

## FALL 2009 FACULTY ADVISOR LOGISTICS SHEET

### Office of the Registrar

#### **ORIENTATION ADVISING**

- **Advising times you must be in your office are:**
  - **Monday August 24: 11:00-5:00 and Tuesday August 25: 9:30-3:30**
    - If you are not in your office, you must post an expected return time.
    - Create a sign-up sheet in 15 minute intervals on your door.
    - Post your lunch time on your sign up sheet.
    - New students are **required** to see you.
- Review your advisees and schedules ***ahead of time*** to make advising more efficient.
- If you need to see a particular student for follow up, email the student, and you may place an advising hold on his account through the SIS.
- Keep an accurate list of who you saw based on the advisee assignment sheet provided by Ronnie Hurtt. **These lists are due back to the Office of Academic Advising by Tuesday August 25th at 4:00 PM. PLEASE DO NOT FORGET THIS!**
- The Registrar will place holds Tuesday afternoon on all students who did not attend advising. They will not be able to register for the next term until they see their advisor.
- You may use the **Student Information System, Faculty Tab, Advisee Roster** to review a student's transfer work on the unofficial transcript. Degree Audit Reports (DARs) found here are accurate from 2007 year and forward. Report any errors found to Ronnie Hurtt.
- **Special Transfer Student Workshops.** They will learn:
  - How to read the electronic audit
  - What to bring with them to advising:
    - Their transfer print-outs
    - Degree audit sheets printed from online
    - Written requests for substitutions or waivers in the major
- **Departmental Meetings for Students.**
  - Each department should plan its session to answer questions about degrees, requirements, and other specifics.

#### **ADVISING AUDIT SHEETS AND FOUR YEAR PLANS**

- **New Degree Audit forms** are available online at [www.seuniversity.edu](http://www.seuniversity.edu); select ACADEMICS, DEGREE AUDIT SHEETS.
- **Four Year Plans** may be found on the Public Drive (J Drive).
- **Send substitution requests** to Ronnie Hurtt [rahurtt@seuniversity.edu](mailto:rahurtt@seuniversity.edu). Generally accepted and routine substitutions may be made in a degree program to benefit the student, and do not need the signature of the Dean or Chair. If there is a question about the suitability of a substitution, the Dean or Chair must be consulted for approval.

#### **PRE-REQUISITE ERRORS AND WAIVERS**

Pre-requisite waivers may be waived by Deans or Chairs over the program in question. Send pre-requisite waivers to [registrar@seuniversity.edu](mailto:registrar@seuniversity.edu).

- Subject Line: Pre-Requisite waiver
- Body of email: Allow Johnny Smith ID # 1234 to register for English Comp II – ENGL 1233-04. Waiver granted for pre-reqs.
- All the above information **MUST** be included in the email.
- Students will see the course on their schedule within two days unless there is a problem with their account or the course is full.

#### **MAJOR/MINOR DECLARATION**

- Students with 32 hours of earned credit are required to declare a major.
- Forms available online and in the Office of the Registrar.
- It takes up to one week for new advisor assignments to be displayed.

- If a student changes his/her major, there may be an advisor change. The previous advisor will be notified by the Office of Academic Advising to send the advisee's records to the new advisor.

**INFORMATION STUDENTS MIGHT ASK OF YOU**

**MANDATORY DEVELOPMENTAL CLASSES:** Students will be registered for Developmental English and/or Fundamentals of Math if their ACT or SAT score is below the minimum acceptable score shown in the chart below. If the student has not taken an ACT or SAT exam and need to schedule testing at Southeastern, he/she will be registered for the developmental courses pending placement testing. Students are not allowed to drop or withdraw from these courses, and must earn a grade of "C" before registering for any other course in English composition and/or math.

- **Which Math or English do I take based on my SAT/ACT scores?**

<b>If your ACT Score is</b>	<b>If your SAT Score is:</b>	<b>TAKE:</b>
>23 <i>English</i>	>584 <i>Verbal</i>	ENGLISH COMP II. You are exempt from English Comp I
>22 <i>Math</i>	>599 <i>Math</i>	Take a second higher math. (Lib Arts I, II, Prob & Stats, Calculus) You are exempt from College Algebra
<19 <i>Math</i>	<440 <i>Math</i>	Will be registered for Fundamentals of Math (counts only as an elective, not a math requirement)
<17 <i>Sentence Skills</i> or <18 <i>Reading</i>	<440 <i>Verbal</i>	Will be registered for Developmental English (ENGL 0013)
17-23 <i>Sentence Skills</i> or 18-23 <i>Reading</i>	440-584 <i>Verbal</i>	Take ENGLISH COMP I
19-22 <i>Math</i>	440-599 <i>Math</i>	You will need two math courses from the selections on the next page.

- **How long do I have to change my schedule?**
  - Registration is online. Students may change their schedule at any time until 11:59 PM on Sept. 1<sup>st</sup>, which is the Drop/Add deadline.
  - Students should be reminded to seek counsel before changing their schedules. They are however, ultimately responsible for their schedules.
  - Less than 12 credit hours for the term will jeopardize financial aid.

**GRADUATION AUDIT SUMMARIES**

**Graduates must see advisors by October 17th to qualify for graduation this fall!** Send all advising files for seniors to their Graduation Advisor, listed here by department/college:

**Religion Majors:** Sarah Valrie, or Leigh Jarvis

**Education Majors:** College of Education faculty; coordinated by Ronda Teague  
**(Audits must be completed before student teaching can begin.)**

**Business Majors:** Nancy Alvaro

**Arts and Science Majors:** Melissa Maisenbacher or Jennifer Weekly

**Each department or college handles their own exit exams and documentation of community service hours.** Students should see the Administrative Assistant in their college or department to fulfill these requirements.

The Office of the Registrar will follow up on all requirements for each student in the graduation approval process. We also check for exit and other required exam scores, as applicable.