



# General Education Advising Handbook

June, 2007  
Office of Academic Advising

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## **Focus on General Education Advising**

### ***The Undecided Student...***

***...is not uncommon***

**Many high school seniors and college freshmen feel uncertain about the subject area they would like to study in college. At SEU, about one-fourth of the students attending are undecided. Southeastern's emphasis on a Christ-centered, liberal arts education allows student the opportunity to explore various fields of study, while a General Education Advisor guides students through this exploration period. Undeclared students are assigned a Gen. Ed. Advisor by the Office of Academic Advising during the freshman and sophomore years.**

**Statistics indicate that college/university student may changes majors on an average of 2.5 times**

### ***Undeclared Students***

#### **Negative perceptions**

**Indecisive**

**Aimless**

**Hopeless**

**Unfocused**

#### **Positive prospective**

**Open Students**

**Exploring Students**

**Undecided Students**

### ***Undeclared Students at colleges and universities***

**Nationally undecided/exploratory student populations represent between 25% - 40% on college and university campuses**

**During the Spring 2005 term at Southeastern University, the undeclared/undecided student population was about 393 (20%)**

### ***Reasons students are 'Undecided'***

**Developmental stage in life**

**Exploring personal attributes**

**Parental pressure**

**Peer influence (Feeling of pressure from friends)**

**Interest in many things**

**Disinterested in a variety of areas:**

**Spiritually**

**Socially**

**Extracurricular activities**

**Classes or academics**

**Lack of information**

**Lack of confidence**

**Lack of self-identity**

**Fear**

**Insecurity and doubt**

**Lack of understanding General Education requirements and degree programs**

### ***Challenges in Advising Undeclared Students***

**Students can sometimes:**

**Be Indecisive**

**Be Anxious**

**Lack information about majors**

**Lack information about working in the world of work**

**Have little understanding of the decision-making process**

**Not ready or unwilling to listen to and evaluate information on academic majors and course requirements**

**Advisors can sometimes:**

**Be come frustrated with developmental advising process**

**Be inattentive**

**Be uncomfortable in dealing with undeclared students**

**Be unable to devote the necessary time in advising freshmen and sophomores (Developmental Advising process)**

**View advising undecided students as a decision than development**

**Have limited knowledge of majors or degree programs**

***Why should you become a 'General Education Advisor'?***

**Opportunity to work with young people**

**Support students during developmental years of their post-secondary academic career**

**Guide students exploring personal attributes**

**Offer students guidance in making life decisions**

**Assisting students dealing with:**

**Life-decisions**

**Self-esteem or self-identity issues**

**Academic difficulty**

**Encourage students to set spiritual, family, personal, social, academic goals**

**Educate students of general education, majors, course requirements**

***Conclusion: Focus on General Education Advising***

***Thank You!!!***

***Are you willing to become a General Education Advisor???***

***Remember, General Education Advising is  
development.***

## **General Education 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 intended major or majors are advised by a Specialization Advisor. Specialization Advisors are faculty who instruct courses within their respective departments.

### **Advising 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). Underclared 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.

### **New Perspective on Undecided Students**

Undeclared students, who are undecided and have not made concrete decisions regarding majors and career paths, even the words used to describe them may impact the advisor’s work. Advisors must realize that undeclared students are “undecided” or “exploring”. They are seeking for the information necessary before making a concrete decision.

While parents, faculty and advisors are all aware of the fact that in order for a student to graduate from college in four (4) years, it is best that a student enter an institution with a decided major and obviously, never change that major until graduation. National studies indicate that in reality, students change their majors (on average) 2-3 times. Given this information, understand that in a lot of ways, the student who enter college “undecided” is really ahead of their peers.

It is important for General Education Advisors to realize first, that the decision-making process belongs to the students. And second, it is also important that advisors recognize opportunities to encourage students to seek professional counseling, career exploration opportunities. Finally, schedule follow-up appointments with students to review his/her research on particular majors and/or careers, goals and use of career resources.

## General Education Advising is a Challenge

Like mentioned, underclared students may be involved in a cyclical process; they will make a decision and then return to the phase of undecidedness due to a variety of reasons. The difficulty in working with exploring students is although time and experience may be enough to assist some students, there are some students that can not be helped through the successful exploration strategies. If ever involved with students not progressing through the decision-making process encourage students to seek professional counseling. The decision-making process belongs to the students. Even with the best efforts during advisement processes, some student will not be able to make concrete decisions regarding their majors or careers.

## General Education Advising Strategies

General Education Advisors should use the following *major intervention components* as strategies in helping student through the processes leading to development then, a decision. Not decision, then development.

Gordon (1992) lists four elements to classify these strategies:

**Self knowledge:** Assessing personal interests, abilities and values. Goal-setting is also critical in this area.

**Educational Knowledge:** Information about educational program, majors, academic skills, development and curricula.

**Refer students to other faculty (Specialization Advisors or Department Chairs)**

**Occupational Knowledge:** Job seeking and job exploration activities, as well as, examining occupation information.

**Refer students to Office of Career Resource and Development for career information or personality assessments**

**Encourage students to explore...job shadow, perform information interviews or conduct writing exercises to reflect upon interest, hopes, goals and life expectations.**

**Decision-Making Knowledge:** Integrating self-knowledge with education and occupational information. Various decision-making styles and how to apply goal-setting strategies is important as well.

Follow-up appointments with students to review his/her research on particular majors and/or careers, goals and use of career resources can guide student through the decision-making process and help students operate in a planned, organized manner as they approach exploration. The urgency with which exploring students often approach the decision-making process catch advisors off-guard and can be alarming. Remind exploring students that the decision-making process takes different amounts of time for different students to put students at ease with the process of declaring. If advisors can be seen as supportive, empathetic, knowledgeable and competent resources, the decision-making process may become less agonizing for themselves and students.

## ***General Education Advising Information to know***

### **GENERAL INFORMATION**

- Call the Office of Academic Advising ext. 5082 or Office of the Registrar ext. 5012 for academic-related assistance.
- **DO NOT** create a class schedule for the student to follow!
- Computer labs are available to student for registration on Mondays-Thursdays 7am-11pm, Fridays 7am-6pm, Saturdays 10am-6pm and Sundays 3pm-9pm for online inquiry and registration.

### **MAJOR DECLARATION/CHANGE**

- Any change in a major or minor or catalog year must be declared in the Office of the Registrar on a Major/Minor Declaration form. Advisors will be changed based on the student's primary major. For advisor assignment question, contact Ronnie Hurtt ext. 5082.
- **You may have undeclared students who are ready to select a major.** Solicit assistance from a specialization advisor in that department for recommended courses or in complicated situations, send the student to the department for advice. **Make** the call to arrange a time for the student. The advisor will be changed for the next term when the student declares.
- Students with 32 hours of earned credit are required to declare a major.
- Major/Minor Declaration Forms are available online at [www.seuniversity.edu](http://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**

- All students must take and pass the CLAST to graduate. **Exemptions are governed by the Office of Academic Services. Contact Misty Mancini ext. 5157 with questions. The following are generally acceptable exemptions:**
  - Exemption based on student's physical or learning disability.
  - Exemption was provided by a Florida state university or community college where student previously attended.
- Students **SHOULD** take the CLAST after 18 credit hours, which should include English Comp I & II and two General Education math courses (other than Beginning Algebra or Intermediate Algebra).

- Students ***should*** take it by 18<sup>th</sup> credit hours.
- ***Must*** take it by 60<sup>th</sup> credit hour.
- Students ***MUST*** take the CLAST by their 60<sup>th</sup> credit hour.
- CLAST exam registration forms are available in the Office of Academic Services in Spence Lobby for the following test dates.

### ***MATH COMPLIANCE***

- Students in 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 offer 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.

### ***COURSE SUBSTITUTIONS AND WAIVERS***

- Follow the guidelines of your College Dean and/or Department Chair in making course substitutions and waivers on degree audits. Most require Dean or

Department Chair permission. **DO NOT SEND COURSE SUBSTITUTION/WAIVER INFORMATION TO THE OFFICE OF THE REGISTRAR. SEND THEM TO THE DVISINGOFFICE@SEUNIVERSITY.EDU.**

If the waiver/substitution is for a current senior, then make the notation on the paper audit and do not send it to the advising office.

- If you find it unavoidable to waive a course pre-requisite, send the student to the dean or department chair (or his/her designee) that offers the course. Advisors are authorized to waive a pre-requisite in their own department only.
- College Deans and Department Chairs:
  - Email [registrar@seuniversity.edu](mailto:registrar@seuniversity.edu) with your pre-requisite waiver permission using the notification format below.
  - Tell the student that the Office of the Registrar will enter the course onto their schedule. They **DO NOT** need to come to the office.
- If the pre-requisite waiver is due to an error in the system (i.e. The student transcript indicates the course is taken but the system does not recognize it.) the student should come to the Office of the Registrar to register for that registration.

**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](mailto: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](mailto: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](mailto: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](mailto: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.

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

## The Academic Advising Session

# THE ACADEMIC ADVISING SESSION

**Table 1** The advising session

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

*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.

## Jenzabar EX AV Module and features

The Jenzabar EX Advising module is specifically designed to help manage academic progress by providing students and advisors the following information:

Identify courses that enable students to meet their requirements

Define graduation requirements

Track students' progress toward meeting the necessary requirements.

The Jenzabar EX AV module helps advisors access important information about student academic progress easily. Advisors can also view and track student course history and generate student graduation requirements to maintain progress against degree requirements.

Understand that the Jenzabar EX AV module provides major/minor, unofficial transcripts, course schedule and course history information for those students assigned to a specific advisor. Only students who have declared an intended major(s) of interest are assigned a Specialization Faculty Academic Advisor. Deciding (Undeclared) students are assigned a General Education Academic Advisor until a student has declared his/her major.

Every student that is accepted as a degree-seeking student must declare a major. Students may declare or change his/her program of study by completing a Major Declaration form within the Office of the Registrar during any period of enrollment.

A Declaration of Major must be filed with the Registrar's Office by the 48th credit hour, by the end of the first semester of the sophomore year. A student may change his/her program of study by completing a Major Declaration form within the Office of the Registrar during any period of enrollment.

**Advisee Detail**– View an advisee's student information

**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.

**Aim Summary:** The **Aim Summary** screen displays the details and progress for the specified aim. The following aim summary details are displayed:

Detail for the aim  
Status  
Description  
Begin Date  
End Date  
Comment

**Student Progress:** The **Student Progress** screen displays the progress made by the advisee for a specified aim. For each requirement you are able to view Student Progress detail.

The following student progress details are displayed:

Requirement  
Course Code  
Current Status  
Hours Earned  
Grade Earned

**Aim Requirements:** The **Requirements** screen displays all the necessary courses for the selected requirement. Requirement details displayed include:

Requirement  
Type  
Relation  
ReUse  
Hours  
Detail

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

*\*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.*

**Student Course History** - View a student's completed courses, courses in progress and total credit hours earned. Information provided in this option of the module is the most accurate available.

**Meetings** - View past meeting notes documented by an advisor. You can also add or view any upcoming meetings scheduled by a student's primary advisor.

**Advisors** - View advisor/advisors assigned to students.

**Student Schedule** - View a student's schedules.

**Unofficial Transcript** - View a student's unofficial transcript.

**Student Holds** - View student holds.

## JICS (Jenzabar Internet Campus Solutions) AV Portlet and features

### Jenzabar Login

- >Visit [www.seuniveristy.edu](http://www.seuniveristy.edu)
- >Click on Current Students
- >Click on Student Information Logon
- >Enter your ID Number: **123456789**
- >Enter PASSWORD: **123456**

OR

- >Visit [sfnet.seuniversity.edu](http://sfnet.seuniversity.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	<a href="#">See available courses...</a>		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	<a href="#">See available courses...</a>		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	<a href="#">See available courses...</a>		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3333	JOURNALISM (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	<a href="#">See available courses...</a>		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	<a href="#">See available courses...</a>		3.00			

  

Category Requirements			
Requirement	Status	Needed	Earned
<a href="#">Historical Perspectives (Required)</a>	Required	3.00 Credits	
<a href="#">Mathematics (Required)</a>	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
<a href="#">Natural Science Lecture (Required)</a>	Required	1 Requirement(s)	
<a href="#">Natural Science Lab (Required)</a>	Required	1 Requirement(s)	
<a href="#">Humanities (Required)</a>	Required	3.00 Credits	
<a href="#">Literature (Required)</a>	Required	3.00 Credits	
<a href="#">Foreign Language (Required)</a>	Required	6.00 Credits	
<a href="#">Communications Electives (Required)</a>	Required	21.00 Credits	
<a href="#">New Testament Bible (Required)</a>	Required	1 Requirement(s)	
<a href="#">Religion Electives (Required)</a>	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	<a href="#">See available courses...</a>		3.00			
COMM1422	FUNDAMENTALS OF SPEECH (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM2001	COMMUNICATION SEMINAR (Required)	Required	<a href="#">See available courses...</a>		1.00			
COMM2122	MEDIA ETHICS (Required)	Required	<a href="#">See available courses...</a>		2.00			
COMM2233	INTRO TO MASS COMMUNICATI (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3333	JOURNALISM (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM3533	COMMUNICATION THEORY (Required)	Required	<a href="#">See available courses...</a>		3.00			
COMM4533	COMMUNICATION LAW (Required)	Required	<a href="#">See available courses...</a>		3.00			
PHIL1322	CHRISTIAN THOUGHT I (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL1422	CHRISTIAN THOUGHT II (Required)	Required	<a href="#">See available courses...</a>		2.00			
PHIL2003	PRINCIPLES OF ETHICS (Required)	Required	<a href="#">See available courses...</a>		3.00			

**Category Requirements**

Requirement	Status	Needed	Earned
<a href="#">Historical Perspectives (Required)</a>	Required	3.00 Credits	
<a href="#">Mathematics (Required)</a>	Required	2 Requirement(s)	3.00 Credits; 1 Requirement(s); 9.00 Quality Points; GPA (3.0000)
<a href="#">Natural Science Lecture (Required)</a>	Required	1 Requirement(s)	
<a href="#">Natural Science Lab (Required)</a>	Required	1 Requirement(s)	
<a href="#">Humanities (Required)</a>	Required	3.00 Credits	
<a href="#">Literature (Required)</a>	Required	3.00 Credits	
<a href="#">Foreign Language (Required)</a>	Required	6.00 Credits	
<a href="#">Communications Electives (Required)</a>	Required	21.00 Credits	
<a href="#">New Testament Bible (Required)</a>	Required	1 Requirement(s)	
<a href="#">Religion Electives (Required)</a>	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 JICS AV portlet displays the 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

The screenshot shows a Microsoft Internet Explorer browser window displaying the JICS AV Portlet interface. The page title is 'Faculty - Default Page | Portal - Microsoft Internet Explorer'. The address bar shows 'https://jics.seuniversity.edu/jics/Faculty/'. The page content includes a navigation menu with 'Home', 'Student', 'Faculty', 'Employee Info', 'Finances', and 'My Pages'. A sidebar on the left contains 'Faculty' and 'Quick Links' sections. The main content area is titled 'Faculty' and 'Advisee Roster - Course History Detail'. It shows a table of course history for Ronnie A. Hurtt Jr. for the 2003-2004 academic year, specifically for transfer credit.

Course	Title	Division	Credits	Grade Type	Grade	Requirement
<b>2003-2004-TRANSFER CREDIT</b>						
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 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

**Southeastern University Advising Worksheet**

**Program Information (Student Name or Program):**  
 Eweat, Rebecca Ann  
 622 Campus Dr  
 Wylie, NC 27580  
 (919) 491-1222

**Advisor Information:**  
 Advisor #: COLLEGE OF EDUCATION, Fas  
 Advisor(s): S, J, Wines, Bery Ruth

**Advising Information (Updated For 2005):**

Major 1:	GOAL:	Career Hours Earned:	38.00
ELEMENTARY EDUCATION (K-6)	0.0000	Career GPA:	2.27
		Less Term GPA:	.00
		Current Acad Probation Sta:	

**Primary Aim: 6.B. ELEMENTARY EDUCATION** **67.00 Hours Earned / 67.00 GPA**

Course	Hours	Status	Grade
ENGL2102 INTRO TO LITERATURE	A	3.00	
PROFESSIONAL CODE			
EDUC2102 INTRODUCTION TO EDUCATION course substituted by another: EDUC2102	B	2.00	
EDUC2202 PSYCHOLOGICAL FOUNDATIONS	B	3.00	
EDUC1110 SURVEY EDUCATIONAL LEADERSHIP	B	3.00	
EDUC2102 TEACHING PRINCIPLES PRACT	B	3.00	
EDUC2402 INTRO TO READING	A	3.00	
EDUC2502 INSTRUCTIONAL TECHNOLOGY	A	3.00	
EDUC4242 APPLIED LINGUISTICS/ESOL	A	3.00	
EDUC4110 EMPOWERING ESOL TEACHERS	A	3.00	
EDUC4132 ASSESSMENT OF LEARNERS			
EDUC4202 CLASSROOM MANAGEMENT PRBK			
EDUC4902 SENIOR PRACTICUM			
EDUC4902 STUDENT TEACHING			
MATH REQUIREMENT			
MATH1010 LIBERAL ARTS MATH I	D	3.00	
MATH1020 LIBERAL ARTS MATH II	D	3.00	
NATURAL SCIENCE LAB			
NSD2026 ASTRONOMY & EARTH SCI LAB	A	1.00	
NATURAL SCIENCE LECTURE			
NSD1102 LIFE SCIENCE			
NSD1132 PHYSICAL SCIENCE I			
NSD2020 ASTRONOMY & EARTH SCIENCE	C	2.00	
SOOLOGY FREQ			
BIO1120 OLD TESTAMENT SURVEY	C	2.00	
SPECIALIZATION REQ			
EDUC2102 SOCIAL STUDIES FOR PREK/P			
EDUC2102 MATHEMATICS FOR PREK/EXP			
EDUC2302 TEACHING LANGUAGE ARTS IN			
EDUC2302 CHILDRENS LITERATURE FOR			
EDUC2402 DIAGNOSIS/ASSESSMENT/INT			
EDUC2402 PHYSICAL/MATH/REIN SAFETY			

**Code Key:**  
 \* - Still Required    ID - Course is In Progress    \* - Course still needed  
 - Requirement Met By - Requirement has been met via Substitution (Requirement Met By - Requirement has been met via Waiver)  
 (Approved) - A request has been entered, but not passed/Approved/Track

Advising Worksheet: 07/26/2007 Page 1 of 2 Show: Advanced View - JUNE02

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.**

# JICS AV Portlet - Graduation (Grad) Report Detail

**Graduation Requirements Audit For Degree**  
Southern University  
07/24/2007 12:06:24  
Page 1 of 2

**Student Information:**  
**ID Number:** 20200  
**Name and Address:** Howard, Rebecca Ann  
 823 Curran Drive  
 Wyoming, OR 97150  
**Class:** JUNIOR

**Address:** COLLEGE OF EDUCATION, FACULTY DEVELOPMENT  
 Hunt Jr. Room A  
 UIC  
 Sylvester, Emy Hall  
 MAJOR: UG

**REQUIREMENTS SUMMARY SECTION**

Aim	Requirement	Text	Description	Hours Needed	Hours Earned	Hours In Progress	Courses Needed	Actual Counts	Quality Status	SDA	Notes
MAJOR	105BILD	2100	B.S. ELEMENTARY EDUCATION	126.00	87.00	16.50	5	7	100.00		27/164 Not Met

**REQUIREMENTS DETAIL SECTION**

Requirement	Course	Title/Description	Hours Needed	Hours Earned	Courses Needed	Actual Counts	Status	Grade
EDUC105 - LITERATURE READING			3.00	3.00	0	1	M	A
ENGL103 - INTRO TO LITERATURE	ENGL 2103 04	INTRODUCTION TO LITER	3.00	3.00	0	1	M	A
ELEDCOPE - PROFESSIONAL COPE IN			36.00	17.00	0	4	R	
EDUC103 - INTRODUCTION TO EDUC	EDUC 103 02	INTRODUCTION TO EDUC	3.00	3.00	0	1	M	S B
EDUC203 - PSYCHOLOGICAL FOUND	EDUC 203 02	PSYCHOLOGICAL FOUND	3.00	3.00	0	1	M	L B
EDUC303 - SURVEY OF EDUCATIONAL			3.00	0.00	0	0	R	
EDUC302 - TEACHING PRINCIPLES I	EDUC 302 02	TEACHING PRINCIPLES I	1.00	3.00	0	1	M	L B
EDUC403 - INTRO TO READING	EDUC 3413 01	INTRODUCTION TO READ	3.00	3.00	0	1	M	L A
EDUC404 - INSTRUCTIONAL TECHNI			1.00	0.00	0	0	R	
EDUC404 - APPLIED LINGUISTICS II	EDUC 404 01	APPLIED LINGUISTICS II	3.00	3.00	0	1	M	L A
EDUC413 - EMPOWERING ESOL TEA	EDUC 413 01	EMPOWERING ESOL TEA	3.00	3.00	0	1	M	L A
EDUC423 - CLASSROOM MANAGEMEN			3.00	0.00	0	0	R	
EDUC405 - SENIOR PRACTICUM			0.00	0.00	0	0	R	
EDUC408 - STUDENT TEACHING			6.00	0.00	0	0	R	
ELEMATH - MATH REQUIREMENT			3.00	3.00	0	1	M	
MATH103 - LIBERAL ARTS MATH I	MATH 103 01	LIBERAL ARTS MATH I	3.00	3.00	0	1	M	L D
ELEMTR2 - MATH REQ. 2 (HOURS)			6.00	3.00	0	1	R	
MATH102 - LIBERAL ARTS MATH I	MATH 102 01	LIBERAL ARTS MATH II	3.00	3.00	0	1	M	L D
ELEBNL - NATURAL SCIENCE LAB			1.00	1.00	0	1	M	
NSCI206 - ASTRONOMY & EARTH SC	NSCI 203 02	ASTRONOMY AND EARTH	1.00	1.00	0	1	M	L A
ELEBNS - NATURAL SCIENCE COURSE			6.00	3.00	0	1	R	
NSCI203 - LIFE SCIENCE INTRODU			3.00	0.00	0	0	R	
NSCI100 - PHYSICAL SCIENCES I			3.00	0.00	0	0	R	
NSCI205 - ASTRONOMY & EARTH SC	NSCI 203 01	ASTRONOMY AND EARTH	3.00	3.00	0	1	M	L C
ELEBIOCI - SOCIOLOGY REQ. HOURS			6.00	3.00	0	1	R	
BIOT100 - OLD TESTAMENT SURVEY	BIOT 100	OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T C
ELEBSPIC - SPECIALIZATION REQ. IK			30.00	0.00	0	0	R	
EDUC303 - SOCIAL STUDIES FOR PE			3.00	0.00	0	0	R	
EDUC303 - MATHEMATICS FOR CORE			3.00	0.00	0	0	R	
EDUC303 - TEACHING LANGUAGE A			3.00	0.00	0	0	R	
EDUC303 - CHILDREN'S LITERATURE			3.00	0.00	0	0	R	B
EDUC303 - ONTOGENESIS/ASSESSMEN			3.00	0.00	0	0	R	B
EDUC403 - PHYSICAL THERAPY/PT			3.00	0.00	0	0	R	
EDUC403 - SCIENCE TECHNOLOGY			3.00	0.00	0	0	R	
EDUC403 - MUSICAL/CREATIVE B			3.00	0.00	0	0	R	
ELESDWAV - THE OLD/DISCOVERY			3.00	0.00	0	0	R	

**Requiring Detail Status Legend:**  
 M - Met R - Required N - Not Met I - In Progress L - Local Detail T - Transfer O - Override S - Substitution

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'**, is 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.**

## References

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Steele, G.E., & McDonald, M.L. (2000). Advising students in transition. In V.N. Gordon & W.R. Habley (Eds.), *Academic advisement: A comprehensive handbook* (pp. 144-161). San Francisco, CA: Jossey-Bass.

Slowinski, Patrick T., and Hammock, W. Kerry (2003) Undecided/Open Students. Retrieved June 30, 2005 from the *NACADA Clearinghouse of Academic Advising Resources* Web site:  
[http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/adv\\_underclared.htm](http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/adv_underclared.htm)

# Notes