

ACADEMIC ADVISING WEBSITE MANUSCRIPT

Page Title: [Work with an Advisor](#)

AUDIENCE: Current students

OBJECTIVE: Find out who to contact and how to contact them for academic advising

SOURCE CONTENT: Work with an Advisor page on current site

KEYWORDS: advisor, undeclared, contact, questions, appointment, schedule

I. Introduction

Body Copy:

Advisors in the Office of Academic Advising help new students make a smooth transition to the university and assist continuing students in many ways. It is a place where students can sit down with an advisor one-on-one and discuss their individual concerns and questions. In addition, advisors help students develop meaningful educational plans that are compatible with their life goals. Specialized advising is available for students who are undeclared (have not chosen a major).

II. Undeclared Majors

Headline:

Undeclared Majors

Body Copy:

The Office of Academic Advising works directly with undeclared majors. Please call us to schedule an appointment at 541-346-3211. We look forward to speaking with you!

Preparing for your advising appointment:

- Check the [FAQ](#) page to see if you can find an answer to your question
- Bring a list of questions that you want to discuss.
- Be open to reviewing course options, addressing academic problems or concerns, making decisions about the upcoming quarter, and exploring major/minor options.
- Make a list of potential courses you are interested in taking for the next quarter.
- Explore departmental websites or review the [UO Catalog](#) for majors that you are interested in pursuing.
- Review your degree guide (through [DuckWeb](#)) and bring a copy to your appointment.
- Arrive in advance of your scheduled appointment time. Students arriving 10 minutes or more past their scheduled appointment times will need to reschedule their appointments. If you are unable to make your scheduled appointment, you must cancel at least 24 hours in advance.

III. Declared Majors

Headline:

Declared Majors

Body Copy:

Each student is an important new member of our student community. We want each student's experience at the University of Oregon to be a successful one!

Students with declared majors are assigned to—or choose—an advisor from their major department, usually by the end of their first term. Students can check the name of their assigned faculty advisor by looking at the "Student General Information" screen of [DuckWeb](#).

For a link to departmental websites, use the [UO Catalog](#) or look at our [campus advisors](#) page.

Page Title: [Registration Decisions](#)

AUDIENCE: Current students

OBJECTIVE: Answer questions about registration

SOURCE CONTENT: Registration page on current site

KEYWORDS: registration, register, schedule, classes, drop, change grade, withdrawal

I. Current Term Registration Questions

Headline:

Registration

Body Copy:

When can I see classes for the next term?

Class schedules are posted on Friday of week 5 (for example the winter class schedule is posted week 5 of fall term). Class schedules for summer sessions are posted in early March. BONUS TIP! Once the class schedule posts, you may use schedule builder in [DuckWeb](#) to begin arranging possible schedules.

When can I register?

Registration is based on credit hours earned and begins Monday of week 8 (for example winter registration begins week 8 of fall term). Summer registration begins in early May. Registration priority information is posted in [DuckWeb](#) under "registration" menu, "check registration eligibility" during Week 7. It can also be found at the [Office of the Registrar](#).

What classes should I register for?

Review your degree audit on [DuckWeb](#) and make note of areas in red that say "NO." These are courses you will need to incorporate into your schedule planning. Things to consider include how many credits to take. 12 credits is full-time; however aim to earn 45 credits per year to graduate in four years. Balance your course load to account for your academic strengths and challenges and other time commitments.

Who can help me with my schedule?

[Your Advisor](#)! Speak with an advisor early about schedule planning. Weeks 3-5 are the best time to work with an advisor to discuss future schedule plans. Don't wait until week 6 or later when advising schedules begin to fill up!

Can I add classes after the deadline?

Petitions to register/add classes after the deadline can be obtained through the Office of the Registrar (220 Oregon Hall).

Can I register for more than 21 credits?

Students considering more than 21 credits in a term MUST speak with an [advisor](#). Advisors may give permission for up to 24 credits. Students seeking more than 24 credits (NOT RECOMMENDED) must obtain a petition in the Office of the Registrar (220 Oregon Hall).

II. Dropping Courses

Headline:

Dropping Courses

Body Copy:

Should I drop a course or courses?

Students are ALWAYS encouraged to speak with an [advisor](#) before dropping courses. Advisors can discuss other possible options and also make important referrals.

When can I drop (withdraw from) a course?

Students have until Sunday before week 8 to drop courses via [DuckWeb](#), HOWEVER there are deadlines throughout the term that will dictate how much tuition is owed. Drop deadlines can be viewed by clicking on the CRN for the course in the Class Schedule or by viewing the registrar's [academic dates and deadlines calendar](#). NOTE! Summer Sessions have different deadlines due to shorter terms. Be sure to click on course CRNS to view individual course deadlines.

How do I drop all my courses (complete withdrawal)?

Students who drop all their courses must use [DuckWeb](#) and go to "completely withdraw" in the registration menu. Students have until Sunday before finals week to completely withdraw, HOWEVER there are deadlines throughout the term that will dictate how much tuition is owed on complete withdrawal. Those deadlines can be viewed by clicking on the CRNs for the courses in the class schedule or by viewing the registrar's [academic dates and deadlines calendar](#). NOTE! Summer Sessions have different deadlines due to shorter terms. Be sure to click on course CRNS to view individual course deadlines.

III. Change Grade Option

Headline:

Change grade option

Body Copy:

What is a change in grading option?

Many courses offer the option to change your grading from a letter grade to Pass/No Pass via [DuckWeb](#). It is very important to talk to an advisor before making a decision to [change grading option](#). Most courses for your major are NOT permitted to be taken P/NP but you must confirm that with an advisor.

When can I change my grading option?

Students have until Sunday before week 8 to change grading option via [DuckWeb](#). Deadlines can always be viewed by clicking on the CRN for the course in the class schedule or by viewing the registrar's [academic dates and deadlines calendar](#). NOTE! Summer Sessions have different deadlines due to shorter terms. Be sure to click on course CRNS to view individual course deadlines.

IV. Missed Drop/Grade Option Deadline

Headline:

I missed the drop/grade option deadline

Body Copy:

What can I do if I missed the drop (withdrawal)/grade option deadline?

If the term is still in progress (before finals week) you may obtain a petition for late drop (withdrawal) or late change in grading option in the Office of the Registrar (220 Oregon Hall). THIS IS AN EXCEPTION TO UNIVERSITY POLICY AND MAY NOT BE APPROVED.

Page Title: Academic Honors

AUDIENCE: Current students

OBJECTIVE: Learn how to qualify for university academic honors

SOURCE CONTENT: UO Catalog

KEYWORDS: Dean's list, summa cum laude, cum laude, magna cum laude, honors, grade point average

I. Introduction

Body Copy:

There are many academic honors and awards at the university. Below are some of the more prevalent Academic Honors awarded at the University of Oregon. For a full list of how to graduate with honors and other awards, please visit the [UO Catalog](#).

II. Dean's List

Headline:

Dean's List

Body Copy:

At the conclusion of each term during the academic year (fall, winter, and spring), undergraduate students whose grade point average is at least 3.75 and who are taking 15 or more total credits are named to the Dean's List, and receive a special designation on their academic records. At least 12 of the credits for the term must be taken for letter grades.

III. Latin Honors

Headline:

Latin Honors

Body Copy:

Graduating seniors who have earned at least 90 credits in residence at the University of Oregon and have successfully completed all other university degree requirements are eligible for graduation with Latin honors. These distinctions are determined by the Office of the Registrar, and are based on the following percentile rankings in each graduating class.

Top 2 percent – summa cum laude

Top 5 percent – magna cum laude

Top 10 percent – cum laude