

CHHS Advisor Training
9/19/19

Time: 12:00 – 1:00 p.m.

Location: A409

Topic: Advising 101

Topics:

[CHHS Academic Advising Website](#)

[Policy Library](#)

- [Faculty Duties and Responsibilities](#)
 - Academic Advising 310.1.9
 - Class Attendance and Reporting 310.1.14
 - Office Hours 310.1.16

Catalog

- [Graduate](#) (G)
- [Undergraduate](#) (UG)
- [“Academic BLUEprint”](#)
 - Academic Standing G & UG
 - Course Repeats G & UG
 - Final Exam Schedule and Study Week Policy
 - Degree Progress
 - [SAP](#)
 - FERPA/Proxy
 - Holds
 - Scheduling Information

Credit hours to graduate

- G = Number based upon each Program
- UG = 120 CHs minimum
 - 45 CHs at the 300/400 level
 - Foundational Studies categories

Graduation vs. Commencement

- Commencement (ceremony) = 2 per academic year (Fall/Spring)
 - May
 - December
- Graduation
 - Graduation – 3 per academic year (Fall/Spring/Summer)
 - Students (G and UG) must apply to graduate

Reports faculty are required to submit

- Attendance
- Interim Grades
- Final Grades

Significant Dates

- Last day to add classes
- Deadlines for dropping classes and the % refunded
- [Academic Calendar](#)

Academic Advising Evaluation twice per year

- [Anonymous Survey Link](#)
or
- QR Code

