

FORMER STUDENTS RETURNING (FSR)

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WHY ARE FORMER STUDENTS ARE SO IMPORTANT?

- Washington College and Career Compass: <https://wsac.wa.gov/compass>
 - **“Nearly one million working-aged adults in our state who have not finished the courses needed to earn a credential.”**
 - Tool designed to help navigate pathway to completed credential; outreach is in very early stages
 - WSU campuses providing educational info and support, in addition to internal outreach discussions
- Policy reviews
 - Enhancements to GER to UCORE crosswalks; reducing need for petitions
 - Transfer credit: out-of-state credentials, credit by exam (CLEP, DSST, etc.), military credit, etc.
 - Reviewing Academic Credit for Prior Learning (ACPL) policies (currently very limited options; course challenges and placement exam)
- Goal: Develop equitable policies/transparent resources and collaborate to support students

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WHAT HAS BEEN DONE SO FAR

- Graduations Recovery effort from 2012
- Global Campus Outreach Efforts
 - Auditing graduating seniors before deadline
 - Recovery campaigns at the Global Campus focusing on Stop Outs and older FSRs
 - Reached out to 1055 students new admits and previously enrolled students
 - 87 students have returned and completed 1061 credits
 - 30 students have graduated and 14 have applied to graduate

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ACADEMIC REGULATION 110

- The implementation of Rule 110 for **Former Students Returning** begins with students admitted for Spring 2015. These students will be held to UCORE requirements, regardless of their initial postsecondary education date (IPED date).
 - As many of these **former students** may have already made significant progress towards completing the 2009 GERs, this "crosswalk" was put into place that will allow for **courses taken prior to Fall 2012** with a GER attribute to be utilized for UCORE and additional college requirements.
- Students who were enrolled at WSU prior to Fall 2012, and who completed the 2009 GERs, are considered to have satisfied the current UCORE.

110. UNDERGRADUATE UNIVERSITY REQUIREMENTS FOR GRADUATION

The University requirements for graduation must be satisfied prior to the awarding of an undergraduate degree. Students meet the University requirements for graduation, including general education requirements, as follows:

- New students are held to the University requirements that are published in the catalog with the effective date that corresponds to their Admission term.
- Former students who are readmitted to WSU are held to the University requirements that are published in the catalog at the time they are readmitted and reflect their most current admission term. However, students who were enrolled at WSU prior to Fall 2012, and who completed the 2009 General Education Requirements (GERs), are considered to have satisfied the current University Common Requirements (UCORE).
Students with incomplete general education requirements (such as GERs or GURs), or who completed general education requirements prior to 2009, are encouraged to work with their academic advisors to determine what coursework is needed to complete the UCORE requirements.
- Students who apply to graduate who are not currently enrolled will be held to current University requirements.

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GER AND UCORE CROSSWALK

[HTTPS://GRADUATIONS.WSU.EDU/MEDIA/762170/GER-TO-UCORE-CROSSWALK.PDF](https://graduations.wsu.edu/media/762170/ger-to-ucore-crosswalk.pdf)

B= BSCI	W = WRTG
C = COMM	P = PSCI
D = DIVR	S= SSCI
G = HUM, DIVR(if HUM is satisfied)	T = CAPS
I = DIVR	GEN ED I I 0 = HUM
K = SSCI DIVR(if SSCI is satisfied)	GEN ED I I I = ROOT
N = QUAN	H =Varies

- [H] = HUM or ARTS (if course prefix is ART, FINE ART, or MUSIC) or for PHIL 201 = QUAN

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WHAT IS THE ADVISOR'S ROLE WITH FSR

- There are a couple of ways that an advisor will work with an FSR.
 - FSR reaches out to Graduations Office
 - FSR inquiries about finishing degree through department via phone/email.
 - Receive new file because FSR has been re-admitted to new semester.
 - Reaching out to students who did not graduate using data (OBIEE report).
- Advisor's role is to help student navigate new/updated/existing requirements to complete their WSU degree. This may consist of filing petitions on their behalf, helping them change their degree path or advising them into new classes.

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WHAT TO LOOK FOR AT A GLANCE

- Do they have accurate information in myWSU
- How many credits do they have?
- What degree were they seeking/on what campus?
- Were they close to finishing the degree?
- When did they start at WSU?
(After Fall 2012, only had UCORE courses, Before Fall 2012, may need to look at GERs/GUR Crosswalk)
- Can they return to campus or finish degree with online classes?

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QUESTIONS TO ASK STUDENTS

- What is the goal for earning their degree? If they just want to finish a degree, there may be faster routes than their current degree option
- Does the student have any outstanding transcripts that would yield additional transfer credits.
- Can the student return to the campus they started their degree at?
 - If not, you will need to work with students on options at Global Campus or to transfer in final requirements
- Did they apply to graduate in the past. You can also email wsu.graduations@wsu.edu to confirm. A student will need to submit a date change from Inactive to the correct date.

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STUDENTS WHO STARTED AT WSU AFTER FALL 2012

- STEP 1: Check student's eligibility to enroll for a future term (only sit out one Fall or Spring term). If they are no longer eligible they will be held to new requirements for the major if they return to take coursework at WSU.
- STEP 2: Create a What-If Report to see what they student has left under the latest major & UCORE requirements
- STEP 3: Look at their credit total to see if they are close to 120 credits and 40 upper division credits
- STEP 4: If the requirement term for their major was within 8 years, they are close to credit requirements, and were previously under old major requirements, run a What if report with old requirement terms to see if it is possible for them to graduate or transfer in the last of their needed requirements.
- STEP 5: Work with Major department and University Requirements Petition Committee (oue.petitions@wsu.edu Waylon) on possible substitutions or petitions to allow student to graduate if meet minimum credit totals for Graduation

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STUDENTS WHO STARTED AT WSU BEFORE FALL 2012

- STEP 1: Does the student have a record in myWSU with Transfer & WSU Credits?
 - For students with a record in myWSU, move to next step
 - For students with no record:
 - Have student fill out FSR form on Graduation site, <https://graduations.wsu.edu/former-students/former-student-returning/>. Report generated tells you if GERs was complete, if they applied for graduation, etc. It will also allow the previous WSU/Transfer credits to be rebuilt in myWSU
 - You can begin reviewing a student's status by using items in Imaging – locate record using Student ID, Last Name, First Name and Date of Birth
 - WSU Transcript (GER codes are on transcript)
 - TCR's (GER codes are on TCR)
 - Redrope File – A Redrope should contain HS transcript, TCR and previous WSU transcript and with these things you can create a plan of what is needed
 - You may also look for the student's physical file if the student was previously in your major

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STUDENTS WHO STARTED AT WSU BEFORE FALL 2012

- STEP 2: Once credits are rebuilt, run a What-If Report to determine what is missing in UCORE and latest Major Requirements
 - For students who did not need a credit rebuild: If UCORE requirements are missing, email graduations@wsu.edu to see if they student had all GERs or all GERs minus the [T] course complete.
- STEP 3: For missing UCORE requirements, use Crosswalk and GER list to identify coursework that can be converted from GERs to UCORE
- STEP 4: For missing major requirements, work with the major department to see if there are any subs from old coursework that may not have converted (BIO_S for Biology courses)
- STEP 5: If the requirement term for their major was within 8 years, they are close to credit requirements, and were previously under old major requirements, run a What If report with old Requirement term to see if it is possible for them to transfer in the last of their needed requirements.

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TIPS FOR ADVISORS FOR UNIVERSITY REQUIREMENTS

- Only look for work arounds to get a student to graduating at 120 credits. Don't look for exceptions if the student needs credits
- Look for classes to cover UCORE with the crosswalk, If part of crosswalk you can just email wsu.graduations@wsu.edu to fulfill.
 - Common Example: FINE_ARTS 101 is an [H] and will automatically covert to [ARTS], If student has another [H] course, graduations can convert to [HUM]
- Courses with a letter grade that did not have a UCORE attribute at the time taken, but which subsequently received one, may be used to satisfy the UCORE category. Email wsu.graduations@wsu.edu to have these applied
- Use GER list to find courses what the GER may have been for a UCORE course in the past since it does not show in myWSU

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TIPS FOR ADVISORS FOR UNIVERSITY REQUIREMENTS

- Students with out of state Associates degrees can be reevaluated by Transfer center to possibly have all UCORE complete
- If short credits, check to see if they have a Washington DTA and if Gray credits were applied
- Don't have a student apply to return to WSU until you know if they will complete their requirements at WSU or transfer in work
- If a course can not be moved via crosswalk or you have transfer/WSU work that fulfills UCORE intent but is currently not a UCORE, you may need to petition to find a replacement.

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UCORE PETITIONS TO CONSIDER...

- If you need to petition for UCORE make sure to send to University Requirements Petition Committee
- Petition for [CAPS]- if no [T] crosswalk exists, try to find a course that could be used as a substitution. If they were close to graduating they should have something that is upper division and fulfill the intent. If nothing looks suitable then petition to waive and again have the student submit a paragraph about how they use learning outcomes now.
- Common petition for [QUAN] using MATH 201 or 106 or 251 .
- Petition for Writing Portfolio-Usually have student submit a paragraph on how they use writing in their current positions.
- Petition for [ARTS] examples of course to look for if the didn't have the GER [H] needed for crosswalk--look for HIST of Music of Theater or Photography/Film courses.
- BIO 105—not on crosswalk and requires a UCORE petition to count towards UCORE science requirement.
- Make sure your petition is complete and allow time for processing.
- Don't be afraid to email OUE.petitions@wsu.edu if you have questions

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TIPS FOR ADVISORS FOR MAJOR REQUIREMENTS

- Check Advising Notes and Exceptions to see what has been recorded for students from different advisors or campuses.
- Any request for a major substitution is a department decision and does not have to be approved by University Requirements Petitions Committee
- Remember if a student has to reapply to WSU their requirement term is updated to the last time they were admitted. They can not be moved to old requirements but the department can choose to waive or substitute courses.
- Social Sciences/Humanities/Bachelor of Science, degrees can be great options for students who just need to finish up

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SOCIAL SCIENCES/HUMANITIES/SCIENCES DEGREES

- Common FSRs we see on the Pullman campus.
- CAS majors requires 1 year of College or 2 years of the same Foreign Language in High School. Please let students know that their high school transcript may be needed if did not provide in the past
- CAS majors requires a minimum of 2 lab sciences
- A student can pick two (Plan A) or three (Plan B) concentrations.
- In a Plan A, the secondary concentration can be in any area of study that WSU offers and is not limited to CAS areas.
- Concentration selection helps determine if the degree is Social Sciences or Humanities. There is flexibility in one concentration in Plan B being an approved concentration in the other major.
- For students that have a lot of science credits, there may be options in a Bachelor of Sciences

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SOCIAL SCIENCES AND HUMANITIES CONCENTRATIONS

Humanities

- Anthropology
- Apparel Merchandising & Textile
- Architecture Studies
- Landscape Architecture
- Asian Studies
- Chinese
- Comparative Ethnic Studies
- Communication
- Digital Technology & Cultures
- English
- Fine Arts
- Foreign Language & Cultures
- French
- History
- Humanities
- Interior Design
- Japanese
- Music
- Philosophy
- Spanish
- Women's Studies

Social Sciences

- Anthropology
 - Asian Studies
 - Administrative Studies*
 - Comparative Ethnic Studies
 - Criminal Justice
 - Economic Sciences
 - French
 - History
 - Human Development
 - Political Sciences
 - Psychology
 - Sociology
- *Admin studies encompasses all area in the study of Business and cannot be used as a primary concentration

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SOCIAL SCIENCES AND HUMANITIES DEGREES

	Global	Pullman	Tri-Cities	Vancouver
Hum/SS	Kerri Hill hillk@wsu.edu	cas.gs@wsu.edu 509-335-8737	Mysti Myers mysti.meiers@wsu.edu	Katrina Choi katrina.choi@wsu.edu
Biological Sciences	N/A	Sian Ritche sian_ritchie@wsu.edu Paul Verrell verrell@wsu.edu	Karina Aispuro k.Aispuro@wsu.edu	
Physical Sciences	N/A	Michael Allen mlfa@wsu.edu	NA	
Mathematical Sciences	N/A	Molly Clayton molly.clayton@wsu.edu	NA	

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IF A STUDENT CAN'T COME BACK TO CAMPUS

- STEP 1: Determine if they can enroll for a future term (current student) or if they need to reapply to WSU as a Former Student Returning
- STEP 2: Is the Degree Offered at Global Campus?
(Note: If the degree is not offered but classes are offered at Global Campus, the student can still return to WSU to finish degree.)
- STEP 3: How many semesters does the student have left to complete their degree?
- STEP 4: Review chart to see what the student needs to do to be able to take classes

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Current Student?	Degree @ Global?	Semesters Left? (Summer not included)	What to do
No	Yes	2 or more	Apply as FSR to Global Campus
No	Yes	1*	Apply as FSR to home campus & complete Intercampus request
No	No – but necessary classes are at Global	Any	Apply as FSR to home campus & complete Intercampus request
Yes	Yes	2 or more	Complete Change of Campus to Global
Yes	Yes	1*	Stay at home campus & complete Intercampus request
Yes	No – but necessary classes are at Global	Any	Stay at home campus & complete Intercampus request

*In some cases, International Students and Out of State Students may be able to move to Global Campus if they only have one semester left for graduation

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NOTES ON INTERCAMPUS VS CHANGE OF CAMPUS

- Students pay tuition and fees for their home campus.
- The Advisor for the student remains with the home campus. Advisors on physical campuses, assisting students with Intercampus enrollment to Global Campus will need to remove holds and assist/approve class selection
- Any major exceptions completed for a student will need to be redone if a student changes campus from the campus where exceptions were originally entered
- Students need clear guidance on what campus and degree to choose for Applications to University & Change of Campus
- Application to University is called former student returning (FSR) admission application, <https://admission.wsu.edu/apply/as/returning/>
- Inter-Campus Enrollment Request - <https://online.wsu.edu/currentstudent/intercampus-enrollment-request/>.
- Change of Campus - <https://registrar.wsu.edu/change-of-campus/>

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OTHER THINGS TO CONSIDER

- If student has a very low GPA, does the student qualify for Academic Forgiveness (Rule 43)
- Check the student's holds. Sometimes they have holds that cannot be removed and they're not allowed to return or reapply to the university, i.e. Student Conduct hold.
- I and X Grades – working with the registrar on possible changes
- Applications for admission, reinstatement, and change of campus deadlines may vary by campus

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HOW TO FIND PREVIOUS REQUIREMENT TERM

- Information is found on Academic tab. There may be multiple options on right hand side for majors. Find the option with the most recent date or that matches your major.
- The requirement term is near the bottom on left hand side

Institution / Career / Program		Edit Program Data	
W.S.U. - Washington State University	Program	02000	Undergraduate Degree-Seeking
UGRD - Undergraduate	Student Career Mbr	0	
00000 - Undergraduate Degree-Seeking	Status	Active in Program	as of 07/02/2019
00000 - Undergraduate Degree-Seeking	Admitt Term	2195	2019 Summer Session
Expected Graduation			
Approved Load: Full Time			
Load Determination: Base On Units			
Level Determination: Base On Units			
Plan 00000_0535 Mainwing			
Requirement Term: 2197 2019 Fall Semester			

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HOW TO RUN OLD REQUIREMENT REPORT

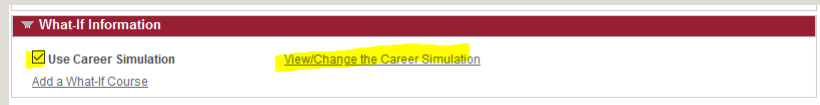
- This report is in my.wsu under Main Menu>Academic Advisement>Student advisement>Request Advisement Report
- Click Add a New Value
 - enter student ID, report type of WIFAD, and click Add

ID	<input type="text"/>	<input type="button" value="🔍"/>
Academic Institution	WSUNV	<input type="button" value="🔍"/>
Report Type	WIFAD	<input type="button" value="🔍"/>
<input type="button" value="Add"/>		

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HOW TO RUN OLD REQUIREMENT REPORT

- Click on Use Career Simulation to customize your What-If Report
- Then click on View Change the Career Simulation to get to enter what you want data you want to see.



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HOW TO RUN OLD REQUIREMENT REPORT

- You will need to add Career, Career Requirement Term, Requirement Term, Academic Program in the Program Area
- You will need to enter Requirement Term and Academic Plan in the Plan What If Data
- Sub-Plan is only necessary if your degree has a sub plan included
- All of this information can be found on the Academic Tab for the student
- Click Ok

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HOW TO RUN OLD REQUIREMENT REPORT

- You will return to your previous Screen
- Click Process Request and your report will show up on the next screen



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QUESTIONS?

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CONTACT INFORMATION

- Blaine Golden, bgolden@wsu.edu, Assistant Registrar-Pullman Campus
- Waylon Safranski, wski@wsu.edu, Director Transfer Clearinghouse
- Mary Ellen Honnef, wsu.graduations@wsu.edu, Graduations Supervisor
- Anna Chow, ychow@wsu.edu, Director of Advising, College of Arts and Sciences-Pullman Campus
- Joy Thompson, joythompson@wsu.edu, Assistant Director, Student Services-Global Campus
- Kerri Hill, hillk@wsu.edu, Academic Advisor/Recovery Specialist -Global Campus