



College of Sustainability Sciences & Humanities Advising Workshop Fall 2016

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College of Sustainability Sciences & Humanities

Advising Workshop

Fall 2014

“Effective colleges and universities recognize that new students need affirmation, encouragement, and support as well as information... to create a foundation for academic and social success...”

Whitt, E. J. (2005). *Promoting student success: What student affairs can do* (Occasional Paper No. 5).
Bloomington, Indiana: Indiana University Center for Postsecondary Research.

Why focus on Advising?

- Effective Advising System is needed as student numbers are increasing and new programs are being developed



Faculty versus Student



How Far Can We Go This Term?

- Proposed changes pertaining to Registration & Advising:
- CAAs & Ads on both Campuses
- Roles & Responsibilities Clarified
- Advising Booklet Developed



Advising Team

- College Academic Advisor (CAA)
- Faculty Advisors (FAs)
- Department Chair (DC)
- Assistant Dean (AD)
- *Requiring support and collaboration amongst all to achieve success and effectiveness*



What is Advising?

- Academic advising is a profession focused on offering constructive guidance to students in order to assist them in meeting their academic goals.
- It involves assistance in evaluating skills and talents, towards the selection of coursework and other academic programs.
- Academic advising seeks to help the student develop a plan of action in the pursuit of educational goals that will produce the desired outcome for the student.



Advising Booklet

- Simple rules & steps for Registration & Advising:
- Lists roles of the advising team
- Provides guidance to both Students and FAs
- Has All necessary forms needed for registration



Roles and Responsibilities

College Academic Advisor (CAA) :

- Conduct course audit/requirements for each students in the College, in partnership with the “AD” and “DC” in preparation for course scheduling.
- Advise students regarding registration Procedures through annual student advising workshops in partnership with the AD.
- Implement FA recommendations for student degree progress.
- Conduct graduation audits.
- Create Study plans for students.
- Monitor and report at-risk students.

Faculty Advisors (FAs):

- Serve as mentors and make recommendations for course enrollment in the development of the study plan.
- One-on-one mentoring on academic and Pastoral issues.
- Field-specific insights (guide student with decision making and career direction).
- Issue student registration pins and RACs.
- Provide guidance on course selection and academic planning (including internships and study abroad).
- Propose suggestions for improving or enhancing student academic performance.

Faculty Advisors (FAs):

- Interact with CAA to discuss student advisee progress and suggest remedial solutions for problems that may arise based upon reports provided by the Academic Advisor.
- Frequently interact with all advisees, and especially at-risk student advisees to discuss ways to move forward and provide feedback to the CAA and AD.
- Review the semester by semester study plan proposed by the CAA and provide timely feedback to the CAA.
- Work closely with AD and CAA to support students with special needs.

Assistant Deans (AD):

- ❖ Act as the College point of contact on all policies, procedures, guidelines (at the university and College levels) pertaining to students.
- ❖ Act as Dean's designee in handling attendance and dismissal appeals (this includes evaluating and making recommendations on appeals).
- ❖ Organize and co-ordinates student orientations at start of semesters.
- ❖ Conduct pre-registration and advising meetings with students from all majors —to explain procedures. Ensuring that internal advising systems are in place.

Assistant Deans (AD):

- ❖ Meet with students who have issues and/or complaints pertaining to their academic performance and/or standing, program of study, etc.
- ❖ Work with Registrar on registration, scheduling, etc.
- ❖ Collaborate with Student Affairs and Department Chairs, and approves as appropriate, plans for student activities such as field trips, extracurricular study programs, and other experiential learning opportunities.
- ❖ Review the academic program in light of students' curricular plans, scheduling preferences, and logical sequences, and in consultation with the Curriculum Committee, recommend strategies for recruitment and retention of students.

Assistant Deans (AD) :

- ❖ Confer with DC on scheduling of classes for the academic year and summer session, and submission of those schedules to the Registrar's Office.

- ❖ Check and review (along with CAA) various student lists that come from Enrollment (i.e. graduates, student record confirmations, exam conflicts, course failures, under-enrollment, students on overload, etc.)

Department Chairs (DC):

- Oversee assessment of learning outcomes in the major(s).
- Lead curriculum proposals/developments at the Dept. level.
- Encourage and facilitate effective teaching.
- Assign faculty advisors to new majors, balancing advising work load and making appropriate choices.

Department Chairs (DC) :

- Accept students into the major.
- Oversee that students meet requirements for major and/or minor programs in Department
- Review and sign off on grade appeals for major's courses.
- Work with CAA and AD on planning courses to be offered.
- Schedule classes and assigning faculty to teaching.

Important Rules

Registration and CGPA

- *Students with a Cumulative Grade Point Average (CGPA) less than or equal to 2.49 shall not be allowed to register for more than 16 credit hours in a semester.*
- *Students with CGPA equal to or greater than 2.50 and less than or equal to 3.49 shall not be allowed to register for more than 19 credit hours in a semester.*
- *Students with CGPA equal to or greater than 3.50 shall not be allowed to register for more than 21 credit hours in a semester.*

Course Load

- Students are required to maintain full-time student status at all times by registering in at least 15 credit hours a semester.

Registration and GPA

Good Standing -15 - 21 credits (based on GPA)

Academic Warning -16 credits

Academic Probation -12 credits

Fresh Start -12 credits

Reduced Course Load



- Final semester permitted to complete your Degree.
- Exceptional circumstances must be approved by CAO and student must be Good standing.

Withdrawal

Withdrawal from a Course

- Students who encounter unanticipated difficulty in a course despite their best effort may petition to withdraw from the course for **compelling academic reasons** until the end of the **third week (for term courses) and sixth week (for semester courses)**.
- Students must still maintain full-time status unless granted special approval in writing

Registration

- Each student must meet with FA during the announced registration period to register for the following semester's courses.



Responsibility as a student:

- During pre-registration, set up a meeting with your faculty advisor. Your advisor will post a sign-up sheet on his/her office door.
- Get your registration file from CAA
- Review the **8 semester plan** and make sure all courses that have been taken are ticked off and according to your chosen specialization.

- Core and pre requisite courses for each course must be noted. Students should always take 200 level courses before 300 level courses and take 300 level courses before 400 level courses.

Try to choose the core courses which are required first then the elective courses.

- Student completes a form of **(self-Registration Advising Form/ Form1, see Appendix 2)** listing the courses to register for.

- If student is doing a minor then please follow the guideline for that minor otherwise you will not meet the needs of your graduation on time. Make sure the appropriate **Application for a Minor form, Appendix 1** is filled one semester after acceptance

These steps should be done before meeting with FA.

During the meeting with Faculty Advisor:

- The advisor will review proposed course enrollment and offer advice during the meeting.
- The advisor will also look ahead to coming semesters so that you know how to balance your course load.
- Student signs the form of **(Advising Signature Form/ Form 2, see Appendix 3)** acknowledging that is expected to register based on the courses listed, this form should remain in your file.
- The faculty advisor will then provide student with a **Registration Access Code (RAC)**.

During Registration

- Student will register through Banner; (on or off campus).
- Please see the **Banner Student Self Registration document, see Appendix 4**, for step by step information on how to search for classes and register.
- As soon as registration is done student should return to the Faculty Advisor with a printed schedule which is then verified.
- If everything is in order, FA signs the form of **(Self-Registration Advising Form)**
- Student should return the updated file with all the forms (Self-Registration Advising Form/Form1Advising Signature Form/Form 2, 8- Semester Plan, Transcript, , and printed schedule) to faculty advisor.
- At this point, student registration is complete.

- **** Note to Students:**

- Registering in courses other than those authorized by your advisor may result in all your registration being **dropped &** you will not be guaranteed a seat in the same course if you try to re-register.
- Any registration changes made after your advisor has confirmed your schedule could result in all of your registration being **dropped**. If this happens, you will not be guaranteed a seat in the same course you try to re-register.
- You will sign the form **“Refusal to follow the 8 semester plan”** if you don’t follow your Faculty Advisor registration advice, see **Appendix 5**.
- **It is very important to remember that your registration is dependent on you passing your current courses. Failed, Withdrawn or Incomplete grades at the end of this semester will affect your full registration.**
- Your file is an important document so please take care of it.

**** Note to FAs:**

- Check advisee semester/year of entry & 8 semester curriculum plan & Identify CGPA.

- ☐ Check all COL courses are completed (pay special attention for COL courses that have a minimum grade as part of the admission criteria). Check for transfer credits.

- ☐ Invite advisee for a pre-registration meeting & issue RAC

- ☐ Ensure co/pre-requisites are met & ensure correct number of credits according to CGPA and Academic Standing.

- ☐ After registration ensure that students have enrolled for right courses & sign registration forms.

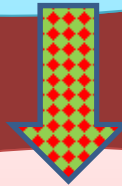
- **** ADD/DROP**
- During the ADD/DROP period students can alter schedule if there are **changes** in course offerings, if you have found a suitable alternative to a course previously placed on your schedule.
- You will need to make an appointment to meet your advisor in person to make such changes.
- Your advisor will be present during ADD/DROP period.
- You cannot communicate ADD/DROP requests to your advisor via email only.
- Please fill the CSSH add/drop form **Appendix 6**, with an approval from your faculty advisor and send it to the Academic Advisor.
- Please check the add/drop/withdraw dates and registration calendar for each semester.
- Keep in mind, you will be responsible for updating the eight semester plan in your student registration file if you do add or drop courses.

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Planning Registration

Pre-Registration Meeting

1. Issue Registration Pins.
2. Ensure correct number of credits according to CGPA and Academic Standing.
3. Ensure Pre-requisites are met



Post-Registration Meeting

1. Check students have enrolled on agreed courses.
2. Sign Advisee registration forms.

1

- Students have responsibilities as advisees and check all registration procedures

2

- Students meet with their Faculty Advisors before and after registration periods

3

- Students always refer to Faculty Advisors for any PINs/RAC problems or any registration issues such as closed sections

4

- Faculty Advisors refer PINs/RAC issues or any other issues to the Academic Advisor

5

- The Academic Advisor refers the issues to Assistant Dean, Dep. Chair or Enrollment Office

6

- Academic Advisor informs Faculty Advisors and students with resolved/unresolved issues

7

- Students should not refer directly to the Academic Advisor, Assistant Dean, Department Chair, or Enrollment Office without prior approval from the Faculty Advisors

Golden Rules

- Follow the 8 semester grid plan.
- There will be a lot more classes taking place at the same time, due to longer classes on Sunday and Thursday, and even longer ones on Tuesday.
- That means, jumping wildly from year 2 to year 4 in the selection of courses will cause grave problems in the future since time conflicts will be unavoidable.

Registration Problems

- I don't want to register for the course because it is too late/too early.

Answer: No

I don't want to register for the course because the instructor is
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Answer: No

I don't want to register for the course the FA selected or suggested

Answer: Fill out a liability form indicating student responsibility



THANK YOU