

APPENDIX I: THE ADVISER'S LIBRARY

Advisers may need to refer to the following print resources:

TITLE	SOURCE	ALSO AVAILABLE AT
Summer Quarter Bulletin	Summer Quarter Office	www.summer.washington.edu/summer
UW Evening Degree Program	UW Educational Outreach	www.evedegree.washington.edu/edp
UW Extension Catalog	UW Educational Outreach	www.extension.washington.edu/ext
Freshman Admission Packet	Office of Admissions	
Transfer Admission and Planning	Office of Admissions	admit.washington.edu/BeforeYouApply/Transfer/TAP
Undergraduate International Admission Application	Office of Admissions	—
Guidelines for Applicants Whose First Language Is Not English	Office of Admissions	—
Welcome! (offer of admission packet)	Office of Admissions	—
Advising and Registration Guide for New Students	Registration Office	—
Putting College First	Office of Admissions	—
*Adviser Information File	Undergraduate Advising	www.washington.edu/students/ugrad/advising/aif/aiftoc.html
Adviser's Guide	Undergraduate Advising	—
UW Student Planner	Undergraduate Advising and First Year Programs	—
Campus Map	University Stores	www.washington.edu/home/maps
Student Conduct Code	Office of the Vice President for Student Affairs	www.washington.edu/students/handbook/conduct.html
University Handbook	Faculty Senate	www.washington.edu/faculty/facsenate/handbook/handbook.html

*2002 was the final print version; changes since summer 2002 have been made online.

APPENDIX II: FORMS USED IN ADVISING

FORM AND DESCRIPTION	WHERE DEPARTMENTS GET FORMS	WHERE STUDENTS GET FORMS	WHO SIGNS FORMS
Transfer Credit Evaluation	Admissions mails to department or Undergraduate Advising; available online in EARS	—	Admissions specialist
Unofficial Academic Transcript	available online in EARS	MyUW, 225 Schmitz, or Undergraduate Advising	—
*Change of College/School and Major or Minor (original plus 1 copy)	Registration Office 206-543-8580 <i>regoff@</i>	Department adviser or Undergraduate Advising	Student, department adviser and, in some change-of-colleges, the dean
*Application for Bachelor's or Professional Degree (original plus 1 copy, dated 2/04)	Graduation and Academic Records, 264 Schmitz 206-543-1803 <i>ugradoff@</i> ; <i>alternative online using DARS</i>	Adviser or Graduation and Academic Records, 264 Schmitz	Adviser
*Returning Student Reenrollment Application (dated 1/95)	Registration Office 206-543-8580 <i>regoff@</i>	225 Schmitz; also available online	—
Department Referral Form	—	—	Department adviser and Admissions specialist
*Graduation Petition (original plus 2 copies) (dated 5/04)	Graduation and Academic Records, 264 Schmitz 206-543-1803 <i>ugradoff@</i>	Adviser	Department adviser, College and University Graduation Committees
General Education Requirements for the Bachelor's Degree (original plus 1 copy)	Undergraduate Advising 206-543-2550 <i>advice@</i> ; <i>alternative online using DARS</i>	Adviser	Adviser
Reinstatement Petition	Registration Office 206-543-8580 <i>regoff@</i>	Undergraduate Advising	Reinstatement adviser (Undergraduate Advising or Office of Minority Affairs, for Arts and Sciences students)
Veterans: Credit Evaluation Request to Allow Repeated Course Extension of Graduation Date	—	Business Services and Veterans' Affairs 520 Schmitz	Department adviser
*Registration Transaction Form	Registration Office 206-543-8580 <i>regoff@</i>	225 Schmitz or Undergraduate Advising; also available online	Advisers sometimes add explanatory notes

*These forms are available on the Office of the Registrar's homepage:

depts.washington.edu/registra/forms

depts.washington.edu/registra/forms/staffindex.html

APPENDIX III: COMMON UW ACRONYMS

	NAME	EXPLANATION
A&A	Aeronautics and Astronautics	The aeronautical engineering department.
A&O	Advising and Orientation	New-student orientation program.
ACMS	Applied and Computational Mathematical Sciences	The applied math major, administered by the math department.
ACT	American College Test	College admission test taken in high school.
AEP	Academic English Program	English as a Second Language courses for matriculated UW students.
AEP	Adviser Education Program	Professional training for UW academic advisers, organized by UW advisers.
AG	Adviser's Guide	A manual for new UW academic advisers, published by Undergraduate Advising.
AIF	Adviser Information File	An online collection of policy and procedure memos published by Undergraduate Advising. The font of all wisdom.
AP	Advanced Placement	A program of courses offered in high school, followed by examinations. Most colleges award credit for specific scores. UW also offers advanced placement credit in certain subjects in certain circumstances. See the AIF on AP.
APAC	Association of Professional Advisers and Counselors	UW professional organization of campus advisers. Link from adviser homepage.
BDP	Bachelor's Degree Planbook	A manual for entering students, including Arts and Sciences general education requirements. The 2003-2004 BDP was the last; it has been replaced by the Student Planner.
CARTAH	Center for Advanced Research Technology in the Arts and Humanities	College of Arts and Sciences center supporting technology-based study in the arts and humanities.
C&C	Computing and Communications	UW's office in charge of computers and computing issues on campus.
CLUE	Center for Learning and Undergraduate Enrichment	Each Sunday through Thursday evening during autumn, winter, and spring quarters, Mary Gates Hall becomes an undergraduate study center with writing labs, math and chemistry centers, and study groups for a variety of freshman courses.
CSS	Classroom Support Services	CSS provides comprehensive audio and video expertise to the campus community, administers the equipment loan program, and more.
DARS	Degree Audit Reporting System	Online check of degree completion, available for almost all undergraduate majors. Can be requested by a student in MyUW or an adviser in SDB or EARS.
DAT	Dental Admission Test	Test required for application to dental school.
DL courses	Distance Learning	UW Online Learning courses.

	NAME	EXPLANATION
DRS	Disability Resources for Students Office	An office in Schmitz Hall assisting students with permanent and temporary disabilities.
DTA	Direct Transfer Agreement	An undergraduate admissions agreement between the UW and Washington community college, to admit Washington residents who complete a transfer associate degree with a GPA of at least 2.75. Discontinued as of autumn 2004.
EARS	Electronic Advising Records System	A web-based application allowing advisers to access much of the information contained in the Student Database.
EOP	Educational Opportunity Program	Promotes academic success & graduation for underrepresented ethnic minority, economically disadvantaged and first generation college students at the University of Washington through a comprehensive academic support program of services.
ESL	English as a Second Language	The generic term. At the UW these are officially called English Language courses, or the Academic English Program.
FCAS	Faculty Council on Academic Standards	UW faculty committee that considers "uber" issues pertaining to courses, majors, requirements, and policies.
FIG	Freshman Interest Group	Preset schedule of classes for freshmen entering in autumn quarter, including a 2-credit University Community course.
FIUTS	Foundation for International Understanding Through Students	Not part of the UW but has an office in the HUB. Provides many non-academic services for international students.
FYP	First Year Programs	An office in the Gateway Center which administers A&O, Dawg Daze (Welcome Week), FIGs, TRIGs, and Freshman Seminars.
GAR	Graduation and Academic Records Office	Part of the Office of the Registrar. Handles degree applications and transcripts.
GBLT	Gay, Bisexual, Lesbian, and Transgender	The Associated Students of the University of Washington has a GBLT Commission.
GDARS	Graduation DARS	The graduation application version of DARS.
GRE	Graduate Record Exam	Test required for application to graduate school.
GSA	Graduate Student Appointment	A graduate student working at the UW but not as an RA or a TA.
GSP	Graduating Senior Registration Priority	Seniors within two quarters of graduation, who have filed a graduation application, are eligible to register for classes on the first day of Period 1.
HUB	Husky Union Building	The UW Student Union building: food service, student government, meeting rooms.
I&S	Individuals and Societies	"Social sciences" area of Areas of Knowledge, an undergraduate general education requirement.
IB	International Baccalaureate	Similar to Advanced Placement. A program of courses offered in high school, followed by examinations. Most colleges award credit for specific scores.
IC	Instructional Center	Study center serving primarily EOP students.

	NAME	EXPLANATION
ICD	Instructor Class Descriptions	Class descriptions in a standard format. The whole collection is available in the Selecting Courses section of the online Student Guide. Hyperlinked from the instructor's name in the Time Schedule and the Course Catalog.
IMA	Intramural Activities Building	The student exercise and sport facility.
ISAP	Individualized Second-Year Advising Program	A proactive, outreach based advising program in Undergraduate Advising designed to establish and maintain an ongoing dialogue between undeclared second-year students and advisers.
IWP	Interdisciplinary Writing Program	Writing link English composition courses: ENGL 197, 198, 199.
JSIS	Jackson School of International Studies	In spite of its name not a college, but an academic unit of the College of Arts and Sciences housing a number of majors.
LSAT	Law School Admission Test	Test required for application to law school.
LSJ	Law, Societies, and Justice	Criminal justice and human rights major.
MBTI	Myers-Briggs Type Indicator	A widely used test of adult personality patterns. Offered by the Student Counseling Center for students investigating career options.
MCAT	Medical College Admission Test	Test required for application to medical school.
MLT	Michigan Language Test	Test of English competency for students whose native language is not English.
MSEP	Minority Scholars Engineering Program	Program supporting underrepresented students in science and engineering majors.
NACADA	National Academic Advising Association	Professional organization of academic advisers.
NAO	New Adviser Orientation	Two- or three-day training session for new UW academic advisers, sponsored by Undergraduate Advising; discontinued after 2005 when replaced by AEP Advising Basics workshop.
NODA	National Orientation Directors Association	
NSE	National Student Exchange	Domestic (U.S.) undergraduate student exchange program.
NSEOF	New Student Enrollment and Orientation Fee	\$250 fee paid by all newly admitted undergraduates. Funds A&R, Dawg Daze, CLUE, UW Student Planner, and other programs primarily for new students.
NW	The Natural World	"Natural sciences" area of Areas of Knowledge, an undergraduate general education requirement.
OMA/D	Office of Minority Affairs and Diversity	Houses a spectrum of programs, including the EOP Academic Advising and Counseling Center, the Instructional Center, the Ethnic Cultural Center, the McNair Program, the Early Identification Program, and Student Support Services.
PCAT	Pharmacy College Admission Test	Test required for application to pharmacy school.
PSO	Professional Staff Organization	UW organization of professional staff.

	NAME	EXPLANATION
Q/SR	Quantitative and Symbolic Reasoning	A general education requirement focusing on mathematical and statistical reasoning, or on formal and symbolic argument.
RA	Research Assistant	A graduate student employed (usually half-time) as an assistant in a campus research lab.
RA	Resident Adviser	An advanced undergraduate or graduate student who lives in student housing and loosely supervises the students living in their assigned area.
SARIS	Sexual Assault Referral and Information Service	A service of the Office of the Vice Provost for Student Life.
SAT	Scholastic Aptitude Test	College admission test taken in high school..
SCAP	Subcommittee on Admissions and Programs	A faculty subcommittee of FCAS; considers proposed changes in admission and graduation requirements of majors and proposals for new academic programs.
SDB	Student Database	A database of student information (admission status, addresses, transcripts, current class schedule, etc.) and course information (time schedule).
SIS	School of International Studies	In spite of its name not a college, but an academic unit of the College of Arts and Sciences housing a number of majors.
TA	Teaching Assistant	A graduate student employed to help teach a UW course. In many large UW courses, instructors/professors give the lectures and TAs conduct the quiz or lab sections and grade papers.
TOEFL	Test of English as a Foreign Language	Test of English competency for students whose native language is not English.
TRIG	Transfer and Returning Student Interest Group	FIGs for new transfer and returning students.
U-PASS		Public transportation pass. Moderate fee, required for faculty and staff, optional for students.
UW-B	UW-Bothell	UW's Bothell campus.
UW-S	UW-Seattle	UW's Seattle campus.
UW SOUL	UW Study of Undergraduate Learning	Ongoing longitudinal study of the undergraduate learning experience.
UW-T	UW-Tacoma	UW's Tacoma campus.
VLPA	Visual, Literary, and Performing Arts	"Humanities" area of Areas of Knowledge, an undergraduate general education requirement.
WACAS	Washington Course Applicability System	Online tool for prospective transfer students. Provides information about UW majors and transfer equivalencies.
WiSE	Women in Science and Engineering	Program to increase recruitment and retention of women in science and engineering majors.
WOIS	Washington Occupational Information System	Career information website. Includes locations of educational programs in Washington state. Link from the "Moving On" section of the online Student Guide.