

Frequently Asked Questions – Academic Advisors

Who are Academic Advisors and what is an advisor's role at Southeastern University?

Academic Advisors are faculty or staff members who advise students of what courses to take, mentor you intellectually and professionally, and demonstrate how you can serve the Lord in your academics and professional career.

What is the difference between a General Education Academic Advisor and a Specialization Academic Advisor?

A General Education Advisor is a faculty member who advises 'deciding' students until the student has declared his or her major. After the major has been declared, a Specialization Advisor is then assigned to the student according to his or her declared program of interest.

How does a student find out who their assigned Academic Advisor is?

A student's assigned academic advisor's name and information will display on their account in the Student Information System (JICS/Jenzabar Internet Campus Solutions, [under 'My Schedule']) one to two weeks after we've received their completed Major/Minor Declaration form.

How and when are students to meet with their assigned Academic Advisor?

To schedule an appointment with his/her assigned academic advisor, students should visit the advisor's office location during office hours and register for an appointment on a specific date/time using the 'sign-up' sheet posted on the advisor's door or contact the advisor by phone or via e-mail. Students are responsible for conducting mandatory meetings during the course of their academic career at Southeastern University. It is recommended, however, that each student meet with their academic advisor once a semester.

When and where do students declare their intended major(s) and/or minor(s)?

Every student who is accepted for enrollment as a degree-seeking student must declare a major. A Declaration of Major form must be filed with the Office of the Registrar by the 48th earned hour, the end of the first semester of the sophomore year. A student may change his/her program of study by filing a new Declaration of Major form with the Office of the Registrar any time during his/her period of enrollment.

What is the CLAST (College-Level Academic Skills Test)?

The CLAST is an achievement test developed by the Florida Department of Education to measure communication and computational skills expected of university sophomores. All Southeastern University students must take the CLAST by their 60th hour. Students must pass the CLAST by their 96th hour. To be eligible to take the CLAST, a student must have completed the general education requirements in English and Math and have earned at least 18 semester credit hours. Education Majors do not need to take the CLAST, but will be required to complete and pass the General Knowledge Test (GKT).

Where do students register to take the CLAST (College-Level Academic Skills Test), CLEP (College-Level Examination Program), GKT (General Knowledge Test) or CPT (College Placement Test)?

The Office of Academic Success, located in Spence Hall Lobby, offers assessment tests for learning disabilities, vocational aptitudes and personality inventories. In addition to these tests, the office administers standardized tests including the following: College Level Academic Skills (CLAST) test, which assesses the skills of Southeastern graduates, College Level Examination Program (CLEP) tests, the educational certification General Knowledge Test (GKT), and exit exams that can enhance the credentials of academic departments.

What are the student community service requirements at Southeastern University and how do students perform community service requirements to graduate?

All Southeastern University students (non-religion majors) are required to perform two semesters of community service ministry as part of fulfilling their institutional graduation requirements. Students must complete thirty (30) hours of community service each semester. Each academic college and department requires declared students to complete a total of sixty (60) hours of community service to be certified as a graduation candidate.

Community Service information, forms and documentation are available through the appropriate college or department personnel. All community service, files and student hours completed are evaluated, documented, tracked and monitored by each academic college or department. Upon graduation, each candidate's service hours must be reviewed and approved by the dean or department chair. There has also been some slippage in understanding and communicating this information.

How do I view the current University Catalog, Degree Audit Forms and the Academic Advising Handbook?

Information on academic policies and degree programs are located under the SEU University Catalog online at www.seuniversity.edu - [under Academics/University Catalog/Academic Affairs or Programs of Study]. All degree audit forms for academic programs are archived within the Public Folder: J (the "J" drive) within the "Registrar" folder. Degree audit forms for the current academic year are also available on the university site www.seuniversity.edu [under Academics/Registrar]. The current Academic Advising Handbook for the current academic year is located at <https://sfnet.seuniversity.edu> - [under Academics/Academic Advising].

What are General Education Course Substitution/Waiver considerations? Who is authorized to approve course substitutions/waivers and how are they processed?

All General Education course substitution or waiver considerations must be forwarded to **Dr. Norm Holland** and requires his approval. An **example** of a general education substitution consideration is if a transfer student has completed such as ANT 2410 Cultural Anthropology and seeks to have that course substitute for a current course such as SSCI 2133 Intro to Sociology here at Southeastern. Once a request is approved by Dr. Holland, these course substitution approvals must be forwarded to the Office of Academic Advising via e-mail: advisingoffice@seuniversity.edu for processing within a student's electronic audit in the Jenzabar EX AV system. **Do not send approvals to:** registrar@seuniversity.edu. Transfer course descriptions need to be supplied to the advisor by students for all substitution considerations.

What are Specialization Course Substitution/Waiver considerations? Who is authorized to approve specialization course substitutions/waivers and how are they processed?

Specialization course substitutions or waivers are substitutions within a specific degree program (majors or minors). All specialization/major course substitution or waiver considerations must be sent to the appropriate academic **Dean or Department Chair** for approval. **Example:** If a transfer student has completed PSYC 2001 Personality Development at another institution and seeks to have the course substitute for 2133 Theories of Personality in a psychology major or minor. Once approved by an authorized dean or department chair, these course substitution approvals must be forwarded to the Office of Academic Advising via e-mail: advisingoffice@seuniversity.edu for processing within a student's electronic audit in the Jenzabar EX AV system. **Do not send approvals to:** registrar@seuniversity.edu. Transfer course descriptions need to be supplied to the advisor by students for all substitution considerations.

Transfer Course Auditing Practices and General Education Substitution Observations or Insights

Submitted by: Mrs. Janie Solberg

1. Sometimes a course may have the same title or very similar title as one of our courses, but it does not cover the same course content. Viewing online course descriptions is very helpful in such cases in order to determine whether or not to substitute a transfer course for one of our general education required courses.

2. Transfer of general education mathematics courses are still difficult for me. Sometimes I am not sure what transfer course in addition to College Algebra will meet the general education core 6 hour requirement. You often receive queries from me in this area.
3. Quite a few students are now transferring in low level communication courses. They may or may not include the giving of oral speeches/presentations. In transferring in these courses as substitutions for our COMM 1433 Fundamentals of Speech I try to ascertain whether or not the oral speech component was included. Advisors may not be aware of this.
4. Historically it has been our policy to allow a student to transfer in almost any philosophy course to substitute for PHIL 2003 Principles of Ethics. I do not think the advisors are aware of this.
5. Advisors may not be aware that almost any history course meets our general education requirements for most majors (exception: Education majors).
6. When a student transfers in a course that is not listed as a specific choice to meet one of our general education core requirements, but is a course within the same discipline, it can be difficult to decide whether or not to substitute the course for one of the courses listed as choices in our general education core. For instance, some humanities courses do not cover a broad enough field of knowledge to substitute for our humanities requirement. Also, we do not substitute methods type courses such as Drawing or Photography to meet the humanities requirement, but we have had many requests from students to do so.

Importance of a Liberal Arts Education

At Southeastern University, each major is comprised of a General Education Core consisting of 54 credit hours. These general education courses, commonly referred to as a Liberal Arts Education, are designed with specific goals. These goals will not only benefit each student's academic career, but will also benefit their professional career. The following list breaks down the general education core subjects and their benefits:

- Written and oral communications are integral tools that students must cultivate during their enrollment at Southeastern University. Research has indicated that, "No other skill is cited more often by employers. Effective communication involves the ability to write and speak clearly, persuasively, and coherently about yourself, your ideas, and your research (<http://www.indiana.edu>, para. 3)." Effective communication skills equate success.
- Fundamental algebraic procedures, liberal arts mathematics, and the sciences will help students develop a proficient analytical and logical mind. These advancements in critical thinking and mathematic logic will increase each student's problem solving abilities in academic, professional, and personal arenas.
- Psychological and the social sciences will enhance the student's understanding of human nature and surrounding social environments. This insight will significantly increase the student's ability to communicate and to identify with fellow peers, employees, teachers, supervisors, and many other individuals. Problem-solving skills will also advance due to the study of various cultures and their history. These skills are beneficial to all university graduates.
- Literature and humanities help to enhance an individual's creativity and artistic knowledge. An inventive and creative individual will discover new ways for problem-solving and give fresh ideas in the professional world.

Close study, critical thinking and effective communication will enhance your performance in whatever field to which God has called you. Courses within the College of Arts and Sciences will strengthen your research, analytical and writing skills as you complete the university's core, liberal arts curriculum.