

Southeastern University

Office of Academic Advising

Director of Academic Advising - Ronnie Hurtt Jr.
Academic Advising Secretary / Assistant - Danielle Steele

Spence Hall Lobby - Ext. 5082
advisingoffice@seuniversity.edu



Welcome Back....
Southeastern University

Faculty Development Values

- Teaching
- Advising
- College Service
- Community Service
- Scholarship and Professional Development
- Librarianship

Office of Academic Advising Processes and Agenda

SEU Institutional Effectiveness and Quality Enhancement

*SEU Academic Advisor Assignment and Advisement
Meeting Agenda*

*SEU Academic Advising Student Support Services and Retention
Programs and Initiatives*

SEU Academic Advising Training and Development seminars

*SEU Academic Advising System Evaluation, Assessment and
Enhancement*

Advising the Students of SEU

(Focus Verse)

- 1 To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed:
- 2 Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve;
- 3 Not lording it over those entrusted to you, but being examples to the flock.
- 4 And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

(1 Peter 5:1-4)

Impact of Advising

“Good advising may be the single most underestimated characteristic of a successful college experience.”

**Richard J. Light (Professor of Grad. School Educ.
and JFK School of Gov. at Harvard University)**

‘A study of graduating seniors reports that certain kinds of advising were critical for their success, such as an advisor asking unexpected questions, recommending career exploration or describing life goals.’

Faculty Academic Advising Responsibilities consist of:

- Program Knowledge
- Advising Skill
- Availability to Students
- Promoting Accountability!
- Instilling Responsibility!
- Mentoring!

Three A's of Advising

- **Accurate-Know Degree programs, Gen. Ed. Requirements and course sequencing information**
- **Availability-Post your office hours**
- **Accessibility-Keep your office hours**

The Advising Session

(see the Academic Advising Session Table 1 on page 73 of the Academic Advising Handbook)

- Be attentive during advising appointments
- Be informative. Communicate with your advisees via e-mail regarding advising issues or instructions for the upcoming advising period
- Assist students not familiar with the advising process

Differences in Registration & Advising

Create checklist...freshmen, transfers, returning students, student/athletes, seniors and students in academic difficulty

Recognize the difference between 'Registration' and 'Advising'

- Registering: Reviewing schedules, signing course schedules, signing students in and out of courses and reviewing degree audits
- Advising: Serving as a personal reference/mentor contributing to the overall success of students during their college career
- Advising: Providing students with the keys to achieve their academic goals in college and success in future careers

Office of Academic Advising

Student Service Initiatives

Academic Advising Assignments

- Deciding (undeclared) students are assigned a General Education Advisor
- Declared students are assigned an advisor within their major of interest - Specialization Advisor

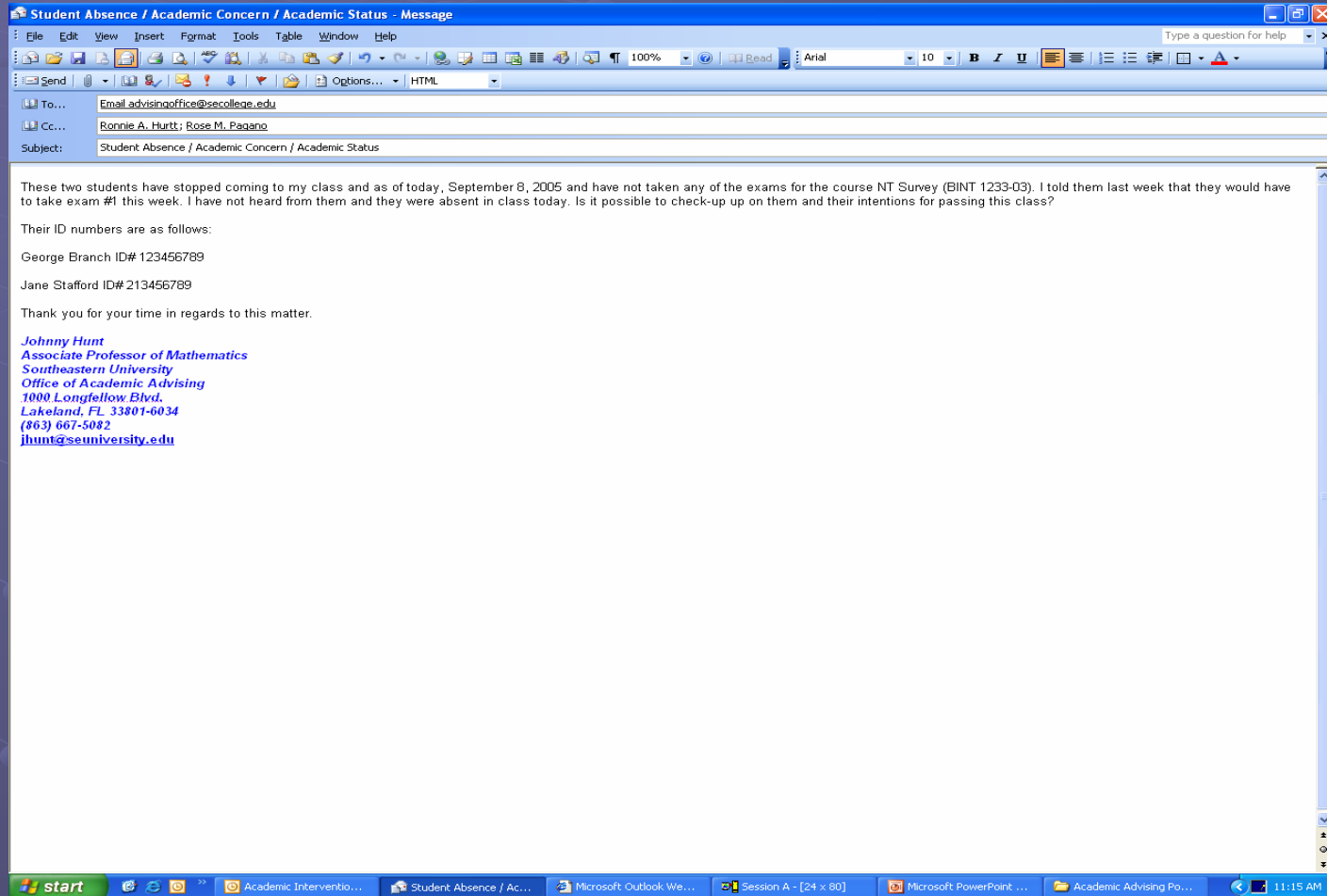
Academic Achievement Procedures

1. Academic Achievement Contracts/Request are available in the Office of the Registrar or OAA
2. Advisor or Department Chair must approve and sign Achievement contract/request
3. Advisor or Department Chair must send Course Overload approval to Office of Academic Advising via email to advisingoffice@seuniversity.edu not registraroffice@seuniversity.edu.
4. Student must bring signed contract/request to Office of Academic Advising

Academic Intervention Procedures

- Academic Intervention alerts will be delivered to each Department's Secretary during the 6th – 7th week of each term (one per adjunct and full-time instructor)
- Complete Academic Intervention Alerts legibly and clearly
- Return Academic Intervention Alerts to Office of Academic Advising by courier or in person
- Our office will send out a mailing to all referred students, schedule meetings and consult students
- Our office (Academic Advising) will schedule appointments to consult each referred student that contacts us
- At the close of the intervention period, Academic Intervention consultation reports will be provided to each instructor who referred students during this initiative

Sample Academic Intervention E-mail



Academic Probation Procedures

- Academic Probation students must sign a contract agreeing to the following conditions to return to SEU
- Probationary students will be limited to 12-14` credit hours during the semester
- Students are required to meet with our office during the first 6-8 weeks of each term for scheduled academic focus group meetings
- Office of Academic Advising will monitor and evaluate academic performance during academic focus group meetings and assign labs, tutors or other academic services, as needed
- Probationary students complete exercises to evaluate and improve the following academic areas: Goal-Setting, Time-Management, Study Environment Analysis, Motivation and Study Skills
- Notify the Office of Academic Advising by phone or e-mail student information for those needing intervention prior to or after 6th week period

Academic Suspension Procedures

- A student is placed on Academic Suspension when cumulative GPA corresponding to attempted credit hours is unsatisfactory
- Will not be allowed to return to SEU for a minimum of one semester
- Must submit an appeal in writing to the Academic Retention Committee with supporting documentation to return to SEU
- If appeal is granted, student must agree to conditions of Academic Probation to resume academic career at SEU
- If student fails to meet one or more conditions of academic probation, the student is dismissed

Retention Initiative Results

Academic Intervention

- In Fall 2006 term, we consulted 170 of 222 (**76%**) students referred to our office.
- In Spring 2007 term, we consulted 198 of 267 (**74%**) students referred to our office.

Academic Probation

- In Fall 2006, **16.6%* (2 of 12 students)** displayed an improvement in their cumulative GPA
- In Spring 2007, **36.2%* (21 out of 58 students)** displayed an improvement in their cumulative GPA

Semester Continuance

- Procedure is intended for students needing to leave SEU for extended time period – duration of the semester due to medical illness affecting either the student or family member, family death or other issue approved by VPAA
- Students are responsible for meeting with all instructors and acquiring departmental approval before departing campus
- Students must submit Semester Continuance request to the Office of Academic Advising for approval
- If student has not completed his/her course(s) approved through SC by the end of the term, an (I) *Incomplete* should be submitted during grade entry
- SC forms are available in the Office of Academic Advising

SEU Institutional Processes

Academic Advisor Assignments

- *Students interested in declaring their major must complete a Major/Minor form*
- *Students must submit completed Major/Minor form to Office of the Registrar*
- *Next, the Office of Academic Advising receives a copy of completed form and assigns advisor(s)*
- *Then, student's will be added to advisor list during the next completed AV module update*

SEU Institutional Processes

- Coordination of Academic Advising Assignments
- Academic Advisor Trainings and Development
- Jenzabar EX AV Module Maintenance and Updates
- Jenzabar EX AV Implementation
- Jenzabar EX AV Training for Faculty and Staff
- SEU Academic Advisor Evaluations

SEU Academic Advising Initiatives

- General Education Advising - Deciding (Undeclared) *students*
- Specialization Advising - *Declared students*
- College and Departmental Advising
- New Faculty Advisor Mentoring Program
- *Academic Advisor Resources*
- *Academic Resources for Student Success*

SEU Academic Advising Initiatives

- Faculty Academic Advisor Seminar Series
- Jenzabar EX AV Module/JICS (Jenzabar Internet Campus Solutions) AV Portlet Focus Group
- Academic Advising Committee

COURSE SUBSTITUTION

- General Education course substitution considerations must be sent to Dr. Norm Holland for approval.
- Degree requirement course substitution considerations must be sent to your Department Chair or Dean for approval. Upon approval, Department Chair's and Deans must send approval via email to Office of Academic Advising at advisingoffice@seuniversity.edu
- The Course Substitution/Waiver Petition Form is located on the SFNET staff, faculty intranet site at: <http://sfnet.seuniversity.edu/>

Course Substitution/Waiver Petition Form

- Course Substitution/Waiver Petition Forms must be completed and submitted by students.
- Course Substitution/Waiver Petition Email considerations must be submitted by students as well.
- General Education course substitution considerations **must** be sent to Dr. Norm Holland for approval. Upon approval, Dr. Holland will send the approval to the Office of Academic Advising.
- Degree requirement course substitution considerations **must** be sent to your Department Chair or Dean for approval. Upon approval, Department Chair's and Deans must send approval via email to Office of Academic Advising at advisingoffice@seuniversity.edu.

SOUTHEASTERN UNIVERSITY, LAKELAND, FLORIDA
COURSE SUBSTITUTION/WAIVER PETITION FORM

GENERAL EDUCATION, SPECIALIZATION AND MAJOR REQUIREMENT SUBSTITUTION/WAIVER PETITION

I. GENERAL INFORMATION
COMPLETE SECTIONS I AND II (Students).
SUBMIT TO YOUR ASSIGNED ACADEMIC ADVISOR. ALL GENERAL EDUCATION COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE DEAN OF ARTS AND SCIENCES. ALL SPECIALIZATION AND MAJOR COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE APPROPRIATE COLLEGE DEAN OR DEPARTMENT CHAIR. **NOTE TO DEAN OF ARTS AND SCIENCES, COLLEGE DEANS AND DEPARTMENT CHAIRS:** Please forward to the Office of Academic Advising after your review of each substitution/waiver petition.

Name (Print): _____ Student ID No: _____
Address: _____ Phone Number: _____
City: _____ State: _____ Zip: _____ Email Address: _____
Major: _____ Minor: _____
Total Number of Credit Hours Completed: _____

Expected Graduation Date:
 Fall 20____
 Spring 20____
 Summer 20____

Specify the Term/Year of Your Acceptance to Southeastern University (General Education Program):
University Catalog: (Term _____ / _____ Year)

II. SUBSTITUTE COURSE REQUEST
PLEASE ATTACH A COURSE SYLLABUS AND COURSE DESCRIPTION.

A. General Education Area or Grouping (Example: Arts of Communication, Natural Science, Mathematics): _____

B. Substitute Course (List Course Code, Number, and Title): _____
Credit Hours Completed: _____ Substitute Course is Lower Division / Upper Division (circle one).
Please list Semester & Year Completed: _____ Final Grade in course: _____
Course completed at (College or University): _____

C. Reason for Request: _____

Date: _____ Signature: _____

III. UNIVERSITY ACTION Approved Disapproved No Action Decision Pending

Reviewed By: _____ Date: _____
Comments: _____

Date Received: _____ Refer to Dean of Arts and Sciences: _____ Student Notified on: _____

Rev. 05/2006 Contact the Office of Academic Advising, at ext. 5682 if you have any questions.

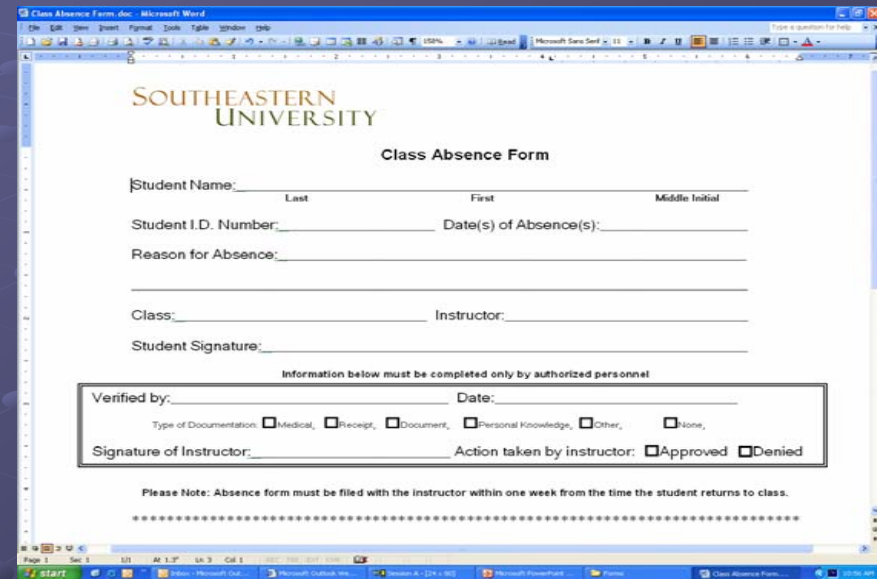
Student Absences

Class Absence Form

Forms are available in:

- Campus Bookstore
- Office of Academic Advising

For health or medical related absences, students must present documentation from Health Services, Doctor or Hospital for your records



SOUTHEASTERN UNIVERSITY

Class Absence Form

Student Name: _____
Last First Middle Initial

Student I.D. Number: _____ Date(s) of Absence(s): _____

Reason for Absence: _____

Class: _____ Instructor: _____

Student Signature: _____

Information below must be completed only by authorized personnel

Verified by: _____ Date: _____

Type of Documentation Medical, Receipt, Document, Personal Knowledge, Other, None

Signature of Instructor: _____ Action taken by instructor: Approved Denied

Please Note: Absence form must be filed with the instructor within one week from the time the student returns to class.

Jenzabar EX AV Focus Group

College of Arts and Sciences

Pamela Criss – Department of Behavioral & Social Science

Steve Dendrinis – Department of Communication

Joshua Hill – Department of English & Foreign Languages

Theresa Felten – Department of Natural Sciences & Mathematics

Paul Harlan – Department of Music

Jenzabar EX AV Focus Group

College of Business and Legal Studies

William Hahn – College of Business & Legal Studies

College of Education

Leonard Giammatteo – College of Education

College of Christian Ministries and Religion

Steve Fettke – College of Christian Ministries & Religion

College of Business and Legal Studies

Sara Devine – Division of Adult & Continuing Education

Academic Advisor Resources

Located on SFNET staff, faculty intranet site: <http://sfnet.seuniversity.edu/>

- NACADA Core Values
- 2007-2008 Academic Advising Handbook
- 2007-2008 General Education Advising Handbook
- 2007-2008 Academic Advising Quick Guide
- Academic Advising Syllabus
- Navigating the JICS AV Portal

Academic Advisor Resources

Located on SFNET staff, faculty intranet site: <http://sfnet.seuniversity.edu/>

- Jenzabar EX 2.6 AV Module
- Understanding the EX AV Module
- Academic Advising Meetings Agenda/Schedule
- Course Substitution/Waiver Petition Form
- Academic Advising Consent Release Form
- Academic Advisor FAQ

Academic Advisor Resources

Located on Public (J:) network drive for staff and faculty under the 'My Computer' icon. Click on 'My Computer' icon, and then click on the 'Registrar' folder to access and view:

- Four Year Plans information (folder)
- Rotation of Courses information (folder)

To access and view degree or course requirement information for, just click on the specific folder you wish to view.

<http://sfnet.seuniversity.edu/>

SFNET : Keeping You Connected - Microsoft Internet Explorer

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Address <https://sfnet.seuniversity.edu/>

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ACADEMIC ADVISING
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MARKETING
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SEARCH SITE GO

August 6, 2007

Students combine travel, education in summer pursuits
By Vonya Balogh and Jill O'Donnell

Maybe adventure and school don't always fit in the same sentence, but school was an adventure for students who participated in Southeastern's study abroad programs.

[full story](#)

Aug 16
Church Leadership classes begin

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Academic Advisor Resources are located under [Academics/Academic Advising] tab on SFNET.

<http://sfnet.seuniversity.edu/>

Academic Advisor handbooks, guides, forms and presentations are located under the resources and forms areas on the resources page on SFNET.

ACADEMIC ADVISING - Microsoft Internet Explorer

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>> ANNOUNCING

Chapel announcement requests
All chapel announcements (verbal and PowerPoints) must be submitted to April Diaz on the Friday of the week before the announcements are to be made. These submissions must be made by noon. As a note, all PowerPoints should be created and sent as attachments. Please submit all chapel announcement requests to April Diaz at amdiaz@seuniversity.edu. If you have any questions, please contact April at x5250.

ACADEMIC ADVISING

The Office of Academic Advising and faculty advisors have the important and substantial task of advising undeclared and declared students at Southeastern University. To ensure that all students are counseled academically during their enrollment at Southeastern, faculty advisors assist students as either general education advisors or specialization advisors. Undeclared students are advised by a general education advisor until a student has declared his/her major. Students who have declared an interest in major or majors are advised by a specialization advisor. Specialization advisors are faculty who instruct courses within their respective departments.

FORMS

- > Academic Advising Consent Release
- > Course Substitution/Waiver Petition Form

Contact Information

Hours:
Mon - Fri
8:00 am - 4:30 pm

Location:
Spence Hall

Phone: (863) 667-5390

Comments?/Suggestions?
[E-mail](#)

RESOURCES

- > Academic Advising Handbook
- > Advising meetings AV holds procedures
- > General Education Advising Handbook
- > Jenzabar EX 2.0 AV Module presentation
- > NACADA Core Values
- > Office of Academic Advising

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Thank you for your
attention

Contact or visit us if you have any
questions. We look forward to
working with you this year.