**LSA Advising Information**

Beginning Wednesday, January 8 and continuing through Friday, January 17, students may see a general advisor in 1255 Angell Hall on a walk-in basis in the afternoon. Short appointments will be available in the morning. A “quick line” for very short questions will be open all day. Concentration advisors will see students beginning Wednesday, January 8. Contact the individual departments for appointment information.

### LSA GRADUATION PROCEDURES

#### Planning to graduate in May, 1997?

If so, then you must submit your diploma application and concentration release form (for AB/BS candidates) or diploma application and BGS senior release form (BGS candidates), signed by your advisor. Diploma applications, concentration release forms, and BGS senior release forms are available in 1255 Angell Hall and 1401 Mason Hall and should be returned to 1401 Mason when completed. (HONORS PROGRAM students should pick up all graduation forms from 1228 Angell and return them there when completed.)

The LAST DAY to submit graduation materials if you want your name printed in the May commencement program is Tuesday, March 18. Tuesday, April 22 is the LAST DAY to submit graduation materials if you plan to graduate in December.

May LSA Commencement Exercises will be held in Michigan Stadium on Saturday, May 3, 10-11. All graduates of the Winter and Summer Terms, 1997, may participate. An information sheet about the May commencement exercise will be available in 1401 Mason Hall by the middle of the Winter Term.

#### Preprofessional LS&A Advising Assistance

All academic advisors are available in 1255 Angell Hall to assist students with general questions about academic preparation for law and medical school. For more specific questions about medicine, individual appointments may be scheduled with the following preprofessional advisors in the office:

**Law**
Karen Wittkopp

**Medicine and Health Professions**
Mark R. DeCamp,
Associate Professor of Chemistry

### Tidbits

#### Mini-Courses

For information about any available Winter Term one-credit mini- and short courses, pick up a copy of the mini-course listing (available in the Advising Center) or see the bulletin board outside 1419 Mason Hall.

**Race & Ethnicity, Quantitative Reasoning, and Junior/Senior Writing Courses**

Updated listings of Winter Term courses which may be used to meet the Race & Ethnicity, Quantitative Reasoning, and Junior/Senior Writing requirements are available on the Student Academic Affairs Website (http://www.lsa.umich.edu/asa/) and are posted on the bulletin boards outside 1419 Mason Hall, or you may call 764-6810.

**Late Course Descriptions**

Course descriptions that were not submitted in time to be included in the LSA Course Guide are available on the Student Academic Affairs Website and are posted on the bulletin board outside 1419 Mason Hall.

**Advisors Are Available by e-mail**

When you have quick questions that do not require an appointment, you can message your own general academic advisor via e-mail. If you do not remember the name of your advisor, send your question to AskLSA.Advising@umich.edu and an answer or referral will be sent in response.

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**Contents**

- Tidbits
- LSA Advising Information
- Graduation Information
- Preprofessional Advising
- Graduate School Test Dates
- From the Desk of the Asst. Dean
- Incompletes
- LSA Scholarships
- Wolverine Access
- Registrar Student Services
- Winter 1997 Academic Calendar

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*The Fall and Spring/Summer LSA Course Guides will be available on the Student Academic Affairs home page on March 14, 1997.*

*Time Schedules and LSA Course Guides for the Fall and Spring/Summer Terms are expected to arrive at 1419 Mason Hall on March 28, 1997.*
from the desk of the Assistant Dean...

A new semester begins and further changes are evident in Student Academic Affairs, particularly in the Advising Center, our focal point for improved service to undergraduates in LS&A. The staff of the Center, which has been fully operational since July 1, has been analyzing its own work processes and considering creative ways to improve its services to students. Several changes are in the works, but one change that will be most evident immediately is the recent hiring of four student services assistants at the front desk area. Shawn La'Wave, Jan Marten, Sarah Nussbaum, and Aileo Weinmann began an extensive training program in December to become knowledgeable about the College and the operations of Student Academic Affairs and student policies, rules, regulations, and procedures. They are now “on the line” for students and other visitors to the Advising Center, offering a warm welcome and ready to answer any questions and help with any problems.

Progress continues toward the establishment of a computerized degree audit for LS&A students. This past spring we began a pilot audit with a group of about 200 then juniors and seniors in two of the larger LS&A concentration programs, Biology and Economics. This pilot project led to improvements in the auditing process for these students and others now following in their footsteps. This past Fall Term about 750 additional declared concentrators for these students and others now following in their footsteps.

These exciting changes in Student Academic Affairs are typical, but only two of the team efforts the staff and I have been planning for and recently implementing. I hope to have good news to announce about improvements in our premedical advising by the works, but one change that will be most evident immediately is the recent hiring of four student services assistants at the front desk area. Shawn La'Wave, Jan Marten, Sarah Nussbaum, and Aileo Weinmann began an extensive training program in December to become knowledgeable about the College and the operations of Student Academic Affairs and student policies, rules, regulations, and procedures. They are now “on the line” for students and other visitors to the Advising Center, offering a warm welcome and ready to answer any questions and help with any problems.

These exciting changes in Student Academic Affairs are typical, but only two of the team efforts the staff and I have been planning for and recently implementing. I hope to have good news to announce about improvements in our premedical advising by the next issue of this Newsletter in March. In the meantime, if you would like to share with me any of your ideas for what you would like to see happen in our new Advising Center or in LS&A Student Academic Affairs in general, or if you would like to comment on how things are running (smoothly and helpfully, or not the way you think they should), please e-mail me (eanurse@umich.edu). We want to do whatever we can to help make your experience in this great liberal arts College as rewarding for you as possible. Best wishes for the new Winter Term and a productive 1997!
INCOMPLETE GRADE?

An “Incomplete” (I) grade may be reported by an instructor when a student has taken the final examination in a course but a small amount of work is unfinished. If you are an LSA student and your instructor agreed to report an Incomplete grade, regardless of whether or not the course was an LSA course, then:

1. You should have an understanding with the instructor about the work you must complete.

2. You must complete the work by the end of the fourth week of your next Fall or Winter Term in residence or by an extended deadline supported in writing by the instructor and approved by the Academic Standards Board (1255 Angell Hall) or the Honors Office (1228 Angell Hall). Your instructor is not obligated to agree to a time extension. LS&A students with Fall Term, 1996 Incompletes who enroll in the College for Winter Term, 1997, must complete the work by Tuesday, February 4.

3. An Incomplete not finished by February 4 or an approved time extension arranged prior to the February 4 deadline lapses to a failing grade and lowers the term and overall grade point averages, unless the course was elected pass/fail.

4. The instructor has ten days following February 4 or an approved extended deadline in which to report a final grade.

5. Special Note to December, 1996 Graduates:

You must finish any outstanding Incompletes that you need in order to complete your degree requirements, and have the instructor report the final grade to the LSA Records Office by Friday, January 10, 1997, in order to keep your name on the December, 1996, degree list. ✔.

Wolverine Access

GETTING A COPY OF YOUR COURSE SCHEDULE AND OTHER STUDENT BUSINESS

You can obtain a copy of your course schedule quickly and easily through Wolverine Access. Wolverine Access is available on any computer on campus via the World Wide Web. The address is: http://waccess.umich.edu

Since it is important to keep your information private, a Uniqname and UMICH (Kerberos) password are required. Once on Wolverine Access, select Student Business, select Undergraduate or Graduate Students, then any of the following available options:

Grades
Addresses
Class Schedule
Account Statement
CRISP Info
CRISP Appointment
Academic Report
Disbursed Aid
Financial Aid

To view your course schedule, you would select the menu item labeled Class Schedule. You will be asked to authenticate (a window pops up where you type in your uniqname and password) if you have not already done so.

If you wish to have a printed copy, select Print... under the menu option labeled File. Your printed schedule will not have your name on it. Instead, it will have a receipt number. This number is the last four digits of your Social Security Number plus the UM security digit.

Wolverine Access can also be used to find out when your CRISP Appointment will be, or to find out which courses are still open (CRISP Info).

It also is possible to change your addresses, view/print an unofficial copy of your transcript (Academic Report) or your financial account status (Account Statement), or send a message to the Registrar's Office if you think that any of your information may be incorrect.

It is important that you do not forget to LOGOUT or to shut down the computer before leaving. This step protects your privacy!

Registrar Student Services

The Office of the Registrar maintains two student service areas, Central Campus Student Services, located in room G255 Angell Hall, and North Campus Student Services, located at 1212 Pierpoint Commons (Entrée Office). These offices are intended to provide both students and staff with a convenient and efficient means of conducting business with the Registrar’s office. Both offices are open weekdays from 8 a.m. to 5 p.m., and the following services are available at both locations:

- Transcript requests and requests for unofficial copies of the academic record
- Certification (loans, placement, etc.)
- Academic record information
- Student ID changes
- Registration help
- Name changes
- Information on V.A. benefits and residency

In either of these facilities students are able to sit down with a representative of the Registrar’s office and receive all required services. Phone 764-6280 or 763-7650. ✔

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# Winter Term, 1997, Calendar

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<th>Sunday</th>
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<td><strong>Last day to withdraw (50% tuition waiver less fees)</strong></td>
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<td><strong>Final Exams</strong></td>
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**Policy Against Discrimination**

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of non-discrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Office of Legal Counsel, 515 Administration Building, 1111 State Street, Ann Arbor, Michigan 48109-2099, or to the University’s Director of Affirmative Action and Title IX Coordinator, 4055 Wolverine Tower, 1100 East University, Ann Arbor, Michigan 48109-1249, or to the U.S. Equal Employment Opportunity Commission or the Michigan Civil Rights Commission. *See also the following policies:* [Office of Legal Counsel](http://legalcounsel.umich.edu), [Office of Affirmative Action and Title IX](http://affirmativeaction.umich.edu), and [Office of Inspector General](http://oig.umich.edu).

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**The Regents of the University**

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---

**The University of Michigan**

College of Literature, Science, and the Arts

Edie N. Goldenberg, Dean

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