

2007-2008

Academic Advising Quick Guide

Office of Academic Advising

July 2007

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August 11, 2007

Dear Academic Advisors:

Welcome to the ministry of Academic Advising at Southeastern University. Academic Advising is far more critical than just the selection of majors and minors and the scheduling of classes. At Southeastern University we view academic advising as a support service to the student. We strive to make available the best possible academic resources, to assist him/her in making life choices which will be personally rewarding and fulfilling.

This semester, Southeastern University will be the academic home for over 3,000 students. Each student brings unique potential which can be enhanced through a relationship with an advisor. Every student brings family and community responsibilities, career and academic expectations.

Understand that in your role as a faculty advisor, you will have unique opportunities to mentor and assist students towards achieving success and satisfaction in their personal, academic and career lives.

This handbook is designed for advisors as a resource or quick reference for useful and pertinent information. The handbook is by no means comprehensive and is intended to supplement the official university catalog and the student handbook.

I look forward to working with each of you this year.

Thank you,

A handwritten signature in black ink, appearing to read "Ronnie Hurtt, Jr.", with a stylized, cursive script.

Ronnie Hurtt, Jr.
Director of Academic Advising

“Academic advising assists students to realize the maximum educational benefits available to them by helping them to better understand themselves and to learn to use the resources of an educational institution to meet their special educational needs and aspirations.”

David Crockett, ACT National Center for the Advancement of Educational Practices

The Academic Advising Session

THE ACADEMIC ADVISING SESSION

Table 1 The advising session

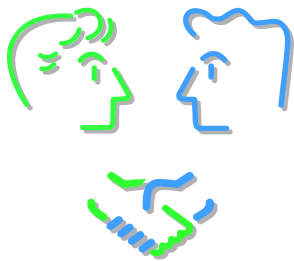
| Five Stages | |
|---------------------------------------|---|
| Opening the interview | <ul style="list-style-type: none">•Opening question or lead, for example “How can I help you?”•Obtain student folder or record.•Show openness, interest, concentrated attention. |
| Identifying the problem | <ul 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. Adapted 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.



The Advisee's Responsibilities in the Academic Advising Process

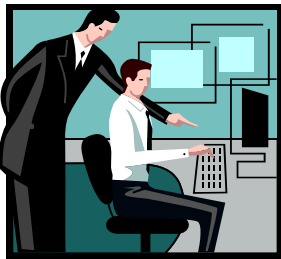
- 1.) Understand and acknowledge that the responsibility for a timely graduation rests ultimately not with the advisor, but himself or herself.
- 2.) Clarify his/her personal values, abilities, interests and goals.
- 3.) Be knowledgeable and familiar with the requirements for the degree program being sought and with the relevant institutional policies and procedures that govern progress toward graduation.
- 4.) Contact and make an appointment to meet with the advisor periodically to ensure he/she is on the right track academically and to keep the advisor up to date with progress. If the student finds it impossible to keep the appointment, the student will notify the advisor. Advisors care and are interested in helping facilitate progress developmentally.
- 5.) Keep the advisor informed of any change in status that would affect his or her progress toward graduation.
- 6.) Prepare for advising sessions and bring appropriate resources or materials.
- 7.) Follow through on actions identified during each advising session.
- 8.) Secure proper approval of all documents which require advisor authorization.
- 9.) Do his/her part in developing and maintaining a positive working relationship with the advisor.
- 10.) Get to know the advisor and benefit from their wisdom and support.
- 11.) Evaluate the advising system, when requested, in order to strengthen the advising process.
- 12.) Request re-assignment to a different advisor, if necessary.
- 13.) Accept final responsibility for all decisions.



The Advisor's Responsibilities in the Academic Advising Process

- 1.) Encourage advisees to accept responsibility for their own life goals.
- 2.) Help students define, clarify and develop realistic educational/career plans.
- 3.) Assist students in planning a program consistent with their abilities and interests.

- 4.) Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- 5.) Interpret, clarify and provide rationale for instructional policies, procedures, and requirements specified in the catalog.
- 6.) Avoid making assumptions about transfer credits that have not been Office of the Registrar approved.
- 7.) Show advisees that you care by your attitude, willingness to help, and by being available.
- 8.) Inform students of the nature and purpose of the advisor/advisee relationship.
- 9.) Print out each student's course history and other documents concerning his/her academic record before advisor meetings.
- 10.) Maintain an up-to-date advising file for each advisee and monitor the advisee's progress toward educational/career goals.
- 11.) Follow advising, pre-registration or registration procedures as published by the Office of the Registrar.
- 12.) Do his or her part in developing and maintaining a positive caring relationship with advisees.
- 13.) Inform students of special services available to them for remediation, academic assistance, and other needs.
- 14.) Refer advisees with special needs (academic, attitudinal, attendance or other personal problems requiring intervention) to the appropriate support professionals on campus and assist the helping process. **(Note: Refer students to the appropriate office by phone call or email notifying of the advisee's need for an appointment.)**
- 15.) Request re-assignment of advisee to another advisor, if necessary.



Faculty Advisor's Responsibilities in the Academic Advising Process

Frequency and Quality of Student Contact

Characteristics of strong advising programs consist of frequent and quality contacts between advisors and advisees. Many students need to see their advisors on a somewhat frequent basis and sometimes advisors need to be Procedural and invite advisees to discuss matters of common concern. Contacts do not always need to be in the advisor's office, but in some campus setting. A quality advising experience involves a discussion between advisor and advisee of a wide range of topics relating to student's educational/career goals, educational program, progress, life goals, prayer requests and other concerns.

"Frequent faculty-student contact in and out of classes is the most important factor in student motivation and involvement. Faculty concern helps students get through rough times and keep on working." (Chickering & Gamson, 1987, p. 4.)

Advisors should plan to be available for conferences with advisees regularly throughout the semester.

The following times are especially important:

1. During pre-registration and registration
2. Prior to any change of classes
3. Prior to a change in major
4. Following report of mid-term progress
5. Notice of probationary status
6. Prior to withdrawal from the college
7. When a student reaches senior status
8. When a student is experiencing personal, emotional, social, financial, or academic difficulties.

“In short, the most influential informal contacts between students and faculty appear to be those that extend the intellectual content of the formal academic program into the student’s non- classroom life.” (Pascarelli, 1980).

General Education Advising

The Office of Academic Advising and faculty academic 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 intended major or majors are advised by a Specialization Advisor. Specialization Advisors are faculty who instruct courses within their respective departments.

Advising ‘Deciding’ Undeclared Students

Undecided, exploring or open students, regardless of the name, are a defined and sizable student population group on most college and university campuses. Underclared students are defined by Gordon (1995) as “unwilling, unable or unready to make educational or vocational decisions,” (p.X). Undeclared students come from various age groups, backgrounds, educational experience and vary in academic potential.

As mentioned in the following quote “As a result, is no one proven advisement panacea that works best with *every* open student” (Steele & McDonald, 2000).

Undeclared students may be involved in a cyclical process; they will make a decision and then return to the phase of undecidedness due doubt, fear, peer influence, parental pressure, lack of information, lack of self-esteem, etc. In addition, students enter college at varying levels of undecidedness.

General Education Advisors must understand that all exploring or open students must be assessed as individuals, which is a process involving time and can not be exactly accomplished in one 30-minute or less meeting with an advisor a student has just met. So advisors of underclared students must consider these issues in helping students through the undecided decision-making process. Even with the best efforts during advisement processes, some student will not be able to make concrete decisions regarding their majors or careers.

Basic General Education Information

MAJOR/MINOR DECLARATION

- Students with 32 hours of earned credit are required to declare a major.
- Major/Minor Declaration Forms are available online at www.seuniversity.edu, [Academics/Registrar/Forms].
- Major/Minor Declaration Forms are available in the Office of the Registrar.
- It typically takes about three day to one week for advisor assignments to be displayed with the Student Information System/JICS Portal.

CLAST EXAM

- All students must take and pass the CLAST to graduate.
- Students **should** take it by 18th credit hours. **Must** take it by 60th credit hour.
- CLAST registration forms are available in the Office of Academic Success in the Spence Hall lobby.

SEU UNIVERSITY CATALOG, DEGREE AUDIT FORMS, HANDBOOK AND OTHER FORMS

- Academic Programs under SEU University Catalog online at www.seuniversity.edu - [under Academic/University Catalog/Programs of Study].
- Degree audits for all academic programs you are responsible for advising students within your specialization. Know that you can locate degree audit forms under the Public Folder: J (the “J” drive) within the “Registrar” folder. Degree audit forms for current 2006-2007 academic year are available on the university site www.seuniversity.edu. [under Academics/Registrar].
- Academic Advising Handbook located at <https://sfnet.seuniversity.edu> - [under Academics/Academic Advising].
- Course Substitutions/Course Waivers Form and Procedures located at <https://sfnet.seuniversity.edu> - [under Academics/Academic Advising].
- Four Year Plans for academic degree programs are located under the Public Folder: J (the “J” drive) within the “Registrar” folder, under the ‘Four Year Plans’ folder.
- Course Rotation/Sequence information for academic degree programs are available and located under the Public Folder: J (the “J” drive) within the “Registrar” folder, under the ‘Course Rotation’ information folder.

SENIORS

- Seniors must register online for a Graduation Seminar to participate in fall graduation. They will visit their assigned academic advisors for the Graduation Audit Summary.

MATH COMPLIANCE

- Student sin Beginning Algebra, Intermediate Algebra, College Algebra, Liberal Arts Math I and II or any other mathematics course:
 - Students must make a 'C' or higher to move to the next level math course.
 - If students do not make a 'C' they **MUST** register the immediate succeeding term for the same course unless the course is to be used **only** as a general elective.
 - If students have not taken a math course, they **MUST** register for one.
 - The Math department will officer placement tests during the first two class sessions for every Intermediate and College Algebra, {and other Math} class sections. Students will be moved to the most appropriate math course based on test results prior to the Drop/Add Day.

ENGLISH COMPLIANCE

- Students in remedial English courses (ENGL 0013 Developmental Reading or ENGL 0023 College Prep English) must make a 'C' or higher to move to the next level.
- If students do not make a 'C' or higher, they must register the immediate succeeding term for the same course.

BACHELOR OF ARTS DEGREES

- Students who need beginning language before passing intermediate course should be advised to start NOW.

COMMUNITY SERVICE/STUDENT MINISTRY

All Southeastern University students (non-religion majors) are required to perform two semesters of community service 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 records, 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.

MAJOR/SPECIALIZATION COURSE SUBSTITUTIONS AND WAIVERS

Major/Specialization Substitutions: Specialization substitutions considerations are substitutions within a specific degree program (majors or minors). These substitutions must be sent to the **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, these course substitution approvals must be forwarded to the Office of Academic Advising via email: advisingoffice@seuniversity.edu. **Do not send to:** registrar@seuniversity.edu. Transfer course descriptions need to be supplied to the advisor by students for substitution considerations.

GENERAL EDUCATION SUBSTITUTIONS

All General Education and Specialization course substitution approvals must be sent to the Office of Academic Advising via email advisingoffice@seuniversity.edu after approval by Dr. Holland or appropriate Dean or Department Chair.

General Education Substitutions: These are substitutions which must be sent to **Dr. Norm Holland** and requires his approval. An **example** of a general education substitution consideration is if a transfer student has completed ANT 2410 Cultural Anthropology and seeks to have that course substitute for a current course such as SSCI 2133 Intro to Sociology. Once approved, these course substitution approvals must be forwarded to the Office of Academic Advising via email: advisingoffice@seuniversity.edu. **Do not send to:** registrar@seuniversity.edu. Transfer course descriptions need to be supplied to the advisor by students for substitution considerations.

PRE-REQUISITE ERRORS AND WAIVERS NOTIFICATION FORMAT

- Advisors may waive pre-requisites for courses in their college or department only.
 - Send pre-requisite waivers to registrar@seuniversity.edu.
 - Subject Line: Pre-Requisite waiver
 - Body of e-mail: Allow Johnny Smith ID# 1234 to register for English Comp II – ENGL 1233-04. Waiver granted for pre-reqs.
 - In the body of the email:
 - Student Name – ID number
 - Course number and title (If more than one section-add section # so we can register student according to scheduling preference)
 - Explanation (Only if needed)
 - All the above information MUST be included in the e-mail.

The student advisement meetings schedule is outlined in the agenda below:

ALL NEW STUDENTS ARE REQUIRED TO SEE YOU DURING ORIENTATION. IF THEY DO NOT, AN ADVISING HOLD WILL BE PLACED ON THEIR ACCOUNT.



New Student Academic Advising Meeting Agenda

New Freshmen and Transfer Students - New Student Orientation - First Semester of Freshmen Year

Each fall and spring term, all newly admitted freshmen and transfer students are required to meet with their assigned academic advisors prior to the first day of classes. After incoming new freshmen and transfer students attend the New Student Orientation meeting, they must schedule an appointment to meet with their assigned academic advisor during orientation.

To schedule an appointment with an assigned academic advisor, students should visit the advisor's office location during the hours specified and register for an appointment available on a specific date/time using the 'sign-up' sheet posted on the advisor's door. Students are encouraged to contact their advisor by phone or via e-mail. This meeting is intended to occur during the Open Advising Period included as part of the SEU New Student Orientation schedule.

Current and Returning Freshmen First Semester of Freshmen Year

All current freshmen students are recommended to meet with their academic advisors during the fall and spring Open Advising and Pre-Registration periods of their freshmen year at Southeastern University.

To schedule an appointment with their assigned academic advisor, students must visit the advisor's office location during the hours specified and sign-up for an appointment available on a specific date/time. Students are encouraged to contact their advisor by phone or via e-mail. This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period within the first semester of a student's freshman year.

Current and Returning Freshmen Second Semester of Freshmen Year

All returning freshmen students are required to meet with their academic advisors during Open Advising and Pre-Registration periods of their second semester. This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's second semester of their freshman year.

Students who fail to meet with their academic advisor during this advising/pre-registration period, may have an AV - (See your Advisor!) hold placed on their account. The AV hold will continue to be applied to a student's 'Student Information System (JICS)' account until he or she reports to meet with their assigned advisor.

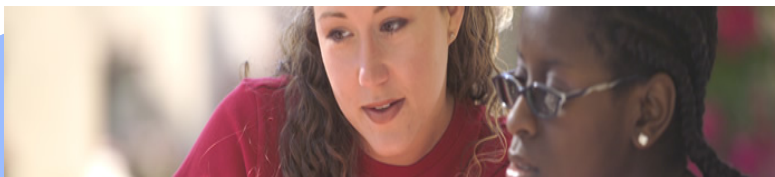
Current and Returning Sophomores First Semester of Sophomore Year

Returning sophomore students are strongly encouraged to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their sophomore year at Southeastern University.

This meeting should take place within the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's first semester of their sophomore year.

1000 Longfellow Blvd. Lakeland, FL. 33801-6034
Office of Academic Advising
(863) 667-5082
advisingoffice@seuniversity.edu

The student advisement meetings schedule is outlined in the agenda below:



Returning Student Academic Advising Meeting Agenda

Current and Returning Sophomores Second Semester of Sophomore Year

Current sophomore students are strongly encouraged to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their sophomore year.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period of an advisee's second semester of their sophomore year.

Current and Returning Juniors First Semester of Junior Year

Returning junior students are recommended to meet with their academic advisors during the Open Advising and Pre-Registration period in of an advisee's junior year at Southeastern University.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period of the first semester of a student's junior year.

Current and Returning Juniors Second Semester of Junior Year

Current junior students are required to schedule an appointment to meet with their academic advisors during the Open Advising and Pre-Registration period in the second semester of their junior year to complete the Junior Planning Meeting.

Prior to each semester's Pre-Registration and Open Advising Period, the Office of the Registrar place an (AV - (See your Advisor!) hold on current seniors 'Student Information System (JICS)' account. The AV hold will continue to be applied to a student's 'Student Information System/JICS' account until he or she meets with their assigned advisor.

This meeting should take place within the Fall (October/November) or Spring (March/April) Open Advising and Pre-Registration period of the second semester of an advisee's junior year.

Current and Returning Seniors - Graduating seniors must register to attend Graduation Seminar to apply to participate in an upcoming commencement.

Current and Returning Seniors First Semester of Senior Year

Returning senior students are required to meet regularly with their academic advisors during Open Advising and Pre-Registration periods of their senior year. This meeting should take place after seniors have attended a Graduation Seminar session hosted by the Office of the Registrar. After attending a Graduation Seminar session, all graduation candidates are required to meet with their advisors to complete Graduation Summary procedures. The Graduate Summary is to be completed by the advisor, signed by the student, department chair or dean and brought directly to the Office of the Registrar.

This meeting should take place during the Fall (October/November) or Spring (March/April) Open Advising and Registration period in the student's first semester of their senior year.

1000 Longfellow Blvd. Lakeland, FL. 33801-6034
Office of Academic Advising
(863) 667-5082
advisingoffice@seuniversity.edu

People Who Can Help—Staff Directory

| Staff Directory | Contact Person/Email Address | Phone/Extension |
|--|--|---|
| Academic Advising | Ronnie Hurtt rahurt@seuniversity.edu | 5082 |
| Academic Services (Exam taking, reading, writing, basic math skills) | Misty Seybert, MA mlmancini@seuniversity.edu | 5157 |
| Academic Records (Transcripts, academic standing, registration, schedule changes, graduation requirements, etc.) | Linda Kelso lmkelso@seuniversity.edu | 5012 |
| | Melissa Maisenbacher mamaisen@seuniversity.edu | 5015 |
| | Garrett Hicks gmhicks@seuniversity.edu | 5094 |
| | Janie Solberg icsolber@seuniversity.edu | 5013 |
| | Joyce Browning cbrowning@seuniversity.edu | 5014 |
| | Glenn Pearl gapearl@seuniversity.edu | 5010 |
| Business Information | Jeanene Thomas mjthomas@seuniversity.edu | 5035 |
| Career Services | Elizabeth N. Delaney endelaney@seuniversity.edu | 5041 |
| Counseling (Personal issues: dating, social life, family problems, emotional, attitudinal, habits, etc.) | Bill Hackett wchacket@seuniversity.edu | 5076 |
| | Dan Schoonover dtschoonover@seuniversity.edu | 5087 |
| Financial Aid | Carol Bradley c_bradly@seuniversity.edu | 5024 |
| Health Services | Kim Bucklin kbucklin@seuniversity.edu | 5205 |
| Housing | Darrell Hardt dwhardt@seuniversity.edu | 5068 |
| Student Activities/Resident Information | Aventura Bauer Bethany North Apts South Apts Spence | 5036 5701/5702 5897 5497 5243 5497 |
| Student Senate Information (Parking tickets, grievances, ideas) | SGA sga@seuniversity.edu | 5040 |

JICS (Jenzabar Internet Campus Solutions) AV Portlet Login:

Jenzabar Login

- >Visit **www.seuniveristy.edu**
- >Click on Current Students
- >Click on Student Information Logon
- >Enter your ID Number: **123456789**
- >Enter PASSWORD: **123456**

OR

- >Visit **sfnet.seuniveristy.edu**
- >Click on JENZABAR icon
- >Enter your ID Number: **123456789**
- >Enter PASSWORD: **123456**

Welcome back. (message indicates successful login)

- >Click on 'Faculty' tab
- >Next, click on the 'Advisee Roster' link to perform a search to view all assigned advisees
- >Then, review your advisee list to select a specific student by clicking on the student's name
- >Lastly, under the 'Advisee Details' select specific module features by clicking on appropriate menu tab within each student's file

JICS (Jenzabar Internet Campus Solutions) AV Portlet features:

Academic History (Advisee Detail) - To view an advisee's student information and SAT/ACT or CPT (College Placement Test) scores, click on the 'Academic History' tab

Course History - To access or view a comprehensive list of a student's completed courses, courses in progress and total credit hours earned, click on the 'Course History' tab. Information provided in this feature of the portlet is the most accurate.

Graduation Projection - This feature of the AV portlet is offline and not functional at this time. No credit/GPA information available for selected divisions and terms exist in the portal to date.

Grade Report - To view a student's grade report for the current or a prior completed term, click on the 'Grade Report' tab.

Unofficial Transcript - To view a student's unofficial transcript, click on the 'Unofficial Transcript' tab. A student's unofficial transcript record should include a list of locally completed courses, transferred courses, courses in-progress and total credit hours earned. This unofficial report should provide information on courses students completed in past and current terms/semesters.

Advisee Meetings - View all past meeting notes documented by an advisor in this area of the portal. You can also add (schedule) future student advisement meeting dates/times and view any upcoming meetings scheduled by a student's primary advisor within this feature of the AV portlet.

Degree Audit Portlet - To access, view or print advisee degree audit reports (DAR's) and summaries, click on the 'Degree Audit' tab. This feature of the AV portlet is accessible to advisors, as well as, students and provides individuals with updated Degree Audit summary's and reports according to each student's declared AIM or AIM's (declared majors, minors and concentrations of interest).

Student Aims - What is an 'AIM'? An AIM is a student's declared major(s) and/or minor(s). Undeclared students will not be assigned their AIM's until they declare a major.

Advising Worksheet/Graduation Reports* - Review student Graduation summary providing current academic information. ***Be advised that inaccurate data may exist.***

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

Student Schedule - To view a student's course schedule, locate the 'Registration' portlet and click on the 'Student Schedule' tab.

Major Exploration - This feature of the AV portlet is offline and not functional at this time.

JICS AV Portlet - Degree Audit Summary Detail (Student Progress option)

| 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](#)

The 'Degree Audit' summary within the Advisee details area of the JICS AV portlet displays the progress made by the advisee for a specified aim. 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.

JICS AV Portlet - Degree Audit Summary Detail (Course Needs option)

Faculty - Default Page | Portal - Microsoft Internet Explorer

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

| 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

made by the advisee for a specified aim. Academic advisors can utilize the degree audit summary detail to view course needs status information on a student's required course or course grouping requirements enroute to graduation. 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.***

JICS AV Portlet - Course History Detail

Faculty - Default Page | Portal - Microsoft Internet Explorer

Address: <https://jics.seuniversity.edu/jics/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 [Print Friendly](#)

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 |

Done

start

ACADEMIC ADVISING... Faculty - Default: Pag... Navigating JICS AV (J... Jenzabar EX 2.0 AV ...

Internet 3:34 PM

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 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.

Suggestion: Check either the 'Course History' or 'Unofficial Transcript' features 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.

JICS AV Portlet - Advising Worksheet Report Detail

The screenshot shows a web browser window with the URL: https://jics.seuniversity.edu/jcs/Applications/CRM/Reports/gope0s453gdp455luewwlv12_58_09_PM_AdvisingWorksheet.pdf. The browser is Microsoft Internet Explorer. The report content is as follows:

Southeastern University Advising Worksheet

Personal Information (Last Name or First Name):
 Dawar, Rakhee Ann
 423 Cannon Drive
 Weyersburg, PA 15980
 (814) 875-1232

Address Information:
 Advisor(s): COLLEGE OF EDUCATION, FAC
 Advisor(s): Sylvester, Bryn Ruth

Degree Information (Catalog Year 2005):
 Major(s): B.S. ELEMENTARY EDUCATION (B.S.) CBA 0.0000
 Career Hours Earned: 85.00
 Career GPA: 2.89
 Last Term GPA: .00
 Current Load Probation (es):

Primary Aims (B.S. ELEMENTARY EDUCATION) 67.00 Hours Earned / 6.75 GPA

| Aim | Course | Grade | Hours |
|-------------------------|--|-------|-------|
| LITERATURE/ENG | | | |
| ENGL2102 | INTRO TO LITERATURE | A | 3.00 |
| PROFESSIONAL COOE | | | |
| EDUC2105 | INTRODUCTION TO EDUCATION: course substituted by student | B | 3.00 |
| EDUC2203 | PSYCHOLOGICAL FOUNDATIONS | B | 3.00 |
| EDUC2113 | SURVEY EXCEPTIONAL LEARNERS | B | 3.00 |
| EDUC2103 | TEACHING PRINCIPLES PRACT | B | 3.00 |
| EDUC2403 | INTRO TO READING | A | 3.00 |
| EDUC2803 | INSTRUCTIONAL TECHNOLOGY | A | 3.00 |
| EDUC4043 | APPLIED INQUIRIES ESOL | A | 3.00 |
| EDUC4113 | EMPOWERING ESOL TEACHERS | A | 3.00 |
| EDUC4123 | ASSESSMENT OF LEARNERS | | |
| EDUC4203 | CLASSROOM MANAGEMENT PRACT | | |
| EDUC4303 | SENIOR PRACTICUM | | |
| EDUC4308 | STUDENT TEACHING | | |
| MATH REQUIREMENT | | | |
| MATH3113 | LIBERAL ARTS MATH I | D | 3.00 |
| MATH3203 | LIBERAL ARTS MATH II | D | 3.00 |
| NATURAL SCIENCE LAB | | | |
| NSCI2043 | ASTRONOMY & EARTH SCI LAB | A | 1.00 |
| NATURAL SCIENCE LECTURE | | | |
| NSCI1033 | LIFE SCIENCE | | |
| NSCI1103 | PHYSICAL SCIENCE I | | |
| NSCI2033 | ASTRONOMY & EARTH SCIENCE | C | 3.00 |
| SOCIOLOGY REQ | | | |
| SOCI1103 | OLD TESTAMENT SURVEY | C | 3.00 |
| SPECIALIZATION REQ | | | |
| EDUC2103 | SOCIAL STUDIES FOR PREK/EP | | |
| EDUC2103 | MATHEMATICS FOR PREK/EP | | |
| EDUC2323 | TEACHING LANGUAGE ARTS IN | | |
| EDUC2333 | CHILDREN'S LITERATURE FOR | | |
| EDUC2403 | DIAGNOSIS/ASSESSMENT/EVAL | | |
| EDUC2403 | PHYS. WILDLIFE/NRTRN SAFETY | | |

Notes:
 * - Still Required
 - Requirement Met By - Requirement has been met via Substitution (Requirement Met By - Requirement has been met via Waiver)
 Unapproved - An exception has been entered, but not passed Approval Track

Advising Worksheet (01/26/2007) Page 1 of 2 Dawar, Rakhee 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.***

References

Notes