

College of Arts and Sciences

Seton Hall University

Advising Information for Advisors & Advisees

BEFORE ADVISING A STUDENT:

Set advisor and advisee expectations: Let the student know what he/she can expect of you as an advisor and also what you will be expecting of him/her during your advising appointment

Expectations of the **ADVISOR**:

- ⦿ Help advisee in selecting classes
- ⦿ Provide PIN information for registration
- ⦿ Inform advisee about campus resources
- ⦿ Provide information about advisee's academic record
- ⦿ Clarify and explain University policies and procedures
- ⦿ Make referrals to appropriate career and major resources
- ⦿ Be available to meet with advisees in addition to Advising appointment

Expectations of the **ADVISEE**:

- ⦿ Make and keep your appointments or attend advising sessions during designated times
- ⦿ Inform your advisor of your academic plans and concerns as well as career and life goals
- ⦿ Be familiar with the Undergraduate Catalogue and Registration process including deadlines
- ⦿ Know your progress toward your degree program, university core, and college core requirements
- ⦿ Be prepared for your advising appointment by understanding course requirements, selecting some tentative courses, and writing down your questions

Review the student's degree progress: All students who started at SHU in the College of A&S for fall 2008 or beyond must complete the same University Core. Additionally, some departments have an extended core or some other requirements that may be fulfilled in special ways as designated by the department or individual major.

- **Curriculum Audit through Banner** will outline what courses are remaining to complete the degree and what requirements have already been fulfilled or are in-progress. Using this report will guide a discussion about which classes are still needed to graduate and assist in making recommendations about courses the student should take. If there are discrepancies between major requirements and the Audit, contact the Chair or Associate Dean's office with appropriate Curriculum Adjustment. All students in A&S must have complete 120 or more credits, complete core and major to graduate.

Does the Student fit a “Special Case” scenario?

- Students involved in the **Honors Program** have extra requirements they must fulfill. Be sure honors students are in contact with the Honors Program because often honors classes count toward Core requirements. Honors students must maintain a specific GPA and complete other specific degree requirements.
- **International students** must take at least 12 credits during the fall and spring semesters. Of those credits, a maximum of three credits can be taken through an online course. Generally students may not withdraw from classes. Reasons for withdrawal are limited to medical, language barrier, and improper class-placement issues. Students must contact and get approval from the Office of International Programs and Associate Dean’s Office *before* withdrawing from any class. These students must maintain good standing at the University, and their class placement should not put their GPAs at risk. **English as a Second Language (ESL)** or students who are not native English speakers take specific courses as proposed through Freshmen Studies.
- **Poor Academic Standing of “Probation”, “Continued Probation”, or “Reversed Suspension of Reversed Academic Dismissal.”** A student’s academic status is critical to discuss if he/she is on probation or has been reversed suspension or dismissal. A student on probation, continued probation, or who has been reversed must earn a 2.0 semester GPA in the next semester in order to continue to take classes. Students who fail to earn a 2.0 for the next semester may be academically suspended or dismissed. Students on suspension will not be permitted to petition for reinstatement until one full semester (excluding summer term) has elapsed (extenuating circumstances may be considered). Students who have a cumulative GPA of less than a 2.0 but who earn a 2.0 semester GPA will remain on continued probation until such time as the cumulative GPA is 2.0 or above and then the student will again be in “Good Standing.”
- **Student Athletes** have special requirements as designated by the NCAA regarding credits earned per eligible year, applicable credits (e.g., Math 0012 courses will not always count), declaring a major, etc. Be sure to encourage any student-athlete on your caseload to be in close contact with his/her Academic Advisor in the Athletic Department.
- Students with **disabilities** should be informed that they can get a variety of applicable accommodations and assistance from the office of Disability Support Services (DSS). Receiving such help requires that the student visit the DSS office and apply for the help he/she needs. As with all students, working with students with disabilities requires respect and sensitivity. To learn more about disability awareness as well as the services DSS offers, please contact them directly.
- Students enrolled in **Seton Summer Scholar Program** are first year students who have been conditionally admitted to the University. As part of the program, they must take specific courses. Please ensure that the student is in touch with Ms. Robin Cunningham, Associate Dean in Freshman Studies.
- **Prior credit earned** may appear in the form of **AP, CLEP and credit by examination, and transfer coursework**. Completion of previous coursework will impact course selection and the fulfillment of SHU requirements. Students transferring from a community college may have completed parts of the “University Core” or “College Core” and thus have just a few unfulfilled SHU requirements. Refer to the Audit for more clarification.

DURING THE ADVISING APPOINTMENT:

Build Rapport: Spend time chatting with the student both about academics and career goals, as well as about life in general. Often the success of the advising process comes from establishing rapport.

Confirm Major: Be sure the student is interested in the degree program for which you advise (especially first-year and second-year students). If a student is unsure, encourage him/her to engage in major or career exploration with the Career Center. At the Career Center students will explore interests, values and personal preferences with fit for possible majors and careers. Students can stop to make an appointment with a career specialist in Bayley Hall.

Explain that many **degree programs** on campus have **admission or GPA requirements** in order to declare and complete the degree. Refer students to individual academic departments to find out about such GPA requirements, application procedures, or other requirements that may be specific to that department (e.g., background check).

Review Audit and/or Degree Program Sheet: Be sure you and the student are on the same page related to progressing toward the degree.

Review mid-term grades and academic standing: See page 2, "Special Cases – poor academic status." Discuss strategies for improving grades if necessary.

Discuss course options and verify prerequisites: Though it is up to the student to make the final decision on class enrollment, provide strong guidance about how the student can take interesting, challenging classes while efficiently fulfilling SHU and major-related requirements. Based on the Audit, suggest specific classes that the student might enjoy and/or that would be especially educational in relation to the student's planned career. Remember, though advising focuses primarily on choosing classes for the upcoming semester, it is always a good idea to sketch a plan for how the student will schedule his/her classes for all the remaining semesters. This may prevent a student from approaching graduation only to recognize he/she has forgotten to take a required course. Teach the student to understand and check course prerequisites prior to registering or planning to take classes.

Summer School? Is the student considering summer classes? Summer can be a great chance to catch up or get ahead of degree requirements.

Close to graduating? Students should fill out an "Application for Graduating" form through Enrollment Services at least one semester prior to graduating, but before if possible. Students may do a self degree-check using MyWeb and the Audit and/or ask the registrar for a degree audit.

Discuss important deadlines: Remind the student to know the important dates such as the last day to add/drop a course for the semester, the last day to withdraw from an individual course, deadline for an all-school withdrawal (see Dean of Students), and any departmental deadlines for application to programs and scholarships. Utilize the front pages of the Class Schedule under the Section "Dates to Remember" or the registrar department.

The goal of the **University Core Proficiencies** is to ensure that Seton Hall University students become known not only for knowledge in their specialized fields of study but also for their proficiency in thinking critically, articulating their thoughts, and using information wisely. All students entering the university as freshmen are required to take 10 proficiency-infused courses in order to graduate.

Transfer Students who entered prior to Fall 2013 with over 30 credits have their proficiency infusion requirement waived.

Transfer Students who enter in the Fall of 2013 or later must take the number of courses related to the number of credits transferred into Seton Hall:

- ⊗ Students entering with fewer than 30 credits must complete the full requirement of 10 infused courses by graduation;
- ⊗ Students entering with 30 to 60 credits are required to complete 1/2 the number of infused courses required (5);
- ⊗ Students entering with more than 60 credits are required to complete 1/3 the number of courses required (3).

Courses will be identified as infused as follows:

- ⊗ Writing (R)
- ⊗ Oral communication (C)
- ⊗ Information fluency (I)
- ⊗ Numeracy (N)
- ⊗ Critical thinking (T)

This information will be coded into the student audit so advisors will be able to determine the requirement for each advisee. A list of approved courses will also be made available.

New Banner Tool: You can now find courses listed by proficiency in Banner. Directions: Highlight "All" in each category in the "Class Schedule-Advisor View" in Banner. Go down to the bottom where you can find "Attribute Type." Highlight the proficiency you wish to search and press Enter.

To make sure that this is reflected on the students account, please fill out a curriculum adjustment form and state what applies to the student, and after signing it, please send it to Dr. Kaiser, Associate Dean of the College of Arts and Sciences, Fahy Hall, room 130.

HONORS Students

As of Fall 2013, Honors students completing HONS 1101 and 1102 will have completed Core 1101; HONS students completing HONS 2103 and 2105 will have completed Core 2101. In the spring of Freshman year, Honors students take a 6-credit honors colloquium (HONS 1102) that also counts for ENGL 1201; HONS students take a 6-credit honors colloquium (HONS 1102) that counts for 3-credits of ENGL 1202.

Make necessary/appropriate referrals to campus resources:

(Please refer to the University Resources listed on the next two pages.)

- Recommend the student can find **internships** applicable to his/her interests and major. Often, SHU credit can be obtained for internships, and students should be encouraged to investigate this opportunity. To learn more about available internships, students should contact the appropriate department or the Career Center.
- Recommend the student try a **study abroad** and/or national exchange program, which are detailed at the website or by visiting the Office of International Programs in President's Hall. This is also a great way to get ahead of the language requirement.
- **The Writing Center** is available to assist students throughout the writing process – brainstorming to final draft.

- **Math Placement & Tutoring Services** – The Math Department has regular hours that students can drop by for help with math problems and classes.
- The **Career Center** helps students with **career** and the **job search process**. Services include career counseling and interest or personality inventories; resume critique; career and summer job/internship fairs; mock interviews and consultation; job search assistance; graduate school search; and registration for recruiting and campus interviews.
- The **Academic Resource Center** has services for tutoring and academic advising. They are also available to all students and faculty for assistance in academic success resources. Resources include tutoring information, and links to resources such as the Writing Center and Math tutoring.
- **University Counseling Center** – assists students with issues related to transition to college, family and relationship issues, depression, anxiety, etc. The Counseling Center asks students to make the initial appointment in person in order to fill out paperwork.
- **Preprofessional advising** – Students who already know they are interested in going on to medical (or other health sciences), law, or veterinary medicine schools will need to take preprofessional prerequisites and consult with a preprofessional advisor for these areas. There are no majors in preprofessional areas (e.g., there is no premed degree). Contact information is below:
 - **Preprofessional Advising Office for Health Sciences** can assist students interested in pursuing advanced degrees in physical therapy, physician assistant, athletic training.
 - **Prelaw Advising** is available from the pre-law advisor. The advisor will help students select beneficial courses and other suggestions to assist in the prelaw application process.
 - **Pre Medicine Advising** is available for students interested in applying to medical school, optometry, dentistry, or veterinary schools

UNIVERSITY RESOURCES (<http://www.shu.edu/directory-for-students.cfm>)

Academic Resource Center Monica Burnette (973) 761 – 9108 arc@shu.edu Arts & Sciences Hall Rm. 202	Academic Success & Transfer Student Center Hezal Patel (973) 275 – 2387 academicsuccess@shu.edu Mooney Hall Rm. 11	Academic Support Services for Student Athletes Matt Geibel (973) 761 – 9192 Regan Athletics Center
Disability Support Services Angela Millman (973) 313 – 6003 dss@shu.edu Duffy Hall Rm. 67	Educational Opportunity Program/ Pre-Med/Pre-Dent Plus* Hasani Carter (973) 761 – 2385/9648* Alfieri Hall/ Arts & Sciences*	Federal TRIO/ Student Support Services Cassandra Davis (973) 761 – 9230 Presidents Hall Rms. 2 & 9
Freshmen Studies Robin Cunningham (973) 761 – 9740 freshman@shu.edu Mooney Hall Rm. 12	General Studies/ Supplemental Instruction Majid Whitney (973) 313 – 6008 Mooney Hall Rm. 13	Language Resource Center Fahy Hall Rm. 202
Library Services John Buschman (973) 761 – 9435 library@shu.edu Walsh Library	Math Learning Lab Wendiann Sethi (973) 761 – 9765 Arts & Sciences Rm. 108	Scholarships & Fellowships Crystal Izquierdo (973) 761 – 9022 artsci@shu.edu Fahy Hall Rm. 118
Writing Center Kelly Shea (973) 761 – 7501 Arts & Sciences Rm. 206	Bookstore Peggy McGinley (973) 761 – 9065 shu@bkstr.com Duffy Hall	Bursar Office Mary Ann Tornatore (800) 222 – 7183 bursar@shu.edu Bayley Hall Rm. 121
Campus I.D. Office Ibiyemi Adesanya (973) 761 – 9771 CampusID@shu.edu Duffy Hall Rm. 63	Financial Aid Office Javonda Asante (800) 222 – 7183 financialaid@shu.edu Bayley Hall	Parking Services Ann Szipszky (973) 761 – 9329 parkingservices@shu.edu Duffy Hall
Public Safety & Security Pat Linfante (973) 761 – 9328/9300 security.request@shu.edu Public Safety Building	Student Employment Office Darlene Robinson (973) 761 – 9085 studentemployment@shu.edu Bayley Hall	Registrar Mary Ellen Farrell (973) 761 – 9374 registrar@shu.edu Bayley Hall
Teaching, Learning & Technology Center (TLTC) Paul Fisher (973) 275 – 2929 tltc@shu.edu Walsh Library	Technology Service/ Help Desk (973) 275 – 2222 servicedesk@shu.edu Corrigan Hall	Behavioral Intervention Team/ Community Development Dean of Students/ SAB Karen Van Norman (973) 761 – 9073 University Center

UNIVERSITY RESOURCES:

Campus Ministry/ DOVE Michelle Peterson (973) 761 - 9702 divisionofvolunteerefforts@shu.edu Boland Hall Rm. 108	Career Center Reesa Greenwald (973) 761 – 9355 careers@shu.edu Bayley Hall Rm. 209	Counseling & Psychological Services Katherine Evans (973) 761 – 9500 Mooney Hall, 2 nd Floor
Housing & Residence Life/ Tutors in Residence Tara Hart (973) 761 – 9172 shuhousing@shu.edu Duffy Hall Rm. 68	International Programs Maria Bouzas (973) 761 – 9072 oip@shu.edu Presidents Hall Rm. 322	Health Services Mary Elizabeth Costello (973) 761 – 9175 303 Centre Street

Ask questions! You can check for mutual understanding by asking questions and encouraging the student to ask you questions. Be sure he/she has had the opportunity to ask questions about other topics not yet discussed.

Release PIN information according to your department's procedure. You may need to look it up on the student information system or refer the student to your department office. The information released should include both the PIN number, the date and time the student may first register, and any applicable holds on the account such as billing (Bursar), financial aid (Office of Student Financial Aid) or health (Student Health Service). All students will have the "Student Medical Hold" which will be removed when the student answers the insurance question under the "Health Insurance Coverage" link on the "Registration Tools" tab.

Remind the student to check SHU email account and waitlisted courses: Stress the importance of checking his/her **SHU email** account – this email account is used by departments on campus to communicate important information such as registration, class information, dates/deadlines and is the only email accessible and maintained for University faculty and staff.

Waitlisted courses: If a student is **waitlisted** for a course he/she will not receive any automatic notification if he/she has been enrolled in the class. It is the student's responsibility to check to verify the status of the course. Some departments require students to attend their waitlisted classes by a certain date. Also, remind the student to update his/her local address as appropriate.

AFTER ADVISING A STUDENT:

Follow-up on any questions if necessary: Keep in touch, perhaps through email. After all, advising doesn't begin and end with advising for the next semester. It is a continuous process that often includes keeping the student up to date of available opportunities for enrichment. Follow up on any Audit concerns or additional information requested by the student.

Next Meeting? When is the next most probable time you will meet with the student? By appointment with the student? Advising for next semester? Other circumstances? Identify the next time you may meet with your advisee.

If you have any questions throughout this process, please contact Dr. Christopher Kaiser, associate dean by phone: (973) 761-9430 or email christopher.kaiser@shu.edu.

Advising Checklist



Name of Student: _____ SID: _____

Major/Intended Major: _____

Name of Advisor: _____ Date: _____

BEFORE Advising a Student:

- ☐ Set advisor and advisee expectations
- ☐ Review student's degree audit – university core, college core, and major requirements via degree program and core requirements
- ☐ Does the student fit a “Special Case” scenario – for example:
 - ☐ Honors Program
 - ☐ Educational Opportunity Program (NJ Residence Only - State Supported EOF Program)
 - ☐ Pre-Medical/Pre-Dental Plus Program (NJ Residence Only - State Supported EOF Program)
 - ☐ International student/ESL
 - ☐ Poor academic status = *probation, suspended, reversed suspension or dismissal*.
 - ☐ Student athlete
 - ☐ Registered in Disability Support Services
 - ☐ Double majors, dual degrees, minor
 - ☐ Prior credit earned (transfer student)

DURING the Advising Appointment:

- ☐ Build rapport
- ☐ Confirm major – especially for first-year and second year students, may not be necessary for upper class students
- ☐ Review Degree Audit
- ☐ Review mid-term grades and academic status when appropriate
- ☐ Discuss course options and verify prerequisites
- ☐ Summer school options when appropriate

- ☐ Graduating Requirements

DURING the advising appointment continued:

- ☐ Discuss important deadlines – i.e. semester add/drop dates, withdrawal, scholarships, etc.
- ☐ Make necessary/appropriate referrals to campus resources – for example:
 - ☐ Internships
 - ☐ Study Abroad Office
 - ☐ Writing Center
 - ☐ Academic Resource Center
 - ☐ Career Center
 - ☐ Educational Opportunity Program - EOF
 - ☐ Pre-Med/Pre-Dent Plus Program - EOF
 - ☐ Pre-Professional programs – i.e. Pre-law and Pre-med
 - ☐ Recognized Student Organizations, Co-curricular activities & special interest groups
 - ☐ University Counseling Center
- ☐ Review accuracy of proposed courses on course request form, including checking course prerequisites
- ☐ Ask questions - check for mutual understanding by asking questions and encourage the student to do the same
- ☐ Check student's Registration Status & release PIN information - follow your department/office procedure
- ☐ Remind student to check SHU email and "Blackboard" regularly through PirateNet. Discuss the importance of using PirateNet for status on any waitlisted courses and to update local address, etc.

AFTER Advising a Student:

- ☐ Follow-up on any questions if necessary
- ☐ Next meeting?

College/Department/Advisor Notes:
