

Advising Handbook

Purpose of Advising:

To assist students in

- adjusting to college life
- clarifying their life and career goals
- the development and execution of educational plans to realize those goals
- finding opportunities to develop soft skills needed to be successful in the workplace
- becoming career ready (resumes, cover letters, interviewing, networking)

Advising SLOs (coming soon)

Systems Used for Advising

<u>SSC</u> <u>(use BB userid&password)</u>	<u>Starfish</u> <u>(use upstate email password)</u>	<u>Degree Works</u> <u>(coming soon)</u>
Midterm Grades	Progress Surveys	Degree Audit
Final Grades	Flags/Kudos/Referrals/To Dos	Academic Plans
Browse Course Schedule	View Midterm Grades	Waiting List
View Transcripts	Advising Notes	
Student Schedule	Advising Appointment Scheduling	
View Registration Holds	View List of Advisees	
Remove Advisement Holds		
View List of Advisees		

Midterm Grade Windows

[Link to Academic Calendar](#)

[Link to Records Page with Important Forms](#)

Holds FAQ

Download [HERE](#).

Advising Checklist

Download [HERE](#).

Graduation Application Instructions & Timeline (coming soon)

Financial Aid Application Information

[FAFSA Information](#)

[Satisfactory Academic Progress](#)

[Probation](#) – Academic Catalog, pg. 47. [LINK](#)

10 Financial Aid Facts – Download [HERE](#).

Helpful Advising Facts

Foreign Language Testing.

Students with some experience with a language should take a placement test in the Testing Center. Some majors require the 101 course; 7 require completion of a 102 course (Criminal Justice, English, History, Political Science, Psychology, Sociology, & Spanish). If students place in to 102 and successfully complete that course with a C or better they should contact the Chair of the Languages, Literature, & Composition Department to request credit be granted for the 101 course.

Math Placement Testing.

Freshman should see Placement Testing on their Blackboard homepage. If they do not see it there, advisors should email Tom Davis (tdavis@uscupstate.edu) with the student's name and VIPID and request that it be added for that student.

Biology Placement Testing.

Freshman needing to take BIO 243 Anatomy and Physiology will need to take the placement test to determine if they enroll in BIO 143 or 243. If the placement test does not appear on a student's blackboard page, contact Eric Chapman (echapman@uscupstate.edu) or Ira Pace (ipace@uscupstate.edu) to request that it be added for that student.

Advising Students on Probation

Be aware that the student needs to maintain a GPA < 2.0 on the next 12 hours they attempt to avoid being suspended.

Advising a Student Who Has Missed a Major Semester

The student will need to apply to be readmitted. Since they won't be able to register until after Priority Registration ends, it is difficult to advise them during Priority Advisement. Any course scheduling you discuss then may have to be redone as seats availability will change by their Registration Appointment time. It's best to meet with them toward the end of Priority Registration.

Dropping a Class

Students receiving Financial Aid need to earn 67% of all classes attempted and maintain a GPA of at least 2.0. Failure to meet these requirements may affect eligibility to receive financial aid the following semester. Students with merit scholarships typically must earn 30 hours and maintain a GPA of at least 3.0. Summer hours can often be used to meet these requirements. If a student withdraws from all classes they will have to pay back their award money; the amount depends on the date of withdrawal.

This is a difficult decision and students will appreciate your guidance if you understand the financial aid issues. Students should check with financial aid before dropping a class. It is appropriate to have the student call the financial from your office so you can help guide them to ask the appropriate questions and interpret the answers. Long-term GPA deserves as much consideration as short-term financial concerns, but individual circumstances will differ.

Academic Appeals

Students on probation are required to earn a 2.0 on the next 12 hours or they may be at risk for suspension. Once suspended, students may opt to serve the suspension, take summer courses to build their GPA, or appeal the suspension. If they chose to appeal, advisors will need to work with the student to create an Academic Plan to submit with their appeal letter. An academic plan consists of semester by semester map of courses required to graduate, with projected grades, semester GPA, and overall projected GPA at graduation.

Concentrations

Students in the following majors need to declare a concentration area in order for Degree Works to function correctly: Communication studies, Theatre, Business Administration, Mathematics, Secondary Education, Middle-level Education, and Exercise & Sports Science.

Cognates

Many majors allow students to choose to do a minor or a cognate. A cognate is typically a meaningfully curated group of 300+ level courses with a theme not addressed by a minor. The following courses also count toward a cognate:

- ART 200+
- ARTH 200+
- CSCI 210
- GEOG 200+
- MATH 241+
- PHIL 200+
- PHYS 201+
- World Languages 202+