18 credits.

Students in the honors program may take up to 21 credits.

For the summer semester students may take up to 12 credits (both sessions combined).

Students can petition to enroll in more than this maximum number. In CALS the student’s adviser must make the request to the CALS Student Services Office. It is unlikely such requests will be approved for students on academic probation or warning, or for students whose past performance has been marginal.
A. CLASSIFICATIONS

Student classification

A student’s classification is determined by the number of credits completed with a grade of D- or better

- Freshman: 0-29
- Sophomores: 30-59
- Juniors: 60-89
- Seniors: 90 or more
B. RESIDENCY

A student’s residency for the purpose of tuition and fees is determined by the Registrar’s Office. Students with questions about residency should be referred to the Registrar’s Office in the Enrollment Services Building.

* In determining residency, the issue is essentially one of why the person is in the state of Iowa. If the person is in the state primarily for educational purposes, that person will be considered a nonresident. For example, it may be possible that an individual could qualify as a resident of Iowa for such purposes as voting, or holding an Iowa driver’s license, and not meet the residency requirements as established by the Board of Regents, State of Iowa, for admission, tuition, and fee purposes.*

* [http://catalog.iastate.edu/registrar/#residencytext](http://catalog.iastate.edu/registrar/#residencytext)
C. STUDENT CONDUCT CODE

The student conduct code can be found in detail in chapter 4 of the policy handbook or at

- [http://policy.iastate.edu/policy/SDR#a4](http://policy.iastate.edu/policy/SDR#a4)
D. SPECIAL POPULATIONS

Military

Active Duty Military Status

Students who are called to active duty before a semester begins should submit a copy of their orders to the Registrar’s Office,
214 Enrollment Services
Ames, IA 50011
or fax: 515-294-1088

Arrangements for loan deferments and other issues cannot be completed until a copy of the orders are on file in the Office of the Registrar.

Students who are called to active duty after a semester begins should review the University policies and options listed below:

- Receive grades or incompletes for all courses if approved by your instructors.
- Receive administrative drops with a refund for some courses and grades/incompletes in other courses if approved by your instructors.
- Withdraw from all current term courses with full refund of tuition and fees.
D. SPECIAL POPULATIONS

Military

ROTC Programs

- The College of Liberal Arts and Sciences contains the officer education programs for the Air Force, Army, and Navy, plus the Marine Corps option
- Offers various Military Officer Education Scholarships which broadly cover tuition, most required fees, book, and some cash allowance
- For more information contact
  - Air Force/Aerospace studies, 131 Armory; 294-1716; afrotc@iastate.edu
  - Military Science, 132 Armory; 294-1852; armyrotc@iastate.edu
  - Naval Science, 3 Armory; 294-6050; johnsoc@iastate.edu
D. SPECIAL POPULATIONS

Athletes

Student athletes are allowed to register early to accommodate their practice schedules.

Some student athletes require schedules that allow for practice times. For instance, a student may not be able to have classes past 2 p.m.

ATH 101 allows students to earn college credit for playing a varsity sport:
- It is on a satisfactory/fail basis only.
- Only 4 credits may be earned for athletic participation.
D. SPECIAL POPULATIONS

Students under 18 years of age

Students under 18 often need a parent or guardians signature of forms, such as the health insurance form.

Parents are allowed to obtain information on the student without their permission if the student is under the age of 18. However, such requests should probably be referred to the Registrar’s Office.
D. SPECIAL POPULATIONS

Multicultural Students

Students who declared at admission or registration that they are one of the four minority groups

- African American
- Asian American
- Hispanic American
- Native American
D. SPECIAL POPULATIONS

F. Multicultural Students

Multicultural Student Affairs (MSA) is designed to provide leadership for the university’s mission in the area of equal educational opportunity.

MSA also works to recruit, retain, and graduate ethnic minority students.

Each college has a multicultural liaison officer (MLO) to facilitate the success of multicultural students.

MLO’s work to provide appropriate counseling and promote individual student responsibility.
D. SPECIAL POPULATIONS

Transfer Students

Transfer Credits/Transfer Credit Limits

Transfer students must submit transcripts from all institutions they attended at the time they apply for admission.

Admissions office staff evaluate whether the courses are college level and then translates the courses into Iowa State course language. In some cases the courses may be direct equivalents to those taught at ISU. For instance, Eng 105 at DMACC is equivalent to Engl 150 at ISU.

In some cases a course may be college level but have no equivalent offered at ISU. For instance, MAT 129 (Precalculus) at DMACC does not have a direct ISU equivalent so it will show as Math 1T** on the student’s degree audit.
D. SPECIAL POPULATIONS

Transfer Students

Transfer Credits/Transfer Credit Limits

In some cases the non equivalent transfer courses may be substituted for CALS requirements. For example, Math 1T** Pre-calculus might be subbed for Math 140. Talk to your departmental advising coordinator for guidance on appropriate substitutions.

Students who believe one or more of their transfer courses are equivalent to ISU courses may fill out Request for Review of Transfer Credit Evaluation form to have those courses reevaluated.
D. SPECIAL POPULATIONS

Transfer Student

Transfer Credits/Transfer Credit Limits

No more than 65 semester or 97 quarter credits earned at regionally accredited two year institutions can be applied to a baccalaureate degree from ISU.

Upper level (300+) courses taken at two year institutions in most cases do not count toward the number of 300+ credits required by a college.
Transfer Students

Transfer Credits/Transfer Credit Limits

There is no limit to the number of credits transferred from another four year institution.

However, the last 32 semester credits must be taken in residence at Iowa State.

In some cases, 6 of the last 32 may be transferred to Iowa State with prior permission from the CALS Student Services Office. The student must complete a 32 credit waiver request form.
WAIVER OF THE LAST 32 CREDIT RULE

DATE __________________________

TO          Tom Polito, Ag/LS Student Services, 20 Curiss Hall

FROM __________________________________________

Adviser name                        Adviser signature

STUDENT INFORMATION

Name ___________________________ ID Number ___________________________

Major __________________________ Catalog Year __________________________

GRADUATION INFORMATION

Term and year of graduation __________________________

Total number of 2-year transfer credits already applied toward graduation __________________________

Total number of transfer credits already waived under the last 32 credit rule __________________________

Current GPA __________________________

TRANSFER COURSE INFORMATION

Name of transfer institution __________________________

2-year          4-year

Term enrolled __________________________

Transfer course name, number, and credits __________________________

Evaluated as ISU course name, number, and credits __________________________

What requirement will this course satisfy? __________________________

Note: approval of this form does not necessarily imply approval to use the course(s) in this way.

Note: the 65 credit limit on courses from a 2-year institution will not be waived. If these new courses would cause this limit to be exceeded, please indicate which 2-year courses taken previously should be moved to courses not applied: __________________________

APPROVED BY

________________________________________________________

Signature for Department Date T. A. Polito Date

revised 11/12
D. SPECIAL POPULATIONS

International Students

About ten percent of Iowa State students are from other countries.

International students must satisfy immigration and financial aid requirements in addition to the usual university requirements.

The International Education Services (IES) Office provides a special orientation, visas, and personal/cultural assistance for international students.
D. SPECIAL POPULATIONS

International Students

IES also includes the Study Abroad Resource Center (SARC) for students who wish to study abroad but feel they cannot afford it.

IES offers a handbook to assist international students, staff, and faculty with orienting to the US.

The International Students and Scholars Office (ISSO) also provides information to international students including driver’s licensing, housing, language referencing, etc.
D. SPECIAL POPULATIONS

International Students

ISSO contact information

- 3248 Memorial Union
  515-294-1120
  www.isso.iastate.edu
  intlserv@iastate.edu
Non degree Undergraduate Studies (AgS)

Students are allowed to take classes at ISU without seeking a degree. Most have undergraduate degrees from other institutions and have returned to acquire additional training in their professions, to add endorsement to teaching certificates, or to change career directions entirely.

Students enrolled in the Intensive English and Orientation Program (IEOP) are considered non degree student in the College of Liberal Arts and Sciences.

Undergraduate credits earned by non degree students may be applied later to an undergraduate degree if a student chooses to apply as a regular degree seeking undergraduate. However, the Graduate College generally will not allow courses taken as a non degree undergraduate student (AgS) to be used in a graduate program.
Honors

Each college has its own honors committee

The honors committee is responsible for admissions, programs, and policies

The committee works to serve the specialized needs of students in a variety of programs of study

The University all has a centralized Honors Committee that deals with campus-wide concerns
D. SPECIAL POPULATIONS

Honors

The honors program requires a student to have a GPA of 3.50 or higher, which must be maintained throughout the student’s time at ISU.

Honors students are not allowed to change classes to pass/not pass without approval from the honors committee.

A student may apply to the honor’s program up until they have 48 credits left in their degree program.

Freshman in the honor’s program have fall orientation seminars led by upper-class honors students.
D. SPECIAL STUDENTS

Honors

Graduation in the honor’s program is recognized on the student’s diploma and permanent record.

Honor’s program promotes challenging motivated students to better themselves and society through exposure to a wide variety of courses.

Advisers should assist qualified students in finding opportunities given by the honor’s program and to help them develop an educational plan that meets their educational and professional goals.
D. SPECIAL POPULATIONS

Honors

Honors Program contact information

College:
Charley Turner
20 Curtiss Hall
(515) 294-8653
cfturner@iastate.edu

University:
2130 Jischke Honors Building
(515) 294-4371
honors@iastate.edu
http://www.honors.iastate.edu/
## University Honors Program

### APPLICATION FOR MEMBERSHIP

**Instructions:** Complete this form (please type) and attach your Statement of Honors Purpose (explained below). After obtaining your advisor’s signature, return this form to the Honors Program office in 2130 Jischke Honors Building.

<table>
<thead>
<tr>
<th>Name</th>
<th>ISU ID#</th>
<th>E-mail address</th>
<th>In-Session Address</th>
<th>Zip</th>
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<tr>
<th>Phone</th>
<th>Cell phone</th>
<th>College</th>
<th>Major(s)</th>
<th>Minor(s)</th>
<th>Advisor(s) (name, department, and e-mail)</th>
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<tr>
<th>Number of credit hours completed at Iowa State</th>
<th>Non-ISU credit hours</th>
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<table>
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<th>Number of credit hours currently enrolled in*</th>
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*If you have earned 60 or more credit hours toward graduation, please contact your College Honors representative about submitting a Program of Study.

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<th>Cumulative GPA</th>
<th>Probable semester of graduation</th>
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<th>Plans following graduation</th>
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### STATEMENT OF HONORS PURPOSE

In no more than two typed, double-spaced pages, please explain why you want to be a member of the University Honors Program. Please share with us how your participation in Honors will help you reach your academic, career and personal goals.

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<th>Applicant’s signature</th>
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<th>Advisor’s signature</th>
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<th>Approved by Honors Program</th>
<th>Date</th>
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D. SPECIAL POPULATIONS

Concurrent Enrollment Students - Veterinary College

Students complete all the Veterinary School requirements in three years.

The remaining credits that need to be taken to complete their bachelor’s degree may be taken from their curriculum while enrolled in the College of Veterinary Medicine.
D. SPECIAL STUDENTS

Concurrent Enrollment Students - Graduate College

Students may concurrently enroll in B.S./M.S. programs after their junior year.

They can complete their undergraduate coursework while starting their graduate program.

Up to 6 credits of coursework can count towards both degrees.
E. STUDENT COMMUNITIES

Greek Affairs

Iowa State sorority/fraternity community

55 chapters at Iowa State

Trains chapter officers

Woks with alumni

Assists groups with housing and financial issues

Advises the Interfraternity PanHellenic and the National PanHellenic Councils

Offers student visits to see what Greek life is like
E. STUDENT COMMUNITIES

Greek Affairs

Scholarships are available to members in a fraternity/sorority

Community service opportunities

Reduced cost housing

Greek Affairs Office
- 0355 Memorial Union
  515-294-1023
  greekaffairs@iastate.edu
E. STUDENT COMMUNITIES

Learning Communities

Provide an opportunity for students to connect with students of similar interests

Most are meant to help freshmen transition to college

Some programs are major or program specific while others are not

Some programs have being housed in the same residence hall
Learning Communities

Each community has its own peer mentors

Some learning communities have specific class requirements

List of learning communities

- [http://www.lc.iastate.edu/lc_index.html](http://www.lc.iastate.edu/lc_index.html)

More information can be found at

- [http://www.lc.iastate.edu/homepage.html](http://www.lc.iastate.edu/homepage.html)