

# Student Advising and Registration

---

## **Faculty Responsibility for Advising**

The departmental faculty have the principal responsibility for advising students enrolled in the department's major or minor programs and for students considering the major or minor. The DEO or the faculty member who serves as director of programs coordinates advising and the assignment of faculty advisers.

Departmental advisers must schedule adequate time for student meetings before each registration period (the last 12 days of classes in each semester). Advisers are also available throughout the semester to talk with students about their academic progress and, when necessary, to refer them to such specialized agencies as the [University Counseling Service](#) and the [Student Health Service](#). The department must also make provisions for advising during the orientation period for transfer students in January and during the summer orientation period.

Departmental advisers monitor students' progress toward graduation, advise on courses that satisfy major requirements, offer career counseling as appropriate, and provide information on enrichment activities in the major. Departmental advisers have a special responsibility to help each student chart an appropriate course toward graduation.

## **Auditing a Course**

With the approval of the course instructor and the adviser, a student in the College of Public Health may audit a course (reduce to zero the number of credit hours). Every student attending a course must be enrolled for credit or as an auditor.

The instructor assigns a mark of AUS (Audit Successful) if the auditor's attendance and performance are satisfactory; if they are unsatisfactory, the instructor assigns a mark of AUU (Audit Unsuccessful). The student generally cannot use audited courses to meet College requirements for degree programs or graduation requirements.

To register as an auditor, a student must obtain special permission from the instructor. Changes from credit to audit or from audit to credit must be made before the add deadline. The student obtains the instructor's and adviser's signatures on a Change of Registration form and takes it to the Registration Center for processing. No changes are accepted after the deadline.

Students who are already registered full-time during the fall and spring semesters are not assessed additional tuition for the audited course. Part-time students and students enrolled in the summer session are assessed a fee based on the number of semester hours for which the course is offered in the [Schedule of Courses](#).

## **Student Referrals**

Instructors and advisers may refer students to several offices on campus that offer student services.

### **Office of Civil Rights Compliance (OCRC)**

The Office of Civil Rights Compliance maintains campus wide compliance and resources of Federal and State of Iowa laws related to bias, harassment, discrimination, disability, equal employment opportunity, free speech, and sexual misconduct concerns.

### **English as a Second Language Program**

ESL instruction is offered in three distinct, but related, programs: ESL credit courses, the Iowa Intensive English program (IIEP), and the Teaching Assistant Preparation in English (TAPE) program. These programs meet the needs of students whose first language is not English. The ESL credit courses help students already admitted to the University raise their English proficiency so they can complete a degree successfully. The IIEP provides intensive instruction for students who must raise their English proficiency to gain admission to a university or college. The TAPE program helps graduate students develop their English language skills and prepares them to teach in U.S. classrooms.

### **Office of International Students and Scholars**

The Office of International Students and Scholars promotes international education both on and off campus. It promotes interaction between US students and faculty and foreign students and faculty through different educational and cultural activities. Students and instructors may obtain information about study abroad programs or overseas travel opportunities or how to develop individual experiences. Foreign students and scholars may confer with advisers about such matters as adjustment to life in this country, academic customs, immigration regulations, employment permission, and personal concerns.

The Office publishes a handbook for foreign students and scholars, a guide for faculty about living abroad, a list of foreign institutions with which the University has signed formal agreements, guidelines about how to apply for international travel support, and a brochure about the many other services offered by the Office. The Office serves as the liaison to the Midwest Universities Consortium for International Activities and cooperates with international community organizations.

## **Language Media Center**

The Language Media Center provides students and faculty with facilities and services for traditional language laboratory work, as well as for foreign language video and computer-based activities.

## **Ombudsperson**

The Office of the University Ombudsperson responds to problems and disputes brought forward by all members of the University community – students, staff, and faculty – that appear unresolvable through existing channels. Ordinarily students, staff, and faculty should try to resolve disputes using established procedures before consulting the ombudsperson; however, they may consult the ombudsperson at the outset if using official channels would result in lengthy and damaging delays or a lack of confidentiality and/or impartiality detrimental to their case.

## **Rhetoric Department Center** (Priority to students enrolled in Rhetoric courses.)

### **Writing Center**

The Writing Center provides individual writing instruction for University students who are inadequately prepared for college writing. Students may arrange for noncredit work throughout the semester.

### **Resources for Speaking**

## **Student Disability Services**

The Office of Student Disability Services seeks to ensure that students with both visible and non-visible disabilities receive the maximum benefit from their university experience. Students with various disabilities are accommodated-for example, hearing and speech impairments, learning disabilities, mobility restrictions, visual impairments, or head injuries. The office assists in admission, orientation, academic and career planning, academic support services, financial aid, housing, transportation and parking, aide and attendant care, and health services. Instructors may consult this office on instruction and testing accommodations for students with disabilities.

## **Student Health Service**

All registered students are eligible for outpatient care at the Student Health Service. Primary medical care is provided, including gynecology, outpatient surgery, and psychiatry. There is no charge for examinations, consultations, and diagnostic

services; however, charges are assessed for laboratory work, X-rays, minor surgery, and other procedures. The Student Health Service also offers an alcohol and drug assistance program and an educational program that promotes preventive medicine and healthy lifestyles.

### **University Counseling Service**

The University Counseling Service is staffed by professional psychologists and counselors who offer education, vocational, and personal counseling as well as therapy in individual or group sessions. The Counseling Service also offers programs, workshops, and consultations. All services are available to students without cost, except for certain testing fees. Each semester the University Counseling Service publishes a brochure describing its services and scheduled workshops. Instructors or advisers may refer students to the Counseling Service, or students may refer themselves.

### **Policy for Language Proficiency and Communication**

With respect to the conduct of Collegiate educational activities, the following general principle will be used:

The language for all formal instructional activities and their evaluation will be English, both in written and verbal communication and in all testing procedures. All written communications required of students, such as class projects or exercises, term papers, scientific experiments, and examinations must be of sufficient legibility and clarity in the English grammar, syntax, and spelling so that the technical content of the communication is unmistakably interpretable for evaluation by faculty. Similarly, all verbal communications must be of sufficient clarity to understand their substantive content. If this is not the case, the faculty will have sufficient cause to fail the student on that communication.

It is the role of each student's adviser, with the general assistance of the College, to assure that all of the processes with respect to language assessment and remediation are executed. Each instructor should be alert to language difficulties and consult with the student and his/her adviser at the earliest possible time in order to determine whether there are English language deficits that might preclude successful completion of the course or other exercises. The instructor should then work with the student and adviser to attempt development of a plan of remediation or altered curriculum.