

# Southeastern University

## *Office of Academic Advising*

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Welcome Back  
Southeastern University,  
Faculty!!



Greetings to our new  
Southeastern University  
Faculty!!!

# *Faculty Development Values*

- Teaching
- Advising
- College Service
- Community Service
- Scholarship and Professional Development
- Librarianship



# Office of Academic Advising Processes and Agenda

*SEU Institutional Effectiveness and Quality Enhancement*

*SEU Academic Advisor Assignment and Advisement  
Meeting Agenda*

*SEU Academic Advising Student Support Services and Retention  
Programs/Initiatives*

*SEU Academic Advising Training and Development seminars*

*SEU Academic Advising System Evaluation, Assessment and  
Enhancement*

# *Advising the Students of SEU* *(Focus Verse)*

- 1 To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed:
- 2 Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve;
- 3 Not lording it over those entrusted to you, but being examples to the flock.
- 4 And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

(1 Peter 5:1-4)

# Impact of Advising

“Good advising may be the single most underestimated characteristic of a successful college experience.”

**Richard J. Light (Professor of Grad. School Educ.  
and JFK School of Gov. at Harvard University)**

‘A study of graduating seniors reports that certain kinds of advising were critical for their success, such as an advisor asking unexpected questions, recommending career exploration or describing life goals.’

# Faculty Academic Advising Responsibilities consist of:

- Program Knowledge
- Advising Skill
- Availability to Students
- Promoting Accountability!
- Instilling Responsibility!
- Mentoring!



# Three A's of Advising

- **Accurate-Know Degree programs, Gen. Ed. Requirements and course sequencing information**
- **Availability-Post your office hours**
- **Accessibility-Keep your office hours**

# The Advising Session

(see the Academic Advising Session Table 1 on page 73 of the Academic Advising Handbook)

- Be attentive during advising appointments
- Be informative. Communicate with your advisees via e-mail regarding advising issues or instructions for the upcoming advising period
- Assist students not familiar with the advising process

# Differences in Registration & Advising

Create checklist...freshmen, transfers, returning students, student/athletes, seniors and students in academic difficulty

Recognize the difference between 'Registration' and 'Advising'

- Registering: Reviewing schedules, signing course schedules, signing students in and out of courses and reviewing degree audits
- Advising: Serving as a personal reference/mentor contributing to the overall success of students during their college career
- Advising: Providing students with the keys to achieve their academic goals in college and success in future careers

# *Office of Academic Advising Student Service Initiatives*

## Academic Advising Assignments

- Deciding (undeclared) students are assigned to a General Education Advisor
- Declared students are assigned an advisor within their major of interest – Major/Specialization Advisor



# PASS – Program for Academic Student Success

- Academic Achievement Program
- Developmental and Remedial Program
- Academic (Early) Intervention Initiative

# PASS Programs, Initiatives and Seminars

- Academic Probationary Review Program
- Academic Suspension

# PASS – Target Student Subpopulations

- Traditional Undergraduate Students
- Continuing Education and Adult Undergraduate Students (Non-Traditional)
- Graduate Students

# Academic Achievement Program

The purpose of the Academic Achievement program is specifically intended to assist students who register to attempt course schedules consisting of 18 to 21 credit hours towards to satisfactory completion of classes while maintaining a cumulative GPA (grade point average) of 3.0 or above.



# Academic Achievement Program

The normal academic load is 16 hours per semester. This enables the student to complete degree requirements in approximately four years. A student may register for up to 17 hours per semester after consultation with his or her academic advisor.

To register for 18 to 21 hours, the student must have a cumulative grade point average of 3.0 or higher and permission from the department chairperson or Dean of the college of the student's declared major and/or the Registrar.

The maximum course load permitted with special approval is 21 hours. The minimum course load for full-time classification is 12 hours per semester. The student will be billed for hours fewer than 12 and more than 17 at the credit hour tuition rate. A student enrolled in the summer session may not exceed a total of (6) six hours per summer session.

# Academic Achievement Program Procedures and Processing

1. Academic Achievement Contracts/Request are available in either the Office of the Registrar or Office of Academic Advising.
2. An Academic Advisor, Department Chair or College Dean must approve and sign the Academic Achievement Contract/Request.
3. The academic advisor, department chair or college dean granting the course overload must send a course overload approval correspondence to the Office of Academic Advising via e-mail to [advisingoffice@seuniversity.edu](mailto:advisingoffice@seuniversity.edu) not [registraroffice@seuniversity.edu](mailto:registraroffice@seuniversity.edu).
4. The student must bring the approved and signed course overload contract/request back to Office of Academic Advising.

# Development and Remediation Program

This developmental education programmatic approach is intended to complement the current developmental and remedial studies policy detailed in the university catalog. The developmental and remedial studies course grouping is comprised of classes that when complemented with an effective developmental education program and supporting academic services can prove to provide a solid foundation toward helping underprepared students become resilient and successful academically.



# Development and Remediation Program

In an effort to help enhance overall retention and graduation rates here at Southeastern University, the Office of Academic Advising requires all underprepared or academically at-risk students attend mandatory group meetings as part of the PASS – Development and Remedial program.

The recommended plan and procedures are intended to identify, monitor, educate, advise and register at-risk groups in the initial enrollment of an underprepared student's academic career.



# Development and Remediation Program Procedures

Prior to the start of each fall and spring term, all admitted degree-seeking students with a cumulative GPA (grade point average) below the minimum requirement in their secondary academic career and/or entrance examination scores below the minimum ACT (Reading 18; Sentence Skills 17; or Beginning Algebra 19); SAT (Verbal 440 Math 440) or CPT-College Placement Test (ACCULACER) will be identified by the Admissions Office as at-risk and reported to the Office of Academic Advising for preliminary advisement.

# Academic Intervention Procedures

- Academic Intervention alerts will be delivered to each Department's Secretary during the 6<sup>th</sup> – 7<sup>th</sup> week of each term (one per adjunct and full-time instructor)
- Complete Academic Intervention Alerts legibly and clearly
- Return Academic Intervention Alerts to Office of Academic Advising by courier or in person
- Our office will send out a mailing to all referred students, schedule meetings and consult students
- Our office (Academic Advising) will schedule appointments to consult each referred student that contacts us
- At the close of the intervention period, Academic Intervention consultation reports will be provided to each instructor who referred students during this initiative

# Academic Intervention Alert

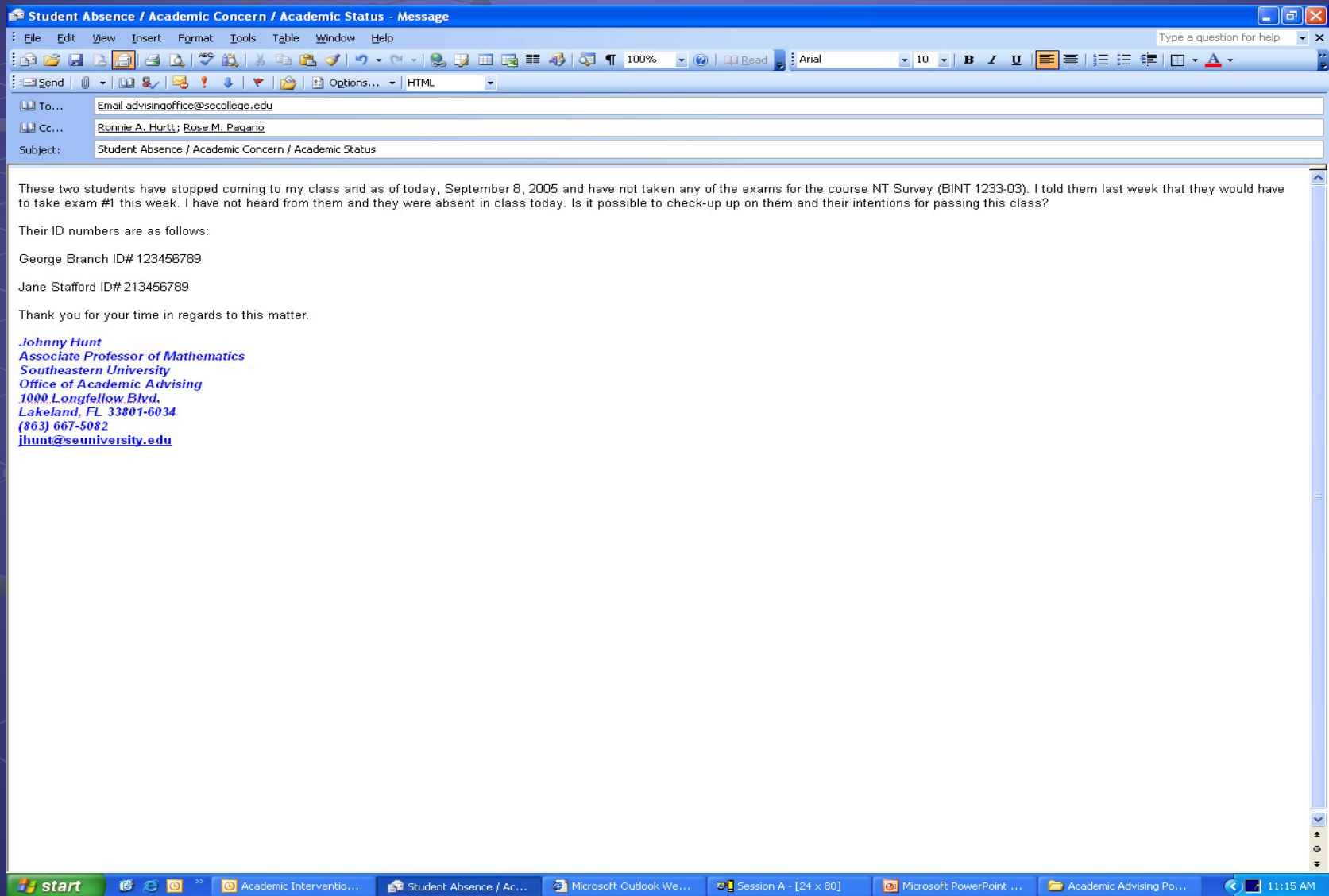
# Academic Intervention Alert

**(Distribution during 6th or 7 week of each term)**

- Be sure to complete Academic Intervention Alerts legibly and clearly
- Return completed Academic Intervention Alerts to the Office of Academic Advising via e-mail, interdepartmental mail or in person
- Early intervention consultation reports will be provided to each instructors who referred students to the OAA during the intervention period each semester

[illegible]

# Academic Intervention Alert E-mail





# Academic Probationary Review Program - Probation

The new Academic Probationary Review Program is designed to assist first-year and second-year students in their successful transition from high school to college. We recognize that the move from high school to college, or the first two years of a student's academic career, can be challenging.

# Academic Probationary Review Program - Probation

The Academic Probationary Review Program is designed as a learning environment which enables first and second year students to develop creative and critical thinking skills, information literacy, and the personal and social skills needed to facilitate a successful transition from high school to university.

- StrengthsQuest Assessment and StrengthsQuest Program
- Goal Setting and Motivation
- Time Management and Prioritizing
- Organization

# Academic Probationary Review Program Focus Groups

These focus groups are intended to effectively guide students toward an understanding of his/her talents, help improve academic engagement, set personal developmental goals, develop study skills and intellectual exploration by completing assessments and exercises on the following topics:

- Academic Planning
- Study Environment
- Stress Management
- Note Taking
- Reading Comprehension

# Academic Probationary Review Program Procedures

- Academic Probation students must sign a contract agreeing to the following conditions to return to SEU
- Probationary students will be limited to 12-14` credit hours during the semester
- Students are required to meet with our office during the first 6-8 weeks of each term for scheduled academic focus group meetings



# Academic Probationary Review Program Procedures

- Students placed on probation are required to attend every focus group meeting during the first 6-8 weeks of each term
- Failure to attend one or more focus group meetings will result in a 'AA – Academic Advising' hold placed on the student's account
- Office of Academic Advising will monitor and evaluate academic performance during academic focus group meetings and assign labs, tutors or other academic services, as needed

# Academic Probationary Review Research Paper - Warning

In this assignment, the student (first-time probationary students) will submit a 5-6 page research paper in MLA format on the following topics: goal-setting, time management, prioritizing, organization, motivation and studying. The student will be responsible for taking an active role in his/her education by completing the required research mentioned (above) and performing analysis, synthesis, and evaluation while formulating an academic plan to help facilitate successful academic achievement outcomes.

# Academic Probationary Review Research Paper - Warning

This assignment is expected to be completed by the deadline assigned by the instructor and is subject to grade. A satisfactory grade of 80% (B–) or better is required to be exempt from focus group meetings.

## Academic Suspension Plan

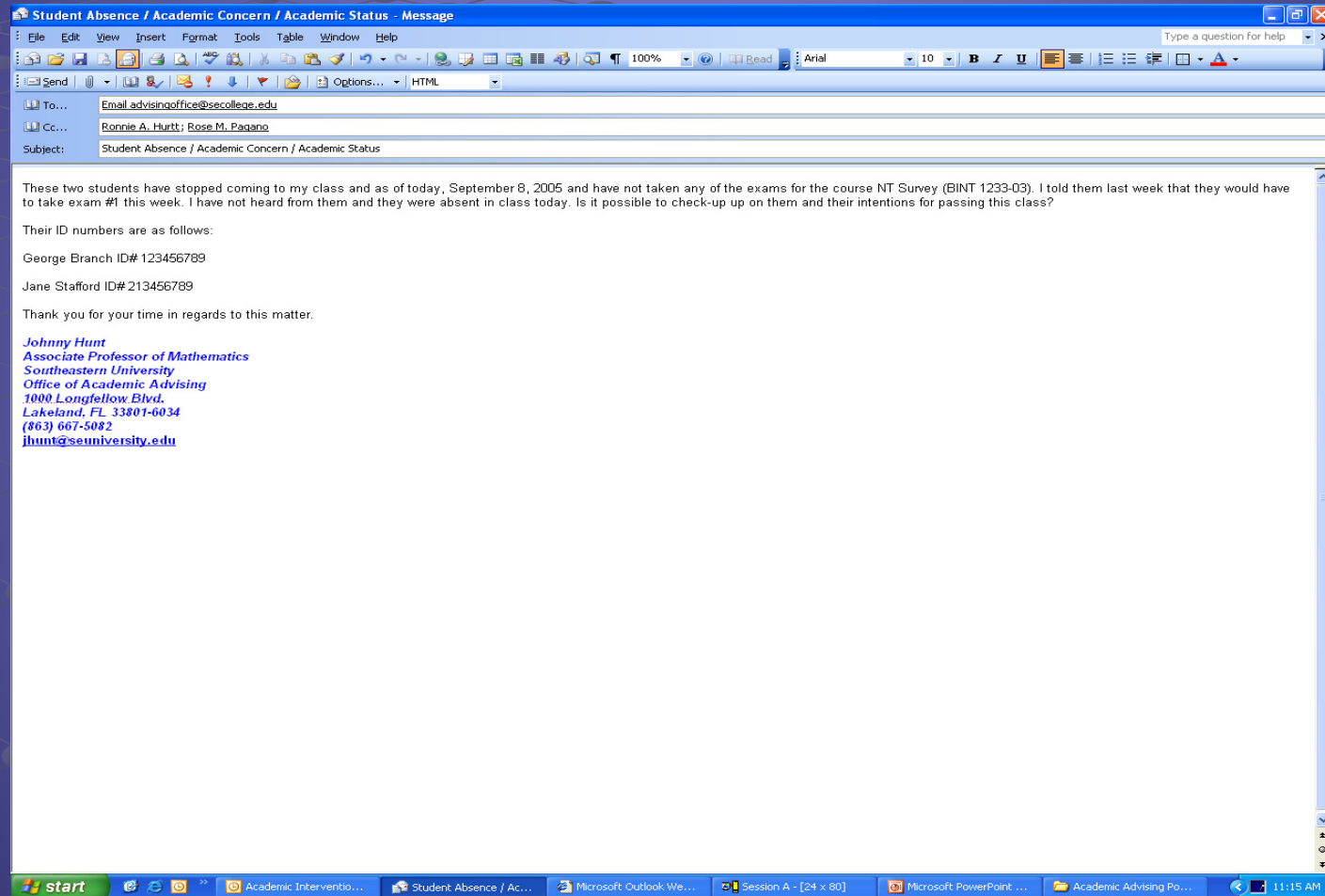
Failure to submit the research paper by the established deadline or complete the assignment with a grade of 80% (B-) or better will result in a 'AA – Academic Advising' hold placed on the student's account

# Academic Probationary Review Research Paper - Warning

The Academic Probationary Review Research Paper is designed as a learning environment which enables first and second year students to develop creative and critical thinking skills, information literacy, and the personal and social skills needed to facilitate a successful transition from high school to university.



# Sample Academic Intervention E-mail correspondence



# Academic Intervention Alert

**Complete Academic Intervention**  
Alerts legibly and clearly.

Return Academic Intervention Alerts to Office of Academic Advising by courier or in person

SOUTHEASTERN  
UNIVERSITY

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# Academic Suspension Procedures

- A student is placed on Academic Suspension when cumulative GPA corresponding to attempted credit hours is unsatisfactory
- Will not be allowed to return to SEU for a minimum of one semester
- Must submit an appeal in writing to the Academic Retention Committee with supporting documentation to return to SEU
- If appeal is granted, student must agree to conditions of Academic Probation to resume academic career at SEU
- If student fails to meet one or more conditions of academic probation, the student is dismissed

# Retention Initiative Results

## Academic Intervention

- In Fall 2007 term, we consulted 138 of 186 (**74.1%**) students referred to our office.
- In Spring 2008 term, we consulted 192 of 276 (**69.6%**) students referred to our office.

## Academic Probation

- In Fall 2007, **40.0%\* (6 of 15 students)** displayed an improvement in their cumulative GPA
- In Spring 2008, **46.6%\* (14 out of 30 students)** displayed an improvement in their cumulative GPA



# Semester Continuance

- Procedure is intended for students needing to leave SEU for extended time period – duration of the semester due to medical illness affecting either the student or family member, family death or other issue approved by VPAA
- Students are responsible for meeting with all instructors and acquiring departmental approval before departing campus
- Students must submit Semester Continuance request to the Office of Academic Advising for approval
- If student has not completed his/her course(s) approved through SC by the end of the term, an (I) *Incomplete* should be submitted during grade entry
- SC forms are available in the Office of Academic Advising

# *SEU Institutional Processes*

## *Academic Advisor Assignments*

- *Students interested in declaring their major must complete a Major/Minor form*
- *Students must submit completed Major/Minor form to Office of the Registrar*
- *Next, the Office of Academic Advising receives a copy of completed form and assigns advisor(s)*
- *Then, student's will be added to advisor list during the next completed AV module update*

# *SEU Institutional Processes*

- Coordination of Academic Advising Assignments
- Academic Advisor Trainings and Development
- Jenzabar EX AV and JICS Implementation
- Jenzabar EX AV Module Maintenance and Updates
- Jenzabar EX AV Training for Faculty and Staff
- SEU Academic Advisor Evaluations

# *SEU Academic Advising Initiatives*

- General Education Advising - Deciding (Undeclared) *students*
- Major/Specialization Advising - *Declared students*
- College and Departmental Advising
- New Faculty Advisor Mentoring Program
- *Academic Advisor Resources*
- *Academic Resources for Student Success*



# *SEU Academic Advising Initiatives*

- Faculty Academic Advisor Seminar Series
- Jenzabar EX AV Module/JICS (Jenzabar Internet Campus Solutions) AV Portlet Focus Group
- Academic Advising Committee

# COURSE SUBSTITUTION

- General Education course substitution considerations must be sent to Mr. Glenn Pearl for approval.
- Degree requirement course substitution considerations must be sent to your Department Chair or College Dean for approval. Upon approval, Department Chair's and College Dean's must send approval via email to Office of Academic Advising at [advisingoffice@seuniversity.edu](mailto:advisingoffice@seuniversity.edu)
- The Course Substitution/Waiver Petition Form is located on the SFNET staff, faculty intranet site at: <http://sfnet.seuniversity.edu/>





# Course Substitution/Waiver Petition Form

- Course Substitution/Waiver Petition Forms must be completed and submitted by students.
- Course Substitution/Waiver Petition Email considerations must be submitted by students as well.
- General Education course substitution considerations **must** be sent to Mr. Glenn Pearl for approval. Upon approval, Dr. Holland will send the approval to the Office of Academic Advising.
- Degree requirement course substitution considerations **must** be sent to your Department Chair or Dean for approval. Upon approval, Department Chair's and Deans must send approval via email to Office of Academic Advising at [advisingoffice@seuniversity.edu](mailto:advisingoffice@seuniversity.edu).

SOUTHEASTERN UNIVERSITY, LAKE LAND, FLORIDA COURSE SUBSTITUTION/WAIVER PETITION FORM	
<b>GENERAL EDUCATION, SPECIALIZATION AND MAJOR REQUIREMENT SUBSTITUTION/WAIVER PETITION</b>	
<b>I. GENERAL INFORMATION</b> COMPLETE SECTIONS I AND II (Students). SUBMIT TO YOUR ASSIGNED ACADEMIC ADVISOR. ALL GENERAL EDUCATION COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE DEAN OF ARTS AND SCIENCES. ALL SPECIALIZATION AND MAJOR COURSE SUBSTITUTIONS/WAIVERS REQUIRE THE APPROVAL OF THE APPROPRIATE COLLEGE DEAN OR DEPARTMENT CHAIR. <b>NOTE TO DEAN OF ARTS AND SCIENCES, COLLEGE DEANS AND DEPARTMENT CHAIRS:</b> Please forward to the Office of Academic Advising after your review of each substitution/waiver petition.	
Name (Print): _____	Student ID No: _____
Address: _____	Phone Number: _____
City: _____ State: _____ Zip: _____	Email Address: _____
Major: _____	Minor: _____
Total Number of Credit Hours Completed: _____	<b>Expected Graduation Date:</b> <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____
Specify the Term/Year of Your Acceptance to Southeastern University (General Education Program): University Catalog: (Term _____ / _____ Year)	
<b>II. SUBSTITUTE COURSE REQUEST</b> PLEASE ATTACH A COURSE SYLLABUS AND COURSE DESCRIPTION.	
A. General Education Area or Grouping (Example: Arts of Communication, Natural Science, Mathematics): _____	
B. Substitute Course (List Course Code, Number, and Title): _____ Credit Hours Completed: _____ Substitute Course is Lower Division / Upper Division (circle one). Please list Semester & Year Completed: _____ Final Grade in course: _____ Course completed at (College or University): _____	
C. Reason for Request: _____ _____ _____ _____ Date: _____ Signature: _____	
<b>III. UNIVERSITY ACTION</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> No Action <input type="checkbox"/> Decision Pending	
Reviewed By: _____ Date: _____	
Comments: _____ _____ _____	
Date Received: _____ Refer to Dean of Arts and Sciences: _____ Student Notified on: _____	
Rev. 05/2005 Contact the Office of Academic Advising, at ext. 5682 if you have any questions.	

# Jenzabar EX AV Institutional AIM Performance Ratings

## Electronic Audit Performance Indicators:

-  : performance is rated at an acceptable level; with clear direction, continual support and consistent updating
-  : performance is not rated at an acceptable level; improving, but not as quickly as desired
-  : performance is rated unacceptable and information available is inaccurate
-  : incomplete – incomplete information available



# Jenzabar EX AV Institutional AIM Performance Ratings

 : 2008-2009 Catalog – Jenzabar EX AV Institutional AIM Trees

 : 2007-2008 Catalog – Jenzabar EX AV Institutional AIM Trees

 : 2006-2007 Catalog – Jenzabar EX AV Institutional AIM Trees

*(Use of paper degree audits in lieu of electronic audits recommended)*

 : 2005-2006 Catalog – Jenzabar EX AV Institutional AIM Trees

*(Use of paper degree audits in lieu of electronic audits recommended)*

# Jenzabar EX AV Institutional AIM Performance Ratings

■ : 2004-2005 Catalog – Jenzabar EX AV Institutional AIM Trees  
*(Use of paper degree audits in lieu of electronic audits recommended)*

■ : Any Jenzabar EX AV Institutional AIM Trees created in 2003-  
2004 Catalog and prior  
*(Use of paper degree audits in lieu of electronic audits recommended)*

# Office of Academic Advising Staff

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# Academic Advisor Resources

Located on SFNET staff, faculty intranet  
site: <http://sfnet.seuniversity.edu/>

- NACADA Core Values
- 2008-2009 Academic Advising Handbook
- 2008-2009 General Education Advising Handbook
- 2008-2009 Academic Advising Quick Guide
- Academic Advising Syllabus
- Navigating the JICS AV Portal



# Academic Advisor Resources

Located on SFNET staff, faculty intranet  
site: <http://sfnet.seuniversity.edu/>

- Jenzabar EX 2.6 AV Module
- Understanding the EX AV Module
- 2008-2009 General Education Core Requirements
- Academic Advising Meetings Agenda/Schedule
- Course Substitution/Waiver Petition Form
- Academic Advising Consent Release Form
- Academic Advisor FAQ

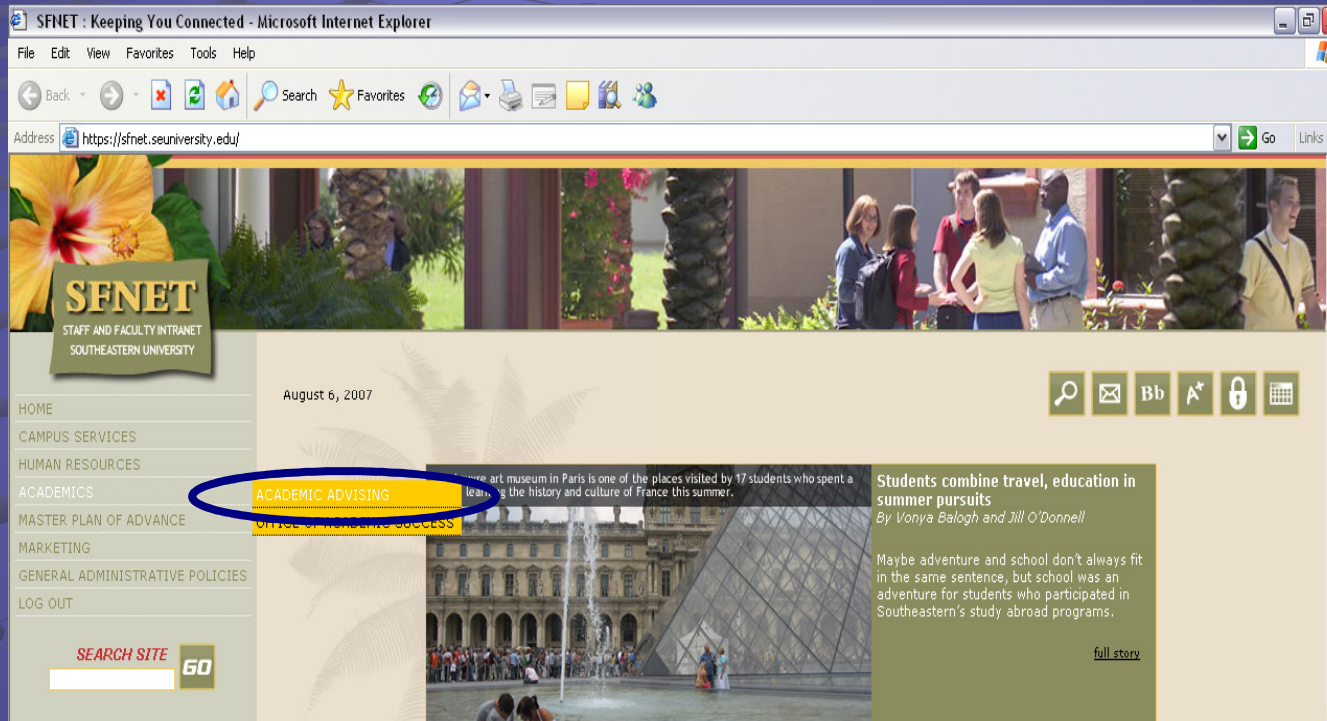
# Academic Advisor Resources

Located on Public (J:) network drive for staff and faculty under the 'My Computer' icon. Click on 'My Computer' icon, and then click on the 'Registrar' folder to access and view:

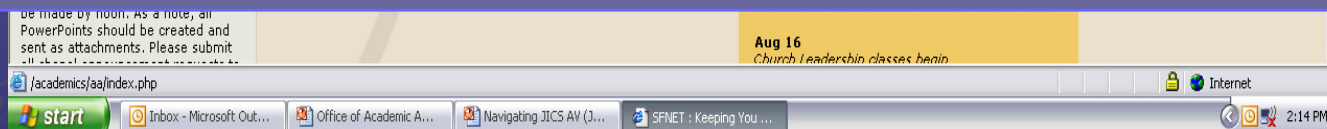
- Four Year Plans information (folder)
- Rotation of Courses information (folder)

To access and view degree or course requirement information for, just click on the specific folder you wish to view.

# <http://sfnet.seuniversity.edu/>

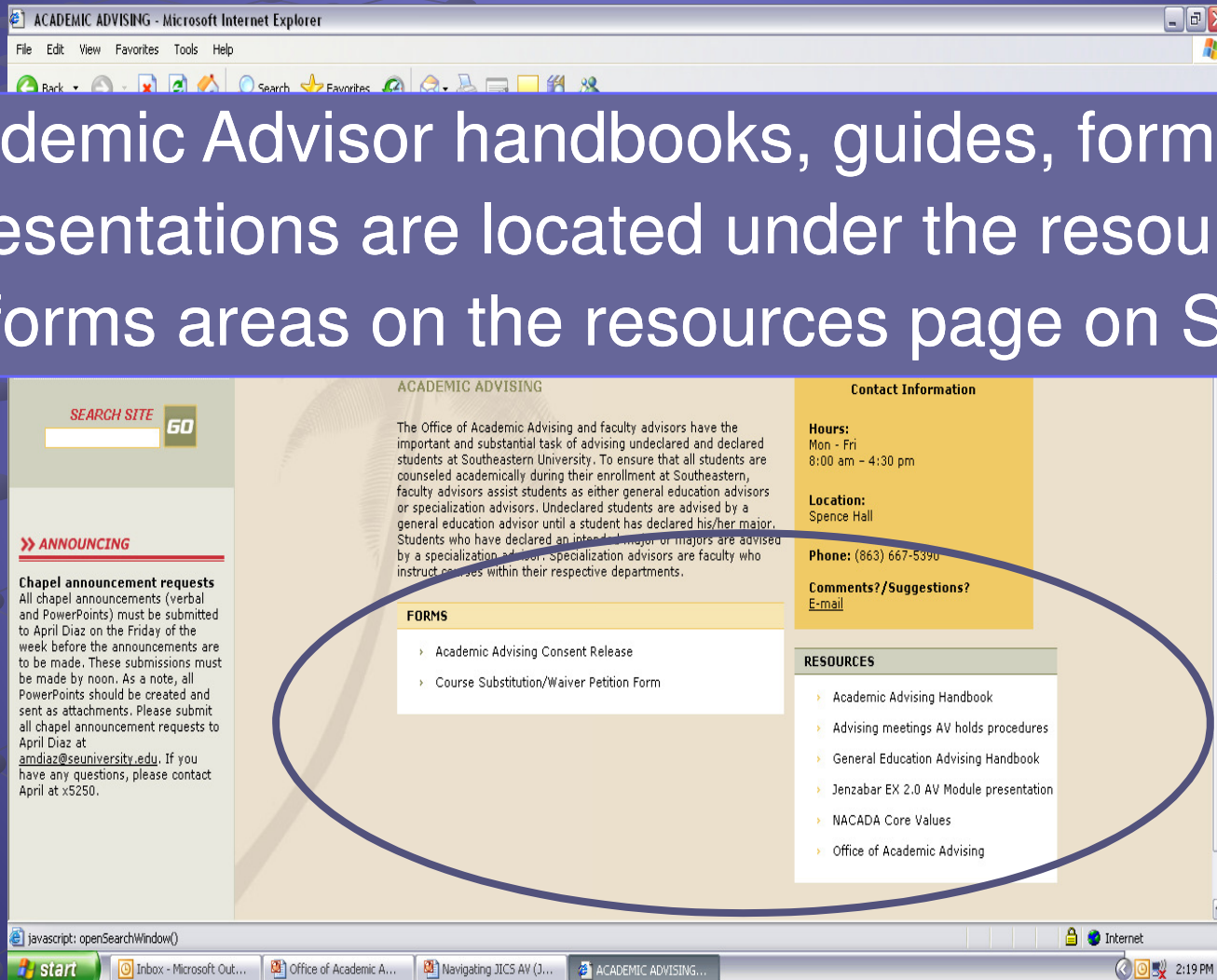


Academic Advisor Resources are located under [Academics/Academic Advising] tab on SFNET.

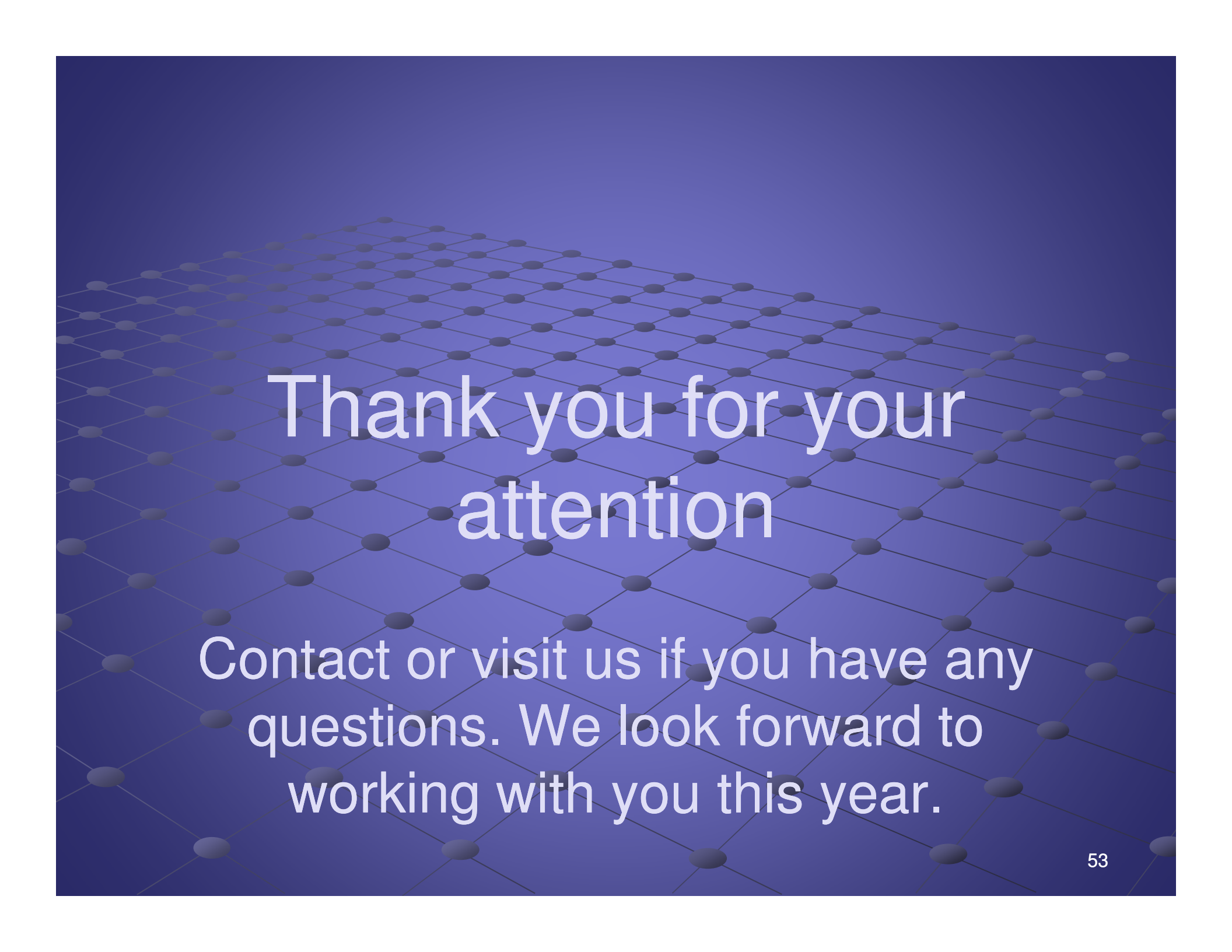


# <http://sfnet.seuniversity.edu/>

Academic Advisor handbooks, guides, forms and presentations are located under the resources and forms areas on the resources page on SFNET.







Thank you for your  
attention

Contact or visit us if you have any  
questions. We look forward to  
working with you this year.