

Advising Essentials for Faculty

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Advising Resources

- Bulletin
- Department
- College
- Professional advisors
- Registrar
- Financial Aid
- Admissions
- NACADA <http://www.nacada.ksu.edu/>

FERPA-Family Educational Rights and Privacy Act of 1974

- See FERPA brochure on Registrar's website
<http://www.southalabama.edu/ferpa.pdf>
- See Student's Right to Privacy
 - Only certain directory info can be disclosed without student's consent
 - A USA employee must have "legitimate educational interest" - justifiable need to view an education record in order to do job
- FERPA regulations explained at
<http://www.ed.gov/policy/gen/guid/fpc/index.html>

Components of the USA UG Curriculum

- **General Education Requirements (State)**
 - **Areas I, II, III, IV**
- **Major Requirements**
- **Minor Requirements (if applicable)**
- **Electives (if applicable)**
- **University Requirements**

General Education

College of Arts and Sciences

The following reflect Gen Ed requirements for the BS and BA degrees. BFA, BM, and BSW degrees have slightly different Gen Ed Requirements. See information under Visual Arts, Music, Drama, and Social Work in the USA Bulletin.

I. **Written Composition (6 hrs.)**

EH 101 / EH 102

- **Exempt from EH 101 with ACT 27, SAT 550, AP 4**
- **LAS 100 no longer required for regularly admitted students. May be required for conditionally admitted (CF) students.**
- **College Composition CLEP is a good alternative for adult students and students transferring from private institutions (see handout) – passing score gives 6 hrs. credit for EH 101 and EH 102**

Gen. Ed. continued

II. Humanities & Fine Arts (21 hrs-7 courses)

- A. CA 110 - Public Speaking (3 hrs.)
- B. Foreign Language sequence (6 hrs.) *
- C. One Fine Arts course (3 hrs.)
- D. One Literature course (3 hrs.)
- E. Humanities/Fine Arts electives -2 courses (6 hrs.)
 - 3 of 6 hrs. could be second literature for sequence
 - No more than 6 hrs. in one discipline
 - Some majors may require specific courses

* **Not required by all majors**

Gen. Ed. continued

III. Natural Sciences & Mathematics-4 courses

A. One Mathematics course

- Math Placement Test will determine which MA course can be taken
- Some majors require specific MA courses

B. Three laboratory sciences courses

OR

Two laboratory sciences and ST 210 or a MA course above 112 except MA 201 and MA 202. *Some majors require specific lab courses.*

Gen. Ed. continued

IV. History, Social & Behavioral Sciences (12 hrs – 4 courses))

A. One history course (3 hrs.)

B. Three History, Social & Behavioral Sciences (9 hrs.)

- *3 of 9 hrs. could be second history for sequence*
- *Some majors require specific courses*
- *No more than 6 hrs. in one discipline*

Must have sequence in either HY or LIT

Major & Minor requirements

- Courses as specified by major
 - 15 cr. hrs. of major must be upper division [300+] hrs. and must be completed at USA
- Courses as specified by minor
 - 9 cr. hrs. lower division [100-299] or upper division [300+] must be completed at USA
- Use the Degree Works (DW) degree evaluation to check progress
- A & S Advising Center website
<http://www.southalabama.edu/colleges/artsandsci/advisingcenter.html>

University requirements

- 120 semester hrs. for a Bachelor's degree
 - only 60 CC transfer hrs. can be counted toward the 120
 - only 30 alternative hrs. (CLEP, AP, IB, military) can be counted toward the 120.
- Freshman Seminar – CAS 100 required for all first-time Arts & Sciences freshman
- 2 Writing courses (W) beyond EH 101 and EH 102
 - one in major or minor (cannot use transfer courses)
- 30 upper division (300+) hrs. taken at USA, 15 of which must be in major
- A USA Cum GPA of at least 2.00 and a major GPA of at least 2.00

Important Considerations

- Student's catalog term
- Waiving of major or minor courses
- Minors
- Registration overrides
- Directed Studies & Special Topics courses
- Writing courses
- 30 upper division hours
- 120 total hrs.
- Transfer hrs.
- Graduation
- Forms
- Resources

Student's catalog term

- **Very important**
- Should NOT be changed when major or minor changed within College of Arts and Sciences
- Graduation requirements based on catalog term
- A significant problem if changed incorrectly
- Will be changed if student absent from USA for one year
- May be changed if student selects a program that did not exist in his/her original catalog term
- If student changes major to one in a college outside of Arts and Sciences, the new college will determine catalog term

Student's catalog term cont.

Student begins USA	Semester Term code	Student Catalog term	
Fall 2015	201610	201610 Must fulfill requirements under the USA 2015-2016 Bulletin	
Spring 2016	201620		
Summer 2016	201630		
Fall 2016	201710	201710 Must fulfill requirements under the USA 2016-2017 Bulletin	
Spring 2017	201720		
Summer 2017	201730		

Waiving of major courses



- Waiving a course that is required by the major
 - Relieves the student from taking the course
 - Do you want to reduce the number of hrs. required by the major?
 - Does NOT give the student the hours
 - Students still must complete 120 hrs. and 30 upper division hrs. in order to graduate.

Minors

- Not every major requires a minor
- Minors within Arts and Science
 - Substitutions begin with major advisor (officially)
 - Advising Center may take the lead
 - Effective Fall 2005, 9 hours of the minor must be completed at USA
- Minors outside of Arts and Sciences
 - Adjusted by college where the minor resides
 - Several Business minors (MCOB)
 - Leisure Services minor (COE)
 - Biomedical Sciences minor (AHP)

Directed Studies, Special Topics, Seminar, Honors Thesis courses

- Usually numbered 390, 490, 392, 492, 394, 494, 499
- Can use only 8 hr. of Dir. St. for BA or BS
- Limit to number of times courses can be completed for credit toward the required 120 hours - varies by department
- Giving the student an override may allow the student to register for the course, but if over the maximum allowed, it will not count toward 120 hrs

Registration Overrides

- Many different kinds of overrides
 - pre-req override
 - co-req override
 - time conflict override
 - repeat hours override
 - instructor approval override, etc.
- Make sure student has not exceeded maximum hours allowed for Directed Studies (8 hrs. for BA/BS) or Special Topics within your department
- The key is to know the curriculum within your discipline
- If a student contacts you and says they can't register, ask them what, specifically, the "error message" in PAWS says. This helps determine how to proceed in helping the student.

Writing courses

- Students must complete two “W” courses
 - Designated as writing intensive and have a W at the end of the title
 - One must be in major or minor
 - Cannot use transfer courses

30upper division hours

- Students must complete 30 upper division hrs. (300+) at USA
 - 15 of these upper division hrs. must be in the major
 - USA's residency requirement
 - Upper division courses transferred in from other four year institutions do not count toward this requirement.
- *Students pursuing a second Bachelor's degree must have 30 upper division hours in addition to those completed while pursuing their first Bachelor's degree*

120 total hours

- A student must have 120 hrs. in order to graduate
 - ESL and DS courses are not counted toward this 120 hrs
 - May need elective courses to reach 120
 - May be able to obtain hrs. by completing appropriate CLEP exams acceptable to USA

Transfer hours

- Only 60 Community or Junior College cr. hrs.
- No more than a combined total of 30 semester hours of alternative transfer credit
 - Advance Placement (AP)
 - International Baccalaureate Program (IB)
 - College Examination Program (CLEP)
 - credit by exam
 - military service
- No limit on the number of credit hours that may be transferred in from a four year college
 - student will still need to complete 30 upper division hours at USA

Advising Freshman Students

- New Freshmen may have credit not yet in system
 - AP credit is not issued until July
 - IB credit
 - Dual enrollment credit
- Freshman should **NOT** register for courses for which they may have AP, IB, or Dual enrollment credit
- Cannot use credit for both BLY 121 & BLY 101, or both BLY 122 & BLY 102

Advising Transfer Students

- Have student verify that the transfer credit on their PAWS transcript is correct. Sometimes credit has not yet been posted by the Registrar's Office or the student has not requested a transcript from the transfer institution be sent to Admissions.
- Courses that transfer in with prefixes such as SS, HUM, REL, FA, NS can be used to satisfy Gen Ed requirements
- Courses that transfer in with USA prefixes but transferring institution's course number and title can also be used if the content is appropriate
- We want to use as many of their transfer courses as possible

Advising Adults & Veterans

- May have college credit that is old but still good, especially for Gen Ed and toward 120 hours
- May have military service credit
 - American Council on Education (ACE) evaluates military training and translates into academic credit since 1942
 - AARTS transcript for Army
 - SMARTS transcript for Navy
 - Coast Guard Institute for Coast Guard
 - Community College of the Air Force
 - May have completed online courses from an accredited institution
- Are very likely to be able to add credit through CLEP exams
 - Military through DANTE (Defense Activity for Non-Traditional Education Support)-free for active duty, reserve, national Guard, and dependents, veterans may be able to claim reimbursement
 - Non-military through CLEP program administered by the College Board

Veteran's Issues

- May not identify themselves as a veteran
 - Consider a sign in office: “Tell me if you are a veteran”
- Want to be told what to do
 - Need clear cut guidelines
 - Have to learn to make decisions
 - Overwhelmed by choices
 - May be disabled physically and/or mentally
- Startle reflex highly developed
- Need to feel safe
 - Normal college behavior may seem chaotic
 - Less engaged with college life
- Angered by younger students
 - Inattentiveness
 - Irresponsibility
 - Different understanding of “fraternity” and “brotherhood”
- Alert broadcasts are important
- Complexity of benefits paperwork is enormous

Other Student Populations

- Working students
- First generation students
- Students with disabilities
- Student athletes
- International students

Graduation



- All students will need to complete a Degree Application by deadline
 - USA Registrar's Office
 - \$50 fee
- Students must have a USA Cum GPA of 2.00 in order to graduate.
 - USA Cum GPA calculated only on courses completed at USA
 - Transfer grades not calculated into the USA Cum GPA.
- Students must also have a 2.00 GPA in their major courses
 - Transfer course grades are calculated into the major GPA

Forms

- *Program Adjustment Form* at <http://www.southalabama.edu/colleges/artsandsci/forms.html>
 - used for course substitutions, waivers, or adjustments
- *Transient Credit Approval Form* at <http://www.southalabama.edu/colleges/artsandsci/forms.html>
 - used to allow a student to take a course at another institution
 - usually during the summer at an institution near their home
- Advising Center may suggest substitutions, adjustments, or transient approval for
 - General Education areas
 - Send you a completed the *Program Adjustment Form* for signatures
 - Usually for transfer students and graduation candidates