



SAINT AUGUSTINE'S
UNIVERSITY
Academic Advising

20
23

ACADEMIC ADVISING
AT A GLANCE
FOR STUDENTS

Academic Advisor Center

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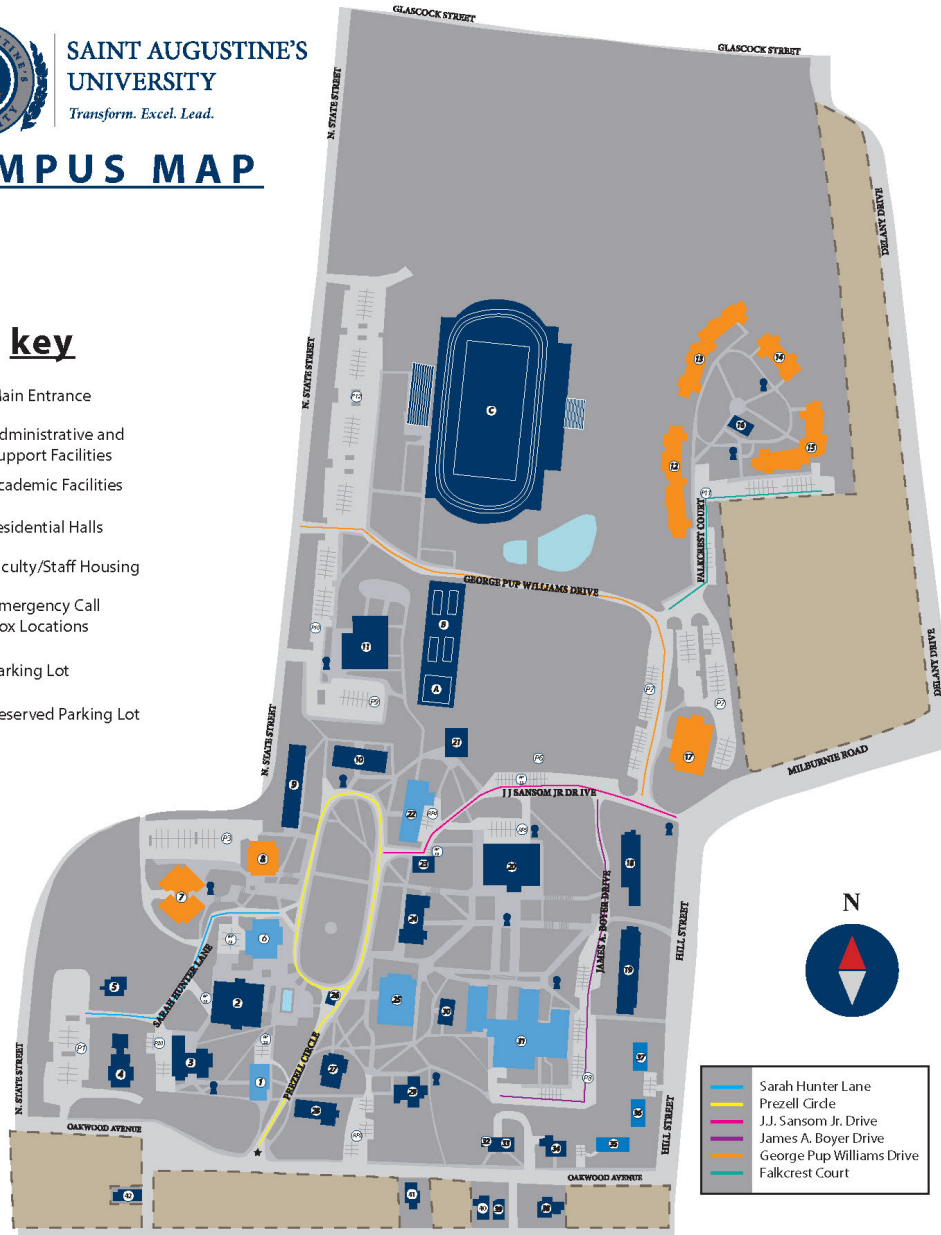


**SAINT AUGUSTINE'S
UNIVERSITY**
Transform. Excel. Lead.

CAMPUS MAP

key

- ★ Main Entrance
- Administrative and Support Facilities
- Academic Facilities
- Residential Halls
- Faculty/Staff Housing
- 📍 Emergency Call Box Locations
- P Parking Lot
- RP Reserved Parking Lot



- | | | |
|---|--|---|
| <ol style="list-style-type: none"> 1. Tuttle Building – 411 Prezell Cir 2. The Prezell R. Robinson Library – 580 Prezell Cir 3. Goold Hall – 1310 Sarah Hunter Ln 4. St. Agnes Hospital – 1300 Sarah Hunter Ln 5. Heating Plant – 1301 Sarah Hunter Ln 6. Cheshire Building – 570 Prezell Cir 7. Weston Hall – 1331 Sarah Hunter Ln 8. Latham Hall – 1341 Sarah Hunter Ln 9. Baker Hall - Police Department – 550 Prezell Cir 10. Delany Hall – 540 Prezell Cir 11. Julia Chester Emery Gymnasium – 691 George Pup Williams Dr 12. Falkcrest Building 1 – 701 Falkcrest Ct 13. Falkcrest Building 2 – 711 Falkcrest Ct 14. Falkcrest Building 3 – 721 Falkcrest Ct 15. Falkcrest Building 4 – 731 Falkcrest Ct 16. Falkcrest Clubhouse – 741 Falkcrest Ct 17. Boyer Hall – 600 George Pup Williams Dr 18. Atkinson Hall – 530 James A Boyer Dr 19. Lynch Hall – 520 James A Boyer Dr 20. Martin Luther King, Jr. Student Center – 1410 J.J. Sansom Jr. Dr 21. Gordon Health Center – 1411 J.J. Sansom Jr. Dr 22. Penick Hall – 530 Prezell Cir 23. Charles Mosee Building – 520 Prezell Cir 24. Hunter Building – 510 Prezell Cir | <ol style="list-style-type: none"> 25. Boyer Building – 500 Prezell Cir 26. Information/Security Booth – 501 Prezell Cir 27. Benson Building – 410 Prezell Cir 28. Taylor Wellness Center – 1315 Oakwood Ave 29. Saint Augustine's Chapel – 1411 Oakwood Ave 30. Hermitage Hall – 504 Prezell Cir 31. Seby B. Jones Fine Arts Center – 511 James A Boyer Dr 32. Shipping & Receiving Office – 1421 Oakwood Ave 33. Physical Plant Office – 1423 Oakwood Ave 34. C.A.P.S. Office – 1505 Oakwood Ave 35. Faculty Apartments – 1513 - 1519 Oakwood Ave 36. Faculty Apartments – 405 - 411 Hill St 37. Faculty Apartments – 417 - 423 Hill St 38. Lulu H. Robinson Manor House – 1504 Oakwood Ave 39. The YMCA Learning Center – 1420 Oakwood Ave 40. Vacant – 1418 Oakwood Ave 41. Alumni House – 1410 Oakwood Ave 42. Community Development Corp. (CDC) – 311 N Tarboro St | <ol style="list-style-type: none"> P1. St. Agnes Hospital Lot RP2. President's Lot P3. Weston/Latham Lot RP4. Penick Lot RP5. MLK Cafeteria Lot P6. Gravel Lot P7. Boyer Hall Lots P8. James Boyer Drive Lot P9. Delany Lot P10. Emery Lot P11. Falkcrest Lot P12. Williams Athletics Complex Lot RP13. Cheshire Lot RP14. Robinson Library Lot RP15. J.J. Sansom Jr. Drive Lot RP16. Mosee Lot P20. Goold Hall Lot RP23. Tuttle/ROTC Lot P25. Shipping and Receiving Lot P26. CAPS Lot P27. CDC Lot |
|---|--|---|

- A. Outdoor Basketball Courts – 681 George Pup Williams Dr
 B. Tennis Courts – 681 George Pup Williams Dr
 C. George Williams Athletic Complex – 680 George Pup Williams Dr

Saint Augustine's University 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. If you are pursuing a specific major, your Student Success Coach 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 Student Success Coach 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 Student Success Coach will continue to be assigned from the Academic Advising Center.

To maximize the benefits of the academic advising process, you and your Student Success Coach 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 Student Success Coach, 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 Student Success Coach to determine course selection for the upcoming term and discuss where you are in the process of selecting a major.

15 to Finish

The "15 to Finish" initiative is a comprehensive strategy that encourages students to enroll in 15 credits per semester, aiming to facilitate on-time graduation. This approach, which originated at

the University of Hawaii, has been adopted by over 200 institutions across more than 25 states. The initiative addresses the problem of delayed graduation and low academic performance often associated with lower credit loads. It is backed by evidence suggesting that students who enroll in 15 credits per semester are more likely to complete their degree, perform better academically, and have higher retention rates. The implementation of "15 to Finish" is a multi-faceted process that involves intentional planning, gathering stakeholder feedback, and employing proven best practices. It also necessitates the creation of advertising campaigns, the engagement of advisors, and the development of new institutional policies and practices to promote the benefits of taking more credits. These benefits extend beyond academic performance and timely graduation, contributing to improved student engagement and outcomes.

Guided Pathways

The operational perspective of Guided Pathways is a strategic approach to improve student success and equity in higher education. It involves the implementation of academic and career pathways, also known as "CAPs", which are collections of majors with related courses. These pathways are designed to help students choose a cluster based on their interests, rather than selecting from a vast list of majors. The operational perspective also emphasizes the importance of a seamless on-boarding process for students, allowing them to join any number of operationalized CAPs that set them on the path to success and completion. This approach also includes the development of student-centered schedules, student success teams, and engaging events throughout the school year. The ultimate goal of operationalizing Guided Pathways is to provide a nurturing experience and a deeper sense of belonging for students, thereby improving their academic performance and retention rates.

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 a faculty advisor in the Academic Advising Center if you are an incoming freshman.

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 and/or obtain a copy from your Student Success Coach.
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 Falcon Landing 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, Falcon Landing Class Schedule, and the Plan of Study to create some sample schedules to discuss with your **academic success coach**. 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 success coach during the agreed time. If you aren't sure who your success coach is or how to contact them, visit the Academic Advising Center or check your Falcon Landing.

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, 107 Delany 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, students with 0-49 semester hours must maintain a minimum cumulative GPA = 1.75. Students with 50- 79 semester hours must maintain a minimum cumulative GPA = 1.85. Students with 80 or more semester hours must maintain a minimum cumulative GPA = 2.00.
- 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 Success Coach 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 the instructor, Chair or Dean, VP for Academic Affairs, and Registrar.

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
- Earned a minimum cumulative grade point average (GPA) of 2.0
- Earned a minimum grade of “C” in English 131 and Math 131
- Earned a minimum grade of “C” in all major courses, including required supporting courses from other disciplines
- 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 and maintenance of Falcon Landing.
- 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 reassignment 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 email account.
- **Accept final responsibility for all decisions.**

School of Arts, Social Sciences, and Communications			Location	Ext.
Interim Dean	James Lyons	School of Arts	BOY-103D	4373
Chair	Jonathan Glenn	Criminal Justice	BOY-103A	4994
Chair	Marnie Arkenberg	Psychology & Social Sciences	BOY-300F	5074
Chair	K. Celeste Evans	Media Communications, Visual & Performing Arts	SEB-120	4156
Program Coordinator	Daniel Holly	Communications	SEB-327	4981
Program Coordinator	Babette Robinson	Criminal Justice	BOY-103D	4222
Program Coordinator	E. Ophelia Johnson	Film	SEB-329	4225
Program Coordinator	Al Davis	Music	SEB-126	4298
Program Coordinator	Vacant	Political Science		
Program Coordinator	Colin Adams	Psychology	BOY-300E	4078
Program Coordinator	Alpha Njai	Sociology	BOY-113	4293
Program Coordinator	George Jack	Theatre	SEB-132	4157
Program Coordinator	Michael Bissinger	Visual Art	SEB-215	4026
School of Education and General Studies				
Dean	Kengie Bass	School of Education	DEL-007	4160
Chair	M. Iyaliu Moses	Education	BOY-200A	4103
Chair	Lamont Sparrow	English	BOY-304D	4094
Chair	Bernard Luscans	General Studies	BOY-016	4109
Program Coordinator	M. Iyailu Moses	Elementary Education	BOY-200A	4103

Academic Advising Center
Revised August 2023

Program Coordinator	Lamont Sparrow	English	BOY-304D	4094
Program Coordinator	William Elizuk	Health and Physical Education	BOY-200C	4099
Program Coordinator	Hershey Mallette Stephens	Religious Studies	HUN-207	4241
School of Business, Management, and Technology				
Dean	Van Sapp	School of Business	CHE-107	4354
Chair	Van Sapp	Accounting	CHE-107	4354
Chair	Anu Gokhale	Business Administration	CHE-121	4058
Chair	Van Sapp	Computer Information Systems	CHE-107	4354
Chair	Van Sapp	Sport Management	CHE-107	4354
Program Coordinator	Michael Seda	Accounting		
Program Coordinator	Sheria Rowe	Business Administration	CHE-120	4046
Program Coordinator	Anu Gokhale	Computer Information Systems	CHE-121	4058
Program Coordinator	Betty Holman	Organizational Management	DEL-212	
Program Coordinator	Umar Muhammad	Sport Management	CHE-212	4053
School of Exercise Science and Collegiate Athletics				
Dean	J. Lin Dawson	School of Exercise Science	ATK-222	4236
Program Coordinator		Exercise Science		
School of Sciences, Mathematics, and Allied Health				
Dean	Alieu Wurie	School of Sciences	PEN-116	4463
Chair	Frank Hunte	Mathematics	JGH-018	1005
Chair	Michael Brown	Public Health		

**Academic Advising Center
Revised August 2023**

Chair	Tyrell Carr	Biology and Physical Sciences	PEN-207	4309
Program Coordinator	Tyrell Carr	Biology	PEN-207	4309
Program Coordinator	Moges Abebe	Chemistry	PEN-204	4152
Program Coordinator	Frank Hunte	Engineering Mathematics	JGH-018	1005
Program Coordinator	Michael Brown	Public Health Science		
School of Graduate Studies				
Dean	Shawn Lewis	School of Graduate Studies	SEB-329	4741
Program Coordinator	Michael Boone	Masters of Public Administration		

Student Success Coach				
Director	Jorge Sousa	Associate Vice President of Enrollment Management & Student Success	DEL- 205	4642
Assistant Director	Denise Page	School of Arts and Communications	DEL-207	4715
Student Success Coach	Lorraine Henderson	School of Business	DEL-209	4065
Student Success Coach	Lauren Lightner-Sharpe	School of Behavioral Sciences	DEL-208	4389

2023 Fall Semester

August 1 – 3 | Faculty and Staff Professional Development Week
August 2 | New Student Check-In and Move-In Day
August 3 – 4 | New Student Welcome Week/ Orientation
August 4 | Last Day to Register for Fall 2023 classes
August 5 – 7 | Returning Students Check-In and Move-In Day
August 8 | 16-week and 8-week 1 Session Classes Begin, Add/Drop period starts
August 14 | Add/Drop period ends
August 18 | Masters Summer Term 2 Ends
August 21 | Masters Fall Term 1 Begins
August 24 | Withdrawal with Refund Deadline
August 24 | Deadline to Pay Bill for Fall 2022 and get Cleared
August 25 | Last Day for Removal/Conversion of Incompletes from Spring and Summer 23
September 4 | Labor Day (NO CLASSES)
September 14 | Fall Convocation 11 a.m.
September 25 – 28 | Midterm Examinations
September 29 | Midterm Grades Due in Colleague by 12:00 pm
September 29 | 8-week Session 1 ends
October 1 – 8 | Homecoming
October 2 | 8-week Session 2 begins
October 2 | Spring 2024 Enrollment Begins
October 9 | Wellness Day
October 10 | Final grades due in Colleague (8-week Session 1)
October 10 | Classes Resume at 8:00 a.m.
October 13 | Last Day to Withdraw from Course without Academic Penalty/Admin. Withdraw
October 13 | Masters term 1 ends
October 16 | Masters Fall Term 2 begins, Masters Fall Term 1 Final Grades Due in Colleague
October 30 – November 14 | Student Course Evaluations Administered
November 3 | Last Day to Withdraw from the University
November 10 | Veterans Day Holiday
November 14 | 16 Week, 8-week Session 2 Classes End
November 15 | READING DAY – No Classes
November 16 – 21 | Final Semester Examinations
November 22 | Residence Halls close at 12 noon
November 23-26 Thanksgiving Recess
December 1 | Final grades due in Colleague (16-week classes, 8-week Session 2)
December 5 – 6 | Faculty Teaching and Learning Bootcamp
December 8 | Masters term 2 ends
December 11 | Masters Fall Term 2 Final Grades Due in Colleague
December 12 | SAP Letters Mailed
December 8 | Christmas Recess – Last day for Faculty
December 22 | Christmas Recess – Last day for Staff
December 31 | SAP Appeal Letters Due

2024 Spring Semester

January 2 | All Faculty/Staff Return
January 3 – 5 | Faculty/Staff Professional Development Institute
January 6 | New Student Check-In and Move-In Day, Orientation
January 7 – 8 | Returning Students Check-In and Move-In Day
January 10 | 16-week and 8-week 1 Session Classes Begin, Add/Drop period starts
January 10 | Masters Spring term 1 begins
January 15 | Observance of Martin Luther King, Jr. Birthday (NO CLASSES)
January 18 | Add/Drop period ends
January 18 | Founders' Day Convocation
January 25 | Last Day for Removal/Conversion of Incompletes from Fall 2023
January 25 | Withdrawal with Refund Deadline
January 26 | Deadline to Pay Bill for Spring 2023 and get Cleared
January 26 | Attendance Verification Report due by Registrar
January 29 | Business and Finance Verification
February 20 | Wellness Day
February 26 | Summer 2024/ Fall 2024 Enrollment Begins
March 4 – 7 | Midterm Examinations
March 8 | 8-Week 1, Online Bachelors and Masters Spring term 1 ends
March 8 | Midterm Grades Due in Colleague by 12:00 p.m.
March 9 – 17 | Spring Break
March 11 | 8-Week Spring Session 1, Online Bachelors and Masters Spring term 2 begins
March 11 | Masters Spring Term 1 Final Grades Due in Colleague
March 18 | 8-Week Spring Session 1, Online Bachelors Final grades due in Colleague
March 22 | Candidacy Forms for Juniors due in Registrar's Office by 4 p.m.
March 29 | Good Friday (NO CLASSES)
April 1 | Last Day to Withdraw from course without Academic Penalty/Admin. Withdraw
April 4 | Honors Convocation
April 8 – 24 | Student Course Evaluations Administered
April 16 – 18 | Final Examinations for SENIORS
April 22 | Senior grades due in Colleague by 4 p.m.
April 24 | 16 Week, 8-week Session 2 Classes End
April 25 | Reading Day (NO CLASSES)
April 26 | 8-week Session 2, Online Bachelor and Masters Spring term 2 ends
April 26 – May 1 | Final Semester Examinations
May 2 | Baccalaureate and Honors Cord Ceremony 6 p.m.
May 3 | ROTC Commissioning 10 a.m.
May 4 | Commencement 9 a.m.
May 6 – 8 | Faculty and Staff Summer Institute
May 9 | Final grades due in Colleague (16-week classes, 8-week Session 2, Masters)
May 10 | Last Day for Faculty
May 13 | SAP Letters Mailed

2024 Summer Semester

- May 6 | Masters Summer Term 1 begins
- May 10 | Last Day to Register for Summer Session I
- May 13 | Bill Payment Due for Summer Session I
- May 13 | Summer Session I Classes start, Add/Drop Begins
- May 15 | Summer Session I Add/Drop Ends
- May 27 | Observance of Memorial Day (Campus closed)
- May 31 | SAP Appeal Letters Due
- June 10 | Last Day to Register for Summer Session II
- June 17 | Summer Session I Summer Classes End
- TBD Student Orientation Advising & Registration (New Freshmen and Transfer Students)
- June 21 | Bill Payment Due for Summer Session II
- June 24 | Summer Session I Grades Due
- June 24 | Summer Session II Classes Start, Add/ Drop Begins
- June 26 | Summer Session II Add/Drop Ends
- June 28 | Masters Summer Term 1 Ends
- July 1 | Masters Summer Term 2 Begins
- July 1 | Masters Summer Term 2 Grades Due
- July 4 | Independence Day Observed
- July 26 | Summer Session II Summer Classes End
- August 7 | Summer Session II Grades Due
- August 23 | Masters Summer Term 2 Ends
- August 26 | Masters Summer Term 2 Grades Due