

Adviser Newsletter

Division of Student Services

Spring 2017

Hello! Here are some quick advising tips to help prepare you for the next registration cycle.

[Adviser Toolkit](#)—The Adviser Toolkit provides new and experienced advisors with practical information and campus resources which help prepare you for your advising role.

[Course Catalogues](#)— 2016—2017

Scheduling appointments is easy with COMPASS!

How Advisers Create their "Availability" on COMPASS:

Creating availability will allow your advisees to use COMPASS to schedule an appointment with you.

Click on the "My Availability" tab.

Under "Actions", select "Add Time."

Select the appropriate days and times.

Click on "Appointments"

Duration: Spring 2017

Location: Department Advisor/Faculty Office OR your Student Services dept. name.

Student Service: Faculty/Advisor Office Hours OR "Advising - Student Services"

Details: Indicate your building, room, or additional instructions.

Click "Save."

You can "copy" or edit these times under the "Times Available" section.

How to Instruct Students to Make an Appointment via COMPASS:

Click the "COMPASS" chicklet on PirateNet

Click "Sign up for Advising"—blue button in the top right corner

Select why you would like to meet with an academic advisor

Choose Faculty/Advisor Office Hours

Choose Faculty/Advisor Office Hours again

Click "Next"

Choose "Any Location" as the location

Choose **your advisor's name** in the advisor box

Click "Next"

Choose a time—only mutually available times are shown

The time you select will be highlighted in blue

Click "Next"

Add a comment if needed/check appointment details

Click "Confirm Appointment"

For more information and other COMPASS tutorials, please click:

<https://www13.shu.edu/offices/arc/compass.cfm>

Important Dates:

- Feb 22nd Fall 2017 PIN #s generated
- March 6th – 10th Spring Break
- March 13th Summer Registration begins
- March 20th—April 4th Fall Registration

Reminders:

- Spring & Summer PIN #s begin with the # 1
- Fall PIN #s begin with the # 3

New Grading Info

- NA—"Never attended" - Does not affect GPA.
- NSA—like the old "NR" - it means students did attend for a while then "stopped attending" and does not affect GPA.
- FSA—student received an F and also "stopped attending." This does affect GPA.

Transfer Student Corner

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Reminders:

- Business and Science transfer students who have completed only developmental math must take math placement test.
- College of Arts & Science transfer students with an Associates Degree need only to complete 9 credits of the AS Core
CORE 3XXX
PHIL XXXX**
RELS XXXX**
** One must be an Ethics course**

Upcoming Events

Wednesday, February 15th, from 2-3 in the Chancellor's Suite for an EAB webinar on "Improve your Student Communications in 60 Minutes"