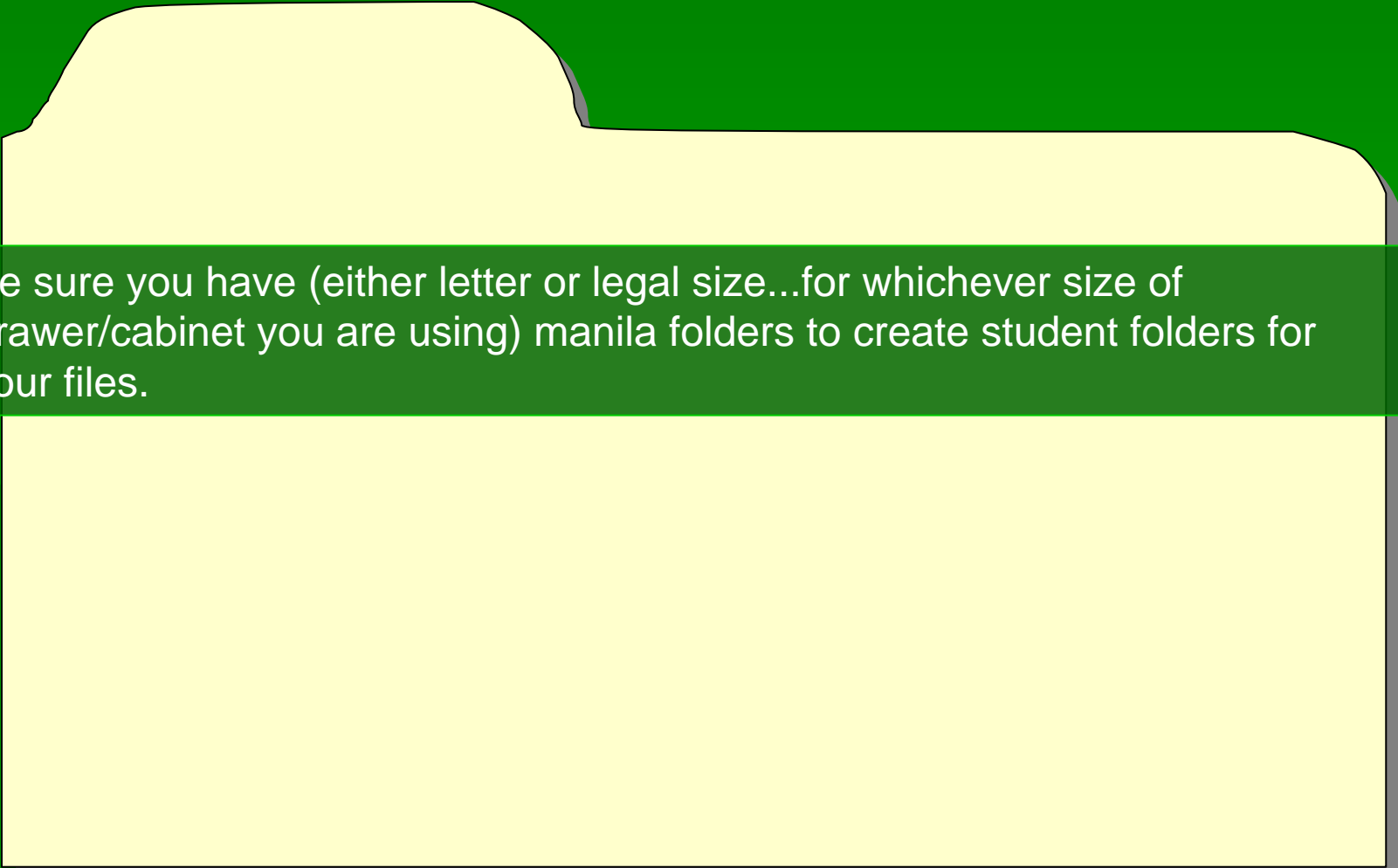


How to Create and Manage a Student Advising folder

Ronnie Hurtt Jr.
Director of Academic Advising
Office of Academic Advising
Phone ext. 5082

How to Create a Student Advisement folder



Be sure you have (either letter or legal size...for whichever size of drawer/cabinet you are using) manila folders to create student folders for your files.

How to label a Student Advising folder



123456 – Hurtt Jr., Ronnie

Next, label an advisee's folder by simply typing or writing in the following student information:

1. Student ID Number: 123456 (example)
2. Student Last Name: Hurtt Jr.
3. Student First Name: Ronnie

What documents should be included in a student advisement folder?

- General Information Form (if available)
- Course History record
- Unofficial Transcript record
- Major/Minor Degree Audit Form(s)
- DAR's (Degree Audit Reports) from JICS:
 - Advising Worksheet (and/or)
 - Graduation Report
- Meeting notes, e-mails and any other related documents

Student Advising folder contents – Course History

123456 – Hurtt Jr., Ronnie

Advisee Roster - Course History Detail

Advisee Roster > Advisee Details > Course History Detail

Course History for Ronnie A. Hurtt Jr.

Holds

Hold	Type
<input type="checkbox"/> SV - SURVEY HOLD - ACADEMIC ADVSG	Grade report hold Registration hold

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

Student Advising folder contents - Unofficial Transcript

123456 - Hurtt

ID : 214356													
Name : Ronnie A. Hurtt, Jr.													
<hr/>													
Degree/Division													
Advisors : Mr. Ronnie A. Hurtt Jr.													
<hr/>													
Course Number	Title	CR Type	Grade	Rpts	Hrs	As	Hrs	Br	Hrs	Qps	Qual	Dis	GPA
05-2004 : TRANSFER CREDIT													
XLC COUNTY COMMUNITY COLLEGE LAKELAND FL													
ENCC 1.01	ENGLISH COMPOSITION I	TR	A		3.00		3.00		3.00		12.00		
ENCC 2.01	ENGLISH COMPOSITION II	TR	A		3.00		3.00		3.00		12.00		
MATC 1.01.1	INTRODUCTION TO ALGEBRA	TR	C		3.00		3.00		3.00		6.00		
MATC 1.01.2	LIBERAL ARTS MATH	TR	B		3.00		3.00		3.00		6.00		
SPAN 2.01	BEGINNER SPANISH II	TR	A		3.00		3.00		3.00		12.00		
SPAN 1.01	BEGINNER SPANISH I	TR	C		3.00		3.00		3.00		6.00		
					Term Totals :	18.00		18.00		18.00		67.00	3.1956
					Career Totals :	18.00		18.00		18.00		67.00	3.1956
05-2004 : TRANSFER CREDIT													
C KEY AND DAISY UNIVERSITY ORLANDO FL													
PSY 1.01	PSYCHOLOGY BASICS - FOUND	TR	B		3.00		3.00		3.00		6.00		
PSY 3.01	MARRIAGE & FAMILY COUNSEL	TR	A		3.00		3.00		3.00		12.00		
PSY 3.02	FIXING THE QUACKS IN OUR M	TR	A		3.00		3.00		3.00		12.00		
REL 1.01	OLD TESTAMENT SURVEY	TR	B		3.00		3.00		3.00		6.00		
					Term Totals :	12.00		12.00		12.00		42.00	3.5000
					Career Totals :	30.00		30.00		30.00		99.00	3.3000
					Division Career Totals :	30.00		30.00		30.00		99.00	3.3000
Grade Information :													
1) Date Conferred :													

Student Advising folder contents - Degree Audit Form

123456 – Hurtt

**BACHELOR OF ARTS/BACHELOR OF SCIENCE
GENERAL EDUCATION CORE
2005-2006 Catalog**

NAME _____ MAJOR 1 _____ MAJOR 2 _____
ID # _____ MNOR 1 _____ MNOR 2 _____

General Education Core - 54 Hrs				
Arts of Communication - 9 Hrs				
	Grade	Credit Hrs	Year/Term	X-Ref
COMM 1433	Fundamentals of Speech			
ENGL 1133	English Composition I			
ENGL 1233	English Composition II			
Language Requirement (Intermediate Level) - 6 Hrs (Bachelor of Arts only) Students who demonstrate proficiency at the Intermediate B Level may take 6 additional hours of General Electives				
Behavioral/Social Sciences - 9 Hrs				
PSYC 1133	Introduction to Psychology			
SOCI 2133	Introduction to Sociology Historical Perspective (Select One): HIST 1013, 1023, 2013, 2023, SOCI 4133, 4233			
Mathematics - 6 Hrs Select two of the following: MATH 1213, 1313, 1323, 3033				
Natural Sciences (with Lab) - 4 Hrs				
Humanities and Fine Arts - 9 Hrs				
PHIL 2003**	Principles of Ethics Humanities Elective (Select One): ENGL 2233, COMM 2033, COWM 2433, MUSC 1003			
Literature Elective (Select One): ENGL 2133, 3133, 3233, 3633, 4333, 4533				
**This course is cross-referenced as Religion and counts toward the 20 Hr Religion requirement				
Religion Core - 20 Hrs				
BIOT 1133	Old Testament Survey			
BINT 1233	New Testament Survey			
BINT 2222	Life of Christ or BINT 3422 Acts			
PHIL 1322	Christian Thought I			
PHIL 1422	Christian Thought II			
PHIL 2003	Principles of Ethics			
Religion Electives - 5 Hrs				

THIS FORM REPRESENTS THE GENERAL EDUCATION REQUIREMENT FOR THE MAJORITY OF BACHELOR OF ARTS MAJORS. IT DOES NOT GUARANTEE APPLICABILITY TOWARDS THE GENERAL EDUCATION REQUIREMENT OF ALL BACHELOR OF ARTS MAJORS OFFERED AT SOUTHEASTERN COLLEGE. CHECK THE CURRENT ACADEMIC CATALOGS FOR APPROPRIATE GENERAL EDUCATION REQUIREMENTS FOR YOUR MAJOR(S) OF INTEREST.

Student Advising folder contents - Advising Worksheet

123456 – Hurtt

Southwestern University Advising Worksheet

Personal Information (Legal Name or Pseudonym):

Brewer, Rebecca Ann
623 Carman Drive
Wilmington, PA 19810
(610) 670-1233

Address Information:

Advisor #1: COLLEGE OF EDUCATION, Fac
Advisor #2: Sylvester, Betty Ruth

Degree Information (Catalog Year 2005)

Major 1: ELEMENTARY EDUCATION (K-6) GPA: 0.0000

Career Hours Earned: 93.00

Career GPA: 2.87

Last Term GPA: .00

Current Acad Probation Sts:

Primary AAI: B.S. ELEMENTARY EDUCATION

67.00 Hours Earned / 2.73 GPA

LITERATURE REQ.			
ENGL2133	INTRO TO LITERATURE	A	3.00
* PROFESSIONAL CORE			
EDUC2123	INTRODUCTION TO EDUCATION: course substituted by another: EDUC2133	B	2.00
EDUC2233	PSYCHOLOGICAL FOUNDATIONS	B	3.00
IP	EDUC2113	SURVEY EXCEPTIONAL LEARNE	
EDUC2123	TEACHING PRINCIPLES PRACT	B	3.00
EDUC3483	INTRO TO READING	A	3.00
* EDUC3503			
EDUC4043	INSTRUCTIONAL TECHNOLOGY		
EDUC4113	APPLIED LINGUISTICS/ESOL	A	3.00
EDUC4113	EMPOWERING ESOL TEACHERS:	A	3.00
* EDUC4133			
EDUC4133	ASSESSMENT OF LEARNERS		
* EDUC4223			
EDUC4223	CLASSROOM MANAGEMENT PREK		
* EDUC4900			
EDUC4900	SENIOR PRACTICUM		
* EDUC4906			
EDUC4906	STUDENT TEACHING		
MATH REQUIREMENT			
WTH1313	LIBERAL ARTS MATH I	D	3.00
* MATH REQ. 2			
WTH1323	LIBERAL ARTS MATH II	D	3.00
NATURAL SCIENCE LAB			
NSCI203L	ASTRONOMY & EARTH SCI LAB	A	1.00
* NATURAL SCIENCE LECTURE			
IP	NSCI1033	LIFE SCIENCE	
* NSCI1133			
NSCI1133	PHYSICAL SCIENCE I		
NSCI2033	ASTRONOMY & EARTH SCIENCE	C	3.00
* SOCIOLOGY REQ.			
BIOT1133	OLD TESTAMENT SURVEY	C	3.00
* SPECIALIZATION REQ.			
* EDUC2153			
EDUC2153	SOCIAL STUDIES FOR PREK/UP		
* EDUC2183			
EDUC2183	MATHEMATICS FOR PREK/PRIM		
* EDUC3223			
EDUC3223	TEACHING LANGUAGE ARTS IN		
IP	EDUC3333	CHILDRENS LITERATURE FOR	
IP	EDUC3423	DIAGNOSIS/ASSESSMENT/EVAL	
* EDUC3443			
EDUC3443	PHYSL HLTH/NUTRITN SAFETY		

Code Key:

* - Still Required IP - 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
 Unapproved - A violation has been entered, but not passed Approval Track

Student Advising folder contents - Graduation Report

123456 - Hurtt

L_grad_rpt		Graduation Requirements Audit For Degree		07/24/2007 12:39:24							
		Southeastern University		Page 1 of 2							
<u>ID Number</u>	<u>Name and Address</u>			<u>Class</u>							
2029100	Brewer, Rebecca Ann 653 Carman Drive Wilmington, PA 19810			JUNIOR							
<u>Name</u>	<u>Type</u>	<u>Division</u>									
Advisor(s): COLLEGE OF EDUCATION, Facul	DEPTC	UG									
Hurt Jr., Ronnie A.	UG	UG									
Sylvester, Betty Ruth	MAJOR	UG									
REQUIREMENTS SUMMARY SECTION											
<u>Alt</u>	<u>Requirement</u>	<u>Year</u>	<u>Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Hours In Progress</u>	<u>Course Needed</u>	<u>Actual Counts</u>	<u>Quality Points</u>	<u>GPA</u>	<u>Status</u>
MAJOR	05BSELED	2005	B.S. ELEMENTARY EDUC	126.00	87.00	14.00	0	7	152.00	2.7154	Not Met
REQUIREMENTS DETAIL SECTION						Offer Date: 00/00/0000		Enter Date: 00/00/0000			
REQUIRED						TAKEN					
<u>Requirement</u>	<u>Course</u>	<u>Title</u>	<u>Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Course Needed</u>	<u>Actual Counts</u>	<u>Status</u>	<u>Grade</u>		
EDUT - LITERATURE REQ.				3.00	3.00	0	1	M			
ENGL2133 - INTRO TO LITERATURE	ENGL 2133 04		INTRODUCTION TO LITER	3.00	3.00	0	1	M	L	A	
ELED CORE - PROFESSIONAL CORE (H				36.00	17.00	0	4	R			
EDUC2133 - INTRODUCTION TO EDUC	EDUC 125		INTRODUCTION TO EDUC	2.00	2.00	0	1	M	T	S	B
EDUC2033 - PSYCHOLOGICAL FOUND	EDUC 2033 00		PSYCHOLOGICAL FOUND	3.00	3.00	0	1	M	L	B	
EDUC2113 - SURVEY EXCEPTIONALL				3.00	0.00	0	0	R			
EDUC3123 - TEACHING PRINCIPLES I	EDUC 3123 00		TEACHING PRINCIPLES &	1.00	3.00	0	1	M	L	B	
EDUC3463 - INTRO TO READING	EDUC 3413 01		INTRODUCTION TO REA	3.00	3.00	0	1	M	L	A	
EDUC3603 - INSTRUCTIONAL TECHNI				1.00	0.00	0	0	R			
EDUC4043 - APPLIED LINGUISTICS (E	EDUC 4043 01		APPLIED LINGUISTICS (E)	3.00	3.00	0	1	M	L	A	
EDUC4113 - EMPOWERING ESOL TEA	EDUC 4113 01		EMPOWERING ESOL TEA	3.00	3.00	0	1	M	L	A	
EDUC4133 - ASSESSMENT OF LEARN				3.00	0.00	0	0	R			
EDUC4223 - CLASSROOM MANAGEM				3.00	0.00	0	0	R			
EDUC4303 - SENIOR PRACTICUM				0.00	0.00	0	0	R			
EDUC4303 - STUDENT TEACHING				6.00	0.00	0	0	R			
ELED MATH - MATH REQUIREMENT				3.00	3.00	0	1	M			
MATH1313 - LIBERAL ARTS MATH I	MATH 1313 01		LIBERAL ARTS MATH I	3.00	3.00	0	1	M	L	D	
ELED MTH2 - MATH REQ. 2 (HOURS)				6.00	3.00	0	1	R			
MATH1303 - LIBERAL ARTS MATH II	MATH 1303 01		LIBERAL ARTS MATH II	3.00	3.00	0	1	M	L	D	
ELED NL - NATURAL SCIENCE LAB				1.00	1.00	0	1	M			
NSCI203L - ASTRONOMY & EARTH SC	NSCI 203L 02		ASTRONOMY AND EARTH	1.00	1.00	0	1	M	L	A	
ELED NS - NATURAL SCIENCE LECTUR				9.00	3.00	0	1	R			
NSCI1033 - LIFE SCIENCE (INPROG)				3.00	0.00	0	0	R			B
NSCI1133 - PHYSICAL SCIENCE I				3.00	0.00	0	0	R			
NSCI2033 - ASTRONOMY & EARTH SC	NSCI 2033 01		ASTRONOMY AND EARTH	3.00	3.00	0	1	M	L	C	
ELED SOCI - SOCIOLOGY REQ. (HOURS				6.00	3.00	0	1	R			
BIOT1133 - OLD TESTAMENT SURVEY	BIBL 1105		OLD TESTAMENT SURVEY	3.00	3.00	0	1	M	T	C	
ELED SPEC - SPECIALIZATION REQ. (H				30.00	0.00	0	0	R			
EDUC2153 - SOCIAL STUDIES FOR PF				3.00	0.00	0	0	R			
EDUC2163 - MATHEMATICS FOR PRE				3.00	0.00	0	0	R			
EDUC2023 - TEACHING LANGUAGE A				3.00	0.00	0	0	R			
EDUC2033 - CHILDREN'S LITERATURE				3.00	0.00	0	0	R			B
EDUC3423 - DIAGNOSIS/ASSESSMEN				3.00	0.00	0	0	R			B
EDUC3443 - PHYSICAL/NUTRITION/S				3.00	0.00	0	0	R			
EDUC4423 - SCIENCE TECHNOLOGY				3.00	0.00	0	0	R			
EDUC4523 - MUSIC ART/CREATIVE ED				3.00	0.00	0	0	R			
ELED2443 - THE CHILD DEVELOPMNT YO				3.00	0.00	0	0	R			
Requirements Detail Status Legend											
M = Met	R = Required	N = Not Met	I = In Progress	L = Local Detail	T = Transfer	O = Override	S = Substitution				

Student Advising folder contents - Meeting Notes, E-mails and other documents

Hurtt Jr., Ronnie

Schedule
change

Come
See
ME 😊

RE: - Message (HTML)

From: Ronnie A. Hurtt
To: Kevin S. Cominsky
Cc: Email advisingoffice@seuniversity.edu
Subject: RE:
Attachments: RE: (269 KB)

Sent: Fri 7/27/2007 9:58 AM

Ronnie,

I just wanted to let you know that our Associate Academic Dean - Dr. Holland has approved general education course requirements you were seeking through appeal. Dr. Holland has determined that both the MAT 151 - Business Mathematics (for the College Algebra requirement) and the ART 232 - Introduction to Visual Communication II (for a Humanities requirement) courses you completed at your former institution are adequate substitutions for college algebra and a humanities requirement here at SEU. I am waiting hear back from the Dean of the College of Business and Legal Studies-Dr. Bowlin to see if he will approve of your other appeal major/specialization requests.

We will be able to complete this substitution approval within your electronic audit once you arrive to campus and declare your intended major of interest. Attached is an e-mail for your documentation and records.

This is great news.

Blessings,

Ronnie Hurtt Jr.
Director of Academic Advising
Southeastern University
1000 Longfellow Blvd
Lakeland, FL 33801
863 661-5082
rahurt@seuniversity.edu

Focus - Consistency - Discipline - Harmony - Analytical

CONFIDENTIALITY NOTICE: The information contained in this e-mail message is from the Office of Academic Advising at Southeastern University, and may be privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient, any further disclosure or use, dissemination, distribution, or copying of this message or any attachment is STRICTLY PROHIBITED.

From: Kevin S. Cominsky
Sent: Wednesday, July 18, 2007 1:46 PM
To: Ronnie A. Hurtt
Subject:

Ronnie Hurtt,

This concludes our 'How to Create and Manage Student Academic Advisement folder' session. Thanks you for your attention.

Contact or visit us if you have any questions.