Notes on this document

1. This document is a draft of a web-based resource, one which we hope will centralize advising information for all Southern undergraduates.
2. Once approved and deployed, it will be owned by the Advising and Career Services Department who will be responsible for keeping it up-to-date.
3. Titles within “< >” indicate a link to another page.
4. Text within “[ ]” is commentary or questions about the associated text.
5. The document owner will decide if the Faculty Section will need to be restricted to faculty and staff.
Southern’s catalog describes one of the University’s responsibilities as helping students to attain their academic, professional, and personal goals. Advising is an important part of fulfilling that responsibility.

There are three types of advising:

- **Pre-registration advising**: This is the process of reviewing next semester’s course choices in the context of completing your major. This type of advising takes place in a meeting with your advisor.
- **Academic advising**: Advice about your progress across both the general education (Liberal Education Program) tiers as well as your major. For first-year students, this advising begins with your Inquiry instructor and moves to your major advisor.
- **Career advising**: Understanding your career options and how they relate to your choice of major. This type of advising is shared between the Advisement and Career Center in Wintergreen and your advisor.

**Roles and responsibilities**

Advising is shared between Southern’s students and their faculty advisors.

A student can expect to:

1. Know who is assigned as their advisor;
2. Have the opportunity to change advisors;
3. Be taught how to prepare for advisement by understanding his/her degree evaluation and requirements for the major [covered for “native” students; workshop for transfer students?]
4. Have at least one in-person pre-registration advisement session each semester;
5. Receive timely responses to inquiries submitted electronically.

An advisor can expect to:

1. Be assigned to advise a reasonable number of advisees;
2. Have his/her department’s advising shared equitably among colleagues [this is not intended to preclude reassigned time for a faculty member who elects to perform a significant portion of the department’s advising];
3. Be taught how to prepare for advisement through workshops and mentorship;
4. Receive timely responses to inquiries submitted electronically.
STUDENT SECTION

Getting proper advisement is one of the most important parts of your Southern education. Many of you participated in a structured advisement process during your First-Year Experience Inquiry class—you will find the process described here to be familiar. If you transferred to Southern, you’ll be able to these guidelines to insure that you’re ready to plan your next semester.

You should be preparing for advisement no later than Week 8 of the semester. If you are a student-athlete, registration may begin as early as Week 11.

1. Start by generating a **detailed Degree Evaluation**. <student Banner instructions go here>
2. Is your major the one you declared? <screen shot of that portion of Deg Eval>
   
   If it isn’t, see the Departmental Contact page and contact the department for the major you want to pursue <summary page for majors with entrance requirements: CMD, NUR, EDU, PSY, SOC>

   If you’re qualified to declare a major, do it before advisement. <department contact list distributed in FYE advising packet.>

3. Who’s your advisor? [This information is not recorded on the Degree Evaluation but is available to faculty from the “Student Info link on the “Search Student Info by Name” link. It does not appear to be available to students through the Student Info link.]

   If you don’t know:

   a. If you’ve declared a major, visit your major department to find out who has been assigned as your advisor.
   b. If you are currently enrolled in an INQ101 class, your INQ teacher will advise you. Depending on your major, you may also be required to attend a group advising session.

   Note that both (a) and (b) may be applicable if you are a first-year student.

   Sometime during the first half of your second semester, you will receive an e-mail from the First Year Experience office with the name of an advisor for the current semester. [This is a new function for the FYE office]

   c. If you transferred to Southern, you will have received advisement prior to your first semester. Step (a) should apply to you; if it doesn’t, contact Academic Advising.
   d. After your first year at Southern: if you have not declared a major, contact Academic Advising

4. Schedule an appointment with your advisor. This session should be well before registration begins. <Link to next semester’s reg dates> Plan on no less than 15 minutes for advising.

5. Now start planning your courses: <marked-up diagram of how to read a degree eval and locate courses>
a. The Tier 1 Multilingual Communication requirement may be something you’re in the process of completing. If you haven’t begun your foreign language study, give serious thought to starting it next semester. <link to WLL flow>

b. The Tier 1 Quantitative Reasoning requirement is explained by this diagram <link to MAT course flow>

c. We recommend that you not interrupt the course sequence for Math and World Language once you have begun taking courses in those areas.

d. Remember that you must complete (or be enrolled in) English 112 in order to take Tier 2 courses.

e. Tier 2 contains the largest number of required courses.

f. What courses are the next steps in your major? Remember that not all courses for a major are offered each semester.

Advisement Session

Name__________________________________________

Major:_________________________ Advisor:__________________________

Appointment date and time:________________________ Location:________________

PIN NUMBER (your major advisor will give this to you; you’ll need it to register)

_____________________

I expect to graduate in (month, year):________________________

After looking at my degree evaluation/what-if analysis and reading about my major in the catalogue, I think I should take these courses next semester:

1_____________________________________________

2_____________________________________________

3_____________________________________________

4_____________________________________________

5_____________________________________________

[6______________________________________________]

Questions for my Advisor (s):

FILL OUT THIS SECTION DURING THE APPT. WITH YOUR ADVISOR

Courses I will register for next semester:

1_____________________________________________

2_____________________________________________

3_____________________________________________

4_____________________________________________

5_____________________________________________

[6______________________________________________]

Other actions I must take before registration:
Advisor section

1. Plan on a minimum of 10-15 minutes per student.

2. Students should bring a copy of a detailed Degree Evaluation to advisement. If they don’t, see the sheet on generating this document unless you wish to reschedule the appointment. <fac instructions for Banner>

3. Students should also bring a completed Advisement Session document.

4. First-year students (in most cases) will have been advised by their INQ instructors before they visit you. INQ advisors will defer to advice from departmental advisors.

5. LEP Advising Guidelines
   Tier 1: Should be under control as a result of INQ advisement process during the first year.
   1. Tech fluency: If this requirement hasn’t been completed, make completion a priority, since students will be competing for class space with first-year students.
   2. Math: See flowchart from LEP advising guide <Math flowchart>. This is an area where Grade Replacement may be helpful. Encourage math tutoring (regularly available) if completing this requirement is a roadblock.
   3. Multilingual Communication
      • Completion of 200-level
      • Native speakers may be able to test out of the requirement <link to relevant WLL Dept. Webpage>
      • If student hasn't started language: either 101 level or restart at 100 level if significant time has elapsed since language study in high school
      • This is an easily-ignored requirement for graduation. Suggest summer courses if this requirement hasn’t been completed.

   Tier 2: Maximum of two (2) courses in a single department. If student has already run afoul of this rule, they can find the course they took in the "Electives" section of the Degree Evaluation.

   Tier 3: A capstone course may be taken outside of the major (but be aware of prerequisites).

   W Courses: Encourage two-for-one credit by taking Department's W courses (even if it's not part of the student's track in the major).

6. Suggest summer courses if the student has the financial resources. Remind them of the academic demands of multiple class hours (four days per week) and the associated daily homework. Students must complete a Transfer Approval Form <link> and be told it has been approved in order to receive credit for a non-Southern course. This must be completed before the student takes the course.

7. Make sure your advisees know
   • their PIN (and where they recorded it for use during registration);
   • when they can register;
8. **Using the SSC tool:** We won’t be able to supply this information until the rollout plan is provided in the S’14 semester

**Last-resort contact**

If all else fails, call/visit/e-mail Academic Advising <contact info>

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