



Traditional Student Academic Advising Program
Faculty Advising Newsletter - Fall 2024

Welcome to Faculty Advising for Spring & Summer 2025 course registration!

As we kick off a new academic year, we want to share a few important updates and reminders to ensure the best support for our students. Please take a moment to review the following items.

**Registration Dates
Spring & Summer 2025**

Seniors (90 or more earned hrs.)	Mon. Oct. 28, 2024
Juniors (60 or more earned hrs.)	Wed. Oct. 30, 2024
Athletes and Honors	Fri. Nov. 1, 2024
Sophomores (30 or more earned hrs.)	Mon. Nov. 4, 2024
Freshmen	Wed. Nov. 6, 2024
Earned hours do <u>not</u> count current courses in progress. Those hours have not yet been earned.	

Q: *When should you start scheduling advising appointments?*

A: If you have a heavy advising load, starting in late September or by Oct. 1 is not too soon. Specific course section offerings will be available on Oct. 21, but degree requirements are always available in Workday and the Catalog.

Quick Advising Links to Bookmark:

Registrar

<https://andersonuniversity.edu/university-registrar/>

Enrollment Exception Approval Form

<https://andersonuniversity.edu/wp-content/uploads/2024/01/Enrollment-Exception-Approval-Form-rev.-1.8.2024-Fillable.pdf>

Undergraduate Catalog

<https://catalog.andersonuniversity.edu>

Always use the catalog from the year a student began their current program of study, regardless of when they began at AU.

Course Drop, Withdrawal, & Late Registration Policies

<https://andersonuniversity.edu/drop-withdrawals-and-late-registration/>

Co-Curricular Graduation Requirements

Q: *Are advisors expected to track their advisees' co-curricular requirement credits?*

A: No, *but...* it is a best practice to ask your advisees if they are keeping up. As they approach graduation, they will receive email notices from Student Life informing them if they are short on CEPs. Following their graduation application, their Degree Audit from the Registrar will let them know if they are short on Journey Credits. As the advisor, you will be copied on the email.

CEP Credits <https://andersonuniversity.edu/campus-life/curriculum-enhancement-program-cep/>

Journey Credits <https://andersonuniversity.edu/campus-worship-journey-program/>

Remind your advisees...!

- These requirements are graduation requirements. Missing requirements will prevent students from graduating.
 - Students short on Journey Credits will be required to make them up before graduation.
 - There are no make-up opportunities for CEP Credits. Many dozens of CEP opportunities are offered every semester.
 - Students can find links to requirements and instructions for how to check their credits in *Module 5. Co-Curricular Graduation Requirements* of the Advising and Registration Canvas Course for advisors and advisees.
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Important Advising Reminders

1. Trojan Care Network (Pharos 360)

Send a Student Academic or Wellness Alert here:
<https://andersonuniversity.pharos360.com/apps/launchpad.php>
The link is also in the Advising and Registration Canvas Course *Module A4. Student Interventions*.

2. Course Substitutions

Thank you in advance for reviewing and submitting course substitutions for academic progress and financial aid purposes. You may submit a substitution as soon as a student registers for a course before the course is complete.

Remember, students cannot make this request in Workday; it is your responsibility as the advisor. Please request these Overrides before leaving for the Thanksgiving or Christmas breaks. Waiting to request course substitutions until later can negatively impact students' financial aid and billing.

Please feel free to reach out if you need assistance with the course substitution process outlined in the Advising and Registration Canvas *Course Module A2. Advisor Training Info., Item #13: How to initiate a request to Override Academic Requirements for Students*.

3. Financial Aid Checklist for Continuing Students

Q: Are advisors expected to serve as Financial Aid Advisors?

A: No! If you get questions, you can point students to a helpful checklist in the Canvas Advising and Registration Course *Module 7. Financial Aid Information*.

4. Canvas Guide for Program of Study Change

If advisees might change their major or have already submitted the change, you are still the responsible Advisor until the new major is approved. Refer students to the Advising and Registration Canvas Course, Module 4, How to Use Workday, Item #12, for helpful instructions on removing or adding a major or minor.

Show students *Item #11: How to Evaluate Academic Requirements* for a potential new program of study.

Also, encourage students to use these tools:

Free Career Resources:

- Focus 2 Career Assessment through the Center for Career Development
<https://www.focus2career.com/Portal/Login.cfm?SID=1615>
- ONet Interest Profiler
<https://www.mynextmove.org/explore/ip>
- Occupational Outlook Handbook
<https://www.bls.gov/ooh/>

Additional Tools Students May Want to Purchase:

- Strong Interest Inventory (Strong) recommended
- ASVAB (military)
- Gallup StrengthsFinder (CliftonStrengths)

5. New FERPA PIN Instructions

AU has introduced new FERPA PIN instructions to ensure faculty and staff can verify student identity before releasing educational information. Please review these new guidelines in the Canvas Advising and Registration Course *Module A2, Item #16: How to Find Student FERPA Waiver Info*.

Direct students to *Module 4, Item #14. How to Add Third Party Access (FERPA Waivers)* for help with this issue.

Registrar's Reminder for Instructors of Record: Administrative Withdrawals & Financial Aid

We greatly appreciate your assistance with accurately reporting students' last date of attendance. If a student consecutively misses 25% of the semester or term, noted by a lack of attendance (seated) or participation (online), the faculty member will assign an Administrative Withdrawal as soon as the 25% threshold of non-attendance or non-participation is reached.

<https://au.instructure.com/courses/29132/pages/5-how-to-create-request-for-administrative-withdrawal-for-students-not-attending-a-course>

Thank you!

Thank you for your continued dedication to advising and supporting our students. If you have questions or need further clarification, please do not hesitate to contact me. I am here to support you and address any advising inquiries.

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