

A MANUAL FOR ACADEMIC ADVISING

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Academic Advising Philosophy

Averett promises students personal attention to help them prepare for successful lives. To that end, one of the important personal services that the university provides is one-on-one academic advising. Effective academic advising enhances the Averett experience and helps connect the student with all facets of Averett University. Effective academic advising is a vehicle for communicating the philosophy and expectations of the university, for orienting students to university life, and for creating a smoother path toward graduation.

At Averett University, the faculty is responsible for academic advising. This is a **critical** responsibility. Faculty advisors are **key** in personalizing a student's education; they are in a position to explain both the general education and the departmental curricula, to outline the requirements for graduation, to provide information about career options and opportunities, and to assist the student in planning his/her program of study. Student participation in this decision-making process is **required**.

Advising Basics: The Role of Academic Advising

Academic advising is the primary structured activity on the campus in which all students have one-on-one interaction with an informed representative of the institution.

Effective advising challenges students to:

- Accept responsibility for their educational progress
- Set short- and long-range educational goals
- Make informed decisions
- Grow personally and academically

Effective advising addresses:

- Your academic area
- Interests, abilities, and personalities of the student
- The students' learning styles, strengths, and limitations
- Decision-making skills
- Campus resources
- Life and career goals

Be a more effective academic advisor by:

- Viewing the advising relationship as an opportunity to teach students.
- Becoming familiar with students as individuals and recognizing differences in skills and needs.
- Beginning the advising relationship with a discussion of the main purposes of advising.
- Assisting students in considering their larger goals by relating skills and abilities to professions and the purpose of liberal arts education.
- Assisting students in developing an educational plan (alternative courses of action, alternate career considerations, and selection of courses) consistent with life goals and objectives.
- Empowering students to make their own decisions and encouraging them to explore their options and gather information before making decisions.

- Collaborating with other departments, including the Office of Student Success, to improve advising.

- Providing accurate information about institutional policies, procedures, resources, and programs.

(Based on the developmentally-focused goals for advising programs developed by the National Academic Advising Association (NACADA) in conjunction with the Council for the Advancement of Standards.)

Advisor and Advisee Responsibilities

Academic advising is a process by which students and their academic advisors meet to discuss progress, plans, ideas, and needs as the student pursues academic and career goals. During these meetings, students may talk with advisors who are knowledgeable about available resources to aid student progress. Students are encouraged to meet with their advisors during the year to discuss academic progress, problems, or educational and career goals.

Advisor and Advisee Responsibilities

Academic Advisors should:	Students should:
<ul style="list-style-type: none"> • Be familiar with College policies and requirements as outlined in the catalog, Schedule of Courses, relevant departmental materials, and the advising manual; know what is required for students to maintain good academic standing, and know how to access advisee records, including grades, in self-service. 	<ul style="list-style-type: none"> • Be familiar with the Academic Catalog and be knowledgeable about Averett’s policies, procedures, and requirements; know what is required to maintain good academic standing, and know how to access personal records, including grades, in self-service.
<ul style="list-style-type: none"> • Maintain office hours as required of faculty and advising staff and make sure the hours are properly posted for people to see. • Inform students of available appointment times for advising students, and know registration deadlines. 	<ul style="list-style-type: none"> • Know advisor’s office hours and check Averett e-mail regularly for campus communications, especially any reminders to schedule advising appointments. • Make and keep appointments with advisors at least once each term, and adhere to registration deadlines.
<ul style="list-style-type: none"> • Help students explore a variety of possible majors and make appropriate major choices. • Offer students information on curricular options such as internships, study abroad, and other special programs. 	<ul style="list-style-type: none"> • Inform your advisor of your interests so that appropriate majors and opportunities can be discussed.
<ul style="list-style-type: none"> • Provide honest, realistic, sensitive feedback on students’ performance. • Know about and make referrals to support services as appropriate. • Help students evaluate graduate school and career choices. 	<ul style="list-style-type: none"> • Accept responsibility for and consequences of their academic and other decisions (about course selection, withdrawal, choice of advisor, requesting special accommodations, etc.). • Take initiative to find resources as needed. • Follow up on advisor recommendations
<ul style="list-style-type: none"> • Maintain accurate records of meetings with advisees, their degree plans and progress to graduation. Review materials sent from the Registrar’s office immediately. 	<ul style="list-style-type: none"> • Keep personal records of degree plans and progress toward graduation. Bring records to advising appointments. Review materials sent from the Registrar’s office immediately.

Advisor Training

Successful advising requires that advisors undergo periodic (re-)training. In 2011, all faculty and non faculty advisors must attend an advising workshop; May for those participating in summer orientation programs, or in August just prior to fall registration. After this initial training, the faculty will be randomly assigned to one of three groups for workshop rotation in subsequent years. All new faculty and one-third of the returning faculty must attend an advising workshop, probably just before fall registration. This means every faculty member must attend an advising workshop at least once every three years.

Advising workshops will consist of small groups of faculty to allow for maximum discussion. The following topics will be included in these workshops:

1. Overview of changes to the catalog as they impact advising. This overview will include, but not be limited to, changes in general education requirements, changes to departmental requirements, and new programs of study.
2. Special considerations in advising freshmen. This will include, but not be limited to, working with “undecided” majors; dual enrollment, AP and other transfer coursework that might not be reflected on student documents; working with limited enrollment and honors students; courses best suited for first semester college students; working with students such as athletes with special scheduling needs such as practice, work and/or family.
3. Special considerations in advising transfer students. This will include, but not be limited to, overview of transfer work and setting a course towards graduation; working with special scheduling needs; verifying and working with those in 2+2 programs.
4. Review of self-service and how to use the software for advising purposes. This will include, but not be limited to, any changes in the software program.
5. Discussion of other topics related to advising. This will include, but not be limited to, non-registration responsibilities of advisors as listed in the academic advising handbook.

Academic Policies and Procedures

This section includes information that is important for all faculty to understand in order to assist students in their academic progress.

1. Student Classification

Freshmen: 0-29 semester hours earned
Sophomore: 30-59 semester hours earned
Junior: 60-89 semester hours earned
Senior: 90 or more semester hours earned

2. Course Load

- a. Normal course load for fall and spring semesters is 15-18 semester hours. The Registrar must approve course loads in excess of 18 semester hours. There is a per hour fee for taking more than 18 hours in one semester. Note: there are additional fees associated with taking more than 18 hours per semester.
- b. Students on academic probation are limited to a maximum of 14 semester hours during the regular semesters and to 4 hours during any summer term.
- c. Students must enroll for a minimum of 12 semester hours to qualify as a fulltime student. In order to live in the residence halls and to receive financial aid, students must be considered fulltime. However, some scholarships (such as the Tobacco Scholarship) may require that a student take a higher minimum number of hours. Be sure to ask the student about this.

3. Registration and Registration Changes

- a. All registration is done using Self-Service. Some tips for using Self-service are included in the Appendix of this Manual.
- b. Students may add courses or drop courses without grade penalty during the first four weeks of the fall and spring semesters and during the first week of short terms. After that period, students may drop a course until the end of the semester, but the instructor of the course must assign a WP or a WF. (The WP will not be calculated into the GPA, but the WF will be calculated as an F.) The forms for withdrawal may be found online (<http://www.averett.edu/registrar/forms.html>) and must be filed in the Registrar's Office
- c. If the student does not drop a course officially, a grade of F is automatically recorded. **Advisors and faculty members should remind students that simply not going to class does not constitute dropping a course.** The

course change must be approved by the advisor and a withdrawal form **must** be signed by the advisor and taken to the Registrar's Office.

- d. Students and advisors must keep in mind the implications of a student dropping to "less-than-full-time" status. Part-time students may not live in the residence halls, and financial aid will be affected. Part-time students may not be eligible for certain financial aid. After 60% of the semester has passed (or about 9 ½ weeks), it does not matter if they drop below full-time.

4. **Repeating Courses**

- a. Students may repeat a maximum of five courses, substituting the new grade and canceling the previous hours attempted.
- b. After the initial five courses, students may repeat only courses required for graduation in which they earned a grade of F. The previous grade and hours will not be canceled.
- c. Some courses may be repeated for grades (e.g., activity courses or music courses). Check the catalog or contact the department or registrar's office to confirm the policies for these particular courses.

5. **Pass/Fail Option**

- a. Students may take a maximum of five courses on Pass/Fail. Courses used to satisfy requirements for general education, courses for teacher certification, the major or the minor may not be taken on Pass/Fail basis. Pass/Fail grades cannot be later changed to a grade.
- b. Students who wish to take courses on Pass/Fail basis must complete the appropriate form before the end of the first week of classes in the regular semesters and before the third day during the summer terms. This form can be found online (<http://www.averett.edu/registrar/forms.html>) and must be filed in the Registrar's Office.
- c. After the first week of class (or first three days of a summer term) a student may not elect to take a grade in a class registered as Pass/Fail.
- d. Courses taken on Pass/Fail basis count toward the student's total hours, but do not affect the student's grade point average, unless they fail the course.

6. **Formal Declaration of Major**

Students are encouraged to declare a major as soon as it is reasonably possible, keeping in mind that they are expected to file a declaration of major with the Registrar's Office by the beginning of their junior year.

7. **Change of Major and/or Advisor**

Students who wish to declare or change their major, minor, and/or advisor must contact the Registrar's Office. "Change of Major" forms can generally be obtained from the student's advisor and the appropriate signatures obtained before taking the form to the Registrar's Office for processing. This form can also be accessed online at <http://www.averett.edu/registrar/forms.html>)

Be aware that when a student changes a major, he/she may use the major requirements of the catalog under which he/she matriculated, or choose a more recent catalog's requirements. This selected catalog year must be indicated on the change of major form, or the Registrar's Office will assume the most recent catalog is the one selected.

8. **Course Waivers**

Course waivers must be approved and signed by the Department Chairperson of the student's major field and approved by the Vice-President of Academic Affairs. In addition, course waivers will not be accepted without the signature of the Department Chairperson for the course being waived.

9. **Credits by Nontraditional Means**

Other than attending classes, students may earn college credit in the following ways:

- a. CLEP
- b. Advanced Placement Tests
- c. Departmental examinations
- d. Military credit
- e. Extension or correspondence
- f. International Baccalaureate Exams
- g. Credit for post high school work from international institutions

Policies governing these nontraditional ways of earning college credit are stated in the catalog.

10. **Transfer Students and Credits**

- a. Averett University will transfer courses for which a grade of C or higher was received, provided such courses are applicable to the Averett University curriculum and the other college is accredited by a regional accrediting agency.
- b. A student currently enrolled at Averett University who wishes to take coursework at another accredited institution and transfer the credit must fill out a form and have approval **in advance** from the Registrar's Office. While Averett will not refuse credits from an accredited institution, the

courses may not transfer in the way the student wishes without this advanced approval.

- c. Courses taken at another institution may not be used to improve the grade point average at Averett. No grades or quality points from another college are transferred. Students will be given credit for the course and the hours. NOTE: Grades and quality points from other institutions are used only for determination of honors at graduation.
- d. Averett University participates in Direct Transfer Agreements with Virginia community colleges including Danville Community and Patrick Henry Community College. Students graduating from Virginia community colleges with an Associate of Science or Associate of Arts Degree may enter Averett with junior status. All work completed at these colleges will be transferred if the degree is in hand. (This policy excludes ENG111 and 112 if a grade of “D” was assigned.)
- e. Students who transfer from institutions that do not grant baccalaureate degrees (two year colleges) must complete the minimum of 60 semester hours at a senior college (four year college), at least 33 of which must be at Averett University.
- f. A minimum of 12 semester hours in the major and 6 semester hours in the minor must be completed at Averett. Check specific departments for higher requirements.
- g. All students must complete the last 33 semester hours at Averett. Any request for a waiver of this regulation must be made in writing to the Academic Policies Council, stating reasons for requesting the waiver.
- h. The transfer evaluator in the *Registrar's Office* evaluates transfer credits. Other evaluations are unofficial. Appeals regarding specific course transfers may be made to the department chair of the appropriate department.

11. **Dean's List, President' List**

Students who complete at least 12 semester hours of course work for which quality points are awarded and who have earned the following grade point average will be named to the appropriate honors list:

3.40-3.99	Dean's List
4.00	President's List.

12. **Academic Discipline:** the standards listed below are based on a student's cumulative GPA

Table of Standards for Academic Discipline			
Attempted Hours or Total* Hours (whichever is greater)	Academic Warning	Academic Probation	Considered for Academic Suspension
0-15	1.60-1.99	1.00-1.59	<1.00
16-30	1.80-1.99	1.40-1.79	<1.40
31-59	1.90-1.99	1.60-1.89	<1.60
60-123+	-----	-----	<2.00

*Includes hours transferred to Averett University

The Academic Policies Council will review the record of any full-time student who does not pass more than 6 semester hours in a regular semester.

a. **Academic Warning**

Any student whose cumulative grade point average at the end of any given semester falls within the stipulated range will receive a letter from the Dean of Arts and Sciences regarding Academic Warning, but this is **not** noted in the student's permanent record.

Academic Warning means that the student's grade point average is below 2.0, but the deficiency is not severe enough to warrant Academic Probation. **Students placed on Academic Warning must contact the Assistant Dean of Student Success.**

b. **Academic Probation**

Any student whose cumulative grade point average at the end of any given semester falls within the stipulated range will be placed on Academic Probation and will receive a letter from the Dean of Arts and Sciences. A notation stating Academic Probation will be placed on the student's permanent record.

Any student on academic probation may enroll in no more than 14 semester hours in a regular semester (fall or spring) and may be required to participate in an intervention program. Students on Academic Probation may not participate in intercollegiate athletics, drama productions, or serve as an officer in university-recognized student organizations. Only those events which are components of credit courses or which are requirements for majors as noted in the catalog may be exempt. **Students placed on Academic Probation must contact the Assistant Dean of Student Success.**

c. **Considered for Academic Suspension**

A student who fails to meet the minimum standards for continuance will be considered for Academic Suspension by the Academic Policies Council. If the Council imposes suspension, the Dean of Arts and Sciences will notify the student of the decision. A notation will appear on the student's permanent record.

Any student who is considered for academic suspension but is continued is governed by the same requirements and/or restrictions described under Academic Probation. A student who earns at least a 2.30 semester grade point average after completing all attempted coursework for which he or she is registered at the end of the semester shall not be subject to suspension. **Students placed on Considered for Suspension must contact the Assistant Dean of Student Success.**

13. **Academic Suspension**

- a. Ordinarily, decisions regarding academic suspension are made by the Academic Policies Council at the end of the spring semester. Suspension begins immediately upon the vote of the Council. Students who received [an] Incomplete[s] may finish the work in that [those] course[s], but the outcome of that work will not affect their suspension.

Students who have been suspended may not take courses at Averett for at least one regular semester and one summer. Thus, students who are suspended at the end of the spring semester may not attend summer terms in order to improve their academic standing, unless otherwise stated in a letter. Therefore, a student suspended at the end of the spring semester may not be considered for readmission until the following spring.

Suspensions may be appealed to the Academic Policies Council and the Dean of Arts and Sciences.

Averett will not accept transfer credits for courses taken while a student is on academic suspension from Averett University.

- b. **Probation and Suspension Policy for Transfer Students** Probation and suspension standards for transfer students will be based upon the sum of their transfer credits plus the hours attempted at Averett. The grade point average is based only on credit hours attempted and quality points earned at Averett University. **Coursework completed at another college may not be used to improve the grade point average at Averett.**

14. **Readmission of Students on Academic Suspension**

- a. After one semester of suspension, a student may apply to the University for readmission. (See University catalog for process of readmission.) There is a form on line that a student must complete and submit for readmission. It may be accessed at <http://www.averett.edu/admissions/index.php>)
- b. Students who are suspended for a second time for academic reasons will be academically ineligible to return to Averett.

15. **Application for Graduation**

Students must file an application for graduation in the Registrar's Office by the published date during the semester in which graduation is planned. These forms are available in the Registrar's Office or online at www.averett.edu/academics/registrar.

16. **Academic Honors at Graduation**

- a. Cumulative grade point averages which must be earned for honors are:
Summa um laude – 3.80
Magna cum laude – 3.60
Cum laude – 3.40
- b. To be eligible for honors at graduation, all prior academic work of students transferring from another institution will be considered in computing the final grade point average, but no overall average may exceed the one earned at Averett.
- c. Students must complete all requirements for graduation before they can participate in commencement exercises.

17. **Requirements for Graduation**

The basic requirements for an undergraduate degree from Averett University are a minimum of 123 semester hours of credit (60 semester hours of credit for the associate degrees) with at least a 2.00 grade point average on all work attempted as well as on courses offered to complete the major. (Some departments have higher GPA requirements; see catalog) Other specific requirements are listed below:

1. Students must satisfactorily complete all Core General Education requirements.
2. Students must achieve satisfactory completion of a specified major area of study.
3. Students must satisfy competencies in writing, oral communication, technology, and knowledge of other cultures. See the section on Proficiency Requirements in the Undergraduate Catalog, (online).
4. Of the 123-semester hours required for graduation, at least 60 must be taken from courses outside the major field. **We think we voted to change this a few years ago, but no one has found a record of it. The item will be brought up in Curriculum Committee this fall.**
5. The last 33 semester hours of academic work prior to graduation must be taken at Averett University.
6. Transfer students must complete a minimum of 60 semester hours at a senior college, at least 33 of which must be from Averett University.
7. Transfer students must satisfactorily complete a minimum of 12 semester hours in the major field at Averett University. Individual programs may have higher

semester- hour requirements.

8. Students who are first admitted to Averett University as special students must earn a minimum of 30 semester hours of credit after obtaining degree-seeking status.
9. Students must file an application for graduation with the Registrar's Office by the designated date in the semester in which graduation is planned. See the university calendar for the exact date. Appropriate forms are available online (www.averett.edu/academics/registrar) or a student may apply directly to the Registrar's Office.
10. Students must have completed all requirements for graduation in order to participate in commencement exercises.
11. Students must have met all financial obligations to the University in order to participate in graduation. All tuition, fees, fines, bookstore charges and other bills must be paid in full prior to participating in graduation.

General Advising Suggestions

1. Students whose placement test scores require that they take MTH 100 must pass this course before enrolling in MTH 103 or MTH 111. MTH 100 does not count toward graduation and grades in this course do not affect the grade point average. These hours are included in the student's semester load, however, and count towards full time status. They do not count towards a student's "satisfactory progress" as defined by federal financial regulations.
2. All transfer students, including those transferring Math courses to Averett, need to take the placement test. The results of the test will not affect the transfer of credit, but they might guide the advisor and student in making prudent scheduling decisions.
3. When advisors receive the results of the placement scores, they should record those results in the students' folders **in a timely manner**.
4. Students must pass ENG 111 before enrolling in ENG 112; students must pass MTH 103 before enrolling in a higher math. Students are not permitted to sign up for 200 level English classes until they have passed ENG 112. They may pre-register for such courses and their schedules will be adjusted in the event that they do not pass 112. (**See next note.**)
5. Advisors can download grade reports on their advisees from Self-Service at the end of each semester. Examine these carefully to see if adjustments need to be made in a student's schedule for the upcoming semester. For example, if a student pre-registered for ENG 112 but failed ENG 111, call the student in to drop 112. (The same rule applies for all courses that must be taken in sequence.)
6. Students who have been placed on a limited load (14 hours) should not be registered for English, History, Religion, *and* Math in the first semester. They should not take more than two courses that require heavy reading while they are adjusting to college.
7. Generally, freshmen should enroll in 100-level courses. **There are some 100-level courses that require a lot of reading (such as History and Religion) that may not be appropriate for some first semester freshmen, especially those on limited enrollment.** Some 200-level courses may be appropriate for second semester freshmen with strong grade point averages. However, no 300- or 400-level courses are appropriate for freshmen.
8. Find out if your advisee is seeking a second major. If so, communicate with a member of the other department to ensure that your advisee meets the other major's requirements in appropriate time and order. Most departments include a suggested four-year schedule in the Academic Catalog.
9. Students should complete most general education requirements before beginning their junior year. **Beware of allowing students to put off general education requirements until their last semester.**

10. On the other hand, recent studies show that students tend to perform better when they can begin taking major area courses early in their academic career so try to place a student in one class in their major area.
11. Students must complete prerequisite courses before enrolling in some upper division courses. (Please check the University catalog for this information.)
12. Students who will earn the B.A. degree should begin the foreign language requirements by the beginning of their sophomore year. (Because of the rigid cycle of these courses, failure in one of them can delay graduation.)
13. Find out if your advisee is an athlete. As much as possible athletes should not be scheduled for classes that meet during likely practice or game times. These times will vary according to sport, but generally outdoor sports practice after 3:00 p.m. but indoor sports may practice in the evenings. If you are unsure about this, contact the Coach, Athletic Director or Faculty Athletic Representative.

14. **Foreign Language:**

- a. Students choosing to study French or Spanish to fulfill general education requirements for the B.A. degree must complete at least six credit hours at the 200 level or above. Depending upon placement, this may require that a student register for 100 level courses and follow this sequence::

French 101, 102 (4, 4)	Spanish 101, 102 (4, 4)
French 201, 202 (3, 3)	Spanish 201, 202 (3, 3)

- b. A placement test will be given to new students to determine their appropriate level. Students who test out of 101 and 102 only need to take six hours of that foreign language to fulfill the general education requirement. Students placing higher than 202 can complete the requirement with any two courses numbered 221 or higher. The placement test will determine final placement. Please refer any questions to the Department of Foreign Languages Chairperson.
- c. Minors are available in French and Spanish to students who satisfactorily complete the following courses:

<u>French</u>	<u>Spanish</u>
French 221, 222	Spanish 221, 222
French 315, 316	Spanish 315, 316

- d. 101 – 102 classes meet 4 hours a week; the fourth hour is not a lab. Advisors should not schedule a student for another course at that time.
- e. Hebrew and Greek:

Upon completion of both GRK 101, 102 and HEB101, 102, a student may be considered to have met the foreign language requirement for the Bachelor of Arts Degree.

15. If students enroll in MTH 100, please note that they must also enroll in the lab portion of the class.
16. Writing and oral intensive courses:
 - a. According to the catalog, writing intensive courses may be in any discipline, but one of the oral intensive courses must be in the student's major.
 - b. In order for students to receive credit for an oral intensive course they must register for the "O" section of the course. (For example, while Health 110 is taught as an oral intensive course, students must register for *both* Health 110 *and* Health 110O in order to receive proper credit.)
17. **Writing Competency Exam**

Students must meet this component of their writing competency requirement. Students enrolled in ENG 112 will take the writing competency exam as part of the course. Transfer students should be encouraged to take the exam as soon as possible after beginning coursework at Averett.
18. Averett will have commencement exercises in December and in late April or early May and will award degrees without a ceremony in August. Students must apply for graduation by the date shown on the school calendar. Application forms are online (www.averett.edu/academics/registrar) and must be sent to the Registrar's Office.
19. Students must have 123 hours for graduation. Students must complete all requirements in order to participate in commencement exercises.

Specific Advising Suggestions

1. Approach the advising and registration process as an opportunity to increase knowledge and develop skills rather than a one-time procedurally-focused event.
2. Acknowledge to students that your time may be limited during registration and indicate when you will be available in the future/how you can be contacted.
3. For pre-registration, begin the appointment process early enough to have time to meet with all of your advisees.
4. Don't forget to authorize students to register on-line, preferably after you have met with them to discuss their schedule.
5. As you authorize students, you may notice a "Stop" by their name. Make the student aware of this and help them to determine what they need to do to remove this.
6. Do not assume a student is committed to a major in your department. Exploration is important for first-and second-year students.
7. Encourage students to declare a major as soon as possible. If a student has selected a major, be sure that selection has been made based on accurate information. If the major is new or has recently changed in any way, remind the student that completion of the major is based upon the declaration of the catalog year which they are following.
8. Not only should you keep up with changes in your department's curricula, but as much as possible, keep aware of changes in other departments, especially if you have undecided

majors. Remember you can always make a phone call to someone in that department for advice.

9. Likewise, you must keep up with changes in Averett's academic policies.
10. Immediately review all advisee updates, especially senior evaluations, from the Registrar's Office.
11. Help students select courses in terms of personal abilities, interests, values, and goals.
12. Help students see the "big picture." Introduce students to minors, certificates, and co-curricular experiences that can integrate their personal, academic and career interests
13. Posting and keeping office hours is essential.

14. Freshmen

- a. Verify their major at your first meeting.
- b. Review the requirements for general education and the major.
- c. Ask if they have any kind of transfer credit
- d. Check to see if they are on limited enrollment or if they have to take more than 12 hours.
- e. Ask if they are interested in the honors program.
- f. Determine if they are athletes and if so, what sport?
- g. Determine if they are interested in music or theatre.

15. Transfer Students

- a. Are all of their transcripts in?
- b. Are they in a 2+2 program?
- c. Review the transcripts and requirements for general education and the major.
- d. Explain graduation requirements.
- e. Setting a course to graduation

16. International students

- a. Getting to know them culturally and otherwise
 - b. Make them aware of services Averett provides
 - c. Ask if they have transfer work
 - d. Determine if they interested in athletics, music, theatre or the like.
17. If you have a question, just ask someone. A "senior" professor in your department (or in another department) will probably have the answer.
 18. Monitor advisees progress through out the semester, especially after progressive grading report times.
 19. Notify the Student Success Center if students are contemplating withdrawal from the university.

I have read and understand the academic advising guidelines in this manual.

Signature

Appendices

Oral and Writing Intensive Courses

AV311	W and O, Aerospace Law
ART 400	W and O, Senior Seminar
AV 315	W and O, Air Transportation
AV 475	W and O, Aviation Management Topics
BIO215O	W and O Environmental Science
BIO342	W and O Environmental Policy and Law
BIO 460	W and O, Seminar I Biological Literature
BIO 461	W and O, Topics in Biomedical Science
BIO 462	W and O, Topics in Environmental Biology
BSA 305	W and O, Principles of Management
BSA 310	W, Principles of Marketing
BSA 425	W and O, CPA Problems
BSA 427	W and O, Auditing II
BSA 429	W and O, Accounting Theory and Problems
BSA 433	W, Legal Aspects of Administration
BSA 438	W and O, Managing Marketing Strategies
BSA 444	W and O, Management Strategy
BSA 492	O, Federal Taxation and Financial Planning
CH330	O, Environmental Chemistry
CH 353	W, Physical Chemistry II Lab
COM201	O, Persuasion
CRJ 304	O, Police in America
CRJ 340	W, Juvenile Delinquency and Justice
CRJ 329	W, Drugs and Substance Abuse
CRJ 407	O, Courts and Trials
CRJ 440	W and O, Senior Seminar
CRJ 445	W, Criminal Justice Internship
CRJ 488	W and O, Criminal Procedure
CSS 401	W and O, Project in Computer Science
ED 474	W, Secondary/PK-12 Curriculum
ED 378	W, Curriculum in Grades PK-6
ED 401	O, Instruction in Grades PK-6
ED 406	O, Instruction in Secondary/PK-12 Education
ENG 298	W, SS: HONORS: Film Studies
ENG 301	W, American Literature to 1855
ENG 302	W, American Literature, 1855-1930
ENG 320	W, Nineteenth C British Novels
ENG 323	W, Restoration Literature
ENG 398	W and O, Music and Literature in Time of War (Same as MUS 398)
ENG 399	W and O, SS: Women in 19th C Literature and Music (Same as MUS 399)
ENG 399	W and O, Contemporary Literary Voices of Other Cultures
ENG 401	W and O, Romantic Poetry and Prose
ENG 402	W and O, Victorian Poetry and Prose
ENG 405	W, Modern Literature
ENG 406	W, The Romantic Movement in American Literature

ENG 407	W, American Lit: The Guilded Age to WWII
ENG 413	W and O, Chaucer
ENG414	W, Shakespeare
ENG 415	W, Milton
ENG 421	O, Teaching Composition
ENG 470	W and O, Children's Literature
ENS 462	W and O, Topics in Environmental Biology
ES 224	W and O, Teaching Elementary Riding
ES 330	W ad O, Riding Instruction Programs
FR 316	W, Culture and Civilization
FR 222	W, Advanced Writing and Grammar
HIS 112	W and O, Honors Seminar: History of Western Civilization II
HIS 198	W and O, Discovering the Western Past: A Look at the Evidence
HIS 298	W and O, Current World Affairs
HIS 2XX	W and O, Modern Europe in Film and Fiction
HIS 333	O, Antebellum U.S. History, 1789-1848
HIS 360	O, Colonial, Revolutionary, Constitutional
HIS 410	O, Twentieth Century U.S. History
HIS 435	O, Civil War and Reconstruction
HIS 465	W and O, Seminar
HON 101	W and O, Freshmen Colloquium
HON402	W and O, Senior Colloquium
HTH 110	O, Contemporary Health Problems
HTH 220	O, Health and Fitness for the 21st Century
JR110	O
JR 203	W and O, Film Studies
JR 220	W and O, Public Relations
JR 330	W and O, Media Law and Ethics
MTH 211	W and O, Foundations of Higher Mathematics
MTH 316	W, Theory of Real Variables II as needed
MTH 312	W, Abstract Algebra II, as needed
MUS 100	O, Introduction to Music Literature
MUS 260	W and O, Music History: Medieval, Renaissance, and Baroque
MUS298/299	W and O, Sex, Lies, and Political Corruption-Welcome to Opera
MUS 299	O, Performing in Musical Theatre
MUS 398	W and O, Music and Literature in Time of War (Same as ENG 398)
MUS 407	W and O, Advanced Choral Conducting
MUS 420	W and O, Hymnody and Liturgy
MUS 452	W and O, Applied Voice
MUS 480	W Recital
PE 303	O, Elementary School Physical Education
PE 415	W, Motor Learning
PE 421	O, Sports Medicine II
PE 425	O, Biomechanics
PE435	W, Therapeutic Modalities
PE 444	W, Research Methods in Physical Education
PHL 440	W and O, Philosophy of Religion
POS 220	W, Issues and Problems of Democratic Government
POS 311	W and O, Comparative Government

POS325	W and O, Perspectives on Leadership
POS342	W and O, Environmental Policy and Law
POS 360	W, Public Policy
POS 380	O, International Relations
POS 411	W and O, Constitutional Law (Same as CRJ 411)
PSY 300	O, Designing user-centered web-sites
PSY 309	W and O, Personality Theory
PSY 332	O, Evaluating web-site usability
PSY 360	O, Research Practicum
PSY 446	W and O, Senior Seminar in Psychology
REL 102	W, Introduction to the New Testament
REL 304	W and O, Studies in the Prophets
REL 305	W and O, Studies in the Poetry and Wisdom Literature
REL 311	W, Jesus in the Synoptic Gospels
REL 312	W, Life and Letters of Paul
REL 315	W and O, Intro to Biblical Archaeology
REL 398	W and O, Women of the Testament
REL 465	Thesis
SPA 221	O, Communication and Listening
SPA 222	W, Advanced Writing and Grammar
SOC 309	W, Society and the Individual
SOC 332	W Gender Roles in Society
SOC 344	W, Sports on the Silver Screen
SOC 401	W and O, Social Theory
SOC 440	W and O, Senior Seminar
SOC 445	W, Internship
SOC 470	W, Research Methods
TH 101	O, Voice and Diction
TH 103	O, Introduction to Human Communication
TH 210	O, Oral Interpretation of Literature
TH 221	W, Theater History II
TH 299	O, Performing in Musical Theatre
TH 300	O, Public Speaking
TH 462	W and O, Senior Seminar
TH 220	W, History of Theatre
TH 410	W and O, Modern Drama

Self-Service Tip Sheets

The following was taken from the Averett web page:

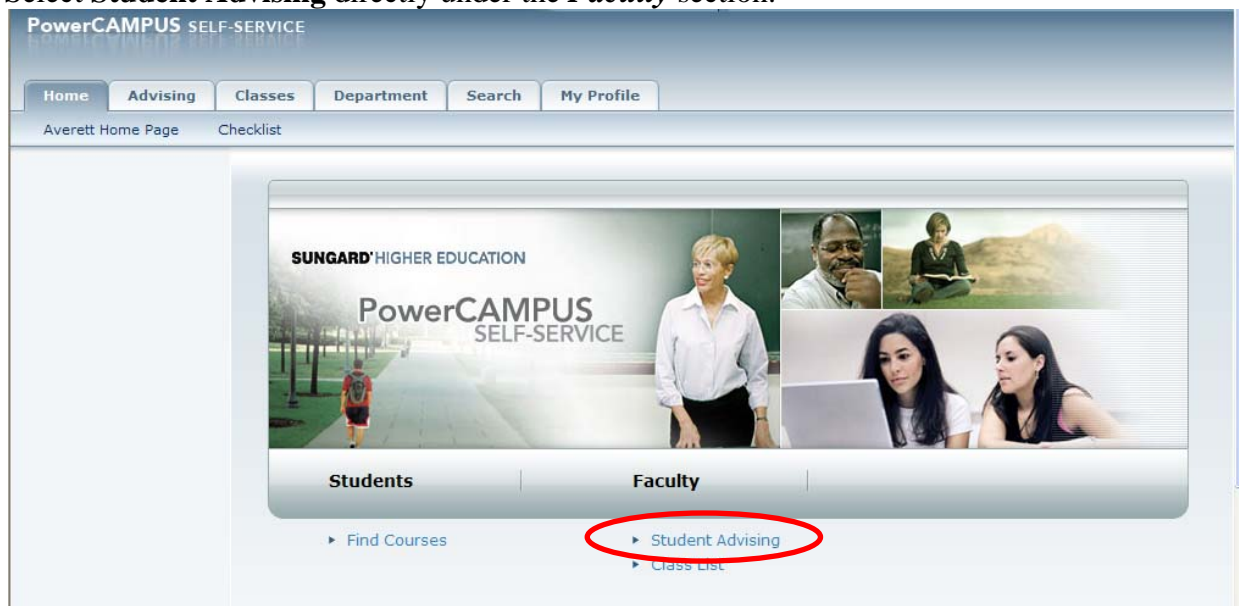
http://wiki.averett.edu/index.php/I_need_help_with_Advising_Functions.

Authorizing Registration/Approving Schedules/Managing Advisees

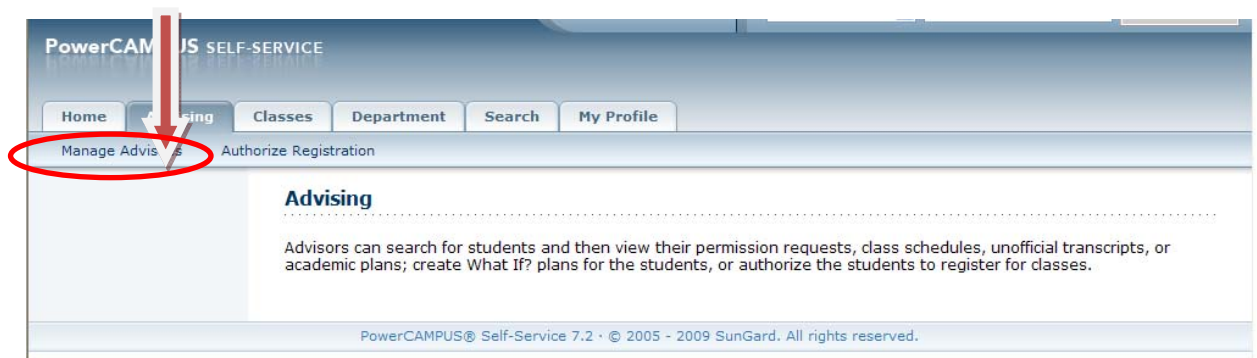
Online registration is only available for the following programs: Day Undergraduate, IDEAL, and Danville campus M.Ed. **GPS** students are block-registered for all core courses and manually registered by the Registrar's staff for any course outside the core or for independently taught courses.

Login into Self-Service

Select **Student Advising** directly under the **Faculty** section.



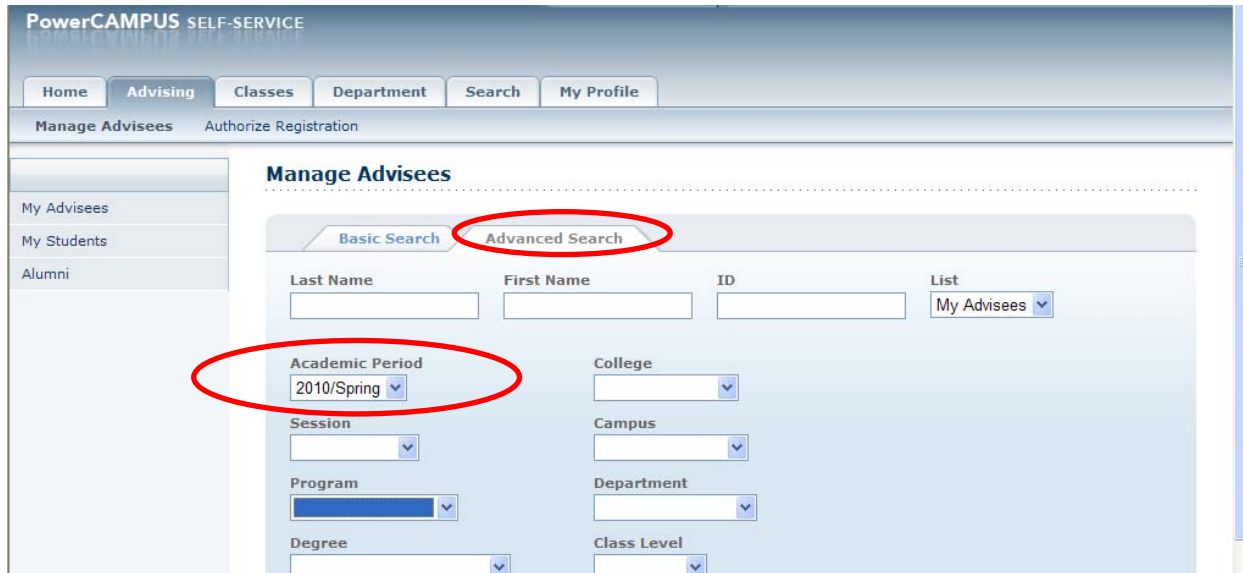
Select the **Advising** tab/**Manage Advisees** option



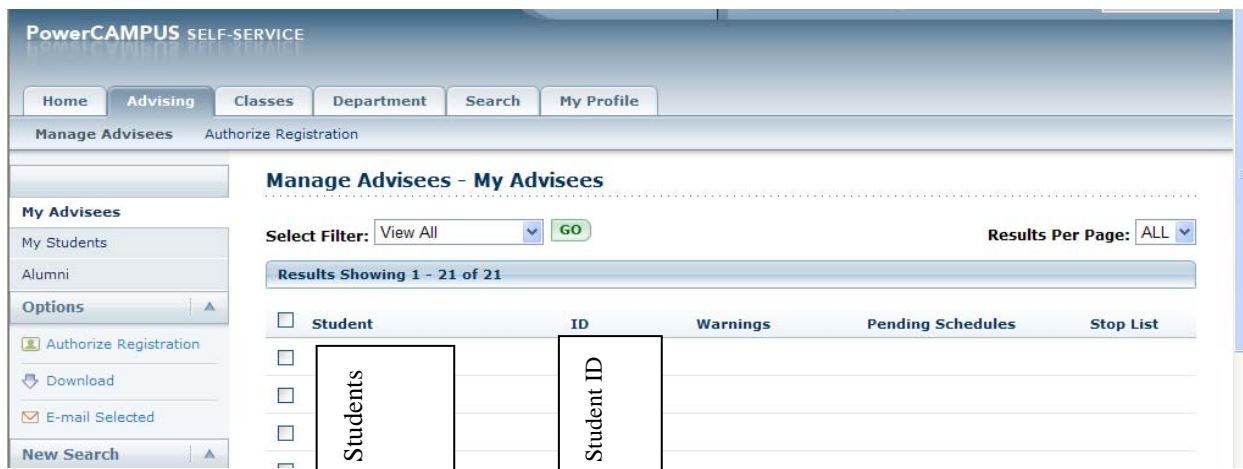
Select the **My Advisees** option. Use the **Advanced Search** tab, and enter an **Academic Period**, to select current advisee records only.

Select **My Students** option to view your students. Use the **Advanced Search** tab, and enter an **Academic Period** to select current students only.

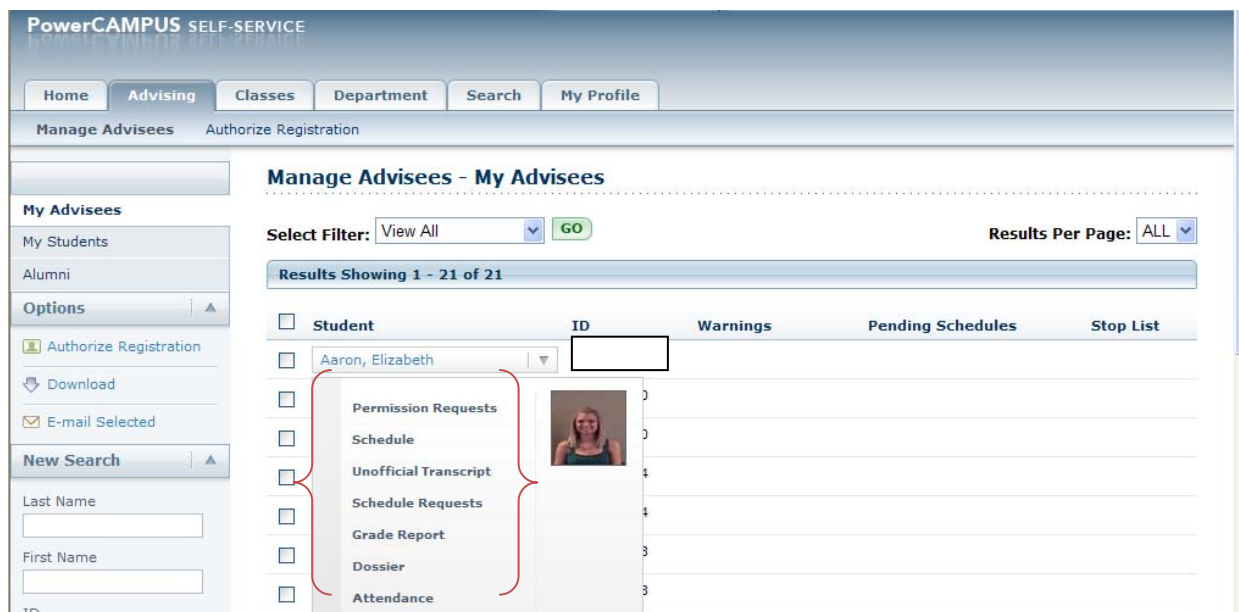
Select **Alumni** option to view alumni.



Selecting an **Academic Period** for your current advisees returns a complete list of advisees with drop-down selections.

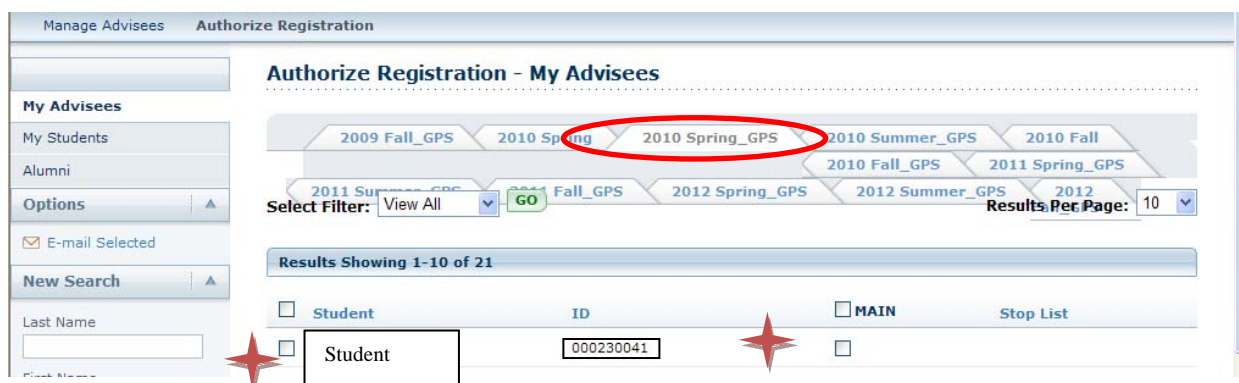


Selecting the student name will bring up additional options available for advising purposes. Student pictures are only available for those students who have Student Id pictures taken by Averett's Security office. Common views include: Schedule, Unofficial Transcript, Grade Report, and Attendance.



Authorizing Registration

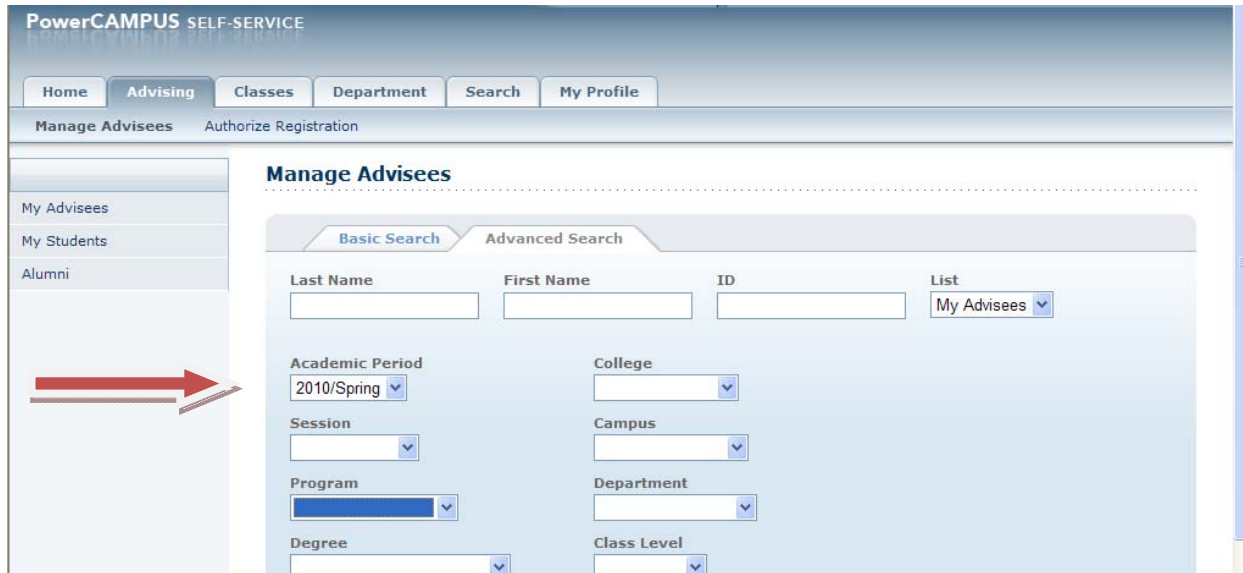
To authorize registration, select the **Authorize Registration** option; use the **Advanced Search** tab to select the **Academic Period**. Students may be authorized for registration anytime throughout the current term, as well as for all available future terms. In order for the student to register they must have advisor permission, and they must also be a part of the registration group as defined by the Registrar.



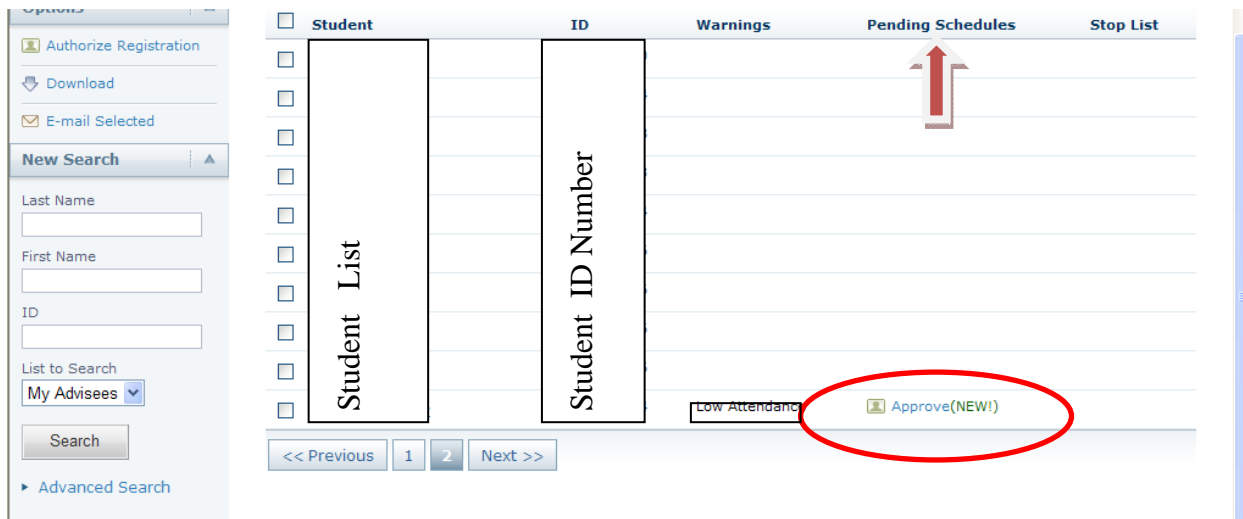
The block next to the student name allows you to e-mail one or all of your advisees. Selecting the block under **MAIN**, and selecting the **SAVE** button completes the authorization process.

Approving Schedules

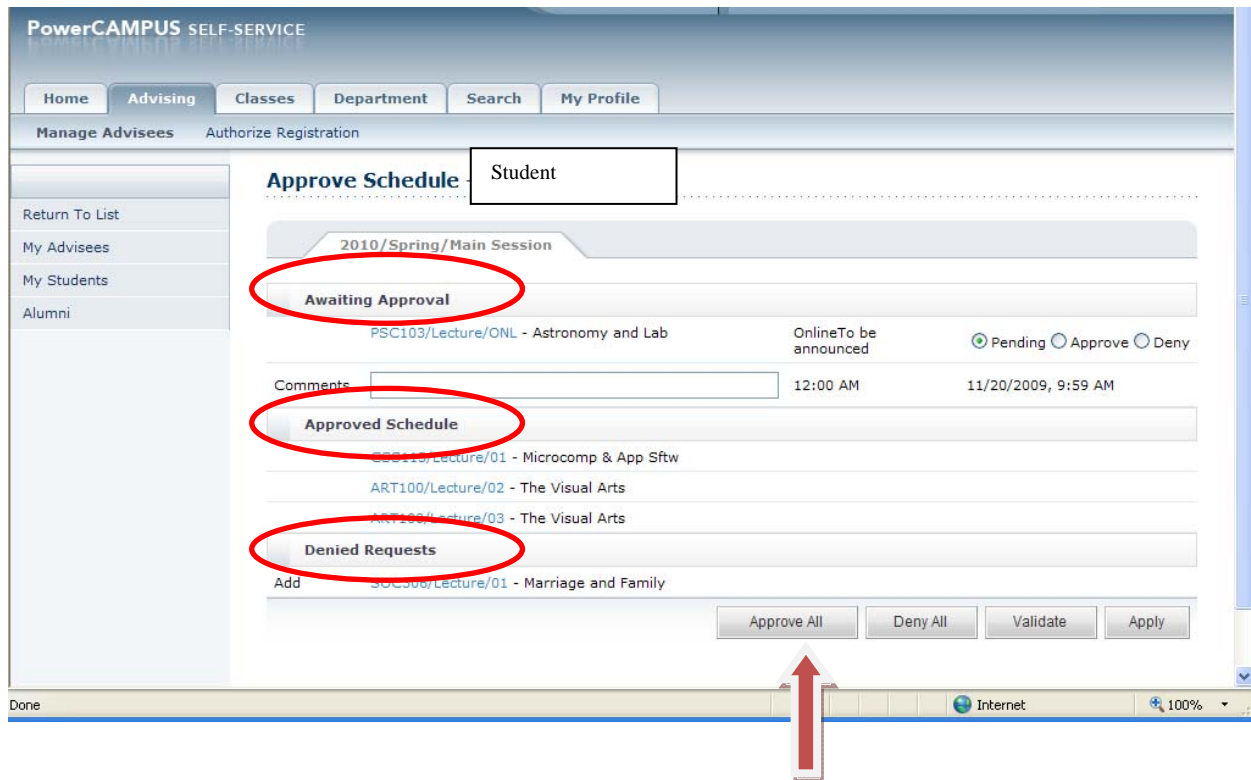
Advisors will receive e-mail notifications for all online add/drop registration entered by their advisees. To approve or decline, select the **Advising** tab/**Manage Advisees** option. Use the **Advanced Search** tab to select the **Academic Period**.



The example below shows one student waiting for **(New) Pending Schedule** approval. Select the *Approve* icon to bring up the advisee's request.



Use the buttons at the bottom to **Approve** or **Deny** the requested change. The advisee will receive an automatically generated e-mail alerting them of the status of their request to add or drop the course(s).

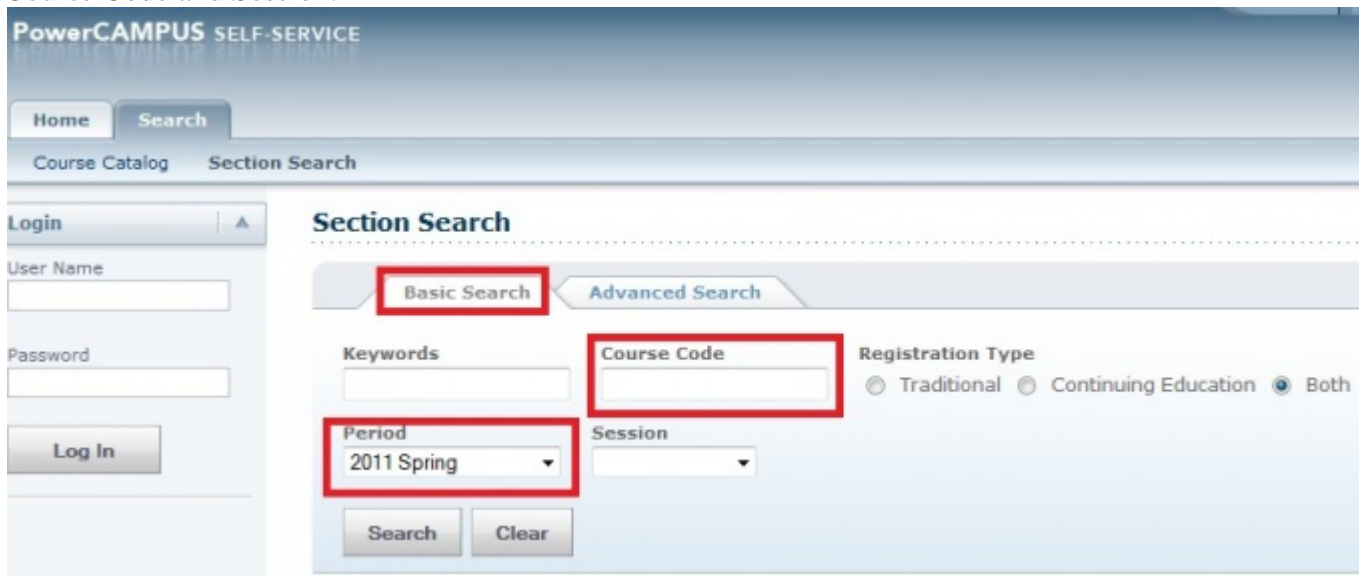


Searching for Classes using Self-Service - Basic and Advanced

Retrieved from "[http://wiki.averett.edu/index.php/How do I search for classes%3F](http://wiki.averett.edu/index.php/How_do_I_search_for_classes%3F)"

Basic Search

- Under "My Averett" click on "PC Self-Service"
- Click "Find Courses"
- Under the Basic Search that is displayed you will see four fields: Keywords, Course Code, Period, and Session. The two we will focus on for the purposes of this guide are Course Code and Session.



- You should ALWAYS select the appropriate Period BEFORE you begin searching. The "Period" is a combination of the Year, Semester, and Program that you will be searching. Traditional Undergraduate students should choose only the Period that displays the correct Year and Semester. Non-Traditional students will need to choose the selection containing the correct combination of Year, Semester, and Program. The drop down box will contain several different options, so please read carefully to ensure that you are searching the correct time period for your courses.
- Course Codes are the way the PC Self-Service identifies each course individually. To effectively search for classes, the following course codes are commonly used:

Department	Course Code
Art	ART
Aviation	AV
Biology	BIO
Business	BSA
Chemistry	CH
Criminal Justice	CRJ
Computer Science	CSS
Economics	ECO
Education	ED
English	ENG
Equestrian	ES
French	FR
History	HIS
Honors	HON
Health	HTH
Journalism	JR
Leadership	LDR
Math	MTH
Music	MUS
Physical Ed	PE
Philosophy	PHL
Political Science	POS
Physical Science	PSC
Psychology	PSY
Religion	REL
Sociology	SOC
Spanish	SPA
Theatre	TH

- Using these codes can cut down the number of returned results allowing you to more easily sort through our class selections.

Advanced Search

- There are two Tabs at the top of the Search Box, click Advanced Search to see more options.
- Many options are displayed, but the most helpful are **Starts From** (Time based) and **Ends By** (Time based), **Meeting**, and **Instructor**.

The screenshot shows the 'Section Search' interface. On the left is a 'Login' section with fields for 'User Name' and 'Password', and a 'Log In' button. The main area is titled 'Section Search' and has two tabs: 'Basic Search' and 'Advanced Search'. The 'Advanced Search' tab is highlighted with a red box. Below the tabs are several search criteria fields: 'Keywords', 'Course Code', 'Registration Type' (with radio buttons for 'Traditional', 'Continuing Education', and 'Both'), 'Period' (set to '2011 Spring'), and 'Session'. Further down, 'Starts From' and 'Ends By' are date pickers with a calendar icon and '(mm/dd/yyyy)' format, both highlighted with red boxes. Below these are 'Meeting' and 'Campus' dropdown menus, with 'Meeting' also highlighted. Further down are 'Status', 'Credit Type', 'Sub Type', and 'Instructor' dropdown menus, with 'Instructor' highlighted. At the bottom are 'Program', 'Department', 'College', 'Curriculum', 'Class Level', 'Population', 'Nontraditional Programs', and 'General Education' dropdown menus. 'Search' and 'Clear' buttons are at the bottom.

- Starts From and Ends By can be used together to narrow down the results to a time slot that you may need to fill with a class. Make sure you use the Time based fields and not the Date based, as this may unintentionally limit your returned results.
- Meeting will filter classes based on the days that the classes are being held. Most traditional classes are held MWF or TuThur, but other options are sometimes available.
- Instructor will limit the results to only the classes taught by the professor selected.

Clubs and Organizations Students Might Want to Join

Retrieved from the Averett web site: <http://www.averett.edu/student-life/clubs-organizations.html>

Alpha Chi

Alpha Chi is a national honor society whose purpose is to produce academic excellence and exemplary character among college students and to honor those achieving such distinction. The faculty elects junior and senior candidates of good character who meet the academic requirements.

Advisor: Tonja Hudson, tonja.hudson@averett.edu

Alpha Eta Rho

The oldest International aviation professional fraternity for men and women, Alpha Eta Rho promotes aviation through education and service.

Advisor: TBA

Alpha Kappa Delta

International Sociology Honor Fraternity

Advisor: Rebecca Clark, rebecca.clark@averett.edu

Alpha Psi Omega/Averett Players

Committed to the advancement of theatre in the Averett University community.

Advisors: Jackie Finney, jackie.finney@averett.edu

Richard Breen, richard.breen@averett.edu

Averett Anime Association

Explore the world of anime...kick back, relax, meet some new friends, and watch! Advisor: TBA

Averett Caving Club

Love the outdoors, caving, and adventure? This is the group for you!

Advisor: Laura Meder, laura.meder@averett.edu

Averett Equestrian Club

Brings together our equestrian studies students to provide social, professional development, and educational opportunities.

Advisor: Ginger Henderson, ghender@averett.edu

Averett Gospel Choir

Brings together Christians and encourages non-Christians to join in fellowship through song and Christian love. The goal of the choir is to spread the gospel through singing on campus and throughout the Dan River region.

Advisor: Leslie Villarose, lvillarose@averett.edu

Averett University Psychology Club

Professional student organization for psychology students and those interested in the field.

Advisor: Jean Hatten, jhattenje@averett.edu

Brothers and Sisters In Christ (BASIC)

BASIC focuses on the Christian experience of African Americans. Situations that students face on and off campus are discussed. Words of encouragement and biblical backing are used to uplift all involved. Everyone is welcome to join.

Advisor: Leslie Villarose, lvillarose@averett.edu

Brothers with a Purpose

Providing social, service, and professional opportunities for the men of AU.

Campus Activities Board (CAB)

The Campus Activities Board is the Averett University programming board. Funded and advised by the Office of Student Activities, CAB works with campus speakers, concerts, comedians, weekend programming and other special events.

Advisor: Lesley Villarose, lvillarose@averett.edu

Catholic Campus Ministries

Facilitates, encourages, and supports the faith life of students, faculty, and staff through interaction with the local parish, as well as provides social, educational, spiritual and service opportunities at Averett.

Advisor: Joan Kahwajy-Anderson, joan.kahwajy@averett.edu

The Chanticleer

Monthly student-run newspaper informing students of local and national news while providing a forum for students to let their voices be heard.

Advisor: Susan Huckstep, huckstep@averett.edu

Christian Student Union

Christ-centered, student-led, church related organization that seeks to encourage, enable, and equip students through involvement in mission, faith sharing, discipleship, community building, and worship.

Advisor: Gary Tucker, gary.tucker@averett.edu

The Ember

A literary magazine that showcases the art and literary talents of Averett students.

Fellowship of Christian Athletes

To present athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

Flying Cougars

Provides intercollegiate flight competitions for students.

Advisor: Travis Williams, travis.williams@averett.edu

IMPACT

Assists students in making responsible decisions regarding the use of alcohol.

Advisor: Joan Kahwajy-Anderson, joan.kahwajy@averett.edu

International Student Association

The International Student Association helps unite all the different nationalities of the world,

open them to each other, and promote their differences in order to reach a better intercultural understanding.

Advisor: Leslie Villarose, lvillarose@averett.edu

Multicultural Student Association

The Multicultural Student Association is an organization that consists of all races, creeds and colors. The main goal is to assist Averett University in finding a deeper understanding of other cultures, especially those that are present on our campus.

Advisor: Leslie Villarose, lvillarose@averett.edu

Phi Sigma Sigma Sorority

To create an environment that fosters the advancement of womanhood, growth and development of each member through commitment to leadership, academic excellence, philanthropic service, good health and citizenship.

Pi Kappa Alpha Fraternity (Colony)

Pi Kappa Alpha Fraternity is dedicated to developing men of integrity, intellect, and high moral character and to fostering a truly lifelong fraternal experience.

Advisor: Lee Burton, lee.burton@averett.edu

Pi Kappa Phi Fraternity

Pi Kappa Phi Fraternity was founded to further create leadership opportunities—by men who made the choice to lead.

Advisor: Danny Miller, daniel.miller@averett.edu

Residence Hall Association (RHA)

RHA represents our on-campus students and provides social and educational programs throughout the year and a voice for the students on campus.

Advisor: Marsha Foster, mfoster@averett.edu

Sisters Implementing Sisterhood

Sisters Implementing Sisterhood is build on the foundation of implementing sisterhood at Averett and in the Community.

Advisor: Leslie Villarose, lvillarose@averett.edu

Student Government Association

Provides the students of Averett University self-governance through elected representatives.

Advisor :Lesley Villarose, lvillarose@averett.edu