

# WESTERN STATE COLLEGE OF COLORADO

## Registration Information for Transfer Students with 24 or more credit hours

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As a newly admitted student, you must register for classes before you attend an Orientation session. Registration may be done by phone or in-person. It is important that you review the enclosed material and call soon to schedule an appointment.

### Prior to Your Advising Appointment:

- 1) **Review the registration materials**, including the General Education sheet and the Course Schedule booklet, found online at <http://www.western.edu/reg/courseinfo.html>.
- 2) **Review the Math and English placement requirements** described in this handout. To register for a college level Math/English class you must demonstrate entry-level abilities. Refer to the Registration Status link within your Western Online account to determine if you have met these abilities. You may need to provide SAT or ACT exam results or take an Accuplacer exam, if you haven't already had a Math or English class.
- 3) **Contact the department faculty advisor who can assist you in making a tentative schedule.** See the list of faculty advisors on page 8 of these materials for contact information. You must meet with a faculty advisor before your registration appointment.
- 4) **Make an advising appointment.** Once you have met with your faculty advisor and have a tentative schedule you need to call (1-800-876-5309 ext. 6) to make an appointment with an academic advisor who will answer questions and assist you in registering for classes.
- 5) **Log into your Inside Western Account** if you haven't done so already:  
**SIGN IN INSTRUCTIONS:**
  - Go to <http://www.western.edu/inside/students>
  - Your **user name** is the student number given to you in your admissions packet.
  - Your temporary **password** was sent to you by Computer Services. If you lost your password or did not receive one in the mail please call (970) 943-3333.
  - If you wish to change your password from the original randomly generated number carefully follow the instructions on updating your password. Please be aware, you will continually use your Western Inside account as a student at Western.
- 6) **Call at your scheduled appointment time** and speak to an academic advisor (1-800-876-5309 ext. 6). If you have Internet access during your advising appointment, your advisor will assist you with online class registration. If you don't have Internet access, your advisor will register for you.

Call (800) 876-5309 ext. 6 to schedule your registration appointment.

## English & Math Placement

Both the English & Mathematics Programs at Western State College of Colorado use a combination of ACT scores, SAT scores, and the English & Math Placement Exams to assess the competencies of incoming students. Information on requirements for Math and English may be found at <http://www.western.edu/reg/placementpolicies.html>.

Students who have not met minimum standards for college level Math and English must demonstrate competency through a review class or by passing an Accuplacer placement test. Beginning Algebra, Intermediate Algebra Review and Basic Writing Review are offered through the Extended Studies program at Western State College. Credit hours for these classes are counted toward full-time status. These credits do not count toward the total credits required for graduation. They are graded Satisfactory/Unsatisfactory and additional fees apply. Accuplacer tests are available at no charge during orientation or may be taken at various colleges. Your registration advisor will help you determine which courses you should take.

Refer to your Inside Western account (<http://www.western.edu/inside/students>) to determine if you have met these abilities. Once you have logged into Inside Western follow these links:

- **College Services/WOL**
- **Student**
- **Registration**
- **Check Your Registration Status**

## Creating Your Class Schedule

- A full time load consists of between 12-18 credit hours (about 4-6 classes). An average load of 15 credit hours per semester will enable you to graduate in four years. To be eligible for athletics, financial aid, on campus housing or veterans' benefits, you must be enrolled for 12 credit hours each semester.
- Review the General Education (GE) sheet that describes the essential skills and liberal arts requirements that all students must complete before graduation. To keep your schedule diverse, choose classes from each grouping.
- Check out major requirements, minor requirements, course descriptions, class prerequisites and class co-requisites in the College Catalog online at <http://www.western.edu/reg/courseinfo.html>. If you have declared a major or minor, choose classes that will count as major or minor requirements.
- **Check the real time online course search for class availability.** Be sure to select the appropriate semester and plenty of alternative classes in case your first choice classes are full. You can search for a specific class, a specific time, or search for open classes on your Inside Western account (<http://www.western.edu/inside/students>).
  - **College Services/WOL**
  - **Student**
  - **Registration**
  - **Look up classes to add**
  - **Enter appropriate, current term**
- Using the 1) Course Schedule, found on your Inside Western account, which lists the courses offered during the current term, 2) GE sheet, and 3) the online College Catalog, select courses and refer to the Course Schedule to determine the days and times. To aid with good time management, spread your classes over all five days of the week. Try to leave time between classes to study, go to the library, and eat lunch. **Attention athletes:** You should know when you are required to practice so you can schedule classes around practice times.
- If a class is full or requires instructor permission, you will need to obtain permission from the instructor in order to register for the class. If the instructor allows you in the course they will give you electronic "permission", and then you will be able to add the class through your Inside Western account.

## Registration Worksheet

Use this worksheet to aid your class selection. Be sure to select plenty of alternative classes in case your first choice classes are full.

CRN	Subject and Course Number	Credits	Day/Time

### About Inside Western

Inside Western is the clearinghouse for student information. Not only can you register for classes, you get email, announcements, view your grades, access your tuition and fees and you may even pay through Inside Western. If you experience login or password problems contact the Computer Services Help Desk at (970) 943-3333

- **ADDING AND DROPPING CLASSES:** Once you've logged in:
  - College Services/WOL
  - Student
  - Registration
  - Add/Drop Classes
  - Enter appropriate, current term
  - Enter your ARC number  
*You will get a six-digit ARC number during your phone registration appointment. You must use this code to add or drop classes.*
  - Save changes, check carefully for errors (Please note: you can add/drop classes through your Inside Western account until the deadlines listed for each semester.)
  
- **PRINTING YOUR SCHEDULE:** Schedules are available in your Inside Western Account. Go to:
  - College Services/WOL
  - Student
  - Registration
  - Student Schedule by Day and Time
    - *If you are taking a class that has a later start date (i.e. a late-10 or late-12 week class) enter a projected date that includes the class.*
  
- **LOGOUT:** Be sure to logout to protect your privacy.

### Transferring Credit

If you have earned college credit from other colleges, we must have an **official** transcript from the college that granted the credit in order to evaluate those credits and apply credits earned to your Western record. If you completed the International Baccalaureate (IB) program, you may be eligible for college credit. Again we must have an official transcript from IB to evaluate and apply credit to your Western record. Additionally, If you scored 3 or higher on an Advanced Placement (AP) exam, you may be eligible for college credit. Request official AP scores from the College Board at: <http://www.collegeboard.com>. Send all official transcripts and AP scores to the Admissions Office.

When a faculty member advises you, be prepared to tell your advisor what college classes, IB courses/test scores or AP test scores you have earned even if official transcripts/scores haven't been sent to Western's Admissions Office.

# General Education

At Western, the General Education Program requires students to engage the knowledge, perspectives, and methods of specific disciplines while developing essential skills. In so doing, students increase their understanding of themselves, the natural world, the bases of our society and institutions, the larger world, and their relationships. These courses offer the basis for further studies and intellectual growth. There are two components to the General Education Program: Essential Skills and the Liberal Arts.

- I. Essential Skills** - The purpose of the Essential Skills requirements is to provide students with the tools needed to reason, write, speak, read, quantify, and use information and technology in new ways of thinking and doing. A total of 9 credits is required.

## First Writing Course

- ENG 102
- *Academic Writing*

## Second Writing Course

- COTH 202
- *Academic Writing and Inquiry*

## Mathematics Course

- Many academic programs have specific math requirements. Check your course catalog for details.
- If non, MATH 105, 140, or 209

*Please refer to the English and Math placement section on page 2 or your college catalog.*

**II. Liberal Arts** - Each of the courses included in the Liberal Arts program extends the development of the Essential Skills while examining the social sciences, natural sciences, and the arts and humanities. Choose your courses from the three Liberal Arts Areas to best help you develop the knowledge and skills important to you as you pursue your goals.

Arts & Humanities

•In these courses, students enhance their appreciation of the modes of creative expression, ask fundamental questions of value and meaning, survey a variety of ways humans have perceived their world, explore the ways in which the human environment is shaped by social, cultural, linguistic, religious, philosophical, and historical circumstances, and gain increased awareness of the moral and ethical dimensions of the human condition. Students must select from three disciplines (Art, Communication and Theatre, Language, Music, Philosophy) for a total of 9 credits.

- ART 105 - Introduction to Art
- ART 106 - Studio Art for the Non-Arts
- COTH 119 - Theatre and Media Aesthetics
- COTH 151 - Mass Media in America
- COTH 215 - Dev of the Theatre I
- COTH 216 - Dev of the Theatre II
- ENG 150 - Introduction to Literature
- ENG 205 \*- Intro to Creative Writing
- ENG 230\* - Environmental Literature Studies in:
- ENG 238\* - Lit of the American West
- ENG 248 \*- Film Arts: Film as Lit/Lit as Film
- ENG 250 \*- Critical Approaches to Literature
- ENG 254\* - Formula Fiction
- ENG 255\* - Ancient World Literature
- ENG 270 \*- Folklore
- FREN 256 - French Lit in Translation
- MUS 100 - Fundamental of Music
- MUS 140 - Intro to Music
- MUS 240 – Perspectives in Music
- PHIL 101 – Introduction to Philosophy
- SPAN 256 – Hispanic Lit and Film in Translation
- \*prerequisite required

Social Sciences

•In these courses, students use social science methods and reasoning, demonstrate knowledge of how historical, political, economic, cultural, or social contexts shape the human environment, and demonstrate knowledge of how individuals relate to the social world, past and present. Students must select from three disciplines (Anthropology, Geography, History, Politics and Government, Psychology and Sociology) for a total of 9 credits.

- ANTH 107 - Intro to General Anthropology
- ECON 201\* - Macroeconomics
- GEOG 110 - World Regional Geography
- GEOG 120 - Introduction to Human Geography
- GEOG 250\* – Geography of North America
- HIST 101 - World History to 1500
- HIST 102 - World History Since 1500
- HIST 126 - U.S. History to 1865
- HIST 127 - U.S. History Since 1865
- HIST 250 - History of the Middle East
- HIST 254 - A History of Africa
- HIST 260 - Intro to Latin American History
- POLS 117 - Intro to Political Ideas
- POLS 180 - Intro to American Government
- PSY 100 - General Psychology
- SOC 101 - Introduction to Sociology
- SOC 168 - Social Problems
- \*prerequisite required

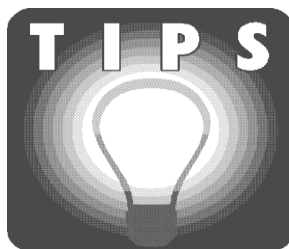
Natural Sciences

•In these courses students demonstrate knowledge of scientific viewpoints, use the scientific method, evaluate the impacts of science and technology on society, and demonstrate scientific literacy. Students must have 8 credits, which can be from one discipline or a variety of disciplines.

- BIOL 120 – Studies in Biology
- GEOL 105 – Physical Geology Lab
- BIOL 130 – Environmental Biology
- PHYS 110 – Solar System Astronomy
- BIOL 135 – Environmental Biology Lab
- PHYS 120 – Meteorology
- BIOL 150\* – Biological Principles (w/laboratory)
- PHYS 125 – Energy and the Environment
- BIOL 151 \*- Diversity and Patterns of Life (w/laboratory)
- PHYS 140 – Introduction to Physics (w/laboratory)
- BIOL 200 – Environmental & Public Health
- PHYS 170\* – Principles of Physics I (w/laboratory)
- CHEM 100 – Contemporary Chemistry
- PHYS 171\* – Principles of Physics II (w/laboratory)
- CHEM 101 – Intro to Inorganic Chemistry
- PHYS 200 \*- General Physics (w/laboratory)
- CHEM 111\* – General Chemistry I
- PHYS 201 \*- General Physics II (w/laboratory)
- CHEM 112\* – General Chemistry Lab
- SCI 110 – Habitable Planet (w/laboratory)
- CHEM 113\* – General Chemistry II
- SCI 120 – Living Planet (w/laboratory)
- CHEM 114\* – General Chemistry Lab II
- SCI 210 \*- Dynamic Planet (w/laboratory)
- GEOL 101 – Physical Geology
- \*prerequisite required

## SPECIAL INSTRUCTIONS FOR TRANSFER STUDENTS WITH 24 OR MORE CREDIT HOURS

- Prior to contacting a faculty advisor review the course catalog (located at <http://www.western.edu/reg/courseinfo.html>) for class requirements in your major.
- Make certain all of the transcripts from colleges and universities you have attended are sent to the Admissions Office at Western. This information will help your advisor determine if you have met requirements or prerequisites.
- Compare the courses from the *summary of transfer credits report*, which you receive from the Admissions Office, with the courses required for your major. You may have fulfilled these requirements at a previous college or university.
- If you need to complete general education and/or essential skills requirements, make a list of the courses you wish to take to complete these requirements. Check the catalog to make certain you have fulfilled the prerequisites needed for these courses.
- Refer to the online course search to determine the availability of the courses you need. The real time course search is located at [www.western.edu/class-schedule](http://www.western.edu/class-schedule). Click on the *Search Class Listings* button and select the term. This tool allows you to search by semester, discipline and days of the week.
- Once you have a list of available courses which are needed to fulfill your general education requirements and your major, contact the faculty advisor in your major.
- Your faculty advisor will help you determine which classes are crucial for you to progress in your degree. Additionally, your advisor can determine which course prerequisites may be waived.
- Once you have talked with a faculty advisor, call the Academic Resource Center (800-876-5309 ext. 6) to schedule a phone appointment to assist you with registration.



## Transfer Advisors

Below is a list of faculty advisors in all academic programs who work specifically with new transfer students with 24 or more credits. Please make sure you contact the appropriate advisor, with a tentative class schedule prior to contacting Registration Services for a registration appointment.

*If you have less than 24 credits you will work with a Registration Advisor, who will assist you in course selection and registration.*

Major	Faculty Advisor	Campus Phone	Email
Accounting	Monica Newman	(970) 943-2183	<a href="mailto:mnewman@western.edu">mnewman@western.edu</a>
Anthropology	Lynn Sikink	(970) 943-2062	<a href="mailto:lsikink@western.edu">lsikink@western.edu</a>
Art	Al Caniff Connie Leonard	(970) 943-3083 (970) 943-3093	<a href="mailto:acaniff@western.edu">acaniff@western.edu</a> <a href="mailto:cleonard@western.edu">cleonard@western.edu</a>
Biology	Robin Bingham	(970) 943-3355	<a href="mailto:rbingham@western.edu">rbingham@western.edu</a>
Business Administration	Monica Newman	(970) 943-2183	<a href="mailto:mnewman@western.edu">mnewman@western.edu</a>
Chemistry	Anne Ryter	(970) 943-7098	<a href="mailto:aryter@western.edu">aryter@western.edu</a>
Communications & Theatre	Paul Edwards	(970) 943-3042	<a href="mailto:pedwards@western.edu">pedwards@western.edu</a>
Computer Information Science	John Peterson	(970) 943-2392	<a href="mailto:jpeterson@western.edu">jpeterson@western.edu</a>
Economics	Monica Newman	(970) 943-2183	<a href="mailto:mnewman@western.edu">mnewman@western.edu</a>
English	Alina Luna	(970) 943-2456	<a href="mailto:aluna@western.edu">aluna@western.edu</a>
Environmental Studies	Jeff Sellen	(970) 943-3162	<a href="mailto:jsellen@western.edu">jsellen@western.edu</a>
Exercise and Sport Science	Kathleen Kinkema	(970) 943-7133	<a href="mailto:kkinkema@western.edu">kkinkema@western.edu</a>
Geology	Allen Stork	(970) 943-3044	<a href="mailto:astork@western.edu">astork@western.edu</a>
History	Wally Lewis	(970) 943-2161	<a href="mailto:wlewis@western.edu">wlewis@western.edu</a>
Interdisciplinary Studies	Susan Hanny	(970) 943-2030	<a href="mailto:shanny@western.edu">shanny@western.edu</a>
Mathematics	Heidi Keck	(970) 943-3127	<a href="mailto:hkeck@western.edu">hkeck@western.edu</a>
Music	Heather Roberson	(970) 943-3034	<a href="mailto:hroberson@western.edu">hroberson@western.edu</a>
Recreation & Outdoor Ed.	Brooke Moran	(970) 943-2118	<a href="mailto:bmoran@western.edu">bmoran@western.edu</a>
Politics and Government	Maria Struble	(970) 943-3024	<a href="mailto:mstruble@western.edu">mstruble@western.edu</a>
Psychology	Patrick Stark	(970) 943-2059	<a href="mailto:pstark@western.edu">pstark@western.edu</a>
Sociology	Caroline Mitchell	(970) 943-7127	<a href="mailto:cmitchell@western.edu">cmitchell@western.edu</a>
Spanish	Veronica Mendez-Maqueo	(970) 943-2430	<a href="mailto:vmaqueo@western.edu">vmaqueo@western.edu</a>
Teacher Ed. (Licensure)	Susan Hanny	(970) 943-2030	<a href="mailto:shanny@western.edu">shanny@western.edu</a>
Undeclared Majors	Katie Miller	(970) 943-7056	<a href="mailto:kmiller@western.edu">kmiller@western.edu</a>