

GENERAL ADVISING PROCEDURES AND INFORMATION

The Department of Health, Nutrition, and Exercise Science provides students with a strong program of quality academic advisement – both from the faculty and the advising staff. The mission of academic advising in the department is to serve students in the ongoing process of assisting them in the attainment of their educational goals through the development and evaluation of their educational plans. To succeed and progress satisfactorily through a degree program, students must have the resources available to not only receive accurate information about requirements and procedures tailored to individual educational needs, but a knowledgeable, caring advisor to explaining University policies and procedures. Advisors are involved in helping students coordinate their learning experiences through the planning of their educational – as well as their career – objectives, based on the abilities and academic progress of each student. Academic advising should also act as a referral for students to other campus agencies (Career Services, Academic Services, etc.)

When a student enters the Department of Health, Nutrition, and Exercise Sciences they are assigned a faculty advisor in their chosen area of study. The Department highly encourages students to meet with their advisor on a regular basis – during advance registration periods and whenever they may have questions regarding their academics or career goals. Students are also highly encouraged to follow their planned program of study, taking courses as specified at the correct time in their academic career. This can avoid missed courses, conflicting courses, and other problems that may arise as they get close to graduation.

As a responsible student, the following would be expected regarding advising:

- schedules appointments with his or her advisor and is on time for those appointments.
- owns and is familiar with the Undergraduate Catalog, the Departmental Student Guidebook, and specific department policies.
- is prepared for the advising session (has identified questions or concerns, brings a list of proposed courses and times to advance registration appointment).
- discusses long-range goals including choice of major and career aspirations.
- knows academic requirements for continued enrollment and graduation.
- asks questions about policies, procedures, or requirements that are not understood.
- keeps copies of relevant academic records.
- obtains, completes and processes all necessary forms and signatures required for registration, course changes, or related affairs within specified deadlines.
- meets course prerequisites and selects specific course selections.
- consults with advisor before making drastic changes to an agreed upon schedule.
- consults with the advisor with concerns related to academic progress, a change in program, courses to be taken at another institution, withdrawal from courses, or withdrawal from the university.
- makes final decisions and is actively responsible for his or her academic career.

The Family Rights and Privacy Act of 1974 (The Buckley Amendment)

Advisors have access to much private information pertaining to students. This information may not be divulged to **anyone** without the student's written consent. This federal law, the Buckley Amendment, establishes standards that pertain to all official student records, including the student's advising file. The Buckley Amendment applies to all schools which receive funds under an applicable program from the U.S. Department of Education. The law requires that educational institutions maintain the confidentiality of student education records and provide students with access to information placed in their official files. The Buckley Amendment generally prohibits the disclosure of information about an advisee without the advisee's prior written consent. Even disclosure to parents, other faculty, or administrators within the institution would constitute a violation unless the individual to whom the information was disclosed has been designated as a "school official" with "legitimate educational interests" in the institutional policy. As agents of the institution, advisors generally enjoy a qualified privilege that protects them from liability as long as they act in good faith in carrying out their responsibilities. The United States Supreme Court has stated that educators will be granted immunity unless they act maliciously or disregard the "basic unquestionable constitutional rights" of students.

Degree Programs

Degree programs in the Department of Health, Nutrition, and Exercise Sciences require 120 credits (Health & Physical Education requires 122). All programs require completion of courses in three categories: General Studies, major courses, and electives. The purpose of general education courses is to assure that the students achieve both the skills and breadth of knowledge expected of an educated college graduate. Major courses are intended to supply the students with the knowledge and ability to succeed upon graduation in both the work place and in graduate studies. These classes encompass both theoretical and practical classes to enable students to pursue career-related opportunities. Elective courses may be used to explore individual interests, investigate new fields or topics, or allow the development of competence in a second major, a minor, or a concentration of study.

First Year Experience (FYE)

The First Year Experience refers to a layered approach of offering essential strategies and information for students in transition to the University and to enhance the likelihood of academic/social success and student retention. With this experience is a First Year Seminar course which is discipline specific for incoming majors to introduce students to the expectations of an academic major or career. This may differ from the intro course (3-4 credits) in the major.

ENGL 110 – Critical Reading and Writing

This course is required of all students and is generally taken in the freshman year. A minimum grade of a C- is required.

Multicultural Requirement

Every student must complete three credits in a course or courses stressing multicultural, ethnic, and/or gender-related content. A minimum grade of a D- is required; this course cannot be taken pass/fail.

Student Classification

Freshmen	27 credits or less
Sophomores	28-59 credits
Juniors	60-89 credits
Seniors	90 or more credits

General Studies Requirements

It is important for students to understand that the Department of HNES' General Studies Requirements are different from those in other colleges/departments on campus. A complete listing of these requirements is included on this website.

E-mail

Students are required to have a University e-mail account. When faculty generate information to students, they use only University based information – not hotmail, netscape, aol, etc. If a student wants to keep their own personal e-mail account, they are required to transfer all information from their U of D account into their private account. A student is held responsible for missed information because of either not reading their e-mail or not having it transferred to another e-mail account.