

Academic Advising Overview

1. Advising resources available at <https://csmt.wku.edu.cn/en/academic-advising>
2. Be familiar with the curriculum and 4-year plan
3. Major and minor guide sheets available on CSMT website <https://csmt.wku.edu.cn>
4. Email advisees for face-to-face advising
5. Check the progress of students on KeanWise
6. Check how students are doing in their current courses → academic early alerts
7. Check the courses students plan to register, making sure they adhere to the 4-year plan; discourage/warn students of the risk of any deviations
8. Advise on course options, research opportunities, graduate school selections and applications, career choices
9. For non-academic matters, refer students to other departments: any red flags refer students to the relevant departments, more serious issues report to BIT

Graduation Audit – Checklist

1. If total credits completed >120
2. If program GPA requirement is fulfilled (2.0 or 2.5)
3. If ESL classes are completed

By default, students must take ESL 0303, 0304, 0404, and 0405, unless they are exempted and in which case their names must appear in the Excel sheet from VCAA Office (contact college admins to check), if not in the list, return the application to students and ask them to get written approval from VCAA Office

4. If program requirements are fulfilled

MATH 1054 waived for WKU students except CHEM majors

Course substitutions if any

Graduation Audit – Comments Template

1. 123 credits
2. GPA 3.9
3. All ESL courses completed
If exempted for one or more ESL courses, indicate so. E.g., ESL 0303 and 0304 exempted
4. MATH 1054 waived for WKU students
5. If course substitutions are required, indicate so in comments e.g., MATH 2110 to be transferred from others to lower-level FE and MATH 3802 to be used as higher-level FE
6. All other program requirements fulfilled

Applications received during the semester:

1. Please hold! Should not approve or reject
2. Just check if there are major issues e.g., missing credits, ESL courses or program requirements and communicate to students immediately
3. Wait until all grades are released after the semester ends to conduct a detailed audit

Do not approve with comments such as:

1. “Approve” or “OK”
2. “Pending completion of XX courses”
3. “Refer to DD or Dean to check ESL requirements”