



SAINT AUGUSTINE'S  
UNIVERSITY

*Transform. Excel. Lead.*



# STUDENT ADVISING HANDBOOK

ACADEMIC ADVISING: YOUR ROADMAP TO SUCCESS!

ACADEMIC ADVISING CENTER

REVISED MAY 2018

## Academic Advising At a Glance for Students

Academic advising at Saint Augustine's University is an essential component of the educational process and is committed to a program that strives to integrate students' personal and academic goals, address your cognitive and social development, and establish the relationship between education and life experiences.

Few experiences in your academic career have as much potential for influencing your collegiate experience as academic advising. Whether you are undecided or pursuing a specific major, your academic advisor is an expert in guiding you toward degree completion.

Along with your advisor's expertise, you should remember that a positive academic advising experience also depends on **you taking an active role in the process**. Particularly during peak advising and registration periods, you will only have a short amount of time with your advisor (and likely a significant amount of information to cover). Therefore, you should make frequent contact with your academic advisor at other times throughout the academic year.

### New Freshmen

As a newly admitted freshman student, you will be required to attend Student Orientation, Advising and Registration (SOAR), where you will participate in academic advising and registration. You will be assigned an advisor from the Academic Advising Center to assist you throughout your freshman year. During this orientation period it is advised that students **declare a major** so you may be assigned a faculty advisor within your chosen discipline. If you remain undecided, your academic advisor will continue to be assigned from the Academic Advising Center.

To maximize the benefits of the academic advising process, you and your academic advisor will meet a minimum of twice a semester:

- **Meeting 1** will take place within the first four weeks of the semester and will focus on helping you think intentionally about your academic goals and career interests. As you

talk with your academic advisor, be sure to share any preliminary thoughts you have about the majors you may be interested in exploring.

- **Meeting 2** will take place after the semester mid-point, during the University's traditional advising & registration period. At this meeting, you will work with your academic advisor to determine course selection for the upcoming term and discuss where you are in the process of selecting a major.

## **Academic Achievers**

The Academic Achievers Program is a Student Support Services TRIO program designed to provide low-income, first generation college students and students with disabilities opportunities for academic development and assistance. As a participant, you will achieve success through personalized attention, enhanced academic courses, individualized academic instruction and advising.

## **Transfer Students**

As a newly admitted transfer student your official evaluation for transfer credit is done by the University registrar and eligible transfer credit is posted on your Saint Augustine's University transcript. Evaluation of the transcript is then conducted on a course by course basis by the department chair and school dean in the discipline in which the intended major is located to determine if completed coursework is applicable toward fulfillment of graduation requirements in your major. You will be required to attend an academic advising session by appointment with an advisor in the Academic Advising Center if you are a freshman or undecided and/ or with your faculty advisor in your declared school prior to you being eligible for registration. **The evaluation of a transcript is not official until the credits have been accepted by the registrar and recorded on the student's transcript at Saint Augustine's University as transfer credit.**

## **Current Students**

**Prior to meeting with your advisor, be sure to do the following to help maximize your appointment time:**

1. Review your intended major Plan of Study and Course Sequence. You can find this in the University Catalog.
2. Based on the information presented on your Course Sequence, you may find it helpful to begin developing a four-year plan. Not only will this serve as a guide for what classes to take and when to take those over the next several years, but it will also help you in establishing short and long term goals related to your academic success. If you need additional assistance in developing your graduation plan, schedule an appointment or walk-in visit with an advisor in the Academic Advising Center.
3. Use the class schedule in CAMS to check course availability for the upcoming semester. Typically, the course schedule becomes available in mid-October and mid-March so that you can begin planning for the next term.
4. The Academic Advising Center advisor will prepare freshman and sophomore cohort schedules. Upon acceptance into a major program, you should engage in the advising process by using the information from your Course Sequence, CAMS Class Schedule, and the Plan of Study to create some sample schedules to discuss with your **faculty advisor**. In addition to your ideal schedule, have two or three alternative choices in case class sections close before your registration window opens.
5. Write down a list of questions you want to ask your advisor or other topics you may want to discuss. These can include questions about transfer credit, adding a major or minor, requesting a course overload, your GPA, academic good standing – or any other questions that are on your mind!

Once you have done all the steps above, schedule an appointment and meet with your advisor during the agreed time. If you aren't sure who your advisor is or how to contact them, visit the Academic Advising Center or check your Student Portal in CAMS.

**As you prepare for advising each semester, it may also be helpful to remember the following requirements and procedures:**

- You must be enrolled in a minimum of **12 semester hours to be considered a full-time student**. However, on average, students typically enroll in 15-17 semester hours each semester so that they can stay on track to graduate in four years.
- **Students are not permitted to take more than 18 semester hours** each fall or spring semester without first receiving approval from the department chair, dean and provost. If you would like to take more than 18 semester hours, you must fill out the **Course Overload Request Form**. Please note that approval is granted at the discretion of the provost and requires a minimum 3.00 cumulative GPA.

- **Students are not permitted to take more than seven semester hours during summer sessions** without receiving approval from the department chair, dean and provost. If you would like to request an exception and take more than seven hours, you must fill out the **Course Overload Request Form**. Please note that approval is granted at the discretion of the department chair, dean, and provost and requires a minimum 3.00 cumulative GPA and/or anticipated graduation within one term.
- Classes that require "**Written Permission Only**" can only be added to your course schedule by having an instructor sign a **Saint Augustine's University Drop/Add Permission Form**. Once you have completed the form and have received your instructor's authorization, you must turn your form in to the University Registrar's Office, 106 Hunter Building.
- **Adding or changing a major or minor** is usually as simple as filling out the **Change of Major/Minor Form** in the University Registrar's Office. Periodically, additional steps may be necessary. Always contact your designated **faculty advisor** before changing your major.
- Remember that it is **YOUR** responsibility to make sure you are in **academic good standing** at all times. To do so, you must maintain a minimum cumulative GPA = 2.0 at the end of each semester.
- It is very important to also be aware of the **University's academic deadlines**, particularly those pertaining to the last day to withdraw from a course without academic penalty. Before dropping a class, visit the **University Calendar** or talk with your academic advisor to make sure you are aware of any potential consequences for dropping a class. Once you are ready to withdraw from a course, you can do so by obtaining a course **Withdrawal Form** from the Office of the University Registrar with completed signatures from your academic advisor and school dean.

## **Candidacy for Graduation**

**Candidates for graduation must submit an application to their respective advisors to verify their eligibility for admission to candidacy for graduation.** The Candidacy for Graduation form can be obtained from the Registrar's Office and must be reviewed and signed by the student's advisor and submitted to the school dean **one year in advance of the planned graduation date**. The school dean will review the student's academic record to determine whether all requirements for graduation have been successfully completed.

Candidates for graduation must have:

- Passed all General Education core curriculum requirements, earning a minimum grade of “C” in ENGL 131 or 131L, ENGL 132, ENGL 150, LIS 150 and MATH 131 or 135;
- Earned a minimum cumulative grade point average (GPA) of 2.0;
- Earned a minimum grade of “C” in all major courses, including required supporting courses from other disciplines; and
- Earned the last 25% of semester hours of course requirements in a major in residence at Saint Augustine’s University.

**\*While students may expect to receive guidance in course selections and assistance in familiarizing themselves with the University’s academic policies from the Academic Advising Center, faculty advisors, department chairs and school deans, students shall be held responsible for satisfying all requirements necessary to earn their degrees. A student’s failure to satisfy all relevant degree requirements is not a basis for making exceptions to the University’s academic requirements and/or policies.\***

## **Advisor Responsibilities**

- Assist you in planning a program consistent with your strengths, abilities, goals, and interests.
- Monitor progress toward educational/career goals.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Interpret and provide rationale for instructional policies, procedures, and requirements.
- Approve designated educational transactions (e.g., drops and adds, withdrawals, waivers, graduation requirements, etc.).
- Maintain accurate and up-to-date advising records.
- Make referrals when academic, attitudinal, attendance, or other personal problems require intervention by other professionals such as the Counseling and Psychological Services (CAPS).

- Develop a caring relationship/rapport with advisees.
- Inform you of special services available to you for remediation, ADA/504 accommodations, academic assistance, and other needs.
- Follow through on “Early Warning System” (EWS) alerts regarding advisees.

### **Advisee Responsibilities**

- Contact and make an appointment with the advisor when required or when in need of assistance. If you find it impossible to keep the appointment, you must notify the advisor.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Prepare for advising sessions and bring appropriate resources or materials.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request re-assignment of a different advisor if necessary.
- Make sure to update your student record when necessary (e.g. change of phone number, address) and frequently check your SAU e-mail account.
- **Accept final responsibility for all decisions.**

Please visit us in the Academic Advising Center, located in Delany Hall on the second floor if you have any additional questions, concerns or require additional resources to be academically prepared.

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