

Advisor Training

Graduation Checkout & Priority Registration

April 6, 2020

- CHHS main page > Students > Academic Advising
 - Student tab and Faculty/Staff tab > similar
- Significant dates for the University
 - Last day to drop is today but, this semester only, Peggy will accept petitions to late drop up to May 1st
 - May 1st is the deadline for students to request the S/U grade option
- Grades – **S/U option vs A-F**. Language to share with students:
 - [Academic Affairs](#)
 - *Consider the following questions before making the decision to switch from A-F grading to Satisfactory/Unsatisfactory grading and if the answer to any question below is yes, you should consult with your advisor before changing to S/U grading:*
 - Are any of your current courses a prerequisite for another course that requires the prerequisite course have a grade of C or better? If so, you should keep the A-F grade for that course.
 - Are any of your current courses required for your major or minor and have to be completed with a grade of C or better? If so, you should keep the A-F grade for that course.
 - Are you taking a course to replace the grade earned in the same course in a previous semester for GPA improvement? If so, you should keep the A-F grade for that course, as the S/U grade will not improve your GPA.
 - Are you taking a course to replace an F grade in the same course in a previous semester? If so, you should keep the A-F grade for that course as an S/U grade will fulfill the requirement (assuming that the course did not require a grade of C or better) but will not improve your GPA.
 - Are you attempting to raise your cumulative GPA either for overall graduation requirements or for a higher major or minor GPA requirement? If so, you should keep the A-F grades for any courses in which you will get high grades, as S/U grades will not improve your GPA.
 - Are you currently on probation and would like to raise your cumulative GPA to return to good academic standing? If so, you should keep the A-F grade for any courses in which you will get high grades, as S/U grades will not improve your GPA.
 - Are you attempting to raise your cumulative or major GPA to have a better chance at graduate school acceptance? If so, you should keep the A-F grade for any courses in which you will get high grades, as S/U grades will not improve your GPA.

- Are planning to apply to a professional program (e.g., medical, dental, veterinary, pharmacy)? If so, you should keep the A-F grade for required courses, as those professional programs will probably not accept S/U grades.

Priority Registration

- Phone/Skype/Zoom advising
 - Be very clear
 - Follow up with an e-mail and write notes in MySAM
 - Go through pre-registration worksheet
 - Ask student to complete the advisor evaluation
- When students register depends on:
 - Credit hours
 - Athlete
 - Honors
 - Grad students
- Go to [Registrar's site](#)
- Best to register during priority but some students won't be able to do so due to holds or other reasons
- Tell students to register quickly as possible for most choices
 - Classification- not year in school
 - Based on credit hours
 - Can find on MySam under name/ID
- PIN
 - # needed to register
 - Juniors & above do not need PINs unless honor/athletes, occasional other exceptions
 - Found on MySam
 - Use same number for Summer & Fall
 - Students can't see PIN on MySam
 - Student must go to advisor (not admin or other advisor)
- Possible reasons if student receives an error when registering
 - Time conflict
 - Class restriction
 - Register for lecture without the lab; must do at the same time

Graduation checkout

- Different for undergrad and grad level
- Grad students - program director needs to approve all
- Undergrad students (can apply after 75 earned hours)
 - All students must officially apply for graduation

- Apply through portal
- When expected to grad
- Apply at min a semester in advance
- Graduation date
 - Students can change their date themselves if the date is going to be later than originally selected.
 - To change to an earlier date than selected, student contacts advisor who should check. If student will be eligible, contact Peggy who then writes a memo to ORR to request to have the date changed.
- As a reminder, students can walk in commencement and not graduate. Commencement is the ceremony; graduation is degree completion.
- Advisor aids
 - Audit - check for all requirements
 - Correct Plan
 - Has student applied to graduate?
 - Petitions - do as early as possible
 - To substitute courses
 - If from another university, need syllabus

Training handouts

- HHS>student>academic advising>fact stuff>advisor training