“…as faculty, we should take every opportunity to give students clear signals about our commitment to helping them via advising and mentoring. We should be more accessible and pro-active in reaching out to students, reinforcing the message that they should talk with their advisors before scheduling, and during scheduling if they experience difficulties. Admittedly, the specifics may vary across departments, but the constant should be our explicitly expressed willingness to assist our students during the scheduling period. Knowing the high level of commitment to our students that all of us share, I’m asking that each of us make sure that our students fully realize our willingness to help them with their course work, as well as with scheduling.”

(Brendan Finucane, APSCUF President, memo, 10/23/2013)

Important Dates

<table>
<thead>
<tr>
<th>Spring Break</th>
<th>MAR 14 (4pm) - 23</th>
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<tr>
<td>Last Day Withdraw with “W” grade</td>
<td>April 1</td>
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<tr>
<td>Final Exam Week</td>
<td>MAY 5—9</td>
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<td>Commencement</td>
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<td>Graduate</td>
<td>Fri, May 9</td>
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<tr>
<td>Undergraduate</td>
<td>Sat, May 10</td>
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<td>New Student</td>
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<tr>
<td>Summer Orientation</td>
<td>Weeks of June 16–20 And June 23–27</td>
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<tr>
<td>Summer 3, 2014</td>
<td>May 12–May 30</td>
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<tr>
<td>Summer 4, 2014</td>
<td>Jun 2–Jul 3</td>
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<td>Summer 5, 2014</td>
<td>Jul 7–Aug 7</td>
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UG Fall 2014 Registration

<table>
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<th>March 31—April 21</th>
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Priority – MAR 31—APR 2
All varsity sports—if on team roster
Registered with Office of Disability Services
Residence Hall Assistants
Academic Success Program
Honors

Schedule Clean-Up
APR 28—MAY 9

Schedule Adjustment
August 1—end of first week of classes

To be ready to register, students must:
1. Verify Registration Time Ticket
2. Clear any holds
3. Satisfy advising requirements

Summer 2014 REGISTRATION

UG students may register for summer courses at the same time as their fall time ticket through the end of schedule clean-up.

Who is eligible to take summer online classes?

- UG must have successfully completed 12 credits prior to registering for an online class and must have a 2.0 GPA prior to registering for an online class.
- May not repeat a previously failed course by taking it online at SHIP.

Students can register for no more than two (2) online classes during each of the summer terms. Students can register for no more than one (1) face-to-face class in Summer Term 3 since it is only 3 weeks in duration.
Assisting Students with Course Registration

ART
ART 101: Sections 01 and 02 are restricted, sections 03 and 04 have no restrictions.

BIOLOGY
BIO 161: Sections 1 and 2 will be restricted to majors.
BIO 162: All sections will be open to all students.

Chinese Language Courses—fall
Chinese 101: TR 5 - 6:15
Chinese 102: MW 6 - 7:15

⇒ Chinese 101 has been approved to count as General Education Category B.
⇒ Chinese 102 will only count as a free elective at this point.

⇒ To be in compliance with NCAA regulations, student-athletes must take any developmental-level courses (ENG 050, MAT 050, RDG 050) in their first year.

⇒ In order to more efficiently utilize our high-demand general education seats, please encourage junior and senior students to look for non-general education courses to fulfill any free elective requirements they may have.

BIOLOGY COURSE OVERRIDE REQUEST:
Students must submit paper form available outside the Biology Department Office (FSC142).

BSN 101: Students intending to declare a business major but have not been admitted into the major may take BSN 101 as an online course from May 12 - June 15. (must be eligible to enroll in online courses)

COM 111: Students intending to declare a comm/journalism major but have not been admitted into the major may take COMM 111 as an online course from May 12 - June 15. (must be eligible to enroll in online courses)

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 2014 course schedule includes 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.

Ship faculty are offering some awesome opportunities:
Intro to Literature (ENG 250) which also has an honors option. It focuses on environmental literature. Dr. Cella
Coastal Ornithology (BIO 393) - Prereq: Bio 161 and 162. Dr. Thomas
Herpetology (BIO 417) - Prereq: Bio 162, vertebrate zoology or permission from the instructor. Dr. Delis
Coastal and Wetland Hydrology (GEO 490) - Dr. Zume
Coastal Environmental Oceanography (ESS 451). Includes a travel component to the Florida Keys—a lot of water time in the reefs and mangroves of the keys region. Dr. Cornell

Students should not be encouraged to schedule more credits than they intend to complete. This “shopping” practice may block other students from having access to desired/needed courses.

Q: If a student repeats a course previously taken at SHIP, do they have to repeat it with the same professor?
A: NO. They may choose any available professor that they desire.
For Students Interested in declaring a BIOLOGY major

Eligibility requirements have been adjusted:
1. Students must have earned at least 15 credits with required GPA
2. Grade of “C” or better in BIO 161 or 162
3. And one of the following:
   - Grade of “C” or better in Chemical Bonding, or
   - grade of “B” or better in MAT 140 OR “C” or better in PreCalculus or Calculus

Biology Study Groups

No reservation needed, but study groups are not drop-in tutoring sessions. Students must commit themselves to attend and contribute to the group success.

**BIO 145**: Thursdays, 9:00—12:00, FSC 248

**BIO 161**: Mondays, 3:00—4:00, FSC 248
   Fridays, 3:00—4:30, FSC 248

HISTORY Drop-in

**PEER TUTORING CENTER**

THURS: 6:30-7:30 IN DHC 205
TUES & THURS: 3:30-4:30 IN WRIGHT 111

**TOPICS COVERED:**
- MIDTERM AND FINAL PREP
- WRITING EFFECTIVE PAPERS
- GEOGRAPHY
- STUDY SKILLS
- PRIMARY SOURCE DOCUMENTS

Arts and Sciences Advising Support Center

Located in DHC 216

During the Spring 2014 semester, the College of Arts and Sciences will be continuing its pilot program of an Advising Support Center located in DHC 216. The center will be staffed by the Dean’s Associate for Advisement and Student Support, Dr. Tom Evitts of the Mathematics Department. The center can assist students trying to transition between majors, students seeking unofficial graduation checks, and students with probation and readmit concerns or with other issues related to advisement. The goals of the Advising Support Center are to support the current departmental advising structures and to connect these support services with the student’s current academic advisor. The center will also strive to support faculty with questions and concerns about advisement.

**Spring Walk-in Advising Support hours**

Mondays 2:00 - 4:00 PM
Tuesdays 10:30 AM - 3:30 PM
Wednesdays 10:30 AM - 1:00 PM
Thursdays 10:30 AM - 3:30
Fridays 9:00 AM - 12:00 NOON

Please feel free to encourage students with advising concerns to visit or contact the center. Telephone: 477-1150,
email: casa@ship.edu.

Undeclared Advising Center

Located in Horton Hall

For the spring semester, the center is staffed by 6 part-time, temporary, adjunct faculty.

During fall 2013, the center served 406 students and conducted 845 advising sessions.

The adjunct advisors also provided advising assistance during Summer Orientation, in the General Education Resource Center during fall registration and Modern Languages advising session. Adjunct advisors also delivered an advising workshop to student-athletes and presentations on Academic Day.

Two of the advisors, Dr. Jennifer Pomeroy and Cindy Murray were honored for their outstanding support of our student-athletes.
Exciting Program Opportunities

International Studies (B.A.) - 39 crs.
Minor also available
Required courses introduce and reinforce knowledge of globalization and intercultural relations.
- INT200 Introduction to International Studies (3 crs.)
- INT300 International Studies Seminar (3 crs.)
Majors are required to:
1. Elect one Global Perspectives concentration (12 crs.)
   - Comparative & Global Cultures
   - Global Political Relations or
   - Global Business & Economics.
2. Elect one Area Studies concentration (12 crs.)
   and related foreign language (9 crs.) in:
   - African & Middle Eastern Studies,
   - Asian Studies,
   - European Studies or
   - Latin American & Caribbean Studies.
3. Study abroad or engage in an off-campus internship that develops intercultural competency and international understanding.

GPA to declare: 2.0
For Information: Dr. Jonathan Skaff
477-1907 (IS Office)
ism@ship.edu

ENGLISH BA WITH WRITING EMPHASIS
Ideal for students who do not want to teach and have interest in writing-related careers, such as technical writing.
For Info Contact: Dr. Shari Horner
477-1495
SLHorn@ship.edu

Spanish / French Translation Specialization
To be admitted to the Translation Specialization program students need to have reached the Advanced Low proficiency level. Students who have not scored at that level will complete the core courses in Spanish/French (24 credits). Once admitted in the Translation Specialization program, students complete 12 credits in Spanish/French. In parallel, students also need to complete a minimum of 18 credits in a subject area specialty outside of the linguistics area.

For information: Dr. Robert Lesman
477-1118
rslesman@ship.edu

Early Childhood Concentration (non-certification)
This concentration is designed for students who are interested in working with children but are not necessarily interested in pursuing teacher certification. Essentially, the curriculum is the same as the Teacher Education program but does not require student teaching.

GPA to declare: 2.75. Students who achieve a 3.0 may be allowed to change to the certification program.

For information: Dr. Kent Chrisman
477-1336
jkchri@ship.edu

Disability Studies Minor – 18 crs.
Provides students with an interdisciplinary body of knowledge and skills geared toward the exploration of the meaning and impact of disability across time, place, and group. The program raises awareness of disability issues, knowledge of disability rights and laws, and best practices towards creative, inclusive and accessible environments and communities. The knowledge and skills gained will prepare students for disability-related careers and advanced study in disability studies, and will enhance and deepen their understanding of the multicultural fabric of contemporary society.

For Information: Dr. Allison Carey
477-1582
accare@ship.edu

Ethnic Studies Minor—18 crs.
Multicultural / Interdisciplinary
Offers a broad and intense course of study of the various ethnic groups in the United States.

Contact: Dr. Ana Moraña
477-1478 or 477-1272
anmora@ship.edu
**Major in the Spotlight**

**Human Communication Studies**

Recent surveys note that more than 60% of employers say applicants lack “communication and interpersonal skills.” A wide margin of managers also say today’s applicants can’t think critically and creatively, solve problems or write well.

Both the HCS major and minor prepares students in all of the areas identified as critical needs by employers. Students develop skills in effective listening, interpersonal dynamics, group dynamics, critical analysis, persuasion, conflict management and resolution, and message construction and delivery, both orally and in writing. An emphasis on the ethical use of communication and the cultural dimensions, both of which are fundamental to effective human communicative strategies, are key to each course offered.

The HCS major combined with an applied/technical minor can provide students with the skills set to be competitive in the pursuit of their career goals.

For more information contact:

Dr. Kara Laskowski, Chair
717) 477-1732; DHC 118

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**Online Degree Audit**

**is up and running!**

Track student progress; identify courses taken/still needed

“What if” scenarios – how courses completed might apply to other degree/major formats

GPA calculators

To access:

Login to myShip
Click on Faculty, then Tools
Go to the Student Information
Click on Degree Audit
Search by student name, ID, or major

New feature available:

For students admitted Fall 2011 or later, you can now view the grade(s) for transfer courses completed at another institution. For students admitted prior to fall 2011, transfer grades will still show as a TR. This only impacts degree audit. It will not impact the student’s transcript—they will still see the TR on their transcript for transfer work. Accepted transfer courses will be identified as Satisfied by with the name of the institution and the name of the course taken at the institution. This change will also allow transfer work to satisfy courses that require a minimum grade.

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**MARK YOUR CALENDAR**

**ADRT Meetings**

Thursday, March 13
Thursday, April 17
3:30—4:30
OM 203A

**The Advising Development Resource Team (ADRT)** serves as a coordinating body to promote quality advising campus-wide and to create programs and services that assist faculty in their advising role. The ADRT produces materials that help increase awareness of the importance of academic advising and sponsors advisor development workshops and activities to help faculty develop the skills and competencies they need to be effective advisors. All academic departments are encouraged to designate a representative to serve on the team. If you are interested in joining the team, contact your department chair.

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**Summer Orientation Advisor Training**

A 1/2 day workshop will be presented on Tuesday, June 10, 8:30—12:30 and repeated Wednesday, June 11, 12:00—4:00. All faculty who advise during Orientation are expected to attend. Details will follow.

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Advising Students About Appropriate Math Course(s)

The appropriate math course is determined by the student’s math placement level and intended major.

Mathematics Placement Level

In Banner under "Student Test Scores" advisors can see the current Math Level of their advisees or any student. The level posted (1-6) reflects the course(s) the student is currently eligible to take.

Advising Cheat Sheet for Math

MAT050 – Must be completed by any student with Math Level 1 and must be completed by Math Level 2 students in calculus-required majors. Students in calculus-required majors should take MAT 050 in their first or second semester. Students in other majors should do so by the fall of their second year.

MAT140 A/B - prerequisite for MAT 175 and MAT 181. 140A & 140B are the same course taught at different paces.
- Students who take MAT140 A do not take 140B.
- Students in non-algebra/calculus based majors are encouraged to NOT take MAT140A/B.

MAT211-required programs

All majors in the departments of Biology, Chemistry, Computer Science & Engineering, Mathematics, and Physics require MAT211. In addition, Middle Level Education and Economics with Mathematics Concentration require MAT211. Any student (regardless of major) who is considering a minor in mathematics should also take MAT211. Students who are below Level 6 must take MAT175 as a prerequisite for MAT211. Students who are below Level 5 must take MAT140 as a prerequisite for MAT175.

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<tr>
<th>Level 1</th>
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<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
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<td>MAT050</td>
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<td>MAT140A</td>
<td>MAT140B</td>
<td>MAT175</td>
<td>MAT211</td>
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MAT181-required programs

All majors in the College of Business and majors in Economics take MAT181. Students who are below Level 5 must take MAT140 as prerequisite.

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<th>Level 4</th>
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<td>MAT050</td>
<td>MAT050</td>
<td>MAT140A</td>
<td>MAT140B</td>
<td>MAT181</td>
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MAT110-required programs

All majors in Teacher Education take MAT110. MAT110 is restricted to these majors.

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<th>Level 1</th>
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<tr>
<td>MAT050</td>
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Other programs –recommended for all non-algebra/calculus based majors

Note that some programs recommend or specifically require MAT117, so advisors should make sure that those students take MAT117 for either Math Competency or Category A.

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<th>Level 1</th>
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Students who place at Level 5 or 6 based on SAT scores or the placement test:

Students have fulfilled math competency without taking a math course by having (a) math SAT of at least 610 OR (b) having "College Level Math Test" score of at least 65 OR (c) having "Placement Math Dept Score" of at least 55.

⇒ They are not required to take a math course unless a specific course is required by their major/minor. They must take the course specified for the major/minor.
⇒ Are not awarded the credit hours. They take an additional 3 credits free electives.
Advising Students for Scheduling for Success

A part of the advisor’s role is to assist students to select courses appropriate for their skill level and program requirements. Here are some things to consider in assisting students to schedule for success.

**Appropriate course load:** The standard credit load for most students is 15 hours per semester. Some students often express concerns about “falling behind” if they take less than 15 credits. Advisors need to help students understand that graduation is not a race—it is the goal. There are no prizes for finishing early or penalties for taking longer. The key is to assist students to determine the appropriate course load to enhance their potential to achieve their goals. Some students may need to take fewer credit hours to enhance their potential for success. 12-13 credit hours is the recommended course load for students on probation and those placed into developmental-level reading or writing.

**Appropriate course selection:** Students should be advised to complete any required developmental-level courses and to concentrate on completing the Required Skills courses within their first year at SHIP. Advisors should monitor their advisees with developmental placements to ensure that they are scheduling the required developmental-level courses and notify the appropriate academic department concerning students who have not satisfied their placements.

- Students who have not satisfied a reading placement should be advised to not take any reading intensive courses, such as World History or Literature or Psychology, until the placement has been satisfied.
- Students who have not satisfied a writing placement should be advised to not take courses that have extensive writing requirements.
- Students who have not satisfied a mathematics placement should be advised to delay courses that require strong reasoning skills, such as some sciences, economics, and computer science, until they have strengthened their math skills.

Students also need to be guided to not overload their semester schedule with “killer” courses. For example, a schedule consisting of Principles of Biology, Chemistry, World History, Economics, and Calculus, may be a recipe for failure for some students. Students who have not declared a major, or may be uncertain about their major, should take courses that will help them investigate areas of interest, expose them to new areas, and count for General Education.

**Appropriate course timing:** Being able to manage their course schedule is just as important as the selection of courses. Students should be assisted to understand their biological clock and schedule courses at times they are most mentally alert. Students should also be guided to resist the temptation to pack their courses into a TR schedule. Effective learning requires adequate time to process information, so students should be advised to create a balanced schedule of MWF and TR courses. Evening courses that meet just one night a week may not be wise choices for some students. In addition, courses should be spaced so that a student does not have back-to-back-to back courses and has ample time to comfortably get from class to class.