

Guide to Academic Advising

Promoting a System of Shared Responsibility

8/15/2011
Southeastern University
Office of Academic Advising

Table of Index

I.	The Academic Advising Session.....	2
II.	Career Planning Model.....	3
III.	Academic Resources.....	4
	a. University Catalog.....	5
	b. Four Year Degree Completion Plans [Example].....	7
	c. Degree Audit Forms [Example].....	9
IV.	SIS (Student Information System)/JICS (Jenzabar Internet Campus Solutions): Degree Audit Portlet.....	11
	a. Degree Audit Summary Detail.....	12
	b. Student Course Needs.....	13
	c. Student Course History.....	14
	d. Advising Worksheet: DAR (Degree Audit Report) detail.....	15
	e. Graduation (Grad) Report: DAR (Degree Audit Report) detail.....	16
	f. SIS/JICS: Student Advisement Meeting Notes and Documentation.....	18
V.	SIS/JICS: How to Apply and Remove 'AV-See Your Academic Advisor!' Holds.....	24

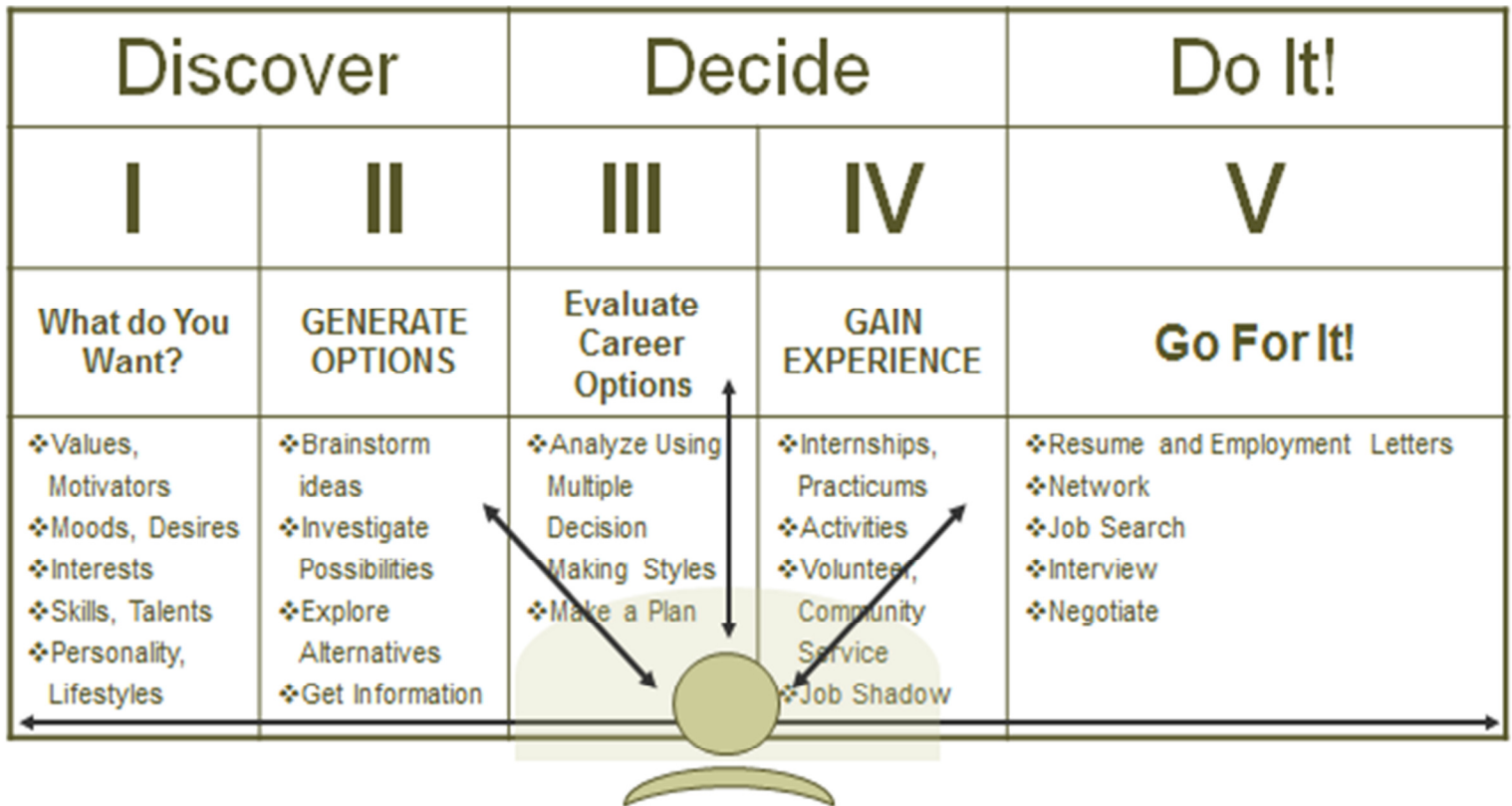
THE ACADEMIC ADVISING SESSION

Table 1: The Advising Session

Five Stages	
Opening the interview	• Opening question or lead, for example “How can I help you?” • Obtain student folder or record. • Show openness, interest, concentrated attention.
Identifying the problem	• 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	• 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	• 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	• Review what has transpired, include restating action steps. • Encourage future contact; make a definite appointment time if referral or assignment has been made. • Summarize what has taken place in student’s folder or record including follow-up steps or assignments if made.

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

Career Planning Model



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

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

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

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

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

Four Year Degree Completion Plans

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

Degree Audit Forms

BACHELOR OF ARTS IN ENGLISH

2011-2012 Catalog

General Education Core - 54 Hrs

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

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

Business - 2 Hrs						
	BUSI	1902	Personal Financial Stewardship			

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

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

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

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

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

Major Core - 40 Hrs***Required Courses- 40 Hrs***

	ENGL	3013	Creative Writing			
	ENGL	2513	British Literature I			
	ENGL	2523	British Literature II			
	ENGL	3333	Advanced Grammar			
	ENGL	3433	Advanced Expository Writing			
	ENGL	3633	American Literature			
	ENGL	3833	Adolescent Literature			
	Choose One:	ENGL-3933, 4023, 4033, 4343				
	ENGL	4133	Introduction to Shakespeare			
	ENGL	4333	World Literature			
	ENGL	4433	Oral Interpretation			
	ENGL	4533	Contemporary Literature			
	ENGL	4733	Literary Theory			
	ENGL	4811	Capstone Seminar for B.A. in English			

General Electives - 26 Hrs

Total Hrs - 126

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

SIS/JICS AV Portlet: Degree Audit Summary Detail

The screenshot displays the 'Degree Audit Summary Detail' page within the SIS/JICS AV Portlet. The page is viewed in a Microsoft Internet Explorer browser window. On the left, there is a 'My Pages' sidebar with links to 'BlackBoard' and 'MySEU'. The main content area features a table of required courses and a section for category requirements.

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

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

At the bottom of the page, there is a button labeled 'Recalculate Student Progress'.

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

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

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

The screenshot displays the 'Degree Audit Summary Detail (Course Needs)' page within the SIS/JICS AV Portlet. The page is viewed in a Microsoft Internet Explorer browser window. On the left, there is a 'My Pages' sidebar with links to 'BlackBoard' and 'MySEU'. The main content area is divided into two sections. The top section is a table listing required courses with columns for 'Req', 'Description', 'Status', 'Course', 'Course Title', 'Needed', 'Earned', 'Needed', and 'Earned'. The bottom section is titled 'Category Requirements' and lists various requirements with their respective status, needed credits, and earned credits. A 'Recalculate Student Progress' button is located at the bottom of the page.

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

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

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

[Recalculate Student Progress](#)

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

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

SIS/JICS AV Portlet: Course History

Faculty - Default Page | Portal - Microsoft Internet Explorer

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

[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

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

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

SIS/JICS AV Portlet: Advising Worksheet Report

The screenshot shows a web browser window displaying the 'Southern University Advising Worksheet'. The address bar shows the URL: https://jics.seuniversity.edu/jics/Applications/CRM/Reports/gope0s453gdp455luewwtlv12_58_09_PM_AdvisingWorksheet.pdf. The browser is Microsoft Internet Explorer, and the page is being viewed in Adobe Reader 7.0.

The report content includes:

- Student Information:**
 - Name: Rebecca Ann
 - Address: 623 Carmel Drive, Wyomissing, PA 19380, (610) 875-1232
- Advisor Information:**
 - Advisor: COLLEGE OF EDUCATION, PA
 - Advisor: Sylvia Ann, Bay Park
- Course Information (College Year 2002):**
 - Major: 1: ELEMENTARY EDUCATION (EC)
 - CRN: 00000
 - Career Hours Earned: 19.00
 - Career CRN: 2.00
 - Life Term CRN: .00
 - Current Acad Distribution (EC):
- Academic Aims and Progress:**
 - LITERATURE REQ:**
 - ENGL2101: INTRO TO LITERATURE A 3.00
 - PROFESSIONAL COCK
 - EDUC2101: INTRODUCTION TO EDUCATION course substituted by student EDUC2101 B 3.00
 - EDUC2201: PSYCHOLOGICAL FOUNDATIONS B 3.00
 - EDUC2110: SURVEY DISCIPLINARY LEARNER
 - EDUC2210: TEACHING PRINCIPLES PRACT
 - EDUC2401: INTRO TO READING A 3.00
 - EDUC2601: INSTRUCTIONAL TECHNOLOGY A 3.00
 - EDUC2404: APPLIED LINGUISTICS ESOL
 - EDUC4112: EMPOWERING ESOL TEACHERS A 3.00
 - EDUC4133: ASSESSMENT OF LEARNERS
 - EDUC4201: CLASSROOM MANAGEMENT PRACT
 - EDUC4201: SENIOR PRACTICUM
 - EDUC4201: STUDENT TEACHING
 - MATH REQUIREMENT:**
 - MATH1012: LIBERAL ARTS MATH I D 3.00
 - MATH1012: LIBERAL ARTS MATH I D 3.00
 - NATURAL SCIENCE LAB
 - NSC2010: ASTRONOMY & EARTH SCI LAB A 1.00
 - NATURAL SCIENCE LECTURE:**
 - NSC1010: LIFE SCIENCE
 - NSC1101: PHYSICAL SCIENCE I
 - NSC2010: ASTRONOMY & EARTH SCIENCE C 3.00
 - SOCIOLOGY REQ:**
 - SOCI1101: OLD TESTAMENT SURVEY C 3.00
 - SPECIALIZATION REQ:**
 - EDUC2101: SOCIAL STUDIES FOR PREPUB
 - EDUC2101: MATHEMATICS FOR PREPUB
 - EDUC2101: TEACHING LANGUAGE ARTS IN
 - EDUC2101: CHILDREN'S LITERATURE FOR
 - EDUC2101: DIAGNOSIS/ASSESSMENT/
 - EDUC2101: PHYSICAL/MENTAL SAFETY

At the bottom of the report, there is a 'Notes' section with the following text:

 - * - Still Required
 - * - Course is In Progress
 - * - Requirement has been met via Substitution
 - * - Requirement has been met via Waiver
 - Unapproved - A decision has been entered, but not passed Approval Track

The report is titled 'Advising Worksheet' and is dated 07-26-2007. It is page 1 of 2, and the user is logged in as 'Brown, Rebecca Ann - JUNIOR'.

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

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

SIS/JICS AV Portlet: Graduation (Grad) Report

Southern University Advising Worksheet

Student Information:
 Name: Rebecca Ann
 623 Carman Drive
 Wyomissing, PA 19810
 (610) 870-1232

Advising Information:
 Advisor: COLLEGE OF EDUCATION, PA
 Advisor: Sylvia Ann, Bay Park

Advising Information (Continued):
 Major: ELEMENTARY EDUCATION (ED)
 GPA: 3.0000
 Career Hours Earned: 18.00
 Career GPA: 2.87
 Last Term GPA: .00
 Cumulative Distribution: .00

Advising Aims & ELIGIBILITY EDUCATION

Aim	Requirement	Grade	Hours
LITERATURE REQ.			
ENGL2101	INTRO TO LITERATURE	A	3.00
EDUC2101	INTRODUCTION TO EDUCATION	B	3.00
EDUC2201	PSYCHOLOGICAL FOUNDATIONS	B	3.00
EDUC2110	SURVEY OF EDUCATIONAL LEARNING	B	3.00
EDUC2210	TEACHING PRINCIPLES PRACT	B	3.00
EDUC2401	INTRO TO READING	A	3.00
EDUC2601	INSTRUCTIONAL TECHNOLOGY	A	3.00
EDUC2404	APPLIED LINGUISTICS ESOL	A	3.00
EDUC4112	EMPOWERING ESOL TEACHERS	A	3.00
EDUC4133	ASSESSMENT OF LEARNERS		
EDUC4201	CLASSROOM MANAGEMENT / PRAC		
EDUC4201	SENIOR PRACTICUM		
EDUC4201	STUDENT TEACHING		
MATH REQUIREMENT			
MATH1010	LIBERAL ARTS MATH I	D	3.00
MATH1020	LIBERAL ARTS MATH II	D	3.00
NATURAL SCIENCE LAB			
NSC2010	ASTRONOMY & EARTH SCI LAB	A	1.00
NATURAL SCIENCE LECTURE			
NSC1020	LIFE SCIENCE		
NSC1101	PHYSICAL SCIENCE I		
NSC2020	ASTRONOMY & EARTH SCIENCE	C	3.00
SOCIOLOGY REQ.			
SOCI1010	OLD TESTAMENT SURVEY	C	3.00
SPECIALIZATION REQ.			
EDUC2101	SOCIAL STUDIES FOR PREPUB		
EDUC2101	MATHEMATICS FOR PREPUB		
EDUC2101	TEACHING LANGUAGE ARTS IN		
EDUC2101	CHILDREN'S LITERATURE FOR		
EDUC2101	DIAGNOSIS/ASSESSMENT/INT		
EDUC2101	PHYS. HEALTH/REINTEGRITY		

Notes:
 * - Still Required
 * - Requirement Met By - Requirement has been met via Substitution
 * - Requirement Met By - Requirement has been met via Waiver
 * - Requirement Met By - Requirement has been met via Approval Track

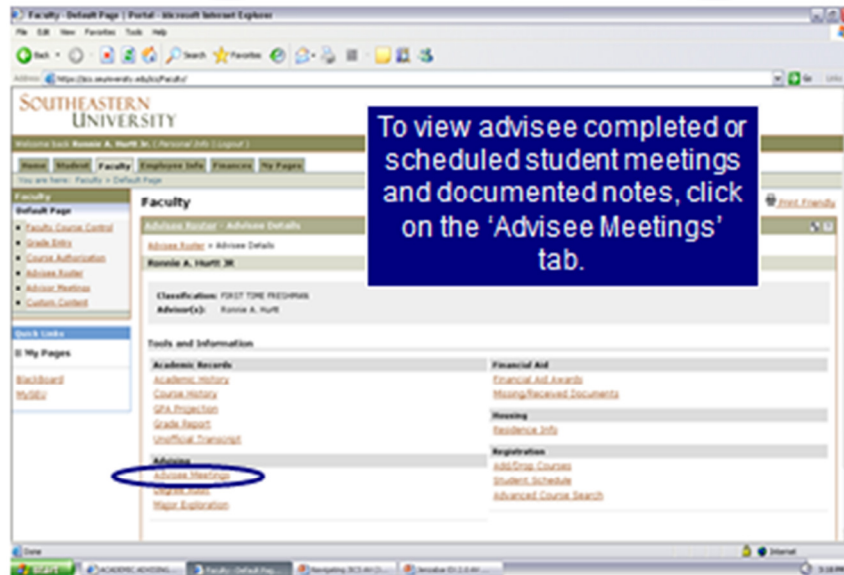
Advising Worksheet (7/26/2007) Page 1 of 2 Brown, Rebecca Ann - JUNIOR

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

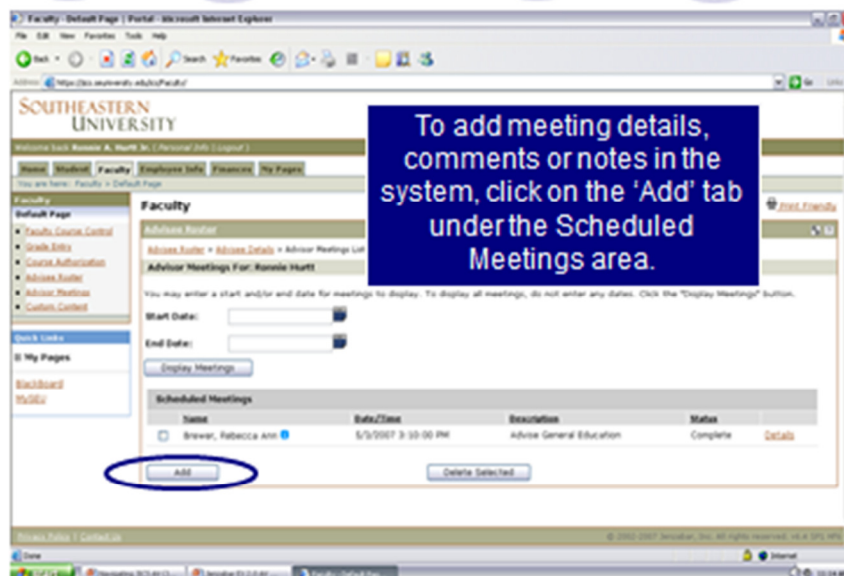
****This report is provided as an advisement tool. It is not an official record; however, discrepancies should be brought to the attention of your advisor or the Director of Academic Advising.***

SIS/JICS: Student Advisement Meeting Notes and Documentation

To view Advisee Meetings



How to enter Advisee Meeting Notes into the AV Portlet



How to enter Advisee Meeting Notes into the AV Portlet

Use the drop down boxes for Name: field, Date/Time: field, Meeting Description: field and Status: field to select appropriate meeting details.

Form Fields:

- Name: * (Select an advisee)
- Date/Time: * (1/24/2007, 12:00 AM)
- Description: * (ADVISE - Advise General Education)
- Status: * (C - Complete)
- Purpose: (Text area)
- Notes: (Text area)

A maximum of 4000 characters is accepted in the Notes field. Data which exceeds the maximum length will be truncated.

[Send Meeting Notification To Advisee](#)

Buttons: Save, Save and Add Another, Reset, Cancel

How to enter Advisee Meeting Notes into the AV Portlet

Type in a meeting title in the Meeting Purpose field: and appropriate meeting details in the Notes: field.

Form Fields:

- Name: * (Brewer, Rebecca Ann)
- Date/Time: * (1/11/2007, 4:30 PM)
- Description: * (ADVISE - Advise Graduation)
- Status: * (C - Complete)
- Purpose: (Graduation Status Review)
- Notes: (Student completed all Summer term I and II courses satisfactorily. She is currently taking 17.00 hours this term and will plan to take 13.00 hour next semester)

[Send Meeting Notification To Advisee](#)

Buttons: Save, Save and Add Another, Reset, Cancel

There are no meetings scheduled for a later date for this advisee.

How to enter Advisee Meeting Notes into the AV Portlet

Then, click on the 'Save' or the 'Save and Add Another' tab to save documented advisee meeting details.

Faculty - Default Page | Portal - Microsoft Internet Explorer

SOUTHEASTERN UNIVERSITY

Home | Student | Faculty | Employee Info | Finance | My Pages

You are here: Faculty > Default Page

Faculty

Default Page

- Faculty Group Control
- Grade Entry
- Course Authorization
- Advisee Roster
- Advisee Meeting
- Custom Control

Quick Links

My Pages

Backboard

MySite

Advisee Roster - Meeting Details

Advisee Roster > Advisee Details > Advisee Meeting List > Meeting Details

Advisee Meetings For: Ronnie A. Hunt Jr.

Name: * [Brewer, Rebecca Ann] [v]

Date/Time: * [9/11/2007] [v] [10:00 AM] [v]

Description: [ADVISEE - Advisee Graduation] [v]

Status: [C - Complete] [v]

Purpose: [Graduation Status Review] [v]

Notes: [Student completed all Summer term I and II courses satisfactorily. She is currently taking 17.00 hours this term and will plan to take 15.00 hour next semester.] [v]

Send Meeting Notification To Advisee

[Save] [Save and add another] [Reset] [Cancel]

There are no meetings scheduled for a later date for this advisee.

How to enter Advisee Meeting Notes into the AV Portlet

Lastly, check the 'Scheduled Meetings' area to be sure your documented advisee meeting details have been recorded and saved in the system.

Faculty - Default Page | Portal - Microsoft Internet Explorer

SOUTHEASTERN UNIVERSITY

Home | Student | Faculty | Employee Info | Finance | My Pages

You are here: Faculty > Default Page

Faculty

Default Page

- Faculty Group Control
- Grade Entry
- Course Authorization
- Advisee Roster
- Advisee Meeting
- Custom Control

Quick Links

My Pages

Backboard

MySite

Advisee Roster

Advisee Roster > Advisee Details > Advisee Meeting List > Advisee Meeting

Advisee Meetings For: Ronnie Hunt

You may enter a start and/or end date for meetings to display. To display all meetings, do not enter any dates. Click the "Display Meetings" button.

Start Date: [] [v]

End Date: [] [v]

[Display Meetings]

Scheduled Meetings

Name	Date/Time	Description	Status	Details
Brewer, Rebecca Ann	9/11/2007 9:00:00 AM	Advisee General Education	Complete	Details
Brewer, Rebecca Ann	9/11/2007 4:30:00 PM	Advisee Graduation	Complete	Details

[Add] [Delete Selected]

Viewing Advisee Meetings

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

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

The screenshot shows the 'Faculty' page for Ronnie A. Hurt. The 'Display Meetings' tab is selected. Below the 'Start Date' and 'End Date' fields, the 'Display Meetings' button is highlighted. A table titled 'Scheduled Meetings' displays the following information:

Name	Date/Time	Description	Status	Details
Brewer, Rebecca Ann	5/5/2017 9:30:00 PM	Advise General Education	Complete	Details

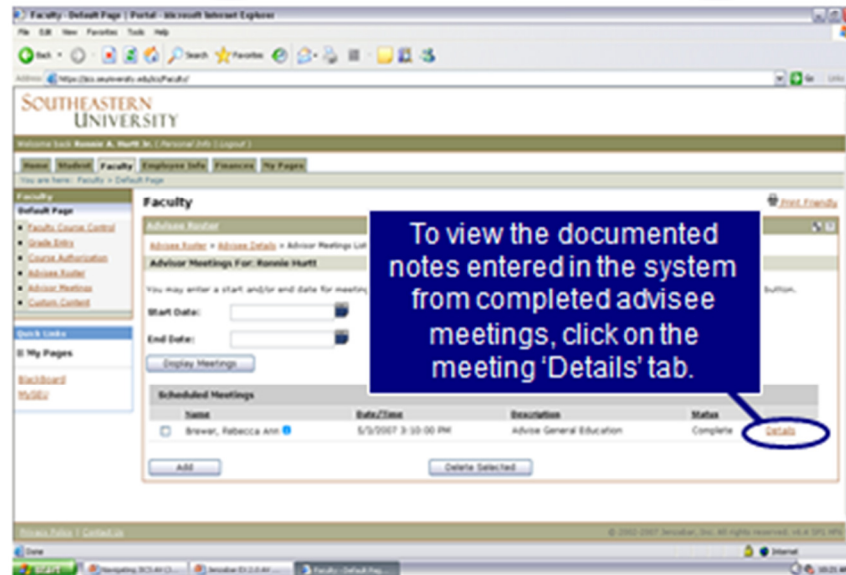
Viewing Advisee Meetings

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

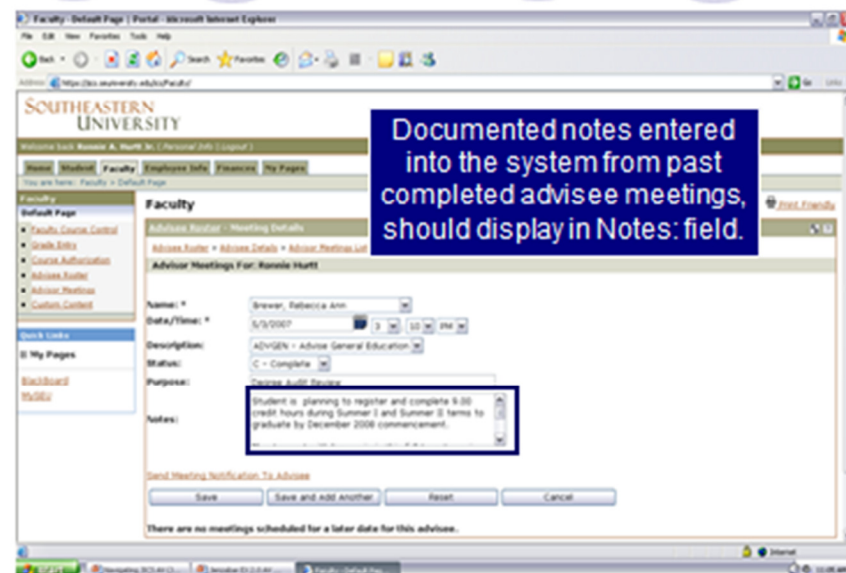
Then, all completed or scheduled student meetings and documented notes, should be displayed to view.

This screenshot is identical to the one above, showing the 'Faculty' page for Ronnie A. Hurt with the 'Display Meetings' tab selected and the 'Scheduled Meetings' table.

To view Advisee Meeting Notes



Viewing Advisee Meeting Notes



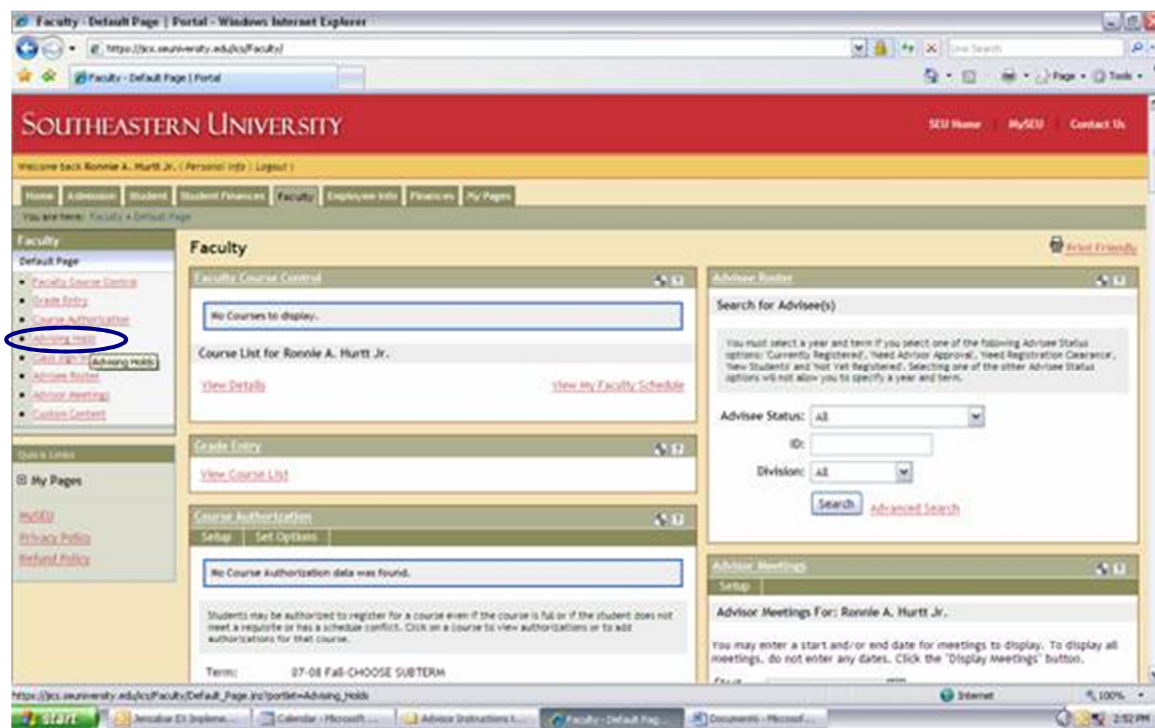
SIS/JICS: How to Apply and Remove 'AV-See Your Academic Advisor' holds

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

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

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

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



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

Faculty - Default Page | Portal - Windows Internet Explorer

https://lcc.seu.edu/faculty/Default_Page.js?portal=Advising_Holds

Faculty - Default Page | Portal

Faculty

Advising Holds

Student ID	Name	Advising Holds	Edit
1825	Abel, Lora Jean	No advising hold	Edit
328426	Acevedo, Debora Jessica	No advising hold	Edit
248792	Alexander, Sahal J A	No advising hold	Edit
353902	Anderson, Hiesha H	No advising hold	Edit
345622	Andrews, William Ignatius	No advising hold	Edit
134586	Arnold, Ashley Danielle	No advising hold	Edit
259264	Ashe, Clarissa Ann Marie	No advising hold	Edit
259444	Austin, Paul Thomas	No advising hold	Edit
145854	Auterson, Jonathan Michael	No advising hold	Edit
249530	Earnes, Ashley Nicole	No advising hold	Edit
289572	Baugh, Ashley Nicole	No advising hold	Edit
180790	Bell, Mark A	No advising hold	Edit
316440	Bell, Stacey Pearl	No advising hold	Edit
327176	Beltran, Alexander Manuel	No advising hold	Edit
311326	Beresford, Madison Cannon	No advising hold	Edit
367704	Bermudez, Luis Emmanuel	No advising hold	Edit
290120	Bilher, Natasha Marie	No advising hold	Edit

Faculty - Default Page | Portal - Windows Internet Explorer

https://lcc.seu.edu/faculty/Default_Page.js?portal=Advising_Holds

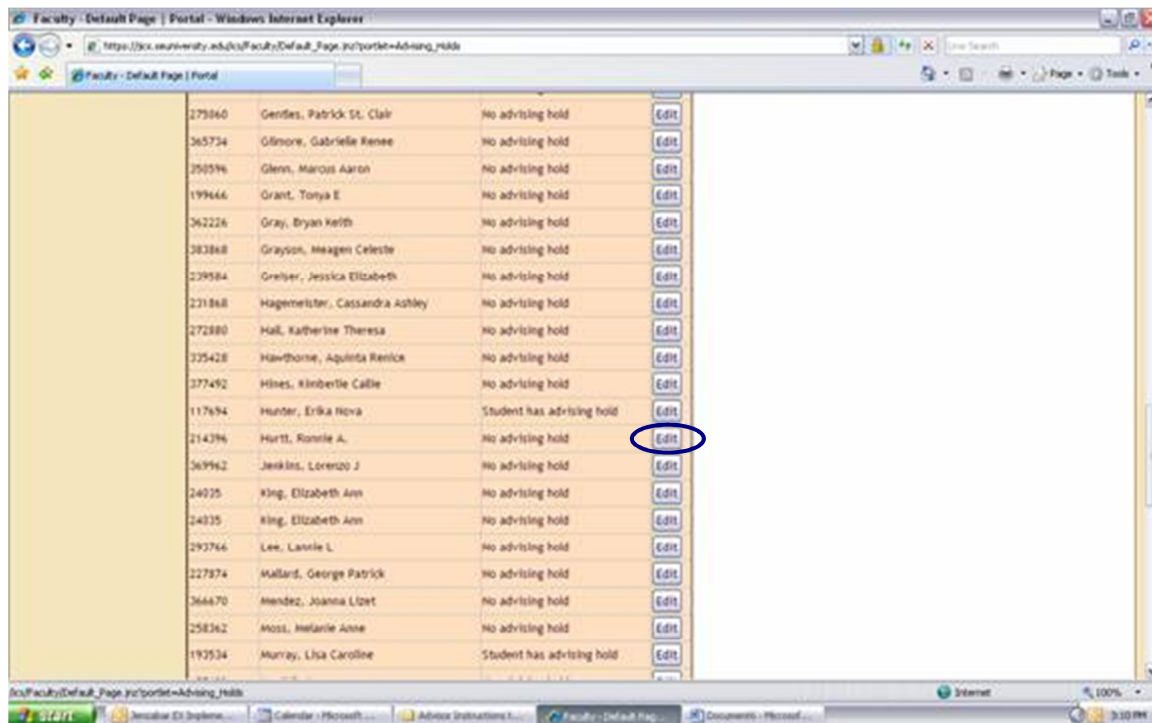
Faculty - Default Page | Portal

Faculty

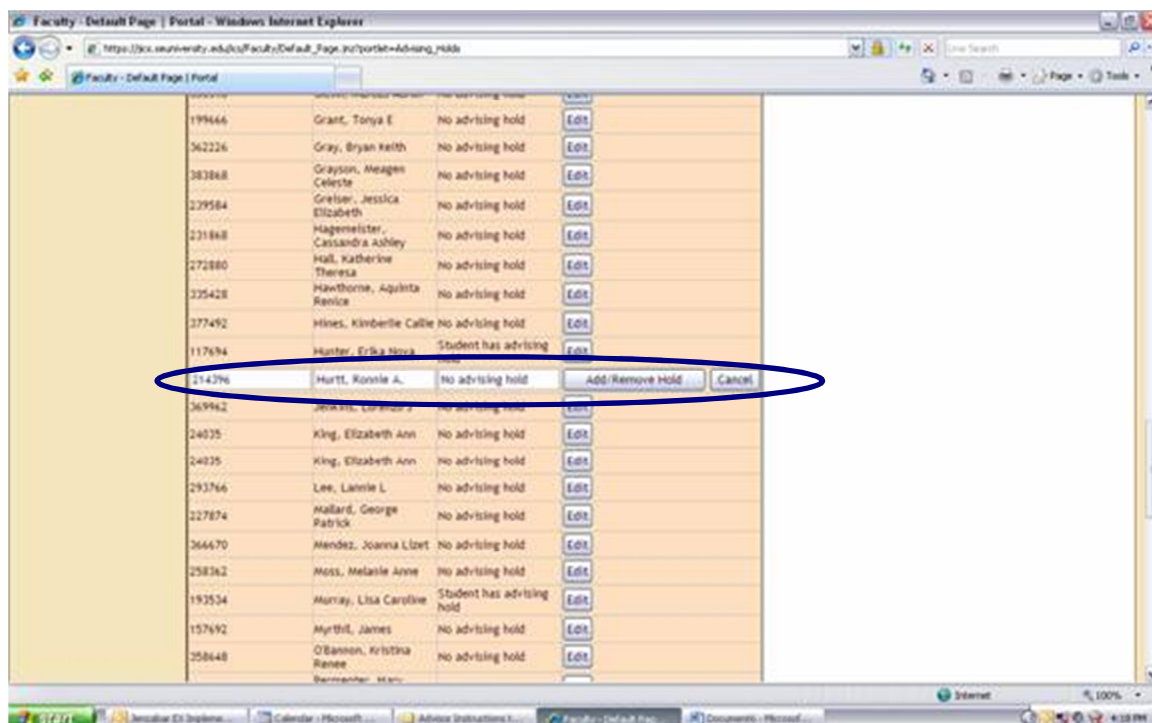
Advising Holds

275860	Gentles, Patrick St. Clair	No advising hold	Edit
365734	Gilmore, Gabrielle Renee	No advising hold	Edit
350596	Glenn, Marcus Aaron	No advising hold	Edit
199466	Grant, Tonya E	No advising hold	Edit
362226	Gray, Bryan Keith	No advising hold	Edit
383868	Grayson, Meagen Celeste	No advising hold	Edit
239584	Grieser, Jessica Elizabeth	No advising hold	Edit
231868	Hagemelster, Cassandra Ashley	No advising hold	Edit
272880	Hall, Katherine Theresa	No advising hold	Edit
325428	Hawthorne, Aquinta Renice	No advising hold	Edit
377492	Hines, Kimberlie Calie	No advising hold	Edit
117634	Hunter, Erika Nicole	Student has advising hold	Edit
214396	Hurt, Rionle A.	No advising hold	Edit
369962	Jenkins, Lorenzo J	No advising hold	Edit
24975	King, Elizabeth Ann	No advising hold	Edit
24835	King, Elizabeth Ann	No advising hold	Edit
293766	Lee, Lannie L	No advising hold	Edit
227874	Mallard, George Patrick	No advising hold	Edit
366670	Mendez, Joanna Loret	No advising hold	Edit
258362	Moss, Melanie Anne	No advising hold	Edit
193534	Murray, Lisa Caroline	Student has advising hold	Edit

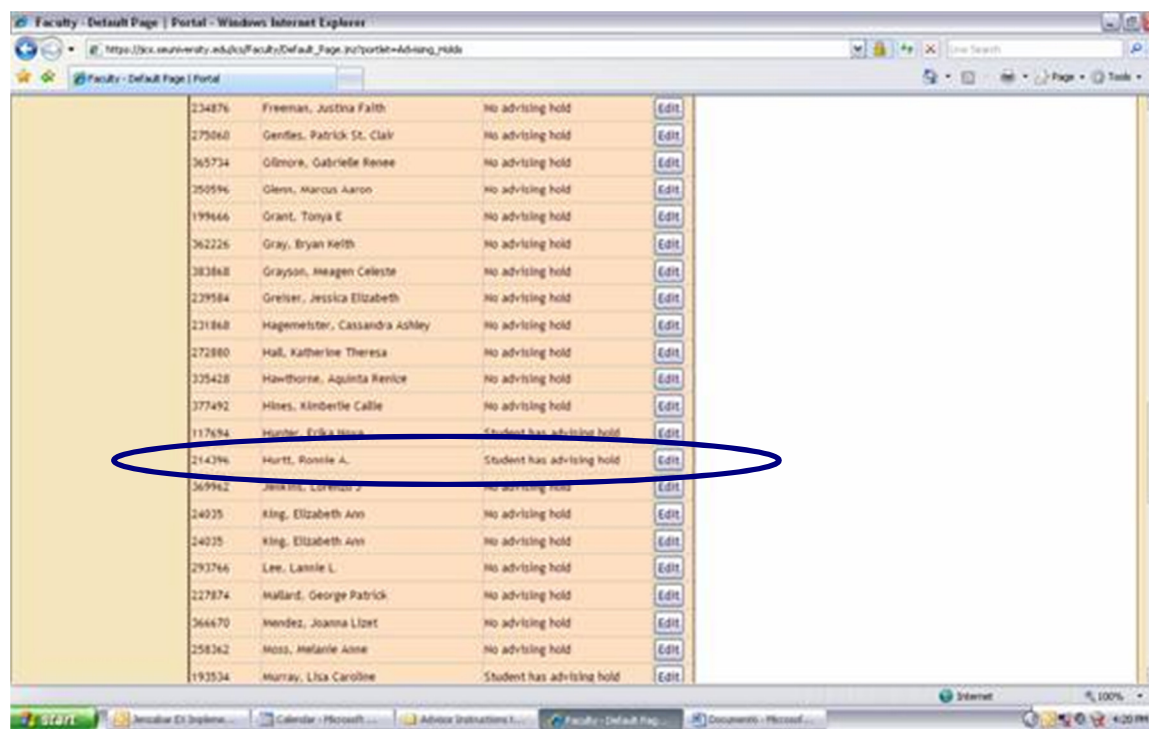
- Then, click to the 'Edit' button locate to the right of the appropriate student's name to apply an AV-See Your Academic Advisor hold on student.



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



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



ID	Name	Advising Hold Status	Action
234876	Freeman, Justina Faith	No advising hold	Edit
275060	Gentles, Patrick St. Clair	No advising hold	Edit
365734	Gilmore, Gabrielle Renee	No advising hold	Edit
250596	Glenn, Marcus Aaron	No advising hold	Edit
199666	Grant, Tonya E	No advising hold	Edit
362226	Gray, Bryan Keith	No advising hold	Edit
383868	Grayson, Meagen Celeste	No advising hold	Edit
239584	Greiser, Jessica Elizabeth	No advising hold	Edit
231868	Hagemelster, Cassandra Ashley	No advising hold	Edit
272880	Hall, Katherine Theresa	No advising hold	Edit
225428	Hawthorne, Aquinta Renice	No advising hold	Edit
377492	Hines, Kimberlie Callie	No advising hold	Edit
117694	Hunter, Erika Hana	Student has advising hold	Edit
214396	Hurtt, Ronnie A.	Student has advising hold	Edit
369962	Jimenez, Lorenzo J	No advising hold	Edit
240235	King, Elizabeth Ann	No advising hold	Edit
240235	King, Elizabeth Ann	No advising hold	Edit
293766	Lee, Lannie L.	No advising hold	Edit
227874	Mallard, George Patrick	No advising hold	Edit
366670	Mendez, Joanna Lizet	No advising hold	Edit
258362	Moss, Melanie Anne	No advising hold	Edit
193534	Murray, Lisa Caroline	Student has advising hold	Edit

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

NOTE:

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

Notes

Guide to Academic Advising

Promoting a System of Shared Responsibility

8/15/2011
Southeastern University
Office of Academic Advising