# Advising News... Spring 2012 You can use

Published by the Advisor Development and Resource Team

### Advising is an educational process

Advising is an educational process designed to empower students to have a meaningful educational experience at SHIP. Effective advisors recognize the need to develop an appropriate set of knowledge and skills in order to excel in their responsibilities to students. But, some advisors work under the faulty assumption that students instinctively know what they need to know to be responsible advisees. So, if advising is an educational process, what do students need to learn?

Answers to this question often target basic survival skills, such as how to read the catalog, understand institutional policies, use the student registration system, read a degree audit, and schedule classes. Indeed, these are valuable learning outcomes for the advising process; however, if we are to empower students to take ownership of their educational experiences we must help them move up the taxonomy of learning objectives. To become responsible advisees, students need to be able to:

- realistically assess their academic, professional, and life goals. Students must be
  taught how to examine the beliefs and presuppositions that constitute their views of
  self, their world, and their place in their world.
- employ critical reasoning skills. Students must be taught to accept ownership of their decision-making process and to become creators of their experiences.
- understand that advising is a collaborative partnership. Students must be taught their responsibilities in the advising process and how to fulfill them.

When we teach students to become responsible advisees, we empower them to take ownership of their educational experiences and develop skills that are transferable to other dimensions of their lives. When we develop responsible advisees, we reduce the number of students who become dependent upon their advisors and the advisor's office ceases to be an information booth with a revolving door. In addition, advisors have more time to invest in effectively advising students and in professional development activities. Teaching a student to be a responsible advisee is a win-win situation for both student and advisor.

(A portion of the above was adapted from "Teaching students to be responsible advisees." Available at: http://www.nacada.ksu.edu/AAT/NW30\_3.htm)

#### **Academic Advising Mission Statement**

Academic advising at Shippensburg University is a joint endeavor that complements the educational goals of the university by working with and empowering students to obtain appropriate academic information, to develop educational and career goals, to learn the skills needed for academic success, and to access the variety of resources and services available to them.

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#### Be sure to remind

your advisees to check the student information system for dates and deadlines throughout the semester.

# Advising students for course registration

When can students register for fall courses?

Graduate students have open access during the whole registration period. Undergraduate students are assigned a **3-day time ticket** to complete their course registration. This window is extended if it falls on weekend days. Students have access around the clock when their window is open. Time tickets are assigned as follows:

Graduate Registration Dates	March 19 – June 22	
Undergraduate Registration Dates  March 26 – April 16	Priority Senior Junior No Scheduling Sophomore Freshman	March 26 – March 28 March 29 – April 2 April 3 – April 5 April 6 April 9 - April 11 April 12 – April 16
Schedule Clean-Up Undergraduate Students	April 23 – May 4	
Schedule Adjustment for ALL The drop period extends to the sixth calendar day in a typical semester and the add period will extends to the seventh calendar day. Normally, this will mean the drop day extends to the first Saturday of the semester and the add day to the first Sunday.	August 1 – Sept 1 (adds only)	(drops/adds) Sept 2

When can students register for summer courses?

Graduate Registration Dates	Term 1: March 19 – May 14 (drops/adds) May 15 (adds only) Term 2: March 19 – June 5 (drops/adds) June 6 (adds only) Term 3: March 19 – July 10 (drops/adds) July 11 (adds only)
Undergraduate Registration Dates	Term 1: March 26 – May 14 (drops/adds) May 15 (adds only) Term 2: March 26 – June 5 (drops/adds) June 6 (adds only) Term 3: March 26 – July 10 (drops/adds) July 11 (adds only)

## **Changing or declaring a major**

- All submitted requests for and processing of changes in declarations of majors and minors can take place at any time except during scheduling, which includes schedule clean-up and the two weeks prior to scheduling.
- Students who wish to declare a major in Biology, Criminal Justice, Education,
  Psychology and Communications/Journalism must submit their request during the
  first three weeks of the semester in order to be considered.
- Undeclared students should be encouraged to declare a desired major as soon as they meet the departmental requirements.

# **Advising Excellence Award**

After soliciting feedback from deans, department chairs, and faculty advisors, the ADRT determined that the current format for the Advising Excellence Award is not effective in promoting advising development and innovation on campus. Therefore, a recommendation was submitted to the Provost to discontinue the award in its current format. A subcommittee of the ADRT is working to investigate new strategies to promote advising across campus and to recognize and reward quality advising. If you have any comments, please forward them to: sowallace@ship.edu.

#### Summer courses at the beach: Hands-on, feet-wet education

SHIP students have the exciting opportunity to enhance their learning through summer field studies at the Marine Science Consortium (MSC) in Wallops Island, Virginia. MSC is a nonprofit corporation operated in collaboration with the member institutions. The consortium campus includes quality residential and laboratory facilities. The summer 2012 course schedule will include some general education options (science classes for Category C, a literature course for Category B) as well as upper-level courses that are very interesting for students across all disciplines. Courses taught by SHIP faculty will be listed on the university registration system and count as resident credit. Students may also take courses delivered through other universities.

For more information, contact:

Dr. Sean Cornell, 717-477-1310, srcornell@ship.edu

or

Dr. Pablo Delis, 717-477-1092, prdeli@ship.edi

### **Registration Information**

To be able to register for courses, students must:

- 1. Register during their registration time ticket: Students can verify their registration window in Banner Self-Service / Registration / Registration Status tab.
  - \* Students who miss their time ticket are able to register during the schedule clean-up and schedule adjustment periods.
- 2. Clear any holds that may be on their record: Students can see any holds that may be placed on their record in Banner Self-Service / Registration / Registration Status tab.
  - \* Students must go to the office that placed the hold to resolve the issue before their time ticket.
- 3. Receive their Registration Pin Number: A student must have his/her registration pin number to access the student registration system. It is the advisor's responsibility to ensure that students have their pin number at the point they have satisfied any advising requirements and are cleared to register.
  - The registration pin number is <u>not</u> the student's SHIP ID. It is a unique number given to each student, and it is changed each semester. Advisees' pin numbers are posted in Faculty Self-Service/ Student Info Menu/Advisee Listing in the <u>Alternate Pin</u> column. Students are assigned a new pin number each semester.
  - \* Students will need to enter their Pin Number until they register for at least one course. After they have registered for one course, they will have continued access throughout the rest of their registration time ticket window.
  - \* Students who lose or forget their Pin Number, should contact their advisor or department office to obtain this PIN. If there is no one in the department office, they may contact their dean's office.

<u>Undergraduate Maximum Course Load</u>: Undergraduate students will be restricted to registering for a maximum of 17 credits. Overload permission to register for more than 17 credits must be granted by the student's academic dean's office.

Overrides: For permission to register for a course that is restricted, has reached capacity, or needs instructor's permission students must obtain an override from the department that delivers the course.

- \* Students must complete this process during their registration time ticket.
- \* Overrides cannot be granted to bypass holds on a student's account or to allow the student to register outside the assigned registration time.
- \* NOTE: Submitting an override request does not guarantee the student a place in the course.

- \* Receiving an override does not automatically register the student into the course. The student must self-enroll into the CRN identified by the department.
- Math Department Override Request Form: If you have students who are trying to get into a math class but are getting error messages, they need to fill out the override request form which can be found at: <a href="http://webspace.ship.edu/deensley/cgi-bin/waitlist.html">http://webspace.ship.edu/deensley/cgi-bin/waitlist.html</a>
- **Biology Department Waitlist Request Form:** If you have students who are trying to get into a biology class that is restricted or filled, they need to fill out the waitlist request form which can be found at: <a href="http://www.ship.edu/Biology/Waitlist\_Spring/">http://www.ship.edu/Biology/Waitlist\_Spring/</a>

Waiting lists for closed courses: Students who NEED a course that is closed should be directed to the department office under which the course is located to be placed on a waiting list or speak to the department about other options.

#### **Summer Courses**

- All summer courses will be registered via Banner.
- Students can start registering for summer courses when their Fall time ticket begins. The time ticket does not end until end/drop is over for the summer term.
- Students do not need a PIN # to register for Summer classes. They do need to have PIN # to register for Fall courses.
- Students can register for no more than two (2) classes in the online and/or face-to-face format per Summer Term.
- (Note: Students can register for no more than one (1) faceto-face class in Summer Term 3 since it is only 3 weeks in duration.)
- Students may register for a maximum of eighteen (18) credits during the entire summer.

#### Online Courses

- Undergraduate students must have a minimum of 12 credits
- and a 2.0 QPA prior to registering for an online course.
- A previously failed course (grade of F) may not be repeated through an online course.
- Students can schedule no more than two courses in online format per summer term.

#### Student advisor information:

Students can find out who their advisor is by:

- 1. Log in to myShip.
- 2. Click on Student.
- 3. Under My Student Resources, click on My Advisor.

# Early warning grades

Early warning grades are due no later than 4 PM, on March 2. Advisors should review these grades through faculty Self Service Banner (SSB) and recommend appropriate actions for advisees who may be experiencing academic difficulty.

#### To review grades for advisees:

- 1. Log in to myShip.
- 2. Click on Faculty tab.
- 3. Click on Advisee Grade Summary.

#### To review EWGs per student:

- 1. Log in to myShip.
- 2. Click on Faculty tab.
- 3. Click on Select a Student.
- 4. Look up student in question.
- 5. Click on Student Information menu.
- 6. Click on Active Registration link.

#### To review EWGs per course:

- 1. Log in to myShip.
- 2. Click on Faculty tab.
- 3. Click on Select a Section.
- 4. Enter CRN and Submit.
- 5. Click on Faculty Grade Summary.

# Students may access their EWG by doing the following:

- 1. Log in to myShip.
- 2. Click on Student tab.
- 3. Under Student Grades, select the term for which you would like to view any grades that have been submitted.
- 4. Click on Go.

#### **Faculty advisor survey**

As a part of the assessment process for the advisor development program, the ADRT is designing a faculty advisor survey to be administered this spring. Your participation is needed. You will be kept informed of the findings and recommendations from the subcommittee.

### **University Policy Updates**

#### Graduation Requirements – Transfer Credits

All students admitted in fall 2009 or after will need to complete a minimum of 45 credit hours of work at Shippensburg, including 30 credit hours among the last 45 credit hours earned.

#### Course Withdrawal Policy

- Students may withdraw from a class through the tenth week of the semester.
  - \* The deadline to withdraw from a class or the university and receive a "W" grade for Spring 2012 is Tuesday, March 27.
- Banner will allow students to withdraw from all but their final course.
  - \* To withdraw from their final course, undergraduate students must personally visit their academic dean's office and graduate students must contact the Registrar's Office for assistance.
- To withdraw from a course:
  - \* Freshmen students in their first semester and new Transfer students must make the request through their dean's office.
  - \* All others may drop by accessing their semester course registration at My Ship.

**Note of caution:** Before withdrawing from a class, students should be advised to consider how it will impact

- progress toward graduation
- eligibility for financial aid any questions about financial aid should be referred to the Financial Aid Office.
- NCAA eligibility
- · health insurance coverage

# What should students do if they need to withdraw from the university?

- Contact the dean's office to initiate withdrawal paperwork.
- If live on campus, contact the Dean of Students' Office.
- If receive financial aid, contact Financial Aid Office.

# Advisor development opportunities

#### Degree Works Workshop

Degree Works is the online degree audit function available in Banner. Workshop schedule will be announced.

#### Summer Orientation Advisor Training

Preparing to advise during summer orientation – schedule will be announced.

### **Department/Program updates**

#### CIS New major - Computer Engineering BS

Designed to prepare graduates for careers developing software and hardware for embedded systems including microcontrollers, industrial controls, and mobile computers, graduates will enter the workforce, meeting or exceeding federal requirements for journeyman engineers.

# Major – Changes in Requirements to Declare Criminal Justice:

- new GPA requirement is 2.75
- submit change of major form within first 3 weeks of semester

#### **Exercise Science:**

- new GPA requirement is 2.75
- Grade of "C" or better in BIO 161 or 162

#### Biology – Changes in Course Number/Title

- BIO 161 Principles of Biology: Cell Structure and Function (4 crs) replaces BIO 116 Principles of Biology II.
- BIO 162 Principles of Biology: Organismal Diversity (4 crs) replaces BIO 115 Principles of Biology I.

Students desiring to retake BIO 115 would take BIO 162. Students desiring to repeat BIO 116 would take BIO 161.

#### Updated Modern Language Policy

All students completing a Bachelor of Arts (B.A.) program will be required to attain intermediate level of proficiency in a foreign language. Intermediate proficiency may be satisfied by:

- the completion of three years of the same foreign language in high school;
- earning intermediate-level scores on AP or CLEP teststhe student must request that the testing agency submit official test results to the dean's office for final approval;
- passing a 103-level college course in a foreign language;
- or satisfactory completion of an intermediate-level proficiency examination.
- \* Students are no longer required to take the Modern Language Department placement test prior to registering for a language course. Instead, the appropriate course level will be determined by the number of years in the language the student completed in high school.
- \* Please use the following in advising students concerning registration in language courses:
- A. Students who have successfully completed three years or more of any one foreign language in high school have met the language requirement. This student can always take a foreign language course to satisfy CAT B or as a free

elective. However, the student cannot take the same levels of the language previously completed. For example, the student took the equivalent of SPN 101, 102 and 103 in high school (satisfying the FL requirement). Then the level in which the student should register is SPN 202.

- B. Students who completed two years of a foreign language in high school are to register for the 103 course in the language.
- C. Students who completed one year of a foreign language in high school are to register for the 102 course and then the 103 course in the language to fulfill the modern language requirement.
- D. Students with no previous knowledge of the foreign language must begin with the introductory level and complete three courses (101, 102, 103) in that language to fulfill the requirement.
- \* Students who took one or two years of a FL language in high school should not be advised to take a 101 level of the same foreign language. They should be advised to take 102 if they have had one year of a FL in high school and 103 if they had two.
- \* For those students who claim that they do not remember anything from high school and that they would like to start with the beginning (101) level, please tell them that levels 102 and 103 start with a review of previous concepts. This way the students can catch up and adjust to the new level.
- \* Students who have completed language courses in high school can register for the beginning (101) course if they have not taken any previous courses in that language.
- \* Students who desire to register in a higher level or to test out of a level must take the Modern Language Department

If you have any questions, please contact Dr. J. Ricardo-Osorio, Department Chair.

#### **Mathematics**

# Developmental Math: There are now 2 levels of placement into developmental mathematics.

- All students who place into level 1 are required to take MAT 050 Developmental Math.
  - o Students in algebra-based majors (Biology, business, chemistry, computer science, economics, mathematics, physics, teacher education) should take MAT 050 in their first or second semester.
  - o Students who place into level 1 in other majors should take MAT 050 in their 3rd semester.

(Continued on page 6)

#### **Department/Program updates** (continued from page 5)

- Students placed into level 2 only have to take MAT 050 if their major requires an algebra-based math sequence (Biology, business, chemistry, computer science, economics, mathematics, physics, teacher education). For example, a student placed into level 2 with a major in Business or in a science would be required to take MAT 050, but a student in a major that requires Applied Statistics or who is able to take Math 105 Math for Liberal Studies would not be required to take MAT 050.
- If a student places into level 2 and completes a college-level course, such as Math for Liberal Studies or Applied Statistics,

and later decides to declare an algebra-based major, he/she would be required to go back and take MAT 050.

**Repeating MAT 120 Math Models:** Students who need to repeat a grade previously earned in MAT 120 should be advised to:

- Register for MAT 140A College Algebra
- Inform their dean's office they want the grade to replace the MAT 120 grade.

### **Spring 2012: Important Dates & Deadlines**

Early Warning Grades	Due March 2
Spring Break	Begins: Friday, March 9, 4:00 pm Classes Resume: Monday, March 19, 8:00 am
Withdraw from course	March 27 Last day to withdraw from classes with "W" grade (G & UG)
Last Day of Classes	April 27
Final Exams	April 30 – May 4
Commencement	Graduate: Friday, May 4 UG: Saturday, May 5

ADRT Meeting: February 23; 3:30 – 4:30; Horton Hall 127



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