#88 Faculty Advising Initiative - Project Artifacts

Led by Martha Dyson, Academic Adviser, College of Liberal Arts & Sciences

List of Artifacts

- Faculty advising website
- Online faculty advising guide
  - iBook format (note that this can be downloaded on the faculty advising website)
  - PDF format (attached; below)
UNDERSTANDING PSU’S DEGREE REQUIREMENTS

A Faculty Advising Guide
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PSU’S Mandatory Advising Requirement

All students must meet with an adviser in their major at least once during their first three terms at PSU.

Students who have not chosen a major may meet with an adviser in Advising and Career Services.

Advisers are responsible for lifting students’ advising holds in Banweb.

This rule applies to all new PSU students, freshmen and transfer, and requires them to meet with an adviser at least once during their first three terms at PSU. Students who do not meet their mandatory advising requirement in a timely fashion will have a registration hold placed on their account which will prevent them from registering for any further classes until the required advising session has taken place. Once an advising session has occurred, advisers are responsible for lifting a student’s hold in Banweb. A hold may be lifted by choosing the faculty tab, clicking on the First Year Mandatory Advising link, entering the student’s PSU ID number, checking the advising box and hitting submit.
Math Placement Requirement

Requirements for enrolling in an introductory level math course at PSU:

- Successful completion (C- or above) of the prerequisite course or higher within the last year
- Placement at the necessary level on the Mathematics and Statistics Placement Test (ALEKS) within the last year

Most introductory level math classes at PSU require successful placement or completion of the designated pre-requisite prior to class registration. Pre-requisite classes must be completed with a grade of C- or higher in the 12 months prior to registration. Students who have not met these pre-requisite requirements may demonstrate proficiency by placing at the necessary level on the Mathematics and Statistics Placement Test (ALEKS) within the 12 months prior to registration for the desired course.
There are three main components of an undergraduate degree at PSU: degree options, general education options, and major requirements. The degree options include Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, and Bachelor of Music. For general education, students may choose University Studies or apply for admission into the Urban Honors College. Students must also choose a major in which to focus their academic study.

In addition to the three main components of the degree, PSU undergraduates are also required to complete a total of 180 credits, including 72 credits at the upper division level. Credits used toward this requirement may include classes from any of the three main components, as well as elective coursework.
To remain in good academic standing, undergraduate students must maintain a minimum PSU GPA of 2.0. In order to graduate, students must also earn a minimum GPA in their chosen major. For most majors, this minimum is a 2.0. However, since each academic department sets its own GPA requirements, this minimum may exceed 2.0. Classes in a student’s major department that were taken at other institutions will also count toward their major GPA at PSU. Students in Urban Honors are required to maintain a cumulative PSU GPA of 3.25.
In order to earn a PSU degree, students must complete a minimum of 45 credits in residence. Students are allowed to take up to 45 of their credits as Pass/No Pass, but 25 of their final 45 credits must be taken for a letter grade. Many majors do not allow Pass/No Pass credits to count toward major requirements.

**PSU Residence And Credit Requirements on DARS**

- 45 of the last 60 credits (or a total of 165 credits) must be taken at PSU
- 25 of the last 45 credits must be taken for a grade

*University Writing Requirement*
- All students must complete 2 college-level composition courses or their approved equivalents.
- Writing chosen from WR 121, 200, 211, 222, or 227.
- Students entering PSU as Freshmen will satisfy this requirement upon the completion of FRINQ and SING OR the first two years of The University Honors Program.
- Students entering PSU with 90 or more credits earned have the option to substitute one of the following upper division writing courses: WR 300, WR 323, WR 324, WR 327,
The foreign language admission requirement applies to all PSU students who graduated from an Oregon high school in 1997 or later. This rule states that students must have completed two years of the same foreign language in high school with a grade of C- or better. An official high school transcript may be used to verify completion of the requirement.

Students who did not complete the foreign language admission requirement in high school may fulfill it by successfully completing (C- or above) two terms of the same college level foreign language (101,102).

Foreign Language Admission Requirement on DARS

- 3) Foreign Language Admission Deficiency ---
  To clear deficiency you must complete two quarters of a college-level second language or above (or demonstrate equivalent proficiency)

  Maximum number of Cooperative Education credits allowed toward degree is 12 ---

  Maximum number of credits graded P(pass) allowed toward degree is 45 ---
  ( 3.00 HOURS TAKEN )

  Maximum number of Correspondence credits allowed toward degree is 8 ---
PSU requires that all undergraduate students complete a minimum of two college level writing courses. This requirement may be met in a variety of ways. WR 121 or Freshman Inquiry plus Sophomore Inquiry, WR 121 or Freshman Inquiry plus 4 credits of composition writing, WR 121 or Freshman Inquiry plus a writing intensive course (designated with a WIC in the course title).

Urban Honors students meet the University writing requirement through Honors Foundations (HON 101, 102, 103) or, for sophomore transfer students, through Honors Methods (HON 201, 202, 203).
PSU offers four degree options: Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, and Bachelor of Music. Most majors allow students to choose their degree option while others require one option. The Bachelor of Arts is required for Applied Linguistics, English, International Studies, Judaic Studies and World Languages majors. The Bachelor of Science is required for Engineering and Computer Science majors. Art Practices majors have the option of choosing the Bachelor of Fine Arts. The Bachelor of Music is an option for some Music majors. Courses from a student’s major may also apply to requirements in the degree option.

Most majors allow you to choose; some majors only offer one option

BA only: Applied Linguistics, English, International Studies, Judaic Studies, World Languages

BS only: Engineering and Computer Science

Courses in major can count towards BA/BS/BFA/BM
In the Degree Audit Reporting System (DARS), the Bachelor of Arts requirements are divided into five sections: Foreign Language competency, Fine and Performing Arts, Arts and Letters, Science, and Social Science requirements. Foreign Language competency must be demonstrated by completion of, or proficiency in, a foreign language at level 203 or higher. The Bachelor of Arts also requires 4 credits of Fine and Performing Arts, 8 credits of Arts and Letters, 4 credits of Science or Math, and 8 credits of Social Science.

For Urban Honors students, the first and second year curriculum (HON 101-103, HON 201-203) fulfills 8 credits in the area of Arts and Letters, 8 in the area of Social Sciences, and 4 in the area of the Sciences.
The Bachelor of Science requirements are divided into four sections on the DARS: Mathematics or Statistics, total Science credits, lab science credits, and Arts and Letters and/or Social Sciences. To meet the BS requirements, a student must complete 4 credits of college level Math or Statistics, 12 credits of Science (8 of which must be lab science), and 12 credits of Arts and Letters and/or Social Sciences.

For Urban Honors students, the first and second year curriculum (HON 101-103, HON 201-203) fulfills 12 credits in the area of Arts & Letters and/or Social Sciences, and 4 credits in the area of the Sciences.
Portland State offers two options for fulfilling general education requirements: University Studies or Urban Honors. The purpose of University Studies is to expose students to a breadth of coursework outside their major, while Urban Honors provides an academically intense curriculum with extensive opportunities for internships and rigorous independent research. All students are eligible to participate in University Studies, while students must apply to and be accepted into Urban Honors. To gain admission to Urban Honors, freshmen must have a high school GPA of 3.5 and transfer students are required to have a college GPA of 3.25.

University Studies and Urban Honors require coursework at the freshman through senior levels. Freshman Inquiry or Honors Foundations comprise 15 credits of coursework at the freshman level. Sophomore Inquiry or Honors Methods consist of 12 credits. The upper division cluster requires 12 credits at the junior level. Urban Honors also requires 12 credits during the junior year, which can be met
through Honors seminars, approved internships, or independent research. Completion of the general education requirements consists of 6 credits of the Senior Capstone or 6-10 credits of Honors Senior Thesis.

Placement into University Studies or Urban Honors is based on the total number of credits completed prior to the term of admission to PSU. Students who start PSU with 0-29 credits will begin with Freshman Inquiry or Honors Foundations. Students opting for University Studies who have transferred between 30-89 credits will begin with Sophomore Inquiry. Those who enter PSU with 30-59 credits will be required to complete 12 credits of Sophomore Inquiry, those with 60-74 credits of transferred coursework will be required to complete 8 credits of Sophomore Inquiry, and those bringing in between 75-89 credits will be required to complete only one Sophomore Inquiry. Urban Honors students who transfer in between 30-89 credits will complete all 12 credits of the sophomore sequence of Honors Methods (HON 201, 202, and 203) which may be taken in any order.

All students transferring in 90 or more credits will begin at the junior level with the Upper Division Cluster or the Honors Junior Seminars (HON 407). At the senior level, University Studies students must also complete the Senior Capstone and Urban Honors Students must complete the Honors Thesis requirement.

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General Education Placement

The amount of General Ed taken is based on the total number of credits completed prior to the term of admission to PSU.

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<th>CREDITS TRANSFERRED</th>
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<tr>
<td>0-29 credits</td>
<td>Freshman Inquiry or HON 101</td>
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<tr>
<td>30-59 credits</td>
<td>3 Sophomore Inquiries or HON 201-203</td>
</tr>
<tr>
<td>60-74 credits</td>
<td>2 Sophomore Inquiries or HON 201-203</td>
</tr>
<tr>
<td>75-89 credits</td>
<td>1 Sophomore Inquiry or HON 201-203</td>
</tr>
<tr>
<td>90+ credits</td>
<td>Upper Division Cluster or HON 407</td>
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Transfer students who begin PSU without applying for co-admission status have their General Education placement set based on the total number of transfer credits they complete before beginning a term at Portland State. For transfer students with a co-admission status, this placement is determined after they have completed all the lower division coursework they intend to take at the community college while they are co-admitted. At that time, their General Education placement is set based on the total number of transfer credits they have completed.

Understanding how General Education placement is set for co-admitted students is important for advisers because the placement indicated on co-admitted students’ DARS will not be accurate until they have completed all work they intend to take at their community college and had their General Education placement reset to the correct level. This placement may be reset at student or adviser request through askdars@pdx.edu.
The University Studies section of the DARS indicates a student’s UNST placement by designating the number of credits needed to fulfill the requirements for the Freshman Inquiry, Sophomore Inquiry, Upper Division Cluster, and Senior Capstone.
University Studies: Freshman Inquiry

Freshman Inquiry or FRINQ is a 15-credit sequence which is normally taken as three 5-credit courses beginning in fall or summer, but may also be taken over 2 terms in winter (7 credits) and spring (8 credits). Each FRINQ course is paired with a required small group discussion class called a mentored inquiry taught by a student mentor. Freshman Inquiry explores topics from an interdisciplinary perspective and teaches writing and communication skills related to the course theme.

A year long study of one theme

Paired with mentored inquiry: required discussion section

Focused on building writing and communication skills
Sophomore Inquiries or SINQs are 200-level UNST interdisciplinary survey courses which explore various themes. There are many different themes available and each theme is linked to an upper division cluster. Like FRINQ, SINQ classes are also paired with required small group discussion classes called mentored inquiries.
Upper division clusters consist of 300-level departmental courses which have been linked to the University Studies themes because of common thematic content. These courses do not carry the University Studies prefix, but instead use the prefixes of their respective departments along with a U following the course number which designates them as cluster courses. All students are required to complete 12 credits from one cluster theme. Cluster classes may not come from the student’s major department and must correspond to a SINQ when one was required. Cluster courses can be used towards minor or second major.

12 credits from one cluster theme

Classes may not come from the student’s major department

Must correspond to a SINQ when one was required

Can be used toward minor or second major
University Studies: Senior Capstone

Community-based learning project

Can translate into real-world experience on a resume

Six credit course (most last one term; some span two or three terms)

Students work as a team with faculty and community partners to find solutions to real-world problems

Examples: Tutoring to Empower Native American Youth, Outdoor and Environmental Education, Performing Arts Advocacy, Multimedia Production Team, Addressing the Food Gap at Rosehaven

Senior Capstones are 6-credit community-based learning projects in which PSU partners with various organizations in the Portland area to help them solve real-world problems. PSU offers a vast array of capstones and students may choose any one of them to complete their capstone requirement unless their particular major or minor indicates otherwise. The capstone is typically completed in one term and does not have to relate to the student’s cluster theme.
Urban Honors

The Urban Honors section of the DARS indicates a student’s HON placement by designating the number of credits needed to fulfill the requirements for the First Year Foundations, Second Year Methods, Junior Seminars and Internships, and Senior Research and Thesis.

Urban Honors on DARS

University Honors Upper Division Requirement - Complete 18 credits of Honors Seminar, Thesis, Research Project, and/or Internship. 
(A minimum of 4 credits must be HON 407) 
Some of these credits may be taken within your major department. Please contact your University Honors Advisor for further information. 

NO: University Honors - Upper Division Requirement

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<th>SUB-GROUP</th>
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<tr>
<td></td>
<td>0.00</td>
<td>1 SUB-GROUP</td>
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--> NEEDS: 18.00 CREDITS 1 SUB-GROUP

Hover mouse cursor on the image to view fullscreen
Urban Honors: First Year Foundations

Requires selective admission to the Honors College (minimum GPA: 3.5 High School; 3.25 College)

Introduces basic intellectual framework for social, cultural, political and material study of urban environments

Provides foundation for reading and writing skills needed for senior thesis project

Urban Honors Foundations: The Global City is a year long sequence comprised of three 5-credit courses: HON 101, 102, and 103. These courses introduce the basic intellectual framework for social, cultural, political, and material study of urban environments. They also provide the foundation for reading and writing skills needed for the Senior Thesis project.
Urban Honors: Second Year Methods

The three sophomore courses of the Honors curriculum take the city of Portland as an appropriately dynamic subject for investigating methods of research in the social sciences, the humanities, and the natural sciences. Using Portland as archive, stage, and laboratory, students will progress through an integrated set of research projects focused on developing not only their understanding of the concepts and systems by which cities operate but also their own critical capacities as urban residents and knowledge producers.

Urban Social Sciences (HON 201), Urban Humanities (HON 202), and Urban Ecology (HON 203) may be taken in any order.

The City of Portland is the subject of investigation
Each course uses a different disciplinary approach
HON 201, 202, and 203 may be taken in any order
Urban Honors students must earn 12 credits for their Junior requirements; four of these credits must be earned from one of the Honors Seminars (HON 407) that are offered on a variety of topics each quarter. The other eight credits may be fulfilled through additional Honors seminars, an approved internship, a research project, a global seminar, or a departmental seminar. Internship and research positions are valuable opportunities for students to gain hands-on experience, build resumes, and make connections with professionals and faculty, and in some cases serve as a springboard to the senior thesis project.
In the final year of undergraduate study, Urban Honors students research, write, and present a thesis. The thesis is a serious project, representing a valuable opportunity for Urban Honors students to conduct independent research and to work closely with senior faculty in their department and in Honors. To begin the thesis, students must take one term of the prospectus Thesis Seminar (HON 403, 4 credits) offered through Urban Honors during the fall, winter, and spring quarters. Students then research and write the thesis over two terms and conclude with a short presentation of their completed project in front of a faculty committee, fellow students, and the community. Honors theses are archived in the PSU Library.
Major Requirements

Major provides depth in an academic area and requires between 48-134 credits

Advisers assist students in choosing the most appropriate catalog year

Since departments change their major requirements from time to time, it is critical for advisers to help students ascertain the best catalog year for which they are eligible.

The phrase “catalog year” is used to refer to the academic requirements a student must fulfill in order to earn a degree at Portland State University. These requirements are defined each academic year in the PSU bulletin (catalog) and include university-wide requirements as well as major specific requirements. Catalogs are current for 7 years, after which their requirements expire. Students may use any current PSU catalog dating back to when they first began coursework at an accredited US college or university provided that these college credits were earned after high school graduation. They must also be able to complete all their degree requirements within seven years of their chosen catalog. Consequently, they may need an adviser’s assistance in determining which catalog best suits their needs.
Electives

PSU students must earn a minimum of 180 credits to meet their degree requirements. 72 of those credits must also be upper division (300-400 level) credits. Any credits not used to meet specific requirements for the degree option, general education, or major are considered elective credits. Students may also choose to use elective credits toward a minor or second major.

BA/BS + UNST/HON + Major ≠ 180

Students often need upper division elective credit to meet the 72 credit Upper Division total

DARS will apply any courses not used in triangle to electives

Students may use electives to explore disciplines which interest them or consider a minor, double major, or internships
When advising students, there are a few other important things to consider. Some courses like sciences and foreign languages are taught in sequence and students should be advised to start them in the fall term. It’s also important to make sure that students understand the proper ordering of courses as well as which terms required courses are offered. If you need help with any advising related questions, please ask your departmental advising liaison.

Some course are taught in sequence and must be started in the fall (most foreign languages and some sciences)

Important to convey to students which terms their required courses are offered

If you need help with any advising related questions, ask your departmental liaison
Campus Contacts & Resources Information

Faculty advisers can reach their departmental advising liaison by calling their colleges' advising center.

Advising Centers

College of Liberal Arts and Sciences (CLAS): SMSU M305, 503-725-3822, askclas@pdx.edu
- Psychology Advising Center: CH 360, 503-725-3965, psyadvis@pdx.edu
- Biology Advising: SRTC 246, 503-725-8757

School of Business Administration (SBA): SBA 240, 503-725-3712, info@sba.pdx.edu

Maseeh College of Engineering and Computer Science (MCECS)
- Engineering Majors: EB 100, 503-725-4631, info@cecs.pdx.edu
- Computer Science Majors: FAB 120, uc@cs.pdx.edu

College of the Arts (COTA): LH 349, arts.advising@pdx.edu

Urban Honors College (HON): 1632 SW 12th Ave., 503-725-4928, honors@pdx.edu

Advising and Career Services (ACS): USB 402, 503-725-4005, askacs@pdx.edu

School of Social Work (SSW): ASRC 600, 503-725-5925

College of Urban and Public Affairs (CUPA): Urban Center 540, 503-725-9210, cupa.advising@pdx.edu

Academic Resources

Education Abroad: East Hall 101, 503-725-5077, edabroad@pdx.edu

Graduate Studies: XSB 184, 503-725-8410, grad@pdx.edu

Learning Center: Millar Library 245, 503-725-4448, tutoring@pdx.edu

University Studies: CH 117, 503-725-5890

Writing Center: CH 188, 503-725-3570, writingcenter@pdx.edu