Dear Westmont Student,

The 2009-2010 Westmont College Catalog (which will only be available on the Westmont website) details the information you will need to make your educational experience at Westmont a resounding success. The Catalog is available now at:

http://www.westmont.edu/_academics/pages/registrar/index.html

Since you and I both know that reading through all of that information can be a bit overwhelming, especially as you prepare to make some major changes in life, the following document has been prepared for you. It is full of the basic information that will help to get you going. This document is not meant to replace your Catalog, so be sure to consult your catalog for more specific information.

Please keep the following things in mind.

1. **Look through this document and ask any questions that might arise BEFORE the deadlines.**
   
   This one simple step will keep you more informed as to the requirements that lie ahead. Feel free to call me (805-565-6159) or the Student Records Office (805-565-6060) with any questions.

2. **This is YOUR education so take responsibility for ALL aspects.**
   
   Your academic advisors are there to help guide you, but the ultimate responsibility for your education falls on you. Know deadlines and procedures. Do not be afraid to ask questions. Make sure to keep yourself on track towards educational success. It will save you a great deal of time and grief in the long run!

3. **Try to view your advising as an educational moment.**
   
   Your advisor is a great resource to discuss your present and future plans. Come prepared to any meetings with specific questions regarding your academic, occupational and personal goals in life. Remember that your advisor has a vast deal of information, and the more you tap into it, the easier your academic journey will be.

4. **Meet with your advisor throughout the year (outside of the registration times).**
   
   Your advisor wants to learn who you are, and choosing classes for the next semester is not always the best context in which to have those “get to know you” conversations. The more they are able to meet with you and get to know you, the better their advice will be.

   *When you check in for Orientation you will learn which professor is your academic advisor. If you have questions about what classes to choose for the spring semester, you can contact me using the contact information below.*

I truly hope that you will find this information helpful. Again, feel free to contact my office if you have any questions. I wish you God’s blessings on your future here at Westmont.

Sincerely,

Michelle Hardley
Director of Academic Advising and Disability Services
mhardley@westmont.edu or 805-565-6159
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WHAT DO I NEED TO GRADUATE FROM WESTMONT?  
(Graduation requirements in a nutshell)

1. A minimum of 124 units
   --While 4 different PE activities are required for graduation, up to 8 units of PEA (but only one course per semester) may be applied to your degree.
   --It may take more than 124 units to complete both your major and your general education requirements, especially if you are double majoring.

2. Maintain a cumulative G.P.A. of at least 2.0

3. Maintain a G.P.A. of at least 2.0 in the required courses for your major
   --An average of "C" (2.0) is required for the total of all courses in the major

4. Meet the senior residence requirement
   --You must maintain full-time status (12 units or more) at Westmont or on a Westmont approved off campus program during your final 2 terms, or complete 32 of the last 40 units for your degree at Westmont.

5. At least one half of the upper division major requirements must be taken on campus or on a Westmont approved off-campus program

6. Complete the general education requirements

7. Complete a major

8. Complete 60 units outside your major department
   --A course is outside of your major department if it has a catalogue prefix different than the major prefix (e.g. PSY instead of BIO for a biology major). Such courses may include:
      a. non-departmental general education requirements
      b. up to 8 units of PE activities
      c. non-departmental electives
      d. courses required for the major but taught in another department

9. File an application for degree 3 semesters before you anticipate graduating
The Purpose of General Education at Westmont

Academic Program

In keeping with our overall philosophy of education, our academic program is designed to foster intellectual vitality, Christian character, and commitment to service that will last a lifetime. Crucial to this goal is providing our students with an education that is both deep and broad. In the context of a major, students learn the discipline of submitting to a particular methodology and of mastering a specialized body of content. It is in their general education that they acquire the tools for relating this specialized knowledge to other realms of understanding, to their own lives, and to the world around them.

General Education

In the tradition of the liberal arts, Westmont’s academic program requires students to set their major programs of study within the larger context of General Education. The General Education framework ensures that a student’s major program will be supported by the skills, the breadth of knowledge, the strategies of inquiry, and the practices that will enable them to mature in wisdom throughout their lives and to apply their learning effectively in the world around them.

As a liberal arts college in the Christian tradition, we ground our pursuit of learning and wisdom in the context of God’s revelation—manifested in the scriptures and in the world around us, and apprehended through reason, observation, experimentation and the affections. Through the General Education program, students develop the necessary contextual background, concepts, vocabulary, and skills to support their exploration of these various avenues to understanding the world.

In addition to developing knowledge and skills, our general education curriculum at Westmont seeks to inspire students to become constructive agents of redemption in a diverse and complex world. Thus, the General Education program provides opportunities for students to encounter a variety of viewpoints, cultures, and languages. Finally, we offer students the opportunity to practice their learning in the context of concrete experiences that facilitate the acquisition of wisdom, empathy and practical expertise.

Course Selection

First-year students must select lower division classes (those numbered less than 100) for fall semester 2009 that fulfill General Education requirements, introductory courses for their anticipated major and elective courses that are of personal interest. Introductory courses for the various majors may be found on the Westmont Web site at http://www.westmont.edu/_academics/ under Majors & Programs. Students are not required to choose a major program until the end of their sophomore year.
An Overview of General Education at Westmont
A minimum grade of “D-” is required to satisfy General Education Requirements.

I. Common Contexts (20 units)
Common Contexts courses must be taken at Westmont College or at an approved institution similar to those in the Christian College Consortium.

A. Biblical and Theological Canons
   1. Life and Literature of the Old Testament (4)
   2. Life and Literature of the New Testament (4)
   3. Introduction to Christian Doctrine (4)

B. Introduction to the Christian Liberal Arts
   1. Philosophical Reflections on Truth and Value (4)
   2. World Civilizations in Christian Perspective (4)

II. Common Inquiries -- Courses satisfying each of the 8 categories.

A. Reading Imaginative Literature (4)
B. Exploring the Physical Sciences (4)
C. Exploring the Life Sciences (4)
D. Reasoning Abstractly (4)
E. Performing & Interpreting the Arts (4)
F. Thinking Globally (4)
G. Thinking Historically (4)
H. Understanding Society (4)

III. Common Skills

A. Three writing-intensive or speech-intensive courses:
   1. Writing for the Liberal Arts
   2. Writing/speech within the major
   3. Writing/speech outside the major

B. Quantitative and Analytical Reasoning

C. Modern / Foreign Languages

D. Physical Education (four 1-unit courses) Fitness for Life plus three activity courses

The following GE requirements are typically satisfied during the junior and senior years.

IV. Competent and Compassionate Action

A. Complete one of the following three options:
   1. Productions and Presentations
   2. Research
   3. Integrating the Major Discipline

B. Complete one of the following two options:
   1. Serving Society; Enacting Justice
   2. Communicating Cross-Culturally
Components I., II. and III of General Education at Westmont

**I. Common Contexts.** Common Contexts courses must be taken at Westmont College or at an approved institution similar to those in the Christian College Consortium. In order to obtain the developmental benefits the general education program is designed to confer and to insure timely progress toward graduation, it is strongly recommended that students complete the Common Contexts requirements by the end of the second year.

**II. Common Inquiries.** Common Inquiries will, collectively, seek to introduce students to a range of methodological approaches that one might employ in the quest for knowledge. These courses give particular attention to various ways of acquiring knowledge and evaluating information and incorporate appropriate consideration of the resources and implications of information technology.

**III. Common Skills.** Each Common Skills class encourages students to develop their verbal, quantitative, or physical dexterity. To the extent that it is possible, students are encouraged to fulfill their skills requirements in the context of a course in the major or a course taken to satisfy another general education requirement. Until the requirements have been satisfied, it is recommended that students complete at least one Writing/Speech Intensive and one Physical Education course per year.

**A. Three Writing-Intensive or Speech-Intensive Courses.** Students develop their communication skills at Westmont by taking three courses that emphasize writing fluently or speaking clearly and effectively: Writing for the Liberal Arts, Writing/Speech within the major and Writing/Speech outside the major.

All first-year students should take a writing-intensive course during their first year at Westmont. Students are required to take **ENG 002 Composition. Exceptions:** Students who submit a test score of 580 on the SAT Critical Reasoning Test or a test score of 29 on the ACT English subscore are not required to take ENG 002 Composition and may fulfill this requirement by taking a writing intensive course offered by any department.

Students who present an AP score of 4 or 5 in Language & Composition or Literature & Composition or an IB score of 5, 6 or 7 in HL English A1 are also exempt from the ENG-002 requirement and may take a writing-intensive course offered by any department. In addition, by virtue of their AP/IB score they have met one of the three writing-intensive GE requirements

**B. Quantitative and Analytical Reasoning.** Since many phenomena in our world can best be understood through quantitative and analytic methods, students should develop the ability to interpret, evaluate and communicate quantitative ideas.

**C. Modern/Foreign Languages.** Westmont encourages students to continue developing their fluency in a language other than their native tongue by requiring students to complete one semester of college language beyond the level of the two-year entrance requirement to the college. Alternatively, having met the entrance requirement in one language, they may take one semester of college-level study in another language. A course in any modern spoken language (e.g. Spanish, French, or German) or ancient language (e.g. Greek or Hebrew) is accepted as fulfilling this requirement. Students are exempt from this requirement if they pass an examination demonstrating the equivalent of three semesters of college language study or present evidence of a primary language other than English to the Student Records Office.

**D. Physical Education.** The physical education program is designed to provide instruction and exposure to fitness, skill-based and leisure activities. All students are required to take Fitness for Life and three 1-unit physical activity courses. Subsequent PEA courses in a given activity must be at a higher level. A wellness-based foundation is laid in Fitness for Life, with the additional three activity courses providing reinforcement for a lifetime of physical activity.
How many credits can I take?
--The minimum full time load is 12 units per semester. A student may take up to a maximum 20 units plus 1 PEA course if their cumulative Westmont GPA is 3.0 or above or if their cumulative Westmont GPA in the previous 2 semesters is 3.0 or above.

What is the typical number of units a student takes?
--Students will typically take between 13 units (3 classes at 4 units each with a 1 unit PEA course) and 17 units (4 classes at 4 units each with a 1 unit PEA course). The number of units you take your first semester depends on your extracurricular activities, work pace and your own preference.

Can a student take 13 units each semester and graduate in 4 years (8 semesters)?
-- No. You may take 13 units for 2 semesters, but then for 6 semesters you will have to take 16-17 units in order to have the 124 units needed to graduate in 4 years. You may take your semesters of 13 units at any time. Many students choose to take a lighter load during a semester abroad or when they reach their senior year so that they can pursue various internship opportunities. You may also increase the number of semesters you can take a lighter load having passed AP or IB exams, or by completing coursework over the summer.

What class am I?
0-25 units = first year student
26-58 units = sophomore
59-91 units = junior
92 or more = senior

Can I improve my Grade Point Average by taking a class again?
--You may only repeat a class taken at Westmont if you initially received a grade lower than a C- or NC (No Credit).
--The repeated class must be taken at Westmont in order to improve your GPA.
--Repeating a course previously passed with a D+/D/D- grade earns NO ADDITIONAL CREDIT but the new grade will replace the old grade in your cumulative grade point average.

What is academic probation? How do I avoid it?
--A student is automatically placed on probation if his or her career G.P.A. falls below 2.00. Students on probation are eligible to return for one more semester.
--A student on probation is automatically suspended at the end of the semester in which his or her career G.P.A. remains below 2.00. Suspended students may return only if an appeal for reinstatement is granted.
--Students on academic probation after their second semester at Westmont may not participate in athletic competition.

Additional Questions?
When you are on campus feel free to call the Director of Academic Advising and Disability Services (x-6159) or the Student Records Office (x-6060).
Many of the forms that you will need for the situations below will be easily accessible from the Registrar’s web site. The forms are located on the left hand side in a drop down box.

**Change of Advisor**

On your admission application you were asked what your areas of academic interest were. That information will be used to assign you to an academic advisor. We know that often students will change their mind regarding a major or minor. That is fine! We expect that to happen as you learn more about yourself and the various subject areas at Westmont. You must let us know when you have changed your mind and have found another advisor. This will help us keep track of your academic records and make sure we get needed information into your hands.

To change your advisor:
1. Obtain a change of advisor form from the Student Records Office or from the Registrar’s Web site.
2. Visit your FORMER advisor and get his or her signature so they know to pass on your advising file to your new advisor.
3. Then visit your NEW advisor and get his or her signature.
4. Lastly, please bring or send the form back to the Student Records Office.

A simple process, yet very important to your academic success!

**Major and Minor Declaration Forms**

The **Major Declaration Form** should be filled out whenever you are ready to make your decision regarding a major official, but no later than the end of your sophomore year. To do so, you must print the form from the Registrar’s web site or pick up a copy in the Student Records Office. Fill in the form completely, have your advisor sign it and bring it to the Student Records Office. If you are changing your major or your advisor, you must also have your former advisor’s signature. All students enter Westmont as “Undecided”. You do not have an official major recorded until you complete this form.

The **minor declaration form** should also be completed when you are ready to make your final decision regarding a minor. To do so, you must print the form from the Registrar’s web site or pick up a copy in the Student Records office. Fill in the form completely, have your minor advisor sign it and bring it to the Student Records Office. If you are switching minors or advisors, you must also have your former advisor’s signature. Minors are not required to graduate from Westmont, but may help give you skills and background knowledge that will help you in your future educational and career pursuits.

**If you are planning on taking classes elsewhere over the summer . . .**

Review the Transfer Agreements on the Registrar Web site for pre-approved GE courses at selected California Community Colleges. If the institution you plan to attend or the course you plan to take are not on the list you will need to download a “Pre-Approval GE” form from the Registrar’s Web site. By filling this out during the spring semester before you begin your summer school classes, you will be sure that your credit will transfer back to Westmont. Note that the minimum grade required for transfer is a C-. All courses taken for GE credit (except PEA courses) must be taken for a letter grade.
RESPONSIBILITIES OF ADVISORS AND STUDENTS

Advisor’s Responsibilities

1. Post office hours and let students know what times are available for advising.

2. Provide accurate and specific information. Be familiar with the college catalog and departmental offerings.

3. Listen to the student. Guide the student in the decision making process.

4. Review student’s registration material to ensure the proper selection of courses.

5. Suggest other available resources.

The Student’s Responsibilities

1. Contact and keep in touch with advisor (best to do well in advance of official registration)

2. Come to appointments with the necessary materials. Ask specific questions.

3. Be familiar with the college catalog.

4. Discuss concerns regarding major, life choices, vocation, etc.

5. Build a schedule of classes based on courses needed or desired.

6. Ask about college resources

Adapted from How You and Your Advisor Will Work Together, University of Iowa, 1981
ADVISING CHECKLIST

FIRST YEAR STUDENTS

Meet with assigned advisor and discuss your academic and vocational future.
Access your Program Evaluation (General Education Requirements) via WebAdvisor.
Go over this with your academic advisor.
Notify the Student Records Office of any discrepancies on your Program Evaluation.
If you have chosen a major and/or minor, consult the college catalog and learn the requirements. Discuss any questions with your advisor.
If you are undecided for your major, consult the college catalog, the Office of Life Planning, your advisor and other resources to gain information to aid in your decision.
Know what tutoring services are available in your courses if needed.
If you are thinking of taking summer courses elsewhere, in the spring before the summer review the Transfer Agreements on the Registrar Web site for pre-approved GE courses at selected California Community Colleges. You may need to download a “Pre-Approval GE” form from the Registrar’s Web site.
Get involved outside of the classroom to learn transferable skills and broaden your experience.
Bring at least one draft of a paper to the Writers Corner for input.
Seek information on off campus programs so you may plan your academic schedules accordingly.

SOPHOMORES

Choose a major and/or minor and fill out a major/minor declaration form.
Schedule a longer advising time to work with your advisor to write out a schedule of classes needed for graduation (do outside of the registration period).
Gain information regarding off campus programs if interested.
Double check your Program Evaluation and notify the Student Records office of any discrepancies.

JUNIORS

Fill out an “Application for Degree” received from the Student Records office with your advisor and turn in to the Student Records office.
Review your program/graduation requirements/academic progress with your advisor and/or the Student Records Office to make sure 124 units are going to be met.
Fill out applications and take the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
Check out the Internship office or major department for internship opportunities.

SENIORS

Take the GRE, GMAT, MCAT, LSAT or other exams if needed for graduate school.
Fill out graduate school applications.
Review your “Application for Degree” sheet to make sure you are on schedule to graduate.
Visit the Office of Life Planning to begin your job search.
Attend workshops through the Office of Life Planning on resume writing, interviewing and the job search process.