

# FALL 2008-2009 FACULTY ADVISOR LOGISTICS SHEET

## Office of the Registrar

### **ORIENTATION ADVISING**

- You are not required to be on campus until Monday, August 18, 2008
- **Advising times you must be in your office are:**
  - **Monday August 18: 11:00-5:00 and Tuesday August 19: 9:30-3:30**
    - If you are not in your office, you must post an expected return time.
    - Create a sign-up sheet in 15 minute intervals on your door.
    - Post your lunch time on your sign up sheet.
    - New students are **required** to see you.
- Review your advisees and schedules ***ahead of time*** to make advising more efficient.
- If you need to see a particular student for follow up, email the student, and you may place an advising hold on his account through the SIS.
- Keep an accurate list of who you saw based on the advisee assignment sheet provided by Ronnie Hurtt. These lists are due back to the Office of Academic Advising by Tuesday August 19th at 4:00 PM. **PLEASE DO NOT FORGET THIS!**
- The Registrar will place holds Tuesday afternoon on all students who did not attend advising. They will not be able to register for the next term until they see their advisor.
- Send any authorized substitutions to meet degree requirements to [advisingoffice@seuniversity.edu](mailto:advisingoffice@seuniversity.edu). Authorization comes from the Department Chairs or Deans only.
- You may use the **Student Information System, Faculty Tab, Advisee Roster** to review a student's transfer work on the unofficial transcript. Degree Audit Reports (DARs) found here are 95% accurate. Report any errors on student audits to Ronnie Hurtt.
- Degree Audit forms are available online at [www.seuniversity.edu](http://www.seuniversity.edu) Go to **[Academics] [Registrar]**.

### **SPECIAL ORIENTATION ACTIVITIES FOR ACADEMIC ADVISING**

- **Special Transfer Student Workshops.** They will learn:
  - How to read the electronic audit
  - What to bring with them to advising:
    - Their transfer print-outs
    - Degree audit sheets printed from online
    - Written requests for substitutions or waivers in the major
- **Departmental Meetings for Students.**
  - Each department should plan its session to answer questions about degrees, requirements, and other specifics.

### **NEW GEN ED REQUIREMENTS AND ADVISING AUDIT SHEETS**

- New Degree Audit forms are available online at [www.seuniversity.edu](http://www.seuniversity.edu) [Academics] [Registrar].
- Four year plans are being developed in every College and Department.
- Note that we have new General Education Requirements and changes in the Religion core requirements. Substitutions can be made to benefit the student, and should be approved by each Department Chair or College Dean. Follow the published guide and substitution chart provided to you.

### **PRE-REQUISITE ERRORS AND WAIVERS**

- Advisors may waiver pre-requisites for courses in their department only
  - Send pre-requisite waivers to [registrar@seuniversity.edu](mailto:registrar@seuniversity.edu).
    - Subject Line: Pre-Requisite waiver
    - Body of email: Allow Johnny Smith ID # 1234 to register for English Comp II – ENGL 1233-04. Waiver granted for pre-reqs.
    - All the above information **MUST** be included in the email.

- Students will see the course on their schedule within two days unless there is a problem with their account or the course is full.

**INFORMATION STUDENTS MIGHT ASK OF YOU**

**MANDATORY DEVELOPMENTAL CLASSES:** Students will be registered for Developmental English and/or Fundamentals of Math if their ACT or SAT score is below the minimum acceptable score shown in the chart below. If the student has not taken an ACT or SAT exam and need to schedule testing at Southeastern, he/she will be registered for the developmental courses pending placement testing. Students are not allowed to drop or withdraw from these courses, and must earn a grade of “C” before registering for any other course in English composition and/or math.

• **Which Math or English do I take based on my SAT/ACT scores?**

If your ACT Score is	If your SAT Score is:	TAKE:
>23 <i>English</i>	>584 <i>Verbal</i>	ENGLISH COMP II. You are exempt from English Comp 1
>22 <i>Math</i>	>599 <i>Math</i>	Take a second higher math. (Lib Arts I, II, Prob & Stats, Calculus) You are exempt from College Algebra
<19 <i>Math</i>	<440 <i>Math</i>	Will be registered for Fundamentals of Math (counts only as an elective, not a math requirement)
<17 <i>Sentence Skills or</i> <18 <i>Reading</i>	<440 <i>Verbal</i>	Will be registered for Developmental English (ENGL 0013)
17-23 <i>Sentence Skills or</i> 18-23 <i>Reading</i>	440-584 <i>Verbal</i>	Take ENGLISH COMP I
19-22 <i>Math</i>	440-599 <i>Math</i>	You will need two math courses from the selections on the next page.

• **How long do I have to change my schedule?**

- Registration is online. Students may change their schedule at any time until 11:59 PM on August 26 which is the Drop/Add deadline.
- Students should be reminded to seek counsel before changing their schedules. They are however, ultimately responsible for their schedules.
- Less than 12 credit hours will jeopardize financial aid.

**MAJOR/MINOR DECLARATION**

- Students with 32 hours of earned credit are required to declare a major.
- Forms available online and in the Office of the Registrar.
- It takes up to one week for new advisor assignments to be displayed.
- If a student changes his/her major, there may be an advisor change. The previous advisor will be notified by the Office of Academic Advising to send the advisee’s records to the new advisor.

**GRADUATION AUDIT SUMMARIES**

- **Graduates must see advisors by October 17th to qualify for graduation this fall!** Print and use the **Graduation Report** under the student’s advising report listing, List all remaining requirements to be completed on the **Graduation Audit Summary** form the student brings to you. **Total credits earned must match the student’s transcript!** Obtain student and Dept. Chair signatures, and bring to the Office of the Registrar.
- **Each department or college handles the documentation for community service hours.** Advisors should consult the Department Chair for instructions.
- **We will follow up on all requirements** for seniors before they are approved to graduate. We also check for Exit Exam and other required exam scores, as applicable. Call Janie Solberg, Glenn Pearl or Linda Kelso for audit assistance.