

Guide to Academic Advising

Promoting a System of Shared Responsibility

8/15/2011
Southeastern University
Office of Academic Advising

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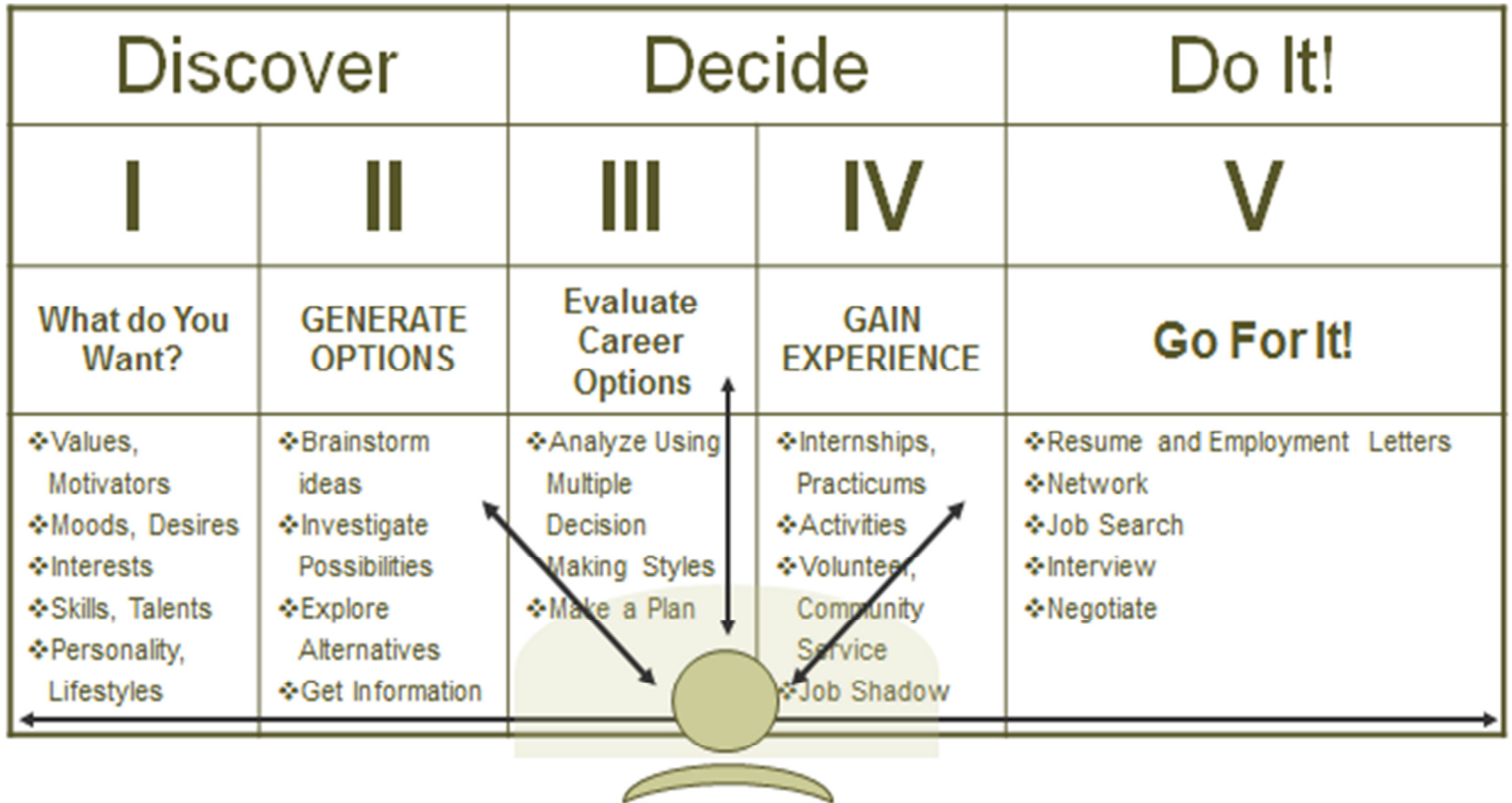
THE ACADEMIC ADVISING SESSION

Table 1: The Advising Session

Five Stages	
Opening the interview	<ul style="list-style-type: none"> • Opening question or lead, for example “How can I help you?” • Obtain student folder or record. • Show openness, interest, concentrated attention.
Identifying the problem	<ul style="list-style-type: none"> • Ask student to state problem; help students articulate, if needed. • Help student state all relevant facts; gather as much information as needed to clarify the situation for you and the student. • Is presenting problem covering a real problem? Ask probing open-end questions. • Restate the problem in the student’s words; give student the chance to clarify, elaborate, or correct your interpretation, if needed.
Identifying possible solutions	<ul style="list-style-type: none"> • Ask student for his or ideas for solving problem. • Help student generate additional alternative solutions. • What, how, when, who will solve the problem? • What resources are needed? • Discuss the implication for each solution if two or more are identified.
Taking action on the solution	<ul style="list-style-type: none"> • What specific action steps need to be taken? Is procedure, information, or referral needed? • In what order do action steps need to be taken? • In what time frame do they need to be taken? • What follow-up is needed? By student? By advisor?
Summarizing the transaction	<ul style="list-style-type: none"> • Review what has transpired, include restating action steps. • Encourage future contact; make a definite appointment time if referral or assignment has been made. • Summarize what has taken place in student’s folder or record including follow-up steps or assignments if made.

Note. From *Handbook of Academic Advising*, p.53, Virginia N. Gordon. Copyright © 1992 by Virginia N. Gordon. Reproduced with permission of Greenwood Publishing Group, Inc., Westport, CT, and Virginia N. Gordon.

Career Planning Model



Academic Resources: University Catalog, Four Year Degree Completion Plans and Degree Audit Forms

The Office of Academic Advising (OAA) is committed to supporting students in their academic pursuits. Let me take this opportunity to thank you as you continually support our students as they pursue their educational goals. We desire to assist you in your teaching, research and advising endeavors as part of the Southeastern community.

The OAA is devoted to providing a synthesis of conceptual, informational and relational components of advising to new and experienced academic advisors and counselors. Please take a moment to review the online university catalog, degree audit forms (for your academic discipline or specialization), and four year degree completion plans at the links outlined below:

- advising@SEU: <https://sfnet.seu.edu/retention/inc/index.htm>
- Academic Advising Handbook:
https://sfnet.seu.edu/docs/research_retention/academic_advising/aa_handbook_09_10.pdf
- Guide to Academic Advising:
https://sfnet.seu.edu/docs/research_retention/academic_advising/guide.pdf
- Academic Advising Portfolio
- Office of Academic Advising
 - Phone: 863.667.5082
 - E-mail: rahurtt@seu.edu or advisingoffice@seu.edu.
 - Fax: 863.667.5200 ATTN: Office of Academic Advising
 - Campus Location: Spence Hall Building

Feel free to contact us with any questions you may have regarding our current registrar and advising-related policies, processes and procedures.

Four Year Degree Completion Plans

PROGRAM	Bachelor of Arts in English														
Career Opportunities	Prepare students for entering graduate study in English and related fields and provides a basis for teaching in or for graduate study in law, business, or other professions.														
The Jerusalem Study Center is recommended for the Sophomore year and will substitute for 9 credits from the religion core.															
TYPICAL FOUR YEAR COURSE PLAN															
General Education Core	Arts of Communication	9	1 Behavior Sci 1 Social Sci 1 History	9	Math	6	Natural Science	4	Humanities & Fine Arts & Lit & Cult Studies	6	Religion Core	18			
MAJOR REQUIREMENT	Language Intermediate	6	English Major Core	40	Business			2	General Electives	26		Total: 126 Credit Hours			
Freshman Year															
Semester #1				Semester #2				Semester #1				Semester #2			
English Comp I	3	English Comp II	3	American Literature	3	Adolescent Lit	3	Christ Culture and the University	3	Intro Humanities	3	Intro to Theology	3	Financial Stewardship	2
Gen Ed Math	3	Gen Ed Math	3	Gen Ed History	3	Gen Ed Science/Lab	4	Speech	3	General Elective	3	Gen Ed Psychology	3	Gen Ed Social Science	3
General Elective	3	Intro to the Bible	3	Lit and Cult Studies	3	General Elective	3								
TOTAL 15				TOTAL 15				TOTAL 15				TOTAL 15			
Junior Year															
Semester #1				Semester #2				Semester #1				Semester #2			
Adv. Grammar	3	Advance Expository Writing	3	Contemporary Lit	3	Literary Theory	3	Creative Writing	3	British Lit II	3	Intro to Shakespeare	3	African American, Women's, Middle East, OR Native American Lit	3
Intermediate Lang A	3	Intermediate Lang B	3	Oral Interpretation	3	General Elective	3	Integrating Faith	3	Theology Elective	3	World Lit	3	General Elective	3
Life of Christ	3	General Elective	3	General Elective	3	General Electives	3	British Lit I	3	General Elective	3			General Electives	2
														Capstone Seminar	1
TOTAL 17				TOTAL 18				TOTAL 15				TOTAL 16			

Degree Audit Forms

BACHELOR OF ARTS IN ENGLISH

2011-2012 Catalog

General Education Core - 54 Hrs

Arts of Communication - 9 Hrs				Grade	Credit	Notes
	COMM	1433	Fundamentals of Speech			
	ENGL	1133	English Composition I			
	ENGL	1233	English Composition II			

Behavioral and Social Sciences - 9 Hrs						
Behavioral Science (select one): PSYC 1133, 1233						
Historical Perspective (select one): HIST 1013, 1023, 2013, 2023						
Social Science (select one): SSCI 2133, 2233, 3103, 3203						

Business - 2 Hrs						
	BUSI	1902	Personal Financial Stewardship			

Humanities and Fine Arts - 6 Hrs						
	ENGL	2503	Literary and Cultural Studies			
	ENGL	2233	Introduction to Humanities			

Mathematics - 6 Hrs						
Select two of the following: MATH 1213, 1313, 1323, 1413, 2023, 2144, 2244						

Natural Sciences (With Lab) - 4 Hrs						
Select one of the following plus the corresponding lab: BIOL 1333, NSCI 1033, 1113, 1133, 1213, 1433, 2033, 2233, 2433, 3333, 4033						

Religion Core - 18 Hrs <i>**Transfer Students—Please see your advisor for religion requirements.**</i>						
	THEO	1503	Christ, Culture, and the University			
	BIBL	1703	Introduction to the Bible			
	BINT	2213	Life of Christ <i>or</i> BINT1303 Jesus Through Middle Eastern Eyes (Jerusalem Experience)			
	THEO	1313	Survey of Christian Theology <i>or</i> PMIN3253 Jerusalem Ministry in Intercultural Context (Jerusalem Experience)			
	ENGL	3113	Integrating Faith in the Language and Comm Arts			
Theology Elective (select one): PHIL 2003, 3233, MISS 3733, <i>or</i> HITH3403 Geography/Archeol of Israel (Jerusalem Experience)						

Language Requirement (Intermediate Level)-6 Hrs						
<i>Students who demonstrate proficiency at the Intermediate B level may take 6 additional hours of General Electives</i>						

SIS (Student Information System)/JICS (Jenzabar Internet Campus Solutions): Degree Audit Portlet

SIS/JICS AV Portlet: Degree Audit Summary Detail

Req	Description	Status	Course	Course Title	Needed	Earned	Needed	Earned
BINT1233	NEW TESTAMENT SURVEY (Required)	Required	See available courses...		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	See available courses...		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	See available courses...		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	See available courses...		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	See available courses...		3.00			
COMM3333	JOURNALISM (Required)	Required	See available courses...		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	See available courses...		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	See available courses...		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	See available courses...		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	See available courses...		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	See available courses...		3.00			

Category Requirements			
Requirement	Status	Needed	Earned
Historical Perspectives (Required)	Required	3.00 Credits	
Mathematics (Required)	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
Natural Science Lecture (Required)	Required	1 Requirement(s)	
Natural Science Lab (Required)	Required	1 Requirement(s)	
Humanities (Required)	Required	3.00 Credits	
Literature (Required)	Required	3.00 Credits	
Foreign Language (Required)	Required	6.00 Credits	
Communications Electives (Required)	Required	21.00 Credits	
New Testament Bible (Required)	Required	1 Requirement(s)	
Religion Electives (Required)	Required	5.00 Credits	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)

[CN SETTINGS](#) [CUSTOM REPORT LINK TEXT VALUE](#)

Recalculate Student Progress

The 'Degree Audit Summary' within the Advisee Details area of the SIS/JICS AV Portlet displays the progress made by the advisee for a specified AIM (declared major, minor or concentration). For each requirement you are able to view Student AIM Progress detail. The student progress screen displays the student's declared AIM, degree requirements and status detail of his/her completion program requirements. By accessing the **Degree Audit Summary** feature of an advisee's record, advisors can click on select courses or course groupings to view detail degree requirement information (which are listed towards the bottom of major/minor ARC's and aligned on the left-hand margin), course code, current status, hours earned and grade earned information. A requirement status key is provided towards the bottom of Advising Worksheet and Graduation Report screens, if needed. Please become familiar with using the '**Recalculate Student Progress**' tab to update an advisee's academic progress. The Office of Academic Advising will issue system wide '**Recalculate**' updates on a periodic basis continually throughout each semester.

REMEMBER: When meeting with advisee's, first click on the '**Recalculate Student Progress**' tab to view an updated status of each student's academic progress.

SIS/JICS AV Portlet: Degree Audit Summary Detail (Course Needs)

The screenshot displays a web browser window showing the 'Degree Audit Summary Detail (Course Needs)' page. The browser is Microsoft Internet Explorer, and the address bar shows 'https://jics.seuniversity.edu/jics/Faculty/'. The page content is as follows:

Req	Description	Status	Course	Course Title	Needed	Earned	Needed	Earned
BINT1233	NEW TESTAMENT SURVEY (Required)	Required	See available courses...		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	See available courses...		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	See available courses...		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	See available courses...		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	See available courses...		3.00			
COMM3333	JOURNALISM (Required)	Required	See available courses...		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	See available courses...		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	See available courses...		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	See available courses...		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	See available courses...		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	See available courses...		3.00			

Category Requirements

Requirement	Status	Needed	Earned
Historical Perspectives (Required)	Required	3.00 Credits	
Mathematics (Required)	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
Natural Science Lecture (Required)	Required	1 Requirement(s)	
Natural Science Lab (Required)	Required	1 Requirement(s)	
Humanities (Required)	Required	3.00 Credits	
Literature (Required)	Required	3.00 Credits	
Foreign Language (Required)	Required	6.00 Credits	
Communications Electives (Required)	Required	21.00 Credits	
New Testament Bible (Required)	Required	1 Requirement(s)	
Religion Electives (Required)	Required	5.00 Credits	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)

At the bottom of the page, there is a button labeled 'Recalculate Student Progress' and a footer with the text 'CN SETTINGS CUSTOM REPORT LINK TEXT VALUE'.

The 'Degree Audit Summary' within the Advisee Details area of the SIS/JICS AV Portlet displays the progress made by the advisee for a specified AIM (declared major, minor or concentration). For each requirement you are able to view Student AIM Progress detail. The student progress screen displays the student's declared AIM, degree requirements and status detail of his/her completion program requirements. Advisors can access 'Course Needs' information to determine what degree requirements an advisee needs to complete for graduation. The **Course Needs** option is an excellent feature to use in assisting students needing to register for specific course requirements. The Course Needs screen displays a requirement detail report and a group detail report of the courses that the advisee is responsible for completing in order to satisfy graduation requirements.

****This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.***

SIS/JICS AV Portlet: Course History

Faculty - Default Page | Portal - Microsoft Internet Explorer

Address: <https://jics.seuniversity.edu/jcs/Faculty/>

SOUTHEASTERN UNIVERSITY

Welcome back Ronnie A. Hurtt Jr. ([Personal Info](#) | [Logout](#))

Home Student Faculty Employee Info Finances My Pages

You are here: Faculty > Default Page

Faculty

Default Page

- Faculty Course Control
- Grade Entry
- Course Authorization
- Advisee Roster
- Advisor Meetings
- Custom Content

Quick Links

My Pages

[BlackBoard](#)

[MySEU](#)

Faculty

Advisee Roster - Course History Detail

[Advisee Roster](#) > [Advisee Details](#) > Course History Detail

Course History for Ronnie A. Hurtt Jr.

2003-2004-TRANSFER CREDIT

Course	Title	Division	Credits	Grade Type	Grade	Requirement
ENC 101	ENGLISH COMP I	Undergraduate	3.00	Transfer Credit	A	ENGL1133
ENC 201	ENGLISH COMP II	Undergraduate	3.00	Transfer Credit	A	ENGL1233
MATH 1011	INTRO TO ALGEBR	Undergraduate	3.00	Transfer Credit	C	MATH0033
MATH 1012	LIBERAL ARTS MA	Undergraduate	3.00	Transfer Credit	B	MATH1313
SPAN 201	BEG SPANISH II	Undergraduate	3.00	Transfer Credit	A	LANG1244
SPAN 101	BEG SPANISH I	Undergraduate	3.00	Transfer Credit	C	LANG1144
PSY 101	PSYCHOLOGY BASI	Undergraduate	3.00	Transfer Credit	B	PSYC1133
PSY 301	MARRIAGE & FAMI	Undergraduate	3.00	Transfer Credit	A	SSCI2133
PSY 302	FIXING THE QUAC	Undergraduate	3.00	Transfer Credit	A	PSYC3103
REL 101	OLD TESTAMENT	Undergraduate	3.00	Transfer Credit	B	BIOT1133

Access the **'Course History'** screen to view a student's completed courses, courses in progress and total credit hours earned. Information provided in this feature of the module is the most accurate available. By accessing the course history screen of an advisee's record, advisors can view a student's academic history. Actual Term of Enrollment, Course Title, Course Code, Status, Hours Earned and Grade Earned information can also be viewed using this feature of the module. For advisors attempting to find out whether or not a student has completed specific course requirements, use the **Course History** option. A requirement status key is provided towards the bottom, left-hand corner of this page, if needed. As mentioned, this feature will provide the most accurate information. Advisors may wish to use the Unofficial Transcript option, as well.

TIP: Check either the 'Course History' or 'Unofficial Transcript' feature when advising incoming freshmen or transfer students. Some freshmen may be exempt from specific general education requirements due to completion of courses through dual-enrollment or their SAT/ACT scores. All approved coursework completed at another accredited institution and processed by the Office of the Registrar for transfer students, can be viewed within a student's Course History.

SIS/JICS AV Portlet: Advising Worksheet Report

The screenshot shows a web browser window displaying an 'Advising Worksheet' report. The browser's address bar shows the URL: https://jics.seuniversity.edu/jcs/Applications/CRM/Reports/gope0s453gpr455luewwlv12_58_09_PM_AdvisingWorksheet.pdf. The report is titled 'Southeastern University Advising Worksheet' and includes the following sections:

- Student Information:** Name: Rebecca Ann, Address: 823 Curran Dr., Wyomissing, PA 19810, 610 670-1233.
- Advisor Information:** Name: COLLEGE OF EDUCATION, FA, Address: 5th Floor, Bay Path.
- Course Information (October Year 2002):**

Major:	CRS:	CRS:	Career Hours Earned:
EDUC	0.000		0.00
			2.00
			.00
- College Aims & ELIGIBILITY EDUCATION:** A list of courses with their status and grades.

Course	Status	Grade
ENGL2102	INTRO TO LITERATURE	A 3.00
EDUC2102	INTRODUCTION TO EDUCATION	B 2.00
EDUC2202	PSYCHOLOGICAL FOUNDATIONS	B 2.00
EDUC2119	SUPPLY DISCIPLINARY LEADERS	B 2.00
EDUC2322	TEACHING PRACTICES PRACT	A 3.00
EDUC2402	INTRO TO READING	A 3.00
EDUC2602	INSTRUCTIONAL TECHNOLOGY	A 3.00
EDUC2404	APPLIED LINGUISTICS ESOL	A 3.00
EDUC4112	EMPOWERING ESOL TEACHERS	A 3.00
EDUC4132	ASSESSMENT OF LEARNERS	
EDUC4902	CLASSROOM MANAGEMENT PRACT	
EDUC4901	SENIOR PRACTICUM	
EDUC4908	STUDENT TEACHING	
MATH REQUIS		
MATH2122	LIBERAL ARTS MATH I	D 2.00
MATH3022	LIBERAL ARTS MATH II	D 2.00
NATURAL SCIENCE LAB		
NSQ202	ASTRONOMY & EARTH SCI LAB	A 1.00
NATURAL SCIENCE LECTURE		
NSQ102	LIFE SCIENCE	
NSQ1102	PHYSICAL SCIENCE I	
NSQ202	ASTRONOMY & EARTH SCIENCE	C 3.00
SOCIOLOGY REQ.		
SOCI1102	OLD TESTAMENT SURVEY	C 3.00
SPECIALIZATION REQ.		
EDUC2102	SOCIAL STUDIES FOR PREK-IP	
EDUC2102	MATHEMATICS FOR PREK-IP	
EDUC2322	TEACHING LANGUAGE ARTS IN	
EDUC2322	CHILDREN'S LITERATURE FOR	
EDUC2402	DIAGNOSIS/ASSESSMENT/EA	
EDUC2402	PHYS. HEALTH/NUTRITION SAFETY	

At the bottom of the report, there is a 'Code Key' section:

- S/R Required
- In Progress
- Course is In Progress
- Course all needed
- Requirement Met By - Requirement has been met via Substitution
- Requirement Met By - Requirement has been met via Waiver
- Unapproved - A sanction has been entered, but not passed a second track

The report footer indicates it is 'Page 1 of 2' and was generated on '07/26/2007' for 'Rebecca Ann - JUNIOR'.

The 'Advising Worksheet' screen displays a list of all the aims and the advisee's progress in meeting those aims. The **Advising Worksheet** is a report utilized in the review of a student's progress toward meeting graduation requirements. The advising worksheet is an efficient and effective option in reviewing the academic progress of current freshmen, sophomores and juniors. You may prefer to view this report for current seniors. This summary is an excellent feature for advisors to utilize when reviewing the progress of advisee's with multiple aims. Information provided in the report summary includes requirement, course, title, hours needed, hours earned, status, and grade earned.

****This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.***

SIS/JICS AV Portlet: Graduation (Grad) Report

The screenshot shows a web browser window displaying a 'Graduation Report' for a student at Southeastern University. The report is titled 'Southeastern University Advising Worksheet' and includes the following information:

- Student Information:**
 - Name: Rebecca Ann
 - Address: 623 Carter Dr., Wyomissing, PA 19110, 610 670-1233
- Advisor Information:**
 - Advisor: SYLVIA, BAY PUGH
- Program Information (October Year 2002):**
 - Major: ELEMENTARY EDUCATION (04)
 - Course: 0.0000
 - Career Hours Earned: 69.00
 - Career GPA: 2.87
 - Libs Taken/Reqd: .00
 - Current Acad Probation (es):
- Library Aims & ELIGIBILITY EDUCATION:**
 - LITERATURE REQ:**
 - ENGL2102 INTRO TO LITERATURE A 3.00
 - PROFESSIONAL CORE:**
 - EDUC2101 INTRODUCTION TO EDUCATION course substituted by student EDUC2100 B 3.00
 - EDUC2203 PSYCHOLOGICAL FOUNDATIONS B 3.00
 - IP:**
 - EDUC4119 SUPERVISE DISCIPLINARY LEARNER B 3.00
 - EDUC2023 TEACHING PRACTICES PRACT A 3.00
 - EDUC2403 INTRO TO READING A 3.00
 - EDUC2003 INSTRUCTIONAL TECHNOLOGY A 3.00**
 - EDUC4044 APPLIED LINGUISTICS ESOL A 3.00
 - EDUC4112 EMPOWERING ESOL TEACHERS A 3.00
 - EDUC4133 ASSESSMENT OF LEARNERS**
 - EDUC4069 CLASSROOM MANAGEMENT PRACT**
 - EDUC4050 SENIOR PRACTICUM**
 - EDUC4026 STUDENT TEACHING**
 - MATH REQUIREMENT:**
 - MATH1012 LIBERAL ARTS MATH I D 3.00
 - MATH1022 LIBERAL ARTS MATH II D 3.00
 - NATURAL SCIENCE LAB:**
 - NSQ2046 ASTRONOMY & EARTH SCI LAB A 1.00
 - NATURAL SCIENCE LECTURE:**
 - IP NSQ1030 LIFE SCIENCE
 - NSQ1100 PHYSICAL SCIENCE I
 - NSQ2030 ASTRONOMY & EARTH SCIENCE C 3.00
 - SOCIOLOGY REQ:**
 - SOCI1100 OLD TESTAMENT SURVEY C 3.00
 - SPECIALIZATION REQ:**
 - EDUC3103 SOCIAL STUDIES FOR PREK-IP
 - EDUC3102 MATHEMATICS FOR PREK-IP
 - EDUC3203 TEACHING LANGUAGE ARTS IN
 - EDUC3303 CHILDREN'S LITERATURE FOR
 - IP EDUC3403 DIAGNOSIS/ASSESSMENT/
 - EDUC3403 PHYS. HEALTH/NUTRITION SAFETY

At the bottom of the report, there is a 'Code Key' section:

- * - Still Required
- Courses in Progress
- Requirement Met By - Requirement has been met via Substitution
- Requirement Met By - Requirement has been met via Waiver
- Unprinted - A notation has been entered, but not passed a manual track

The report is titled 'Advising Worksheet' and is page 1 of 2. The browser window shows the URL: https://jics.seuniversity.edu/jics/Applications/CRM/Reports/gope0s453gdp455luewwlv12_58_09_PM_AdvisingWorksheet.pdf. The taskbar shows the Start button and several open applications, including 'Navigating JICS AV (J...', 'Jenzabar EX 2.0 AV ...', and 'Faculty - Default Pag...'. The system clock shows 12:58 PM.

The 'Graduation Report' screen displays a list of all the aims and the advisee's progress in meeting those aims. The **Graduation Report is a report (which is similar to the 'Advising Worksheet')** used to display a student's progress toward meeting graduation requirements. While the Grad Report information is formatted slightly different than the advising worksheet report, it is another efficient and effective option to use when reviewing the academic progress of current juniors and seniors. This summary is an excellent feature for advisors to utilize when reviewing the progress of advisee's with multiple aims. Information provided in the report summary includes requirement, course, title, hours needed, hours earned, status, and grade earned.

****This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.***

SIS/JICS: Student Advisement Meeting Notes and Documentation

To view Advisee Meetings

To view advisee completed or scheduled student meetings and documented notes, click on the 'Advisee Meetings' tab.

The screenshot shows the Faculty page for Rannae A. Hurt. The 'Advisee Meetings' link is circled in blue in the 'Advisee' section. Other sections include 'Faculty', 'Academic Records', 'Financial Aid', 'Residence Info', and 'Registration'.

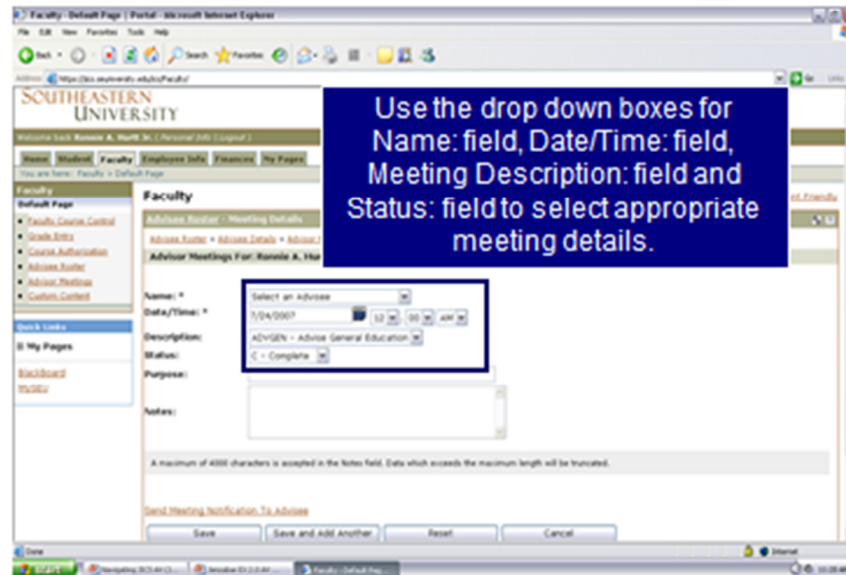
How to enter Advisee Meeting Notes into the AV Portlet

To add meeting details, comments or notes in the system, click on the 'Add' tab under the Scheduled Meetings area.

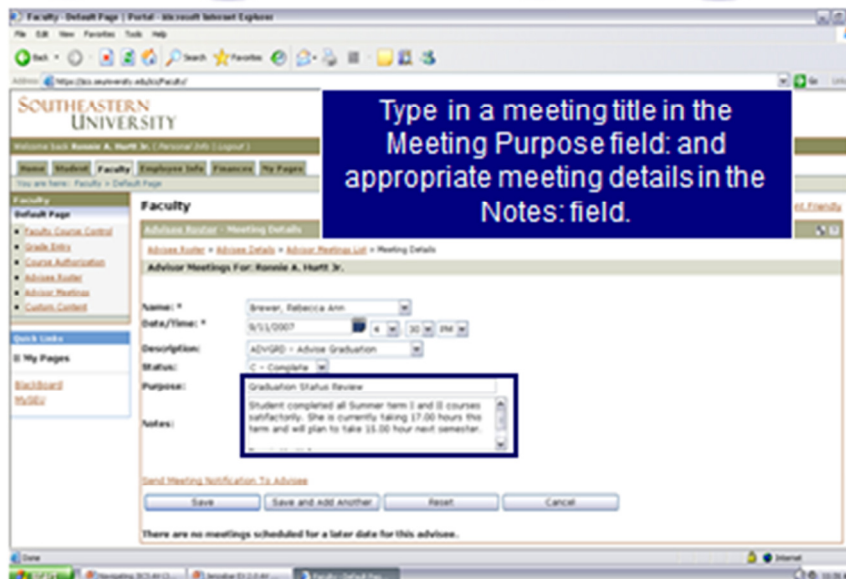
The screenshot shows the 'Add' button circled in blue under the 'Scheduled Meetings' section. The page includes a form for entering meeting details (Start Date, End Date, Display Meetings) and a table of existing meetings.

Name	Date/Time	Description	Status
Brewer, Rebecca Ann	5/5/2007 9:30-00 PM	Advise General Education	Complete Details

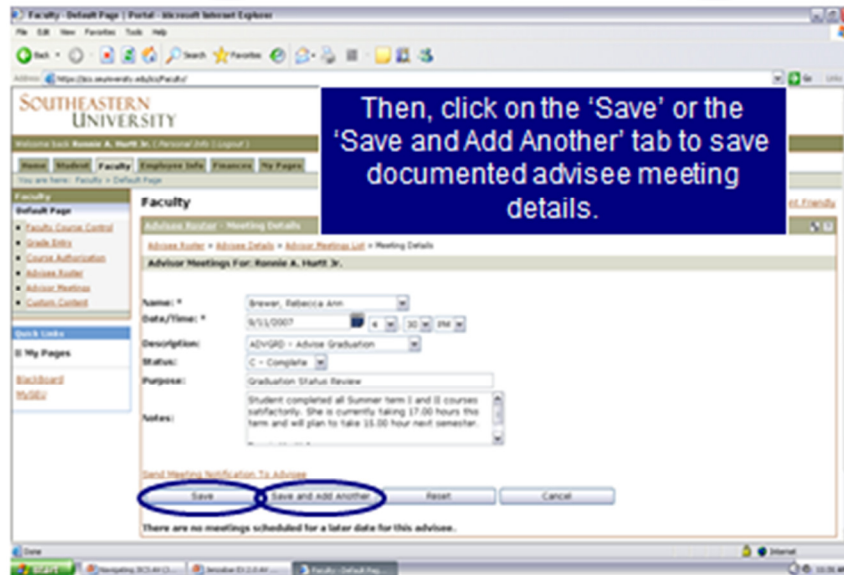
How to enter Advisee Meeting Notes into the AV Portlet



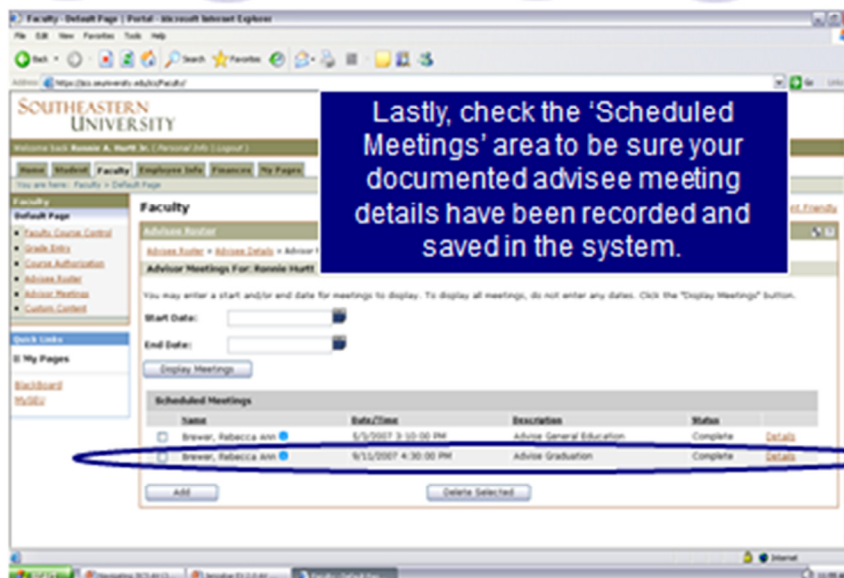
How to enter Advisee Meeting Notes into the AV Portlet



How to enter Advisee Meeting Notes into the AV Portlet



How to enter Advisee Meeting Notes into the AV Portlet



Viewing Advisee Meetings

To view all completed or scheduled advisee meetings and documented notes, click on the 'Display Meetings' tab.

Then, all completed or scheduled student meetings and documented notes, should be displayed to view.

Name	Date/Time	Description	Status	Details
<input type="checkbox"/> Brewer, Rebecca Ann	5/3/2007 9:00:00 PM	Advise General Education	Complete	Details

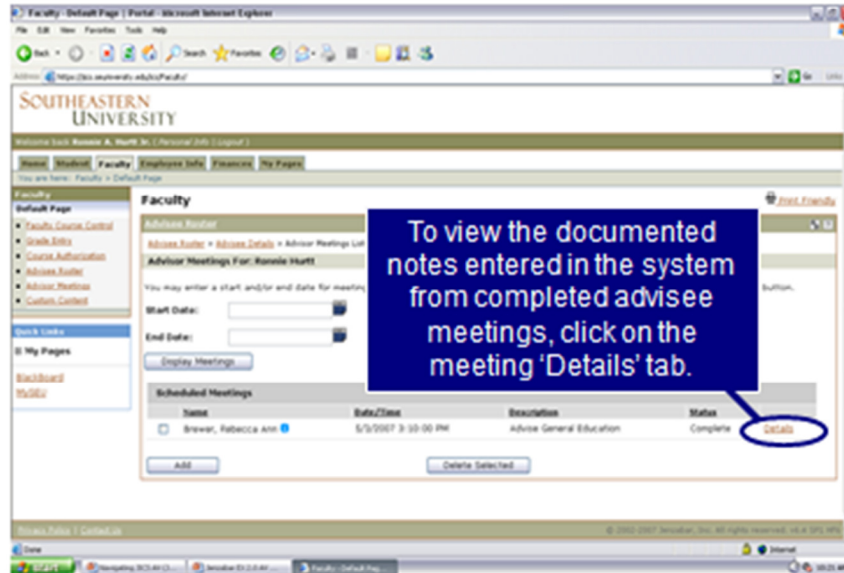
Viewing Advisee Meetings

To view all completed or scheduled advisee meetings and documented notes, click on the 'Display Meetings' tab.

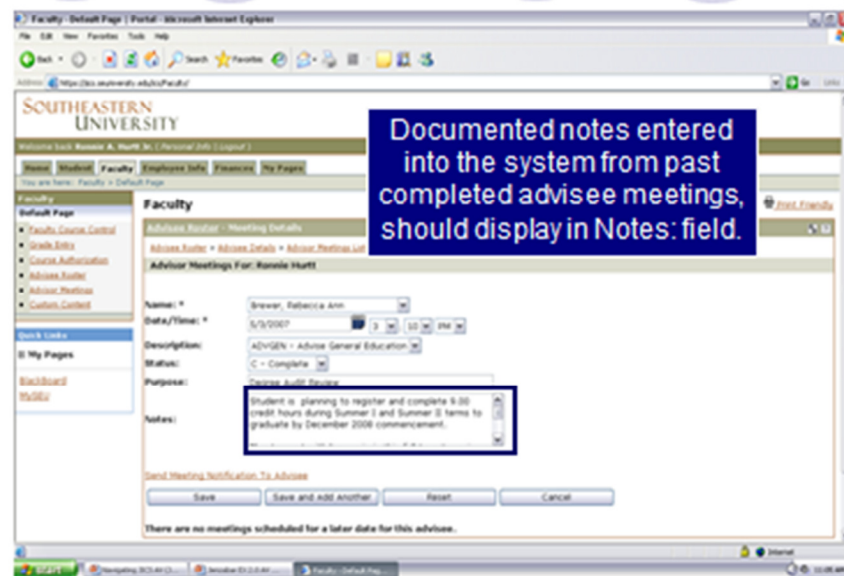
Then, all completed or scheduled student meetings and documented notes, should be displayed to view.

Name	Date/Time	Description	Status	Details
<input type="checkbox"/> Brewer, Rebecca Ann	5/3/2007 9:00:00 PM	Advise General Education	Complete	Details

To view Advisee Meeting Notes



Viewing Advisee Meeting Notes



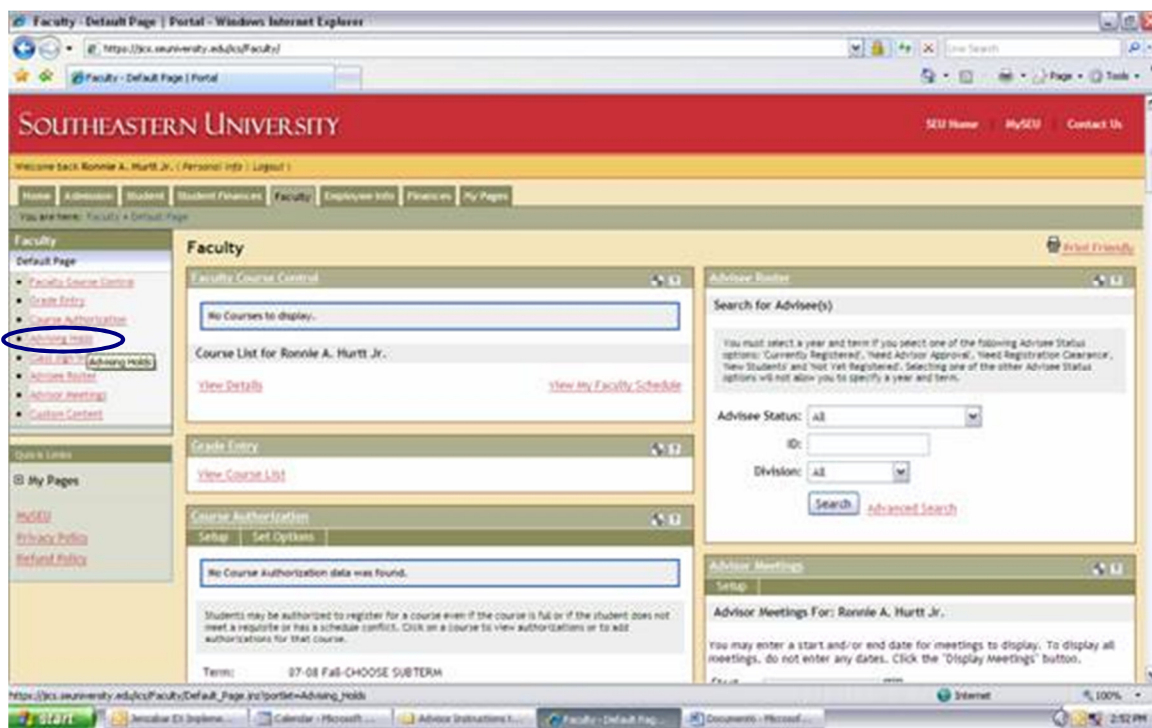
SIS/JICS: How to Apply and Remove 'AV-See Your Academic Advisor' holds

How to Apply and Remove *AV-See Your Academic Advisor!* Holds on your Assigned Advisees

See the attached instructions for Academic Advisors when applying and removing advising holds on students.

An advisor has the capability to apply and remove an *AV-See Your Academic Advisor* hold on a student's JICS/SIS account. When applying this hold feature, understand that a student with the hold on his/her account cannot register until you remove the hold.

1. To apply an advisor hold within the Advising Portlet, locate and click on the 'Advising Holds' link on the left side of the portal options menu.

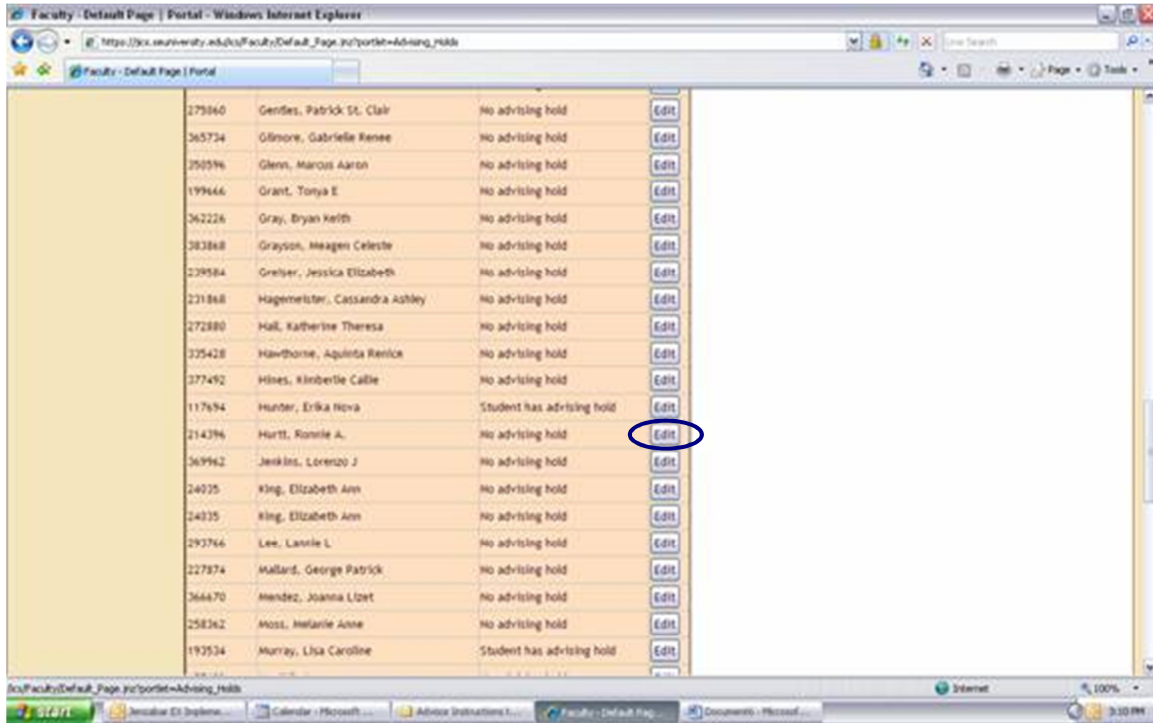


- Next, locate the specific student(s) on the Advising Holds roster to apply an AV-See Your Academic Advisor hold on the appropriate student(s).

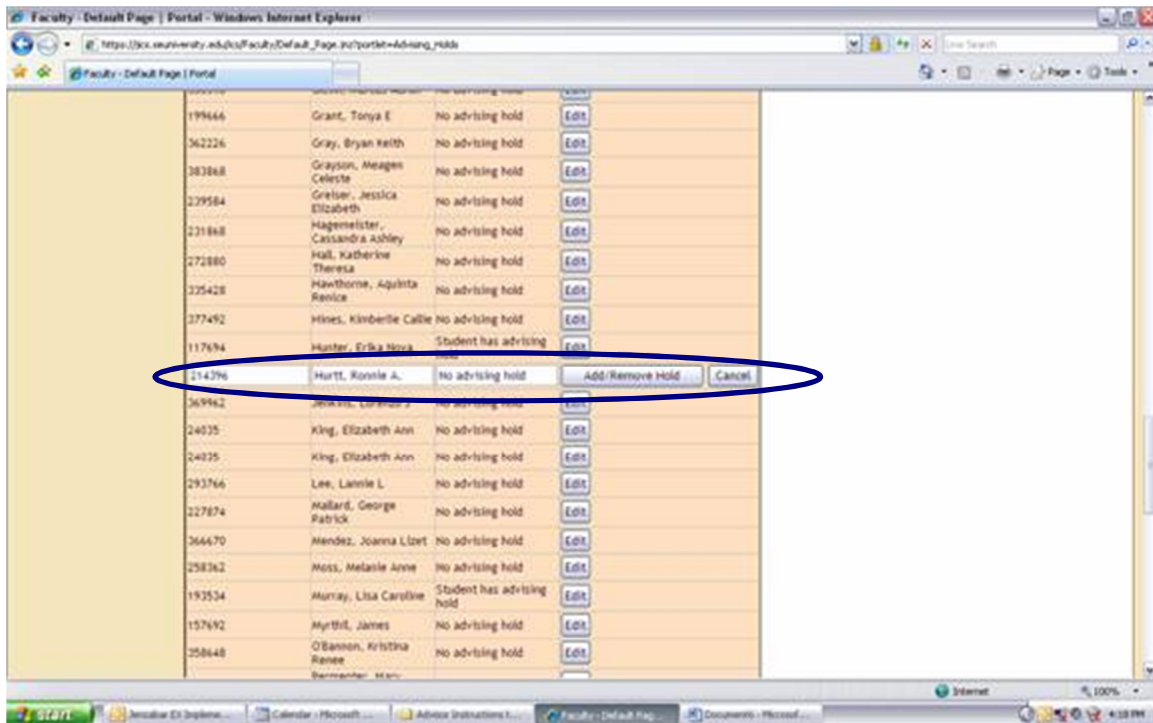
Student ID	Name	Advising Holds	Edit
1825	Abel, Lora Jean	No advising hold	Edit
328426	Acevedo, Debora Jessica	No advising hold	Edit
240792	Alexander, Sahal J A	No advising hold	Edit
352902	Anderson, Hiesha H	No advising hold	Edit
345422	Andrews, William Ignatius	No advising hold	Edit
134586	Arnold, Ashley Danielle	No advising hold	Edit
259264	Ashe, Clarissa Ann Marie	No advising hold	Edit
259444	Austin, Paul Thomas	No advising hold	Edit
145854	Auterson, Jonathan Michael	No advising hold	Edit
249530	Earnes, Ashley Nicole	No advising hold	Edit
289572	Eaugh, Ashley Nicole	No advising hold	Edit
180790	Bell, Mark A	No advising hold	Edit
316440	Bell, Stacey Pearl	No advising hold	Edit
321776	Beltran, Alexander Manuel	No advising hold	Edit
311326	Beresford, Madison Cannon	No advising hold	Edit
367704	Bermudez, Luis Emmanuel	No advising hold	Edit
290120	Bilber, Natasha Marie	No advising hold	Edit

273860	Gentles, Patrick St. Clair	No advising hold	Edit
365734	Gilmore, Gabrielle Renee	No advising hold	Edit
350596	Glenn, Marcus Aaron	No advising hold	Edit
199466	Grant, Tonya E	No advising hold	Edit
362226	Gray, Bryan Keith	No advising hold	Edit
382868	Grayson, Meagen Celeste	No advising hold	Edit
239584	Greiser, Jessica Elizabeth	No advising hold	Edit
231868	Hagemelster, Cassandra Ashley	No advising hold	Edit
272880	Hall, Katherine Theresa	No advising hold	Edit
325428	Hawthorne, Aquinta Renice	No advising hold	Edit
377492	Hines, Kimberlie Calie	No advising hold	Edit
117634	Hunter, Erika Nicole	Student has advising hold	Edit
214396	Hurt, Ronnie A.	No advising hold	Edit
369962	Jenkins, Lorenzo J	No advising hold	Edit
24025	King, Elizabeth Ann	No advising hold	Edit
24035	King, Elizabeth Ann	No advising hold	Edit
293766	Lee, Lannie L.	No advising hold	Edit
227874	Mallard, George Patrick	No advising hold	Edit
366670	Mendez, Joanna Lopez	No advising hold	Edit
258362	Moss, Melanie Anne	No advising hold	Edit
193534	Murray, Lisa Caroline	Student has advising hold	Edit

- Then, click to the 'Edit' button locate to the right of the appropriate student's name to apply an AV-See Your Academic Advisor hold on student.



- Lastly, locate and click on 'Add/Remove' button.



5. Once these steps are completed, an AV-See Your Academic Advisor hold should be placed on the student's account.

ID	Name	Advising Hold Status	Action
234876	Freeman, Justina Faith	No advising hold	Edit
275060	Genies, Patrick St. Clair	No advising hold	Edit
365734	Gilmore, Gabrielle Renee	No advising hold	Edit
350596	Glenn, Marcus Aaron	No advising hold	Edit
199666	Grant, Tonya E	No advising hold	Edit
362226	Gray, Bryan Keith	No advising hold	Edit
383868	Grayson, Meagan Celeste	No advising hold	Edit
239584	Greiser, Jessica Elizabeth	No advising hold	Edit
231868	Hagemelster, Cassandra Ashley	No advising hold	Edit
272880	Hall, Katherine Theresa	No advising hold	Edit
325428	Hawthorne, Aquinta Renice	No advising hold	Edit
377492	Hines, Kimberle Calle	No advising hold	Edit
117694	Hunter, Erik Hove	Student has advising hold	Edit
214396	Hurtt, Ronnie A.	Student has advising hold	Edit
369962	Jenkins, Lorenzo J	No advising hold	Edit
24025	King, Elizabeth Ann	No advising hold	Edit
24025	King, Elizabeth Ann	No advising hold	Edit
293766	Lee, Lannie L.	No advising hold	Edit
227874	Mallard, George Patrick	No advising hold	Edit
366670	Mendez, Joanna Lizet	No advising hold	Edit
258362	Moss, Melanie Anne	No advising hold	Edit
193534	Murray, Lisa Caroline	Student has advising hold	Edit

6. SIMPLY REPEAT these steps as explained in the steps above to remove the AV hold on the student's account.

NOTE:

An advisor has the capability to apply and remove an AV-See Your Academic Advisor hold on a student's SIS/JICS account. When applying this hold feature, understand that a student with the hold on his/her account cannot register until you remove the hold.

Notes

Guide to Academic Advising

Promoting a System of Shared Responsibility

8/15/2011
Southeastern University
Office of Academic Advising