

“See the Dean”

Advisors and others on campus often tell student's they will need to “see the dean” for answers and assistance. The “dean” they are referring to is the Associate Dean for Undergraduate Academic Affairs and the people who work in the Undergraduate Academic Affairs Office. Students in the College of Liberal Arts and Human Sciences need to come to 238 Wallace Hall to “see the dean.”

The College of Liberal Arts and Human Sciences Undergraduate Academic Affairs Office is here to assist undergraduates as they progress through their degree program. Students are invited to visit the office in Wallace Hall or to visit the office website on line at www.uaao.clahs.vt.edu. Housed in the Undergraduate Academic Affairs Office are the following people who are here to assist students:

Dr. Mary Ann Lewis
Associate Dean
Undergraduate Affairs
540-231-6770

Dr. Karen Watson
Director of Academic Support
watsonk@vt.edu
540-231-6770

Dr. Diana Ridgwell
Director of Student
Development
dridgwel@vt.edu
540-231-6548

Mrs. Dove Robertson
robertld@vt.edu
540-231-6770

Mrs. LaRae Davenport
larae@vt.edu
540-231-3325

Mrs. Tracey Drowne
tproco@vt.edu
540-231-6548

The office works with undergraduates from the time they enter the college until they graduate and move on into a career. The Office supports undergraduates through the following services and assistance:

ACADEMIC SUPPORT SERVICES

Dr. Karen Watson provides academic support services for faculty advisors and all students upon request and by offering special programs for students such as:

- New Student Connect Programs
- Academic Support Programs for students on academic probation
- Regular electronic communications with students
- Door step advising

Requests for academic support may be directed to her at watsonk@vt.edu.

CAREER & GRADUATE SCHOOL ADVISING

Dr. Diana Ridgwell provides individualized and group career and graduate school planning assistance for students such as:

- Career workshops geared toward CLAHS students
- Career presentations to CLAHS classes and organizations
- Career Fairs
- Recruiter in Residence Program

- Teaches LAHS 3004 Professional Seminar – a one credit course which covers various topics including applying to graduate school, electronic job searching, and resume writing

Requests for career and graduate school advising assistance may be directed to her at dridgwel@vt.edu.

UNDERGRADUATE RESEARCH

Dr. Diana Ridgwell provides leadership to the College of Liberal Arts and Human Sciences Undergraduate Research Institute. The Institute provides students with opportunities to:

- Work with faculty mentors
- Learn more about various research methods
- Explore research interests
- Present at research conferences
- LAHS 3914: Survey of Undergraduate Research Methods for Liberal Arts and Human Sciences -- A three-credit course, taught by Dr. Ridgwell each semester, which connects students with a faculty mentor and covers various aspects of research.

TRANSFER CREDIT AND AUTHORIZATION TO TAKE COURSES ELSEWHERE

Dr. Karen Watson works with departments and students to make sure that the transfer credit awarded to students is correct. Working with her on transfer credit issues is Mrs. LaRae Davenport. Questions about transfer credit awarded and transfer equivalents should be directed to LaRae Davenport (larae@vt.edu) or 231-3325.

Dr. Watson provides the final approval signature that students need when requesting authorization to take courses from institutions based in the United States. Dr. Diana Ridgwell provides the final approval signature that students need when requesting authorization to take courses during study abroad at institutions based outside of the United States. The approval form is available in the departmental office (238 Wallace Hall), and on line under forms on the webpage given below. LaRae Davenport at (larae@vt.edu) or 231-3325 can assist in completion of the Authorization to Take Courses Elsewhere Form.

STUDY ABROAD

Dr. Diana Ridgwell assists students as they explore study abroad options. She provides assistance through:

- Global Futures Program which provides information sessions on study abroad opportunities
- Authorization to Take Courses Elsewhere if they are not enrolling at Virginia Tech for the study abroad experience.

COLLEGE AMBASSADOR PROGRAM

Dr. Ridgwell provides direction to this student leadership program sponsored by the college. College Ambassadors are students who represent the College of Liberal Arts and Human Sciences in various venues and programs.

- Requirements; Rising Junior or Senior, interest in serving the college, good organizational skills, strong interpersonal skills, and a successful academic record.
- Application by invitation.

OTHER INFORMATION

Any College of Liberal Arts and Human Sciences students who have questions and do not know where to go for answers can contact the Office of Undergraduate Academic Affairs and those working in the office will be happy to assist them in finding an answer!

ACADEMIC PROCEDURE FORMS AVAILABLE IN THE OFFICE

- Change of Major, Minor, Second Major Forms*
- Force/Add forms
- Course Withdrawal Forms for after the drop deadline
- Exam Change Forms* for conflicting or 3 exams in 24 hours
- Request for Overload Form*
- Change of Grade Mode Request Form – Used during the appropriate time to make these changes
- Resignation/Withdrawal from the University – requires associate dean's signature after the first day of class.
- Authorization to Take Courses Elsewhere*

* Downloadable versions of these forms are also available on the policy and procedures menu at www.uaao.clahs.vt.edu.