

## **ADVISING NOTES FOR CNHS FACULTY ADVISORS, Spring 2020**

**Advising Week** for Spring 2020 will start on: **Thu 17<sup>th</sup> November 2019**

The **on-line registration** will be for the following week

### **Advising Week**

1. Please send out appointments to all your advisees during advising days to discuss and later distribute PINs. You can launch campaigns or specify availability in the setting option and arrange your time accordingly and use walk in appointments.
2. Document your meetings on ARM as evidence

#### **Check the following on FAP**

- **Registration and Graduation Audit** to see courses taken, still needed or currently registered in by the students
- **Projection report** to see projected courses for next semester
- **Advising and Risk Management** for alerts, setting up appointments and for documenting your meetings with the advisees.

#### **Meeting with your advisees:**

1. **Students will be using Banner 9 to register.**
2. **Students will not have access prior to online registration to see their projected courses, only advisors can.**
3. **Students can only access the published schedule on Banner and FAP**

When contacting students to meet with your advisees ask them to bring their 8 semester plan and highlight the courses they have taken so far including the electives. They should have their major plan and their minor plan if taking a minor. They can also use the registration form to agree on the courses, sign and submit to faculty advisor.

#### **1. Old Plan versus new Plan**

##### ***Old students***

- a. **Spring 2016 and older students-** follow the old catalogue
- a. **Fall 2017 and onward-** Follow new plan

## 2. Prerequisites

When registering for courses, **remember** that courses have prerequisites which should be completed

## 3. Credit Hours

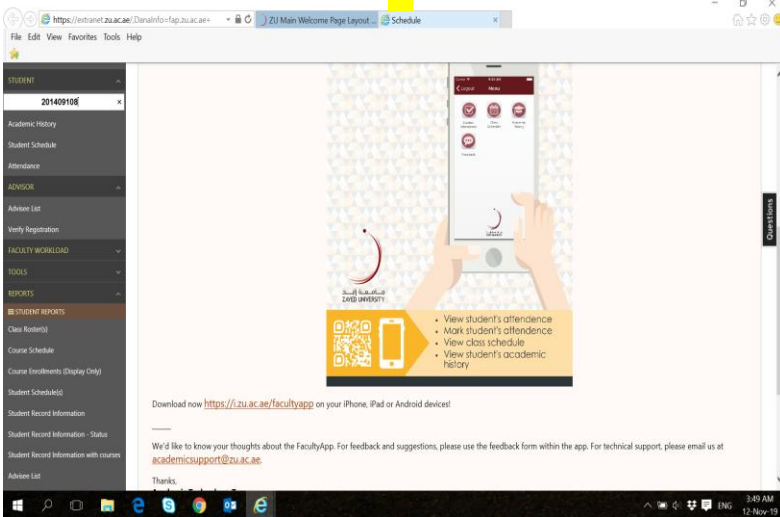
Academic Standing	Min. and Max. Credit Hours Allowed	
Good Standing	If CGPA and TGPA are both 2.00 or above:	
	CGPA 2.25 or below	Min. 12 credit hours. Max. 12 credit hours
	CGPA 2.26 to 2.49 *	Min. 15 credit hours. Max. 16 credit hours
	CGPA 2.50 to 3.49 *	Min. 15 credit hours. Max. 19 credit hours
	CGPA 3.5 or above *	Min. 15 credit hours. Max. 21 credit hours
Academic Warning	If TGPA is below 2.00, but CGPA is 2.00 or above:	
	As for Good Standing based on CGPA	
Probation	If CGPA is below 2.00:	
	Min. and Max. 12 credit hours	

\* Students in final semester and/or Internship semester may take below 15 credit hours. All other exceptions must come from CAO (via online form submitted by Assistant Deans).

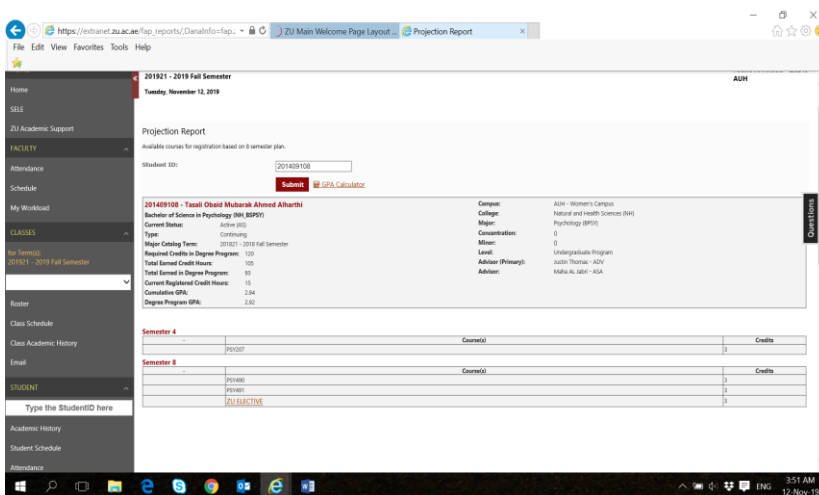
# Summary for advising instructions: What to check?

- Transcript**
- Graduation audit report**
- Projection report**
- ARM system**

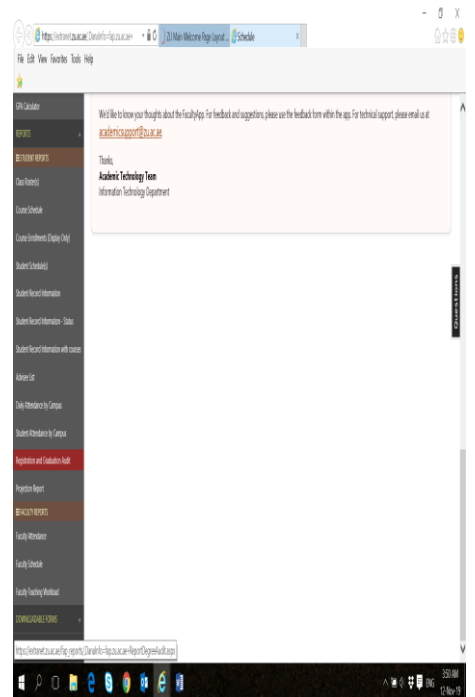
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2



3



## 4. Fill out Advising report on ARM

**Risk and Advising Alerts**

Below is the list of risk and advising alerts. The assigned advisor, Assistant Deans and Chair can close the alerts.

Term: 201921 - 2019 Fall Semester | Alert: Any | Student ID: | Alert No.: | Status: Pending | Show Assigned/Advises Only:

Number of records shown: 28

Date Created	Alert No.	Alert	Value	Student Name	Student ID	Student College	Course	Course Academic Standing	Form	Assigned To	Faculty Advisor	Status
Nov 12, 2019 04:22 AM	P-FALL2019-111594	Program Level: Previous CGPA Above 3 and Projected GPA below 8	76.88 % / 2.7 (B-)	Laila Mohammed Al Ehsan	201511547	NH		Good Standing	Academic Advisor Report Form	Maha AL Jabri (29015)	Fatme Al Anoubi	Pending
Nov 12, 2019 04:22 AM	P-FALL2019-111583	Program Level: Previous CGPA Above 3 and Projected GPA below 8	70.62 % / 2.0 (C)	Shamma Khams Khaila Khams Almerhi	201504512	NH		Good Standing	Academic Advisor Report Form	Maha AL Jabri (29015)	Fatme Al Anoubi	Pending
Nov 12, 2019 04:22 AM	P-FALL2019-111592	Program Level: Previous CGPA Above 3 and Projected GPA below 8	73.75 % / 2.5 (C+)	Ahlan Abdurabu Ahmed Barman	201400266	NH		Good Standing	Academic Advisor Report Form	Maha AL Jabri (29015)	Fatme Al Anoubi	Pending

### CNHS Faculty Advising Form

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

- **Students MUST register for a minimum of 15 credits unless has exception or special condition.**

**\* Projected Courses:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**\* Additional Registration Possibilities if student is not able to register:**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

- **By signing below I acknowledge that I have met with my advisor and discussed the courses that I am required to take for the coming semester.**