

WCU Chemistry Department Advising Guide for Students

General Considerations:

First, when you matriculate into WCU, you are given a hard copy of the WCU Catalog. Elaine has them in the Chemistry Office if you did not get one. You should keep this catalog for the duration of your academic career here. This Catalog lays out the requirements for your attainment of a degree. It is basically a contract between you and the university which suggests, strongly, that you should READ it to be familiar with the expectations upon you. Degree requirements can and do change, but your requirements are based on the year you joined the university or declared a major.

Second, your course requirements are laid out in a four-year grid depending on your particular degree program. These are available on the Chemistry Department web site and from your adviser. You should try to follow this grid as closely as possible because it takes into account course pre-requisites and offering times. If you get out of sequence because you do not pass a pre-req for another course, you will find it difficult or impossible to graduate in four years. So, be sure to try your best to pass your courses. Also, try not to postpone courses that are listed in a particular semester, because their meeting times have been negotiated with other departments, and the wrong combination of classes will likely result in time conflicts.

We have provided below a list of when various chemistry courses are offered, by semester. The Chemistry Department has no control over the offerings of other departments whose classes you might need.

Third, be willing to talk to your advisor often for advice and guidance. Specifically, this advice will involve when you should be taking certain classes and which electives will be best for you. Your advisor is an academic advocate, not someone who can solve all your scheduling problems. Professors do not have the authority to add and drop students from their classes. That is, if you ask one of us to put you in a class we cannot actually do it. We do not have the privileges to do so, nor should we. Likewise, our department has no say over adding students to courses belonging to other departments. We cannot, for example, add our students to a closed course in physics or biology. You have to be proactive and approach the instructor of the course or that department's chair for such permission, if needed.

When should you start planning?

This is often a point of confusion for students. When you sign on to myWCU, you will see an alert that tells you when your enrollment appointment is (see right).

Most interpret this to mean that this is the date and time to visit their academic adviser. This is **not correct**; you should have already done

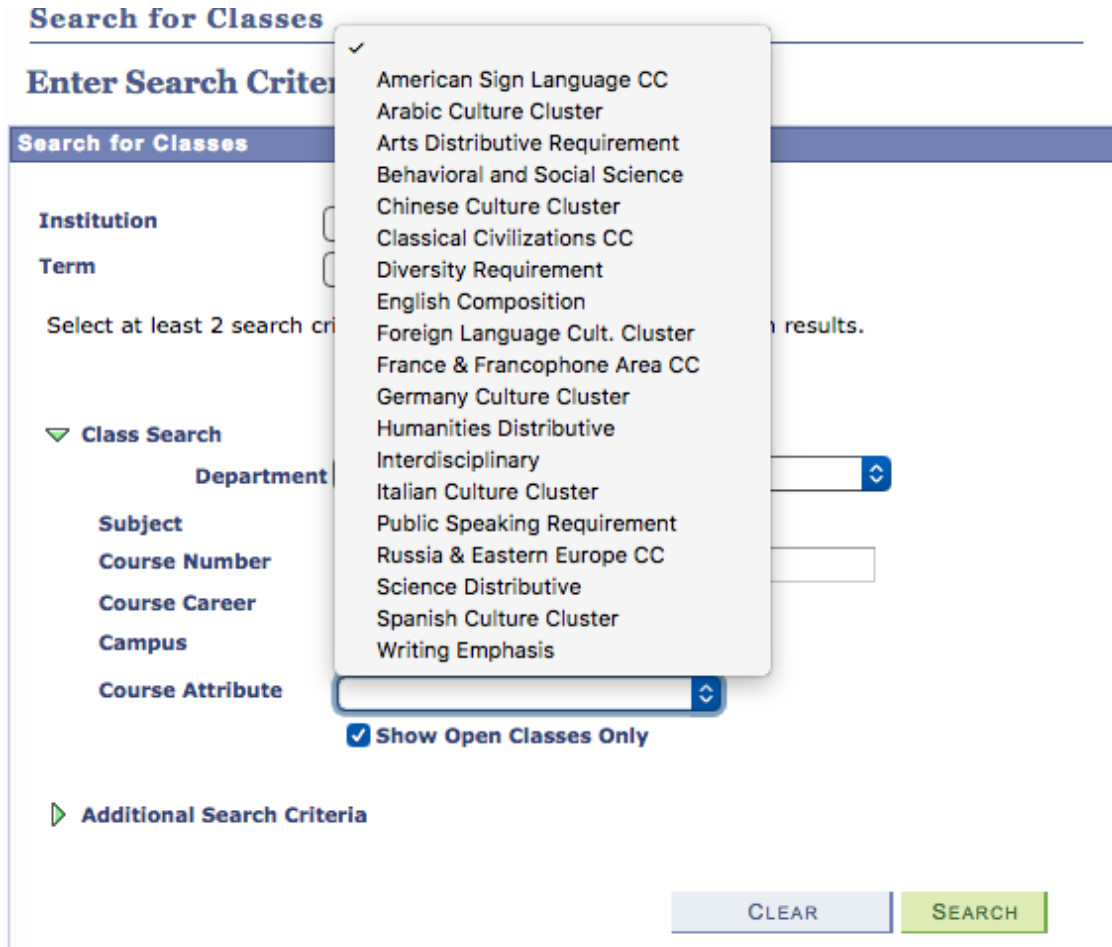


The image shows a notification box with a blue header that says "Enrollment Dates" with a green downward-pointing triangle. Below the header, the text reads "Enrollment Appointment" in bold, followed by "You may begin enrolling for the 2018 Spring Regular Academic Session session on October 16, 2017." At the bottom right of the box is a blue button with the text "details" and a right-pointing arrow.

that by this date. This is the date and time that the Registrar allows you to sign up for classes. Stay on top of this because if you delay, you might lose out on getting a seat in a course you need. If that happens because you waited for a week after your enrollment appointment, you will not receive much sympathy.

Searching the course schedule on myWCU:

myWCU is mostly self-explanatory. However, some might not be aware of the search ability for particular requirements. For example, all students (except for those in the Honors College) must take 3 writing emphasis courses (unless you are a transfer student, then you might have a lower number of required “W” classes), an interdisciplinary course, and a diversity course. How do you find courses that fulfill those requirements? You may search for them specifically by selecting the “course attribute” on the Search Class Schedule web page (see below).



Here, you see attributes for Diversity, Humanities, Writing emphasis, etc. Be creative in your searching and selection. Sometimes, you can find a course that satisfies a General Education requirement and a Writing emphasis requirement, for instance.

Creating a schedule:

From the advising sheets, you should be able to determine which courses you need. After that, the most difficult thing for you to do is build a schedule. This does not mean immediately go onto myWCU and start registering. It means find what times classes are offered and put the puzzle pieces together to make a viable schedule for yourself.

You are encouraged to use myWCU's tentative schedule planner, here. Why? Because it helps us see what the demand is going to be and plan for it. Here is the most important consideration of your planning: *pick your hardest-to-get courses first.*

Some courses, such as physics or analytical chemistry, only offer one section. Not only will they fill the fastest, but you have to pick your other courses around them. So, select those "one section only" courses first to anchor your schedule. Work outwards from there. A lab might have two offerings. A General Education requirement should be the last course picked from the available sections, because there are always several sections.

If you arrive at your adviser's office with a planned schedule, getting your scheduling flag removed will be a breeze. Most importantly, you are in control of your own progress.

When you should schedule?

As soon as possible after your enrollment appointment time opens. This means that you want your advisor to take your advising hold off well in advance (READ: At least a week or two weeks in advance). The sooner you schedule, the better chance you will have of being seated in those hard-to-get classes or most desirable sections. **Note that if you have other holds, such as financial aid or parking tickets, you have to remedy those before you can schedule.** We really cannot help you there.

Reality:

Classes occasionally have to be cancelled. If an insufficient number of students have signed up for a course we have to cancel it, and you will need to work out a resolution with your advisor.

How can you help keep a course from being cancelled? **Schedule early!** It is not uncommon for a course to be cancelled toward the end of registration and the instructor reassigned. Suddenly, several students step up who had hoped to take the course. If they

had scheduled earlier, there would have been a chance the course would not have been cancelled. It is a two-way street. If you do not commit yourself to take a course, we cannot commit ourselves to offer it.

The chart below indicates which semesters various chemistry courses are offered. This is important for you to know for various requirements. For example, suppose a student matriculated in the Fall of 2016 and wants to eventually take CHE333. The pre-reqs for this course are CHE231 and CHE232. However, the course is only offered every fall semester. If the course were last offered in Fall 2016, then that student would have to take the course in fall of the following year.

Semesters chemistry courses are offered.			Last updated: Fall 2017						
Fall	sections	class size	Spring	sections	class size	Summer	sections	class size	sessions
CHE100	1	120	CHE103	5	54	CHE101	1	30	second
CHE100lab	5	24	CHE104	6	54	CHE103	2	45	first
CHE101	1	48	CHE107	2	200	CHE104	1	45	first
CHE103	9	54	CHE160	1	75	CHE104	2	32	second
CHE104	2	75	CHE230	1	85	CHE107	1	45	first
CHE107	1	150	CHE231	2	50	CHE230	1	45	first
CHE160	1	75	CHE232	4	50	CHE230	1	36	second
CHE230	1	116	CHE271	1	20	CHE231	2	32	first
CHE231	4	50	CHE310	1	125	CHE232	2	32	second
CHE232	1	75	CHE321	1	50	CHE310	1	45	second
CHE310	1	90	CHE342	1	36	CHE321	1	42	first
CHE321	1	70	CHE403	every 4 years	30	CHE450	as needed		both
CHE333	every other year	36	CHE410	as needed		CHE451	as needed		both
CHE341	1	50	CHE411	1	30	CHE452	as needed		both
CHE345	1		CHE424	1	36	CHE476	1	33	first
CHE371	1	30	CHE433	as needed		CRL103	2	24	first
CHE409	1	36	CHE450	as needed		CRL104	1	24	first
CHE410	as needed*	36	CHE451	as needed		CRL104	2	24	second
CHE417	1	36	CHE452	as needed		CRL107	2	24	first
CHE418	1	54	CHE460	every other year		CRL231	2	16	first
CHE450	as needed*	74	CHE465	1	14	CRL232	2	18	second
CHE451	as needed*		CHE476	1	54				
CHE452	as needed*		CHE477	1	54				
CHE476	1	75	CHE479	1	24				
CHE491	1	18	CHE491	1	18				
CRL103	16	24	CHE535	1	18				
CRL104	5	24	CRL103	6	24				
CRL107	5	16	CRL104	9	24				
CRL231	10	18	CRL107	10	24				
CRL232	2	18	CRL230	1	18				
CRL321	3	18	CRL231	4	18				
CRL341	2	16	CRL232	5	18				
CRL371	1	16	CRL321	2	18				
CRL476	2	15	CRL342	1	18				
			CRL411	1	18				
			CRL424	1	18				
			CRL476	1	16				
			CRL477	1	14				