



**Undergraduate Advising  
Procedures**

**Winter & Spring 2010**

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**Department of Kinesiology and Health Promotion  
Undergraduate Advising Procedures  
Priority Registration  
Spring 2010**

**Department Advisors**

Dr. Steve R. Parker  
Seaton Center  
Room 203  
859-257-1624  
[spark01@uky.edu](mailto:spark01@uky.edu)

Ms. Lindsey Powell  
Seaton Center  
Room 144  
859-257-3632  
[lcpowe5@uky.edu](mailto:lcpowe5@uky.edu)

Ms. Anna Primiano  
Seaton Center  
Room 145  
859-257-3429  
[atprim2@uky.edu](mailto:atprim2@uky.edu)

**General Information**

**Priority and Late Registration Preparation**

Advising begins Monday, October 5, 2009. Read procedure packet for more details about individual and walk-in advising schedules.

Items you must have before coming to advising:

- Procedure Packet  
<http://www.uky.edu/Education/KHP/advisingproc.html>
- Advising Control Form  
<http://www.uky.edu/Education/KHP/advisingproc.html>
- Advising Folder (Contains all your documents)  
If you do not have an advising folder, make one.
- Pen or Pencil

**Registration Procedures**

1. Major code restrictions have been placed on several KHP classes. Only KHP students will be able to register for the following classes:

KHP 152	KHP 263	KHP 390	KHP 515
KHP 157	KHP 319	KHP 395	KHP 560
KHP 162	KHP 340	KHP 420G	KHP 573
KHP 200	KHP 350	KHP 430	KHP 577
KHP 210	KHP 361	KHP 445	KHP 579
KHP 230	KHP 369	KHP 450	
KHP 250	KHP 371	KHP 509	
KHP 260			

2. Electronic waiting lists have been created within the myUK portal instead of the paper waiting lists we have used in the past. Electronic waitlists are set up to register students according to the Registration Priority windows, i.e., seniors first, then juniors, etc. ***It is very important that you register during your Primary Registration Window to avoid being placed lower on the waitlist and risk not getting into the classes you need.***

After the final Add-Drop window has been closed and you have not been transferred from the waitlist to the course, you are no longer listed as part of the class.

3. At the beginning of each semester, overrides will be used after the official Add period is over and the portal is no longer available for registration.

### **Electronic Advisor Holds**

Electronic Advisor Holds (EA) will not be lifted for registration until a student advising control form is completed and submitted to Dr. Parker, Ms. Primiano, or Ms. Powell. Forms cannot be processed until a student has attended an individual advising session.

### **KHP Senior Express Advising**

*(No Appointment Necessary)*

Items you must have completed to do Express Advising:

- Schedule is Mapped Out
- Proof of Audit (Signed)
- Senior (90 + Hours)
- Student Registration Worksheet Completed
- Advising Control Form Completed

**Take completed documents to Room 201 Seaton Center.**

### **Winter Intersession & Spring Registration**

The University will no longer be printing schedule books. Electronic copies of the schedule book will be accessible on the Registrar website and through myUK.

Priority Registration for the Winter Intersession & Spring 2010 is November 2 – November 24, 2009. The Winter Intersession & Spring 2010 schedules can be accessed online at <https://myuk.uky.edu/irj/portal> through myUK. Students may register online using [myUK](#) during their priority registration window.

### **Program Major Change**

Students are prohibited from changing academic majors October 5 – November 24, 2009. To change majors, a student should submit academic records from their previous college to the College of Education. Academic records for all colleges are processed in Taylor Education Building (TEB) Room 166.

## Bluegrass Community and Technical College

Students considering taking a class at the Bluegrass Community and Technical College should seek approval from Dr. Parker prior to registering for the course.

### Advising Information

#### Individual Advising

To schedule an individual advising appointment, go to [KHP Undergraduate Advising](#) website and click on the Schedule an Appointment link. You may also contact either Ms. Primiano or Ms. Powell by phone or email. **All new KHP students (first semester freshmen and transfer students inside or outside the university) must complete an initial advising session. All students are required to attend an individual advising session.**

#### Walk-in Advising

Walk-in advising is for students who have completed an individual advising session with department advisors, Dr. Parker, Ms. Primiano or Ms. Powell.

All walk-in advising is completed on a first-come first-served basis. An advisor can see up to five students in a one-hour session or ten students in a two-hour session.

**Walk-in sessions are available prior to October 5 and after November 24, 2009 during Dr. Parker, Ms. Primiano, or Ms. Powell office hours as listed below.**

**Dr. Steve R. Parker**  
**Seaton Center Room 201**  
[spark01@uky.edu](mailto:spark01@uky.edu)  
**859-257-1624**

Monday	10:00-11:00 am
Tuesday	3:00-4:00 pm
Wednesday	10:00-11:00 am
Thursday	3:00-4:00 pm
Friday	10:00-11:00 am

**Ms. Lindsey Powell**  
**Seaton Center Room 144**  
[lcpowe5@uky.edu](mailto:lcpowe5@uky.edu)  
**859-257-3632**

Monday	9:30-3:00 pm
Wednesday	9:30-3:00 pm
Thursday	9:30-4:00 pm
Friday	12:00-2:00 pm

**Ms. Anna Primiano**  
**Seaton Center Room 145**  
[atprim2@uky.edu](mailto:atprim2@uky.edu)  
**859-257-3429**

Monday	9:00-1:00 pm
Tuesday	9:00-1:00 pm
Wednesday	9:00-1:00 pm
Thursday	9:00-1:00 pm
Friday	9:00-1:00 pm

## **Procedures for Repeat Course Work, Petitions, and Program Minors**

### **Repeat Course Work**

An undergraduate student has the option to repeat as many as three different completed courses only once. Only the grade, credit hours, and quality points for the second completion will be used in computing the student's academic standing and credit for graduation. The limit of three repeat options holds for a student's entire undergraduate career, no matter how many degrees or programs are attempted. A student may not use a repeat option when retaking a course on a Pass/Fail basis if the course was originally taken for a letter grade.

To file a repeat option in the College of Education, students need to go to the Office of Academic Services Teacher Certification (TEB Room 166), fill out a repeat option form, and turn it in to one of the office staff. The repeat option must be filed prior to graduation. (**Note:** the repeat option cannot be used to raise the student's standing for admission to the UK Graduate School.)

The repeat option may be exercised only the second time a student takes a course for a letter grade, not a subsequent time. A student must be enrolled at UK at the time he/she files the repeat option.

### **Petitions**

Students may want to file petitions for several reasons: to increase the number of hours taken during a given semester, to substitute one class for another, or to have transfer evaluated for fulfillment of a program requirement. To file a petition, students must print and complete [the on-line petition form](#) or come by the Office of Academic Services and Teacher Certification and complete the petition form. Keys to ensuring the petition is processed as quickly as possible include being specific about what is being petitioned (courses and rationale), and that the student's current advisor (Dr. Parker) has signed the form before it is returned to the Office of Academic Services and Teacher Certification for evaluation. Dr. Parker has the sole authority to sign the Petition form.

**Note:** If the request involves a program change, Program Faculty must also approve the petition.

## **Program Minor**

Students working on a minor in programs outside the College of Education must complete an application in that program office to officially receive the minor (e.g., students seeking a minor in Business and Economics must obtain and complete an application in Business and Economics).

Students seeking a Health Promotion minor must complete an application and submit it to Dr. Parker. The minor application is located online on the [KHP Undergraduate Advising](#) website.

**Students receiving a minor in an area of study (e.g., Family Studies, Nutrition, Health Promotion, etc.) will not be certified to teach in that area of study.**

## **Practicum Information**

### **Practicum Procedures for KHP Students**

All Kinesiology Exercise Science majors are required to complete a practicum. Appointments to discuss practicum options may be scheduled with Dr. Parker one semester prior to the commencement of the practicum. Practicums may be completed the semester of graduation, the semester prior to graduation, or the summer prior to graduation (no exceptions). Students are required to take 6 hours credit to graduate. Students must work a minimum of 300 hours to receive 6 hours credit and 150 hours for 3 hours credit.

Students must be officially enrolled in KHP 577 to receive credit for work completed. Should a student be dropped or withdraw from KHP 577, no credit will be given for work completed. All paperwork must be completed prior to beginning the practicum for KHP 577. Students who begin a practicum without having submitted paperwork will not receive credit for work completed. A student dismissed /fired from a practicum for just cause will receive an "E" for the course.

### **Practicum Orientation Meetings (mandatory)**

- Students registered for KHP 577 Spring 2010 will have a required orientation in Room 213 Wednesday, January 13, 2010 at 4:30 p.m.
- **Students who begin a practicum without attending an orientation will not receive credit for work completed.**
- All students must secure a placement prior to attending the orientation meeting.

## **Procedures for Independent Study**

Students are not allowed to register for Independent Study without the permission of the instructor. Students must also be aware that the section which they enroll must be applicable to their program. Dr. Riggs and Dr. Noland must grant permission to enroll in KHP 395 for Health Promotion students. Dr. Parker must grant permission to enroll for Kinesiology students.

## **Teacher Education Program Application Process**

The Teacher Education Program application process packets are located on the [KHP Undergraduate Advising](#) website.

### **Procedures for Student Teaching**

Student teaching applications may be obtained in Room 104 TEB or downloaded at <http://www.uky.edu/Education/ofeover.html>. Applications become available during the priority registration period. Prospective student teachers must apply at least two semesters prior to placement. For more information, contact Dr. Aaron Beighle in Room 120 or by email at [beighle@uky.edu](mailto:beighle@uky.edu).

### **Procedures for Graduation**

#### **Graduation Audit**

The graduation audit should occur at least three semesters (two minimum) prior to graduation. An audit is important because it ensures that the student has completed the mandatory degree requirements for graduation. Education auditors are assigned accordingly by the student's last name. Rita Stevenson (A-K) and Linda Hensley (L-Z) conduct audits in the Taylor Education Building Room 166. Audit appointment books are located outside Room 166. Graduation audits can be scheduled prior to October 5 and after November 24, 2009.

Prior to attending an audit, students should check their progress toward graduation by accessing APEX at <http://www.uky.edu/degreeaudit/>.

#### **Graduation Application**

During the semester in which a student plans to graduate, students must complete a graduation card and senior survey. Both forms are available in the Office of Academic Services and Teacher Certification and must be returned there by the deadline stated in the [UK Academic Calendar](#) for that semester.

#### **Undergraduate Graduation Application Deadlines**

##### **May Graduation 2010**

August Graduation 2010

December Graduation 2010

##### **November 30, 2009**

February 28, 2010

June 30, 2010

## **KHP and College of Health Sciences Curriculum Information**

### **Exercise Science Chemistry Requirements**

Advisor approval may be granted for a student to take CHE 105 and CHE 107 in place of CHE 104 and CHE 108. Approval may be granted for reasons including, but not limited to: (1) student is a senior with a scheduling problem; (2) student transferred in the Department and had previously taken the course(s); or (3) the student plans to apply to a professional school (e.g., physical therapy) where CHE 105, CHE 107, CHE 111, and CHE 113 are prerequisites.

All curriculum changes must be petitioned through the College of Education. Petition forms are located online on the [KHP Undergraduate Advising](#) website. Refer to page 5 for complete petition instructions.

### **College of Health Sciences Professional School Prerequisites**

Students planning to apply to a professional program i.e. physical therapy, medicine, etc. should go to the [College of Health Science](#) website and click on *Academic Programs* for specific prerequisites for the different programs. Additional program prerequisites checklists are located on the [KHP Undergraduate Advising](#) website.

## **University and KHP Fall and Spring Only Courses**

### **Fall Only**

KHP 152, 162, 181, 260, 263, 293, 390, 391, 430, 509 (Experiential Health Education), 560, and CHE 104

### **Spring Only**

KHP 147, 154, 156, 182, 220, 222, 250, 252, 294, 330, 344, 360, 392, 547, 570, 579, and CHE 108

## **KHP Summer 2009 School Courses**

### **Summer (4-Week)**

KHP 120, 157, 190, 210, 230, 240, 380, 382, 390, 396, and 509

### **Summer (8-Week)**

KHP 120, 157, 300, 380, 382, 420G, 445, 515, and 577

*\*Summer school courses are not guaranteed to be taught for a number of reasons so plan your schedules accordingly.*

**Special Examinations for KHP Students**

The course instructor, academic advisor, and department chair must grant permission for special examinations. An application for special examination must be made in writing and submitted to the course instructor. Students may obtain application forms for special examinations in the Registrar's Office in the Funkhouser Building (FB). If the special exam is granted, the student should not enroll in the course. The special examination should be given no later than the week prior to finals.