



# AVERETT UNIVERSITY

## Academic Advising Manual



## Table of Contents

Averett Resource Sheet for FAQs	2
Averett's Advising Program	3
The Advising Mission	3
Advising Stereotypes	3
Areas Your Advisor Will Explore	4
Student Advisee Responsibilities	4
FERPA	5
Advisor/Advisee Chart	7
Academic Policies & Procedures	8
Averett Student Classifications	8
Typical Course Loads	8
Repeating Course Loads	9
Pass/Fail	9
Declaring a Major	9
Change of Major/Advisor	9
Course Waiver	10
Transfer Credits	10
Care Reports	11
Dean's List	11
Academic Discipline	11
Suspension	12
Readmission	12
Graduation	12
Checklist for Advising Sessions by Year	13
International Students	14
Financial Aid & Advising	14
How to Use PC Self-Service for Registration	17
NCAA Bylaws & Advising Athletes	19
Averett Clubs & Orgs	20
Anytime Anywhere	22
Trad to AU Online Request Form	24
Averett's Health Services	25
All Access Program	26
Cougar Cares	27
Counseling Services	28
High-Impact Practices	29
Testing Assistance Program	30

## Resource Sheet for Frequently Asked Questions

<b>Concern or Issue</b>	<b>Contact Information</b>	
Academic Standing	Registrar's Office	434-791-5838
ADA Issues	Student Success	434-791-5788
Alumni & Institutional Advancement	Development Office	434-791-5654
Athletics	Athletics	434-791-5611
Billing & Payments	Financial Aid	434-791-7182
Bonner Leaders Program	CCECC	434-791-7228
Bookstore	Main Number	434-791-5640
Campus Safety	Main Number	434-791-5888
Career Services	CCECC	434-791-5629
Computer Issues	IT	434-791-5720
Counseling Services	Student Life	434-791-5624
Degree Audits	Registrar's Office	434-791-7235
Disciplinary Cases: Academic	Academic Affairs Office	434-791-5631
Disciplinary Cases: Residential	Student Life	434-791-5728
Financial Aid, Scholarships, Grants	Financial Aid	434-791-5646
International Program Opportunities	Student Life	434-791-5620
Leadership Opportunities	Student Life	434-791-5628
Leave-of-Absence/Withdrawal	Student Success	434-791-5761
Library	Director of Library	434-791-5618
Medical Concerns	Health Services	434-791-5824
Registrar	Registrar's Office	434-791-5838
Spiritual Life	Student Life	434-791-7104
Residential Hall Concerns	Student Life	434-791-2454
Service-Learning Classes	CCECC	434-791-7212
Testing Assistance Program	CCECC	434-791-7212
Title IX & Compliance	Compliance Office	434-791-7244
Transfer & AP Credits	Registrar's Office	434-791-7235
Tutoring Services	Student Success	434-791-5788
Vice President for Academic Affairs	Academic Affairs Office	434-791-5630
VP for Student Engagement	Student Life	434-791-5627
Volunteer Opportunities	CCECC	434-791-7214
Work-Study (Averett Corps)	CCECC Financial Aid	434-791-7212 434-791-5646

## Averett University's Academic Advising Program

Averett University's Academic Advising Program supports the mission of the University and its holistic development of students as catalysts for positive change. Moreover, the Advising Program promotes the development and effective communication of accurate information about all aspects of the University with a particular emphasis on General Education, degree programs (majors and minors), numerous high-impact practice opportunities, and campus resources. Academic advising is central to the educational mission of Averett University and is one of the most important functions of Averett's faculty. Such advising is a deliberate activity grounded in teaching and learning, foundational in fostering student engagement in Averett's continuous learning environment, and provides each student with guidance for developing and achieving meaningful educational, professional, and personal goals. Advisors engage students in learning and service; promote students' academic success; and foster students' personal, ethical, and intellectual growth. Academic advising is a shared responsibility between students and their faculty advisors.

### The Advising Mission

Advising at Averett is facilitated by interconnected strategic partnerships. Faculty, support staff, coaches and other mentors work with students to equip and empower them with the tools to ensure academic and personal success. The mission of advisers, therefore, encompasses the Averett core values of integrity, innovation, engagement, diversity and tradition.

### What Your Advisor Will Not Be

#### **The Vending Machine Advisor**

This is the common "put a coin in and get a schedule out" process wherein the student and advisor interact solely to work out a schedule.

#### **The Thousand-Mile Checkup Advisor**

This stereotype is the advisor who checks in once a month or so to see if the student is ok.

#### **The Bandage-after-the-Crash Advisor**

In this role, the faculty advisor is galvanized into action only at moments of crisis. The student fails miserably, is in violation of academic regulations, and/or is about to drop or be dropped. Therefore, the advisor races to the scene, but it is too little, too late, despite good intentions.

## Areas Your Advisor Will Explore

### **Exploring Life Goals**

- *Know students' characteristics and development*
- *Understand decision-making process*
- *Appreciate individual differences*
- *Believe in worth and dignity of all people*
- *Believe that all people have potential*

### **Exploring Career Goals**

- *Work with Averett's Career Development staff*
- *Understand the changing nature of work needs and expectations*
- *Accept all fields of work as worthy and dignified*

### **Choosing Academic Programs**

- *Know majors/minors available at Averett University*
- *Know requirements of those programs*
- *Know how others have performed in the program*
- *Know the success of program graduates*

### **Selecting Courses**

- *Know available courses*
- *Know special information about courses (prerequisites, etc.)*
- *Know honors and developmental courses*
- *Know instructors and their teaching styles*
- *Know advisee's demonstrated abilities*
- *Know course schedule system (PC Self-Service)*
- *Know registration procedures*
- *Know advisee's work and sports schedules*

## Responsibilities of the Student/Advisee

### **When to See Your Advisor**

- To discuss any problems which affect academic performance
- To select courses for the upcoming semester
- To add or drop courses
- To discuss academic progress
- To declare a major, change a major, add a minor, etc.
- To file a degree plan
- To discuss career considerations (along with the CCECC Career Development Staff)

## **How to See Your Advisor**

- Become familiar with your advisor's office hours/schedule
- Whenever possible, call to make an appointment instead of dropping by without one
- If it is necessary to drop by without an appointment, try to do so at a time when your advisor has posted office hours
- In order to change advisors, secure a "Request for Change in Faculty Advisor" form the Registrar's Office

## **Best Practices as a Student/Advisee**

- You should contact and keep in touch with your advisor
- You should make and keep appointments or email/call if it is necessary to change or cancel an appointment
- You should come with specific questions in mind
- You should come with necessary materials (pencil/pen, a list of classes in which you are interested, any forms you need signed, etc.)
- You should ask about resources on campus that can help with any problems you are having
- You should be HONEST about schoolwork, study habits, academic progress, etc.
- You should make help your advisor make decisions concerning careers, choice of majors, and selection of courses

## **Notification to Students of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review education records within 45 days of the day the University receives a request for access. The student should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The University official will arrange for access and notify them of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed. If they are a dependent student, detailed information (other than financial aid award notices) from financial aid records will not be released without the written consent of the parent(s) whose information is contained in the record.
2. The right to request the amendment of education records perceived to be inaccurate, misleading, or otherwise in violation of privacy rights under FERPA. If the student wishes to ask the University to amend a record, they should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

3. The right to provide written consent before the University discloses personally identifiable information from education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Advisor and Advisee Responsibilities

Academic Advisors should:	Students should:
<ul style="list-style-type: none"> <li>• Be familiar with College policies and requirements as outlined in the catalog, the 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 PC Self-Service.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain office hours as required by faculty and advising staff and make sure the hours are properly posted for people to see.</li> <li>• Inform students of available appointment times for advising students, and know registration deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Know advisor's office hours and check Averett E-mail regularly for campus communications, especially any reminders to schedule advising appointments.</li> <li>• Make and keep appointments with advisors at least once each term, and adhere to registration deadlines.</li> </ul>
<ul style="list-style-type: none"> <li>• Help students explore a variety of possible majors-minors and make appropriate choices.</li> <li>• Offer students information on curricular options such as internships, study abroad, and other special programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform your advisor of your interests so that appropriate majors-minor and opportunities can be discussed.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide honest, realistic, sensitive feedback on students' performance.</li> <li>• Know about and make referrals to support services as appropriate.</li> <li>• Help students evaluate graduate school and career choices.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept responsibility for and consequences of their academic and other decisions regarding course selection, withdrawal, choice of advisor, requesting special accommodations, etc.</li> <li>• Take initiative to find resources as needed.</li> <li>• Follow up on advisor recommendations.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain accurate records of meetings with advisees, their degree plans and progress to graduation. Review materials sent from the Registrar's office immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal records of degree plans and progress toward graduation. Bring records to advising appointments. Review materials sent from the Registrar's office immediately.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and maintain a high level of cultural awareness and competency to advise such a diverse student population.</li> <li>• Provide an open environment that promotes a positive advisor/advisee relationship, clear direction and objectives through open communication and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in different clubs/organizations and attend events on campus (e.g. Black Student Union, Student Government Association, Homecoming, and Athletic Training Club).</li> <li>• Find out "Who Am I?" this is the time in your life where you begin to grow and develop. Make sure you take time to find out who you are.</li> </ul>



## Academic Policies and Procedures

### **Averett 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

### **Typical Averett Course Load:**

- 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 (see exceptions under Financial Aid)
- 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 by completing this form: [Permission-to-Take-More-than-18-Credits.pdf \(averett.edu\)](#).
- There is a per hour fee for taking more than 18 hours in one semester.
- Students on academic probation are limited to a maximum of 15 semester hours during the regular semesters and to 4 hours during any summer term.

### **Registration and Registration Changes:**

- All registration is accomplished through PC Self-Service.
- Students may add courses or drop courses during the first week of classes (or the first two days of summer terms).
- Students may withdraw from a class without grade penalty during the first four weeks of the fall and spring semesters and during the first week of short terms (grade of W).
- After that period, students may withdraw from 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.)
- Students should see their advisors to make these changes, as their signature is required.
- 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 or withdrawing from a course.** The drop must be approved by the advisor, and a drop or withdrawal form **must** be signed by the advisor and taken to the Registrar's Office.

- 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.

### **Repeating Courses:**

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

### **Pass/Fail Option:**

- 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 changed to a grade later.
- 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 must be filed in the Registrar’s Office.
- 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.
- Courses taken on Pass/Fail basis do not affect the student’s grade point average. Fail does.

### **Formal Declaration of Major:**

Students are expected to file a declaration of major with the Registrar’s Office as soon as their careerplans become clear. This should be done no later than the end of the sophomore year. Four-year curriculum plans for all majors are in the appendix.

### **Change of Major and/or Advisor:**

Students who wish to change their major, minor, and/or advisor must see their current advisor to fill out the proper forms. It is the student’s responsibility to see that those forms are brought to the Registrar’s Office. A copy of the forms can be located on the Averett website under the Office of the Registrar. Here is the link to the change form: [Major Change Form \(averett.edu\)](http://www.averett.edu/major-change-form)

## Course Waivers:

Course waivers must be approved and signed by the Department Chairperson of the student's major field and approved by the Registrar. Course waivers will not be accepted without the signature of the Department Chairperson. A copy of the forms can be located on the Averett website under the Office of the Registrar.

## Transfer Students and Credits:

- 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. If a student has earned an Associate's degree, the grade of D will also be accepted, except in ENG 111.
- A student currently enrolled at Averett University who wishes to take coursework at another accredited institution and transfer the credit must have approval **in advance** from the Registrar's Office. Here is the link to the form: [Form - Petition to Take Coursework Elsewhere \(2020\).xls - Read-Only - Compatibility Mode \(averett.edu\)](#)
- 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.
- Averett University participates in Direct Transfer Agreements with Virginia community colleges including Danville Community College and Patrick Henry Community College. Students graduating from Virginia Community Colleges with an Associates 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 ENG 111 if a grade of "D" was assigned.)
- The first-semester seminar course is required for all incoming students, including transfers with fewer than 12 credits transferred in.
- 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.
- All students must complete the last 30 semester hours at Averett. Any request for a waiver of this regulation must be made in writing to the Vice-President of Academic Affairs, stating reasons for requesting the waiver.
- The Registrar's Office evaluates transfer credits. Other evaluations are unofficial. Questions regarding transfer credit should be directed to the Registrar. Appeals regarding specific course transfers may be made to the department chair.

### Care Reports:

Early Alerts can be done at any time by any staff or faculty member. Averett University is dedicated to a holistic support of our students. The Early Alert/Care Report system is designed to provide positive, effective interventions for students who may be struggling academically or in any capacity. Students are connected to the resources most beneficial to guide them on to success in reaching their academic and personal goals.

### Dean's List/ President's 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

### Academic Discipline:

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

- Any student on academic warning will receive a letter from the Vice-President of Academic Affairs, but this is **not** noted in the student's permanent record.
- Any student on academic probation may not participate in any co-curricular activity in which she/he represents the University, including serving as officers in university-recognized organizations, participating in intercollegiate athletics or participating in theater productions, and/or Bonner Leaders Program. Only those events which are components of credit courses or which are requirements for majors may be exempt (e.g., Averett Singers or Equestrian Training class competitions.) The student will receive a letter from the Vice-President of Academic Affairs, and this **will** be noted in the student's permanent record.
- No student is placed on Academic probation until after their first full year at Averett University unless they fall below a 1.0. This includes transfer students.

**Academic Suspension:**

- Students who are subject to academic suspension will have their records reviewed by Academic Policies Council. The Council will either continue academic probation or impose suspension.
- Decisions regarding academic suspension are made at the end of each full semester. Suspension becomes effective immediately.
- Students on academic suspension may not transfer into Averett while the suspension is in effect unless approved by Academic policies.

**Readmission of Students on Academic Suspension:**

- After one semester of suspension, a student may apply to the University for Readmission. (See University catalog for process of readmission.)
- Students who are suspended for a second time for any reason (academic or social) will be academically ineligible to return to Averett.

**Requirements for Graduation:**

The basic requirements for an undergraduate degree from Averett University are a minimum of 120 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:

- Students must satisfactorily complete all General Education requirements.
- Students must satisfy general education competencies. See the section on general education requirements in the Undergraduate Catalog.
- The last 30 semester hours of academic work prior to graduation must be taken at Averett University.
- Students who are first admitted to Averett University as conditional (Advantage) or non-degree-seeking students must earn a minimum of 30 semester hours of credit after obtaining degree-seeking status.
- 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 or a student may apply directly to the Registrar's Office.

- Students must have completed all requirements for graduation and 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.
- Students must have met 120 hours for graduation, and completed all requirements.
- 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.
- Averett confers degrees earned three times per year—December, May and August. Dates for any graduation ceremony will be announced in advance. Students must apply for graduation by the date shown on the school calendar. Application forms are online and must be sent to the Registrar's Office.

### **Checklist to Help You Prepare for Advising by Year of Classification:**

#### Freshmen:

- Discuss professional and career goals.
- Remember to check your Handshake Career Platform and use CCECC resources
- Keep in mind you have to complete at least 4 high-impact practices before graduation (list of HIPs are in the appendix)

#### Sophomores:

- If interested, study abroad preparation for spring semester or start of junior year.
- Visit the CCECC and start resume and cover letter process for internships for Spring Semester or start of junior year.
- Continue to develop strong relationship with your advisor and professors to assist with letters of recommendation for jobs and graduate school programs.
- Join a club, intramural team, and/or organization for extracurricular activities for your resume. Enroll in a service learning, leadership and/or internship course for start of junior year.

#### Juniors:

- Visit the CCECC and successfully complete internship, service-learning and/or leadership course.
- Consider study abroad.
- Visit the CCECC and revise your resume and cover letter to include any summer jobs, work-study jobs and significant work experiences.
- Get tutoring for difficult 300/400 level courses.
- Start researching possible geographic locations for first job out of college (i.e. what is the cost of living where you want to live?).
- Continue club, organizations and/or intramural involvement.

### Seniors:

- Visit the CCECC and start interviewing for permanent employment.
- Make sure your letters of recommendation are ready and supportive of your positive characteristics.
- Visit the CCECC and update your resume and cover letter.
- Make sure you have completed a service-learning project and/or internship.
- Make sure social media profiles look professional.
- Complete list of graduate schools and secure required material's i.e. transcript application.
- Take required graduate school exams. Testing financial assistance is available through the CCECC. The TAP flyer is in the appendix.

### International Students

- International students are required to enroll in at least 12 credits each fall and spring (There are few exceptions to this rule; however, in extreme circumstances that you feel may warrant a waiver of this rule, please contact the college's PDSO (Principal Designated School Official) Tammy Jackson at 434-791-5620 or email her at [tcjackson@averett.edu](mailto:tcjackson@averett.edu)).

Nine of the 12 credits in which an international student enrolls must be in a seated, in-person class. The remainder of credits can be online, if the student, is reading/writing proficient. An international student may take classes online in their home country in the summer sessions. **Please arrive back to campus before the start of the new semester, instead of after classes begin.**

- International Students are never work-study eligible but can apply for on-campus part-time employment, limited to 20 hours per week. Please direct them to the PDSO to begin the employment process.
- International students are not allowed to work outside of Averett or get paid internships, unless they apply for OPT (optional practical training) or CPT (curricular practical training). They can apply for OPT or CPT only through Averett's PDSO. It is imperative they receive guidance from the PDSO and their advisor before starting either of these processes.

### Financial Aid and Academic Advising

#### **Eligibility for Financial Aid**

A student's enrollment status at the end of the add/drop deadline date determines their financial aid eligibility based on full time or part time status. In cases where a student's enrollment status raises a red flag, Financial Services will contact the Office of the Registrar, which will then

contact the academic adviser to work towards resolution. Students who are part-time in terms prior to their final semester would lose financial aid eligibility for aid such as Virginia State Aid, Averett Merit scholarships, and certain outside scholarships. Students who are less than half time (6 credits or fewer) would not be eligible for Federal Student Loans during a particular semester.

### **Additional Fees**

Students taking 12 credits or more are considered full time. Students who exceed 18 credits in a semester are charged an additional fee per credit hour for all credits over 18. Students taking Independent Study courses are charged an additional fee per credit hour. (The amounts charged per credit hour are determined for each academic year and may change from year to year. See Tuition and Fees on Averett's Website for current charges).

### **Progress Towards Graduation**

Most degrees at Averett require 120 credit hours to graduate. Some illustrations of how semester load affects graduation:

- 15 credits per semester – student would take 8 semesters or 4 years
- 18 credits per semester – student would take 6 semesters at 18 credits and final semester 12 credits for total of 7 semesters or 3 ½ years.
- 12 credits per semester – student would take 10 semesters or 5 years.

### **Financial Aid for Students Approaching Graduation**

A student who takes combination of credits in first 7 semesters that equal more than 108 credits might need fewer than 12 credits to graduate but would not be subject to loss of financial aid because of enrollment status.

### **Financial Aid and Degree Requirements**

Financial aid in a student's final semester would be prorated based on the number of credits remaining to complete degree programs and not the number of credits the student actually registers for in their final semester. *Exceptions may be made in the event that a student needs to take a non-essential course that is nevertheless required or strongly recommended for graduate school or a career opportunity.* In such a case, the adviser or department chair should draft a memo with the subject "Non-Essential Course Recommendation for [Student's Name]." Include details of the course, a rationale for the request, and any other relevant information. Forward to Student Financial Services, c/o Carl Bradsher, through campus mail, by dropping off at Averett Central, or by email to [carl.bradsher@averett.edu](mailto:carl.bradsher@averett.edu). Retain a copy of the memo for the student's advising folder.



## **Additional Clarifications and Special Cases**

- Students enrolled in teaching degree programs spend their final semester student teaching (the equivalent of 12 hours). The “final-semester” guidelines above, therefore, apply to their penultimate semester (the semester before student teaching).
- Student athletes are permitted to have less than full-time schedules in their final semesters but NCAA notification is required. Notification of this status is sent by the Registrar to the NCAA.
- The Financial Aid office does not determine what specific courses a student requires to complete their degree program. This is handled through the Registrar’s office. Any questions concerning required courses should be directed to the Registrar’s office. The Financial Aid Office reviews the senior evaluations to determine the number of credits required to complete a student’s degree program from the senior evaluation sheet that is sent out by the Registrar’s office.
- Unusual circumstances may be reviewed and financial aid determinations handled on a case-by-case basis. Advisers who have any questions about financial aid for their students should contact the Director of Student Financial Services for traditional students.

## **Contact Information**

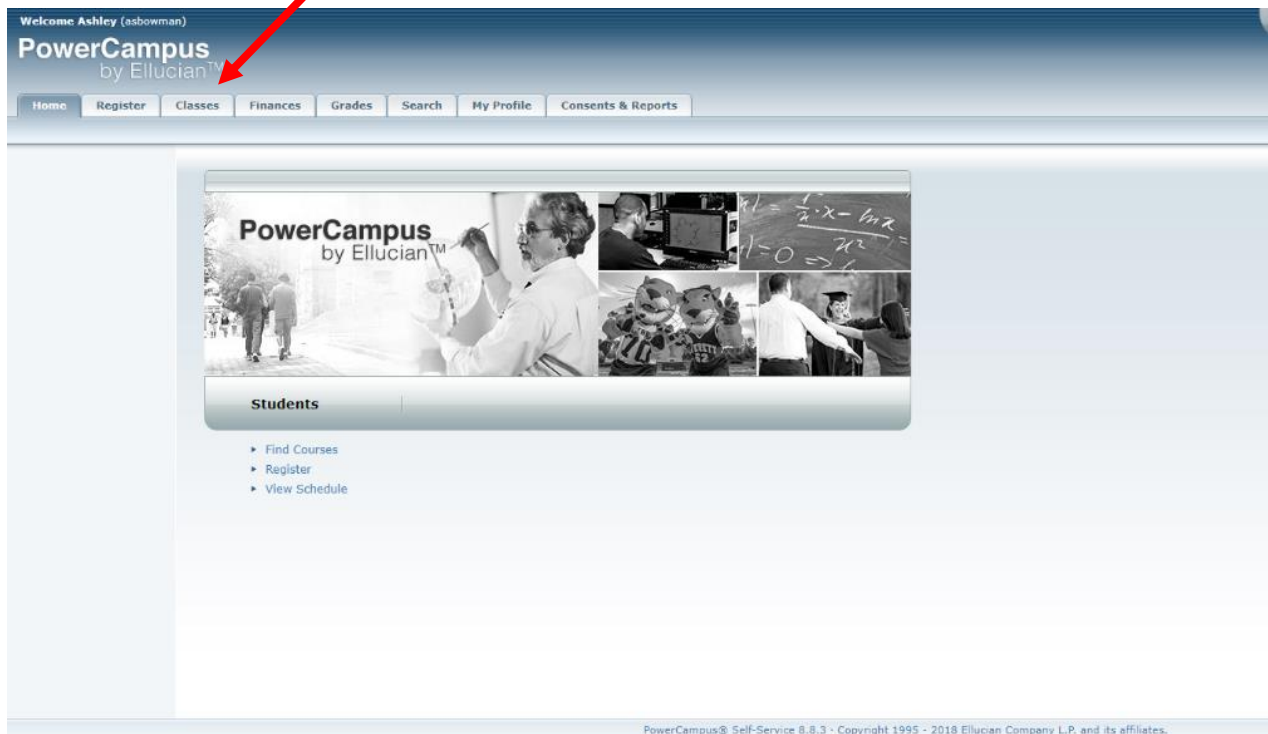
Carl Bradsher  
Director of Student Financial Services  
Main Hall 109  
(434) 791-5646  
[carl.bradsher@averett.edu](mailto:carl.bradsher@averett.edu)

## HOW TO USE PC SELF-SERVICE FOR REGISTRATION

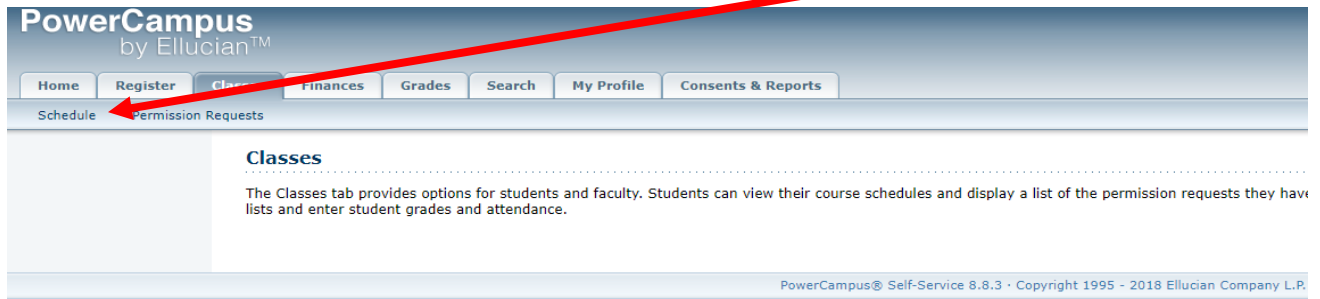
### 1. Log in with your Username and Password



### 2. Click the "Classes" Tab.



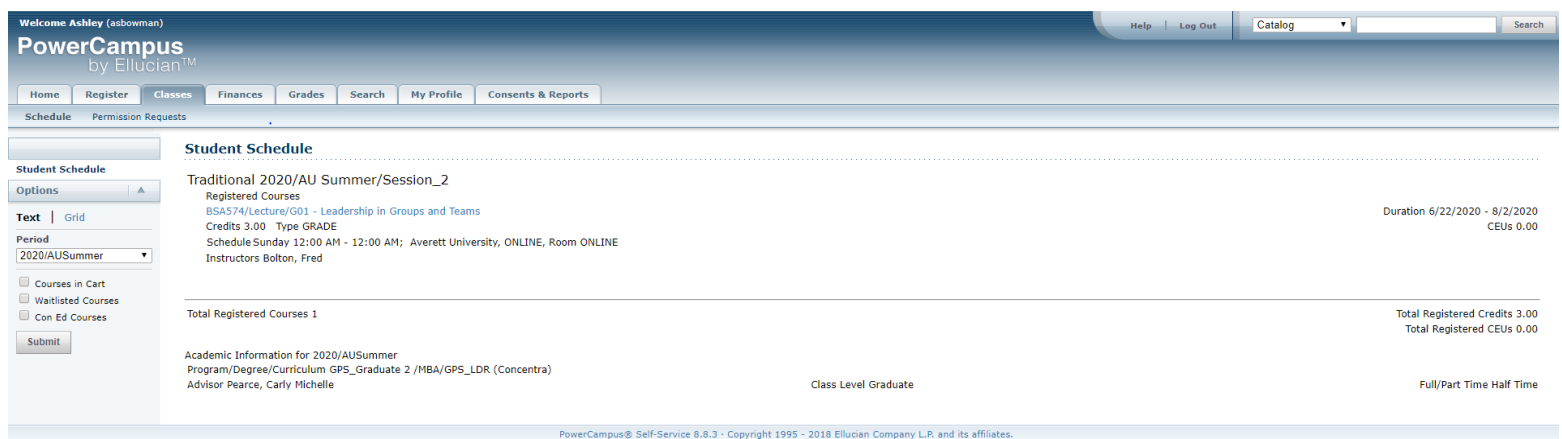
3. After you click on “Classes,” this screen pops up. Now, click on “Schedule.”



4. Click “Student Schedule”



5. Choose “2022/Fall” on the drop down box and click “Submit”. Your Fall 2022 Schedule will appear in the middle of the Screen



For a video tutorial on how to search and register for classes using PC Self-Service, please watch this video: [https://youtu.be/uWP0x\\_IR7Sg](https://youtu.be/uWP0x_IR7Sg)

## NCAA Bylaws and Intercollegiate Athletics & Advising

The following are just a few things that in terms of NCAA Bylaws and Intercollegiate Athletics are pertinent to advising and how enrollment and classes can affect participation.

- For a Student-Athlete (SA) to participate in intercollegiate athletics, they must be a full-time student, which is specifically defined as a minimum of 12 credit hours.
  - This means during add/drop period if a SA drops a class and goes below 12 hours, then the SA is immediately ineligible until the SA adds another class to get back to or above 12 hours. This is why it is important to always add classes prior to dropping, so we don't have a gap where an SA could play in a game while ineligible. Once add/drop is over, they will be considered full-time for the remainder of the semester since everything will show up on transcript and at that point financial aid is final as a full-time student.
  - The two caveats to this are 1) if an SA is in their final semester before graduation or in their next to final semester if all they have left is an experiential learning component (student teaching), the SA can be less than full-time if the SA needs less than 12 hours to graduate or do their experiential learning the next semester and are taking only what is needed. The Registrar would sign off on this stating the SA only needs X number of hours to graduate or do their student teaching the next semester and is not full-time. 2) the second scenario is if the SA graduate and has eligibility left, they can continue to play as a graduate student and would only need to take the hours needed to be defined as a full-time student in graduate school; students following the AU ONLINE curriculum are considered full-time (6 hrs per semester).
  - The final unique situation with COVID is anyone who just graduated or is graduating this year, 2021-22 & 2022-23, they are only required to have six (6) credit hours per semester to be eligible. If they graduated and want to pursue a second degree, they would qualify or if they are graduating instead of being limited to the final semester exemption they can use two-semester exemption on full-time status as long as they just graduated the previous year or are graduating that year.
- For an SA to compete in Intercollegiate Athletics, the SA must be in good academic standing. This follows the Academic standards defined by the catalog.
- Each SA is “certified” each semester to make sure they are falling within the guidelines.
- Each SA is entitled to play four seasons within 10 full-time semesters. Once a SA starts classes, even if they drop a class after attending the first day of class that semester is considered a used full-time semester. Important to know, if an SA is planning on being part-time, make sure the SA doesn't start the semester full-time and then drop; it would be too late.
- NCAA does not allow missed classes for practice, so to help with teams and to limit missed class time for competition, the earlier the classes, the better. With some classes, there is no choice, but if a choice exists between a 10:20 a.m. class and a 4:00 p.m. class, then the first

option helps with travel and missed class time. If a SA ever says they need to miss or leave class for practice their coach did not tell them to miss class, was probably told to come when finished.

## Averett Clubs and Organizations

### **Academic Honor Societies**

Alpha Chi National Honor Society  
Alpha Kappa Delta Honor Society  
Alpha Psi Omega  
Beta Beta Beta National Biological Honor Society  
Chi Alpha Sigma, Student-Athlete Honor Society  
Kappa Delta Pi International Education Honor Society  
Sigma Beta Delta  
Theta Alpha Kappa Honor Society

### **Art, Music, & Drama**

#### Averett Players

*Advisor: Richard Breen, [rbreen@averett.edu](mailto:rbreen@averett.edu)*

To engage and entertain our fellow students of Averett University as well as the community, through performing arts and community service.

### **Religious Life**

#### Christian Student Fellowship

*Advisor: Skyler Daniel, [sdaniel@averett.edu](mailto:sdaniel@averett.edu)*

“Our mission is to love one another as God has loved us and thereby point people to Jesus. As Jesus said, ‘This is my commandment, that you love one another as I have loved you’ (John 15:12).”

### **Sports & Recreation**

#### President: Owen Story

*Advisor: Emma Olsson, 434-791-5700, [eeolsson@averett.edu](mailto:eeolsson@averett.edu)*

The purpose and mission of this organization is to represent student athletes and serve as a voice of the student athlete body at Averett University.

#### Residence Hall Association

*Advisor: Rodney Countryman, [rcountryman@averett.edu](mailto:rcountryman@averett.edu)*

The role of RHA is to provide an outlet for students to voice their opinions about the campus, to provide resources to meet the needs of the students, and to improve the on-campus living.

### **Multicultural**

#### Black Student Union (BSU)

*Advisor: Tammy Jackson, [tcjackson@averett.edu](mailto:tcjackson@averett.edu)*

The purpose of Black Student Union (BSU) is to educate the Averett University students and community on African-American culture. BSU members are also role models on campus and in

the community by continually following the clubs 5 key concepts: Professionalism, Education, Problem Solving, Spirituality, and Unity.

#### Brother4Brother

*Contact Student Involvement 434-791-5628*

The Brother4Brother program is a success-focused program in which young men learn to conduct themselves in a mature manner, discover ways to engage themselves in the Averett community and beyond, and develop the skills and attitude required to be successful—both at Averett and in their chosen career.

#### Sister4Sister

*Advisor: Lynsey Corriher [lnccorriher@averett.edu](mailto:lnccorriher@averett.edu)*

Encourage young women of Averett University to take a stand in their community, developing confidence in all aspects of life while uplifting one another side by side through adversity.

#### International Life Club

*Advisor: Tammy Jackson, [tcjackson@averett.edu](mailto:tcjackson@averett.edu)*

The purpose of the International Life Club is to promote the well-being of international students, as well as creating an understanding, knowledge, interaction, and friendship among all students.

#### **Greek Life**

##### Kappa Alpha Psi

*Contact Student Involvement 434-791-5628*

The Fraternity's fundamental purpose is achievement. Fashioning achievement as its purpose, Kappa Alpha Psi began uniting college men of culture, patriotism and honor in a bond of fraternity. Rho Kappa of Averett Colony came to the campus of Averett University on November 4, 2018.

##### Kappa Delta Alpha

*Advisor: April Love-Loveless [alove@averett.edu](mailto:alove@averett.edu) & Lynsey Corriher [lnccorriher@averett.edu](mailto:lnccorriher@averett.edu)*

A local sorority to promote sisterhood and a family environment on Averett's campus.

##### Pi Kappa Zeta

*President: Dominic Hall*

*Advisor: Danny Miller, [dmiller@averett.edu](mailto:dmiller@averett.edu)*

This Fraternity shall be composed of male persons of good moral character, who believe in the principles of good citizenship, are pursuing a course of study at Averett University, and are not members of any other general college fraternity.

##### Omega Psi Phi

*Contact Student Involvement 434-791-5628*

Omega Psi Phi Fraternity, Inc. is the first international fraternal organization founded on the campus of a historically-black college. From the initials of the Greek phrase meaning, "friendship is essential to the soul," the name Omega Psi Phi was derived. That phrase was selected as the motto. "Manhood, Scholarship, Perseverance and Uplift" were adopted as Cardinal Principles.

##### Anytime Anywhere

The Anytime, Anywhere concept is to allow traditional students to enroll in AU Online courses and vice versa, allowing more flexibility in course options and learning experiences.

**Considerations for traditional advising:**

- Traditional students must have a minimum 2.0 GPA to take an AU Online course in the fall or spring semesters. The registration form must be completed by the advisor and submitted to the Registrar's Office for approval. This does not apply to summer courses as all courses are accelerated in nature and the majority are online.
  - This is similar to the approval process for an independent study, but students will not be subjected to an additional fee for AU online courses. An alternate plan should be established in case the student is not approved for his or her AU Online selection.
- With their first attempt, it is recommended that students take no more than one accelerated course in the fall or spring term. If successful in the first attempt, a student may select more courses from the AU Online options. It is encouraged that a student takes no more than two accelerated courses in one term.
- AU Online course sections are designated with "U01" on PC Self-Service in the "2022 Spring" period along with traditional courses. These courses generally fall into "session 1" or "session 2" within the fall and spring semester as 8-week courses. Advise students to pay close attention to these section designations and note the accelerated online format. To alleviate confusion and search for traditional courses only, select "session 4" in your course search.
  - Please note that traditional undergraduate students are unable to enroll in graduate-level courses listed as "G01" sections.
- Some AU Online courses are limited to certain online student populations. For example, there is a section of PSY205 that specifically serves students in the ABSN program and is listed under 2022 SpringTRI on PCSS. Traditional undergraduates will not be approved to take courses related to a particular program or seen in the trimester "period" on PCSS, but can otherwise benefit from various general education courses offered through AU Online.
  - Some departments have AU Online degrees that allow traditional students to take major courses through this option as well. This may expand into other departments as additional AU Online degree development occurs.
- All students must be enrolled for 12 semester hours to be considered full time. Therefore, if an AU online course is to be taken, a student must have a minimum of 9 hours through traditional courses. If a student registers for a session II accelerated course, he or she should consider registering for at least 12 traditional hours just in case the session II

course is dropped from his or her schedule. International students must have 9 of their minimum 12 hours in person.

- For specific questions regarding international students, contact Tammy Jackson.
  - For specific questions regarding student-athletes, contact Danny Miller.
- Any course taken Session I cannot be repeated in Session II for any reason. Sessions are a sub-set of the term. A course cannot be repeated within the term. Whether a student has received a Grade of W, WP, WF, WN, F, or any other grade, the student must wait for another term (fall, spring, or summer) to adhere to guidelines.
- The drop period for an 8-week course in session I or II is 3 days and the add/drop period for a session IV course is 7 days (count begins on day 1). Please consult with the professor prior to adding a student to a session IV course once it has begun, as there are required interaction points specific to each course. There is no “add” period for session I or II after the course begins. A student must attain approval through the registration form to add a course to Session I or II prior to the first day of the course.





Office of the Registrar  
420 West Main Street  
Main Hall 118  
Danville, VA 24541  
Phone: 434-791-5600, Fax: 434-791-7181

## Request for TRADITIONAL STUDENT to take AU Online courses

STUDENT NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_  
AU EMAIL ADDRESS: \_\_\_\_\_ MAJOR: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ STUDENT ATHLETE: ☐ YES ☐ NO  
COACH: \_\_\_\_\_

\*This form allows Traditional students the flexibility to add AU Online courses to their schedule.

**GPA MUST BE 2.0 OR HIGHER FOR FALL AND SPRING REQUESTS**

	COURSE	SECTION	COURSE TITLE	CREDIT HOURS
ADD				
ADD				
ADD				

Requested Term: ☐ Fall ☐ Spring  
Requested Session: ☐ Session 1 ☐ Session 2 ☐ Session 4  
Requested Year: \_\_\_\_\_

**Students must check the box below:**

- ☐ I recognize that I am requesting to take an 8-week accelerated course in session \_\_ of the \_\_\_\_ term through Averett Online. I understand that this course is offered as an online, asynchronous course and will not be subjected to normal University breaks. I also understand that I am responsible for following the Canvas course for due dates which may fall on weekends, announcements from the instructor, and any other course information.

**MUST be completed by the student's advisor and then turned into the Registrar's Office.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Averett's Health Services

Averett's Health Services currently functions as a walk in health clinic, and is staff by our Director of Health Services who is a Bachelors prepared Registered Nurse. Our Health Clinic works in collaboration with a local physician who not only oversees clinic operations, but also sees our students when needed in his office so that we can avoid urgent care and ER visits whenever possible. Our clinic is open 8:30am – 4pm Monday through Friday (changes in hours are always listed outside of the Health office) and currently due to Covid, our students also have access to the health triage phone number to reach the nurse after hours as well. We utilize the LiveSafe app as well, when you click on the Health Services card it gives you the health triage line phone number to call or text.

**Medical Excuse from class:** The health center does not provide students with an excuse from class just for coming in or calling to discuss symptoms. When this does occur and the nurse does not tell the student that they cannot attend class due to illness, they are instructed to email their professors and to include the nurse who will just confirm that they did reach out to health services. If the nurse tells them that they cannot attend class due to fever or some other reason, then the same process occurs but the nurse will also confirm that she told the student that they could not attend class and therefore they should be medically excused for the day.

**Student Health Insurance:** Any questions related to the student health insurance can also be directed to the Health Services Office and they will guide your student through. If you choose the Student Health Insurance, please make sure that you have your student set up their account so that they have access to their benefits, insurance card and so much more.

Some of the services that we can provide in the clinic are:

- Rapid Covid testing
- Minor wound/burn care
- Ear lavage
- Treatment of cold symptoms
- BP checks
- First aid for minor injuries including sprains/strains
- Staple/suture removal
- Allergy injections
- Other prescribed injections with appropriate documentation/instruction
- Treatment for stomach/GI distress
- Treatment of constipation/diarrhea
- Treatment for seasonal allergies
- Rapid strep test
- Rapid Mono test
- Pregnancy test

Please send all completed health forms and immunization records to [Health@averett.edu](mailto:Health@averett.edu). You can also send any questions or concerns to this secure email as well. The main Health Services number is 434-791-5718, and the Health Triage line number is 434-203-3781.

# AVERETT ALL ACCESS

***Averett University is proud to announce its newest initiative to increase academic success!***

*Averett All Access is a \$26 per credit hour fee that provides access to all required course materials on the first day of class!*

**Program Promotes:**

- **Academic Achievement**
- **Affordability**
- **Accessibility**

## **AVERETT ALL ACCESS**

**COST FOR ALL COURSE MATERIALS\***

**\$390.00** per semester for Fall 2020

*\*based on \$26/credit hour and a 15 credit hour schedule*

***compare to average required materials:***

**Freshman "New" Book Cost\*\***

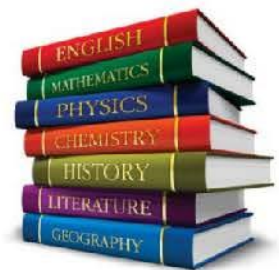
Biology (BIO101)	\$208.00
English (ENG111)	\$126.25
Health (HTH200)	\$97.25
Averett 101 (IDS101)	\$37.35
Math (MTH103)	\$173.50

**Grand Total: \$642.35**

**Save up to \$252.35 with Averett All Access**

An Average Freshman Course Load is 15 credit hours

\*\*All prices quoted from Spring 2019



## **AVERETT UNIVERSITY BOOKSTORE**

354 W Main Street, Danville, VA 24541 | (434) 791-5640

**[averettshop.com](http://averettshop.com)**



# **BOOKSTORE**



# Averett University Cougar Cares Services



## Medical Help

- Co-pays
- Doctor Visits



## Emergency Housing

- On-Campus Housing



## Personal Items

- Toiletries
- Professional Clothing



## Educational Resources

- Book Loan Service
- School Supplies



## Food Assistance

- Meal Swipes
- Help applying for food stamps
- Emergency food items

Cougar Cares Services provide students with basic necessities to help them succeed inside and outside the classroom. Select services are given to students who meet specific criteria.

## Want to Donate?

Non-perishable food items, toiletries, and/or clothing can be delivered to the CCECC. Monetary donations (cash, check) can be sent to the Dean of Students office. Thank you!

## Introducing the Foundation Student Resources Center!

The Foundation Student Resources Center (FSRC) is a new addition to the Cougar Cares program. Located behind the CCECC, the FSRC provides a quality selection of professional clothing, toiletries, and emergency food items for Averett students in need. The FSRC is open to students Monday–Friday from 9am–4pm. Students can access these resources by visiting the CCECC or emailing [cougarcare@Averett.edu](mailto:cougarcare@Averett.edu).



Contact: [cougarcare@Averett.edu](mailto:cougarcare@Averett.edu) // ALL requests are confidential!





**AVERETT**  
UNIVERSITY  
SINCE 1859

# COUNSELING SERVICES

*GET HELP WITH...*

- Adjustment to College
- Depression
- Anxiety
- Grief/Loss
- Trauma/Abuse
- Substance Use
- Conflict Resolution
- Relationships
- Others as Needed

## TYPES OF SERVICES PROVIDED:



**In Person and Telehealth Counseling**  
Individual and Group



**Wellness Hub**  
[connectwellnesshub.com](https://connectwellnesshub.com)



**Averett Mental Health**  
24/7 Support | (833) 434-1217



**Free Headspace App Subscription**  
Mindfulness and Meditation | <https://work.headspace.com/averett/member-enroll>

**READY TO GET STARTED?** Counseling services can be obtained upon request by a student or a referral from faculty or staff.

## HOURS OF OPERATION

**Monday - Friday | 9AM - 4PM**

**Request an Appointment Email:**  
[counseling@averett.edu](mailto:counseling@averett.edu)

420 West Main Street | Danville, VA 24541  
Campus Location: Health Services in Bishop Hall  
Telephone: 434-791-5624

[www.averett.edu/student-life/student-services/counseling/](https://www.averett.edu/student-life/student-services/counseling/)

**Christy A. Mayes, LPC, CSAC**  
Director of Counseling Services  
[cmayes@averett.edu](mailto:cmayes@averett.edu)

**Elizabeth Hill, LMHP-R**  
Counselor  
[bhill@averett.edu](mailto:bhill@averett.edu)



# High-Impact Educational Practices

## First-Year Seminars and Experiences

Many schools now build into the curriculum first-year seminars or other programs that bring small groups of students together with faculty or staff. The highest-quality first-year experiences place a strong emphasis on critical inquiry, frequent writing, information literacy, collaborative learning, and other skills that develop students' intellectual and practical competencies.

## Common Intellectual Experiences

The older idea of a "core" curriculum has evolved into a variety of modern forms, such as a set of required common courses or a vertically organized general education program that includes advanced integrative studies and/or required participation in a learning community. These programs often combine broad themes—e.g., technology and society, global interdependence—with a variety of curricular and co-curricular options for students.

## Living/Learning Communities

The key goals for learning communities are to encourage integration of learning across courses and to involve students with "big questions" that matter beyond the classroom. Students take two or more linked courses as a group and work closely with one another and with their professors. Many learning communities explore a common topic and/or common readings through the lenses of different disciplines. Some deliberately link "liberal arts" and "professional courses"; others feature service learning.

## Writing-Intensive Courses

These courses emphasize writing at all levels of instruction and across the curriculum, including final-year projects. Students are encouraged to produce and revise various forms of writing for different audiences in different disciplines. The effectiveness of this repeated practice "across the curriculum" has led to parallel efforts in such areas as quantitative reasoning, oral communication, information literacy, and, on some campuses, ethical inquiry.

## Undergraduate Research

Many colleges and universities are now providing research experiences for students in all disciplines. Undergraduate research, however, has been most prominently used in science disciplines. With strong support from the National Science Foundation and the research community, scientists are reshaping their courses to connect key concepts and questions with students' early and active involvement in systematic investigation and research. The goal is to involve students with actively contested questions, empirical observation, cutting-edge technologies, and the sense of excitement that comes from working to answer important questions.

## Diversity/Global Learning

Many colleges and universities now emphasize courses and programs that help students explore cultures, life experiences, and worldviews different from their own. These studies—which may address U.S. diversity, world cultures, or both—often explore "difficult differences" such as racial, ethnic, and gender inequality, or continuing struggles around the globe for human rights, freedom, and power. Frequently, intercultural studies are augmented by experiential learning in the community and/or by study abroad.

## ePortfolios

ePortfolios are the latest addition to any list of high-impact educational practices, and higher education has developed a range of ways to implement them for teaching and learning, programmatic assessment, and career development. ePortfolios enable students to electronically collect their work over time, reflect upon their personal and academic growth, and then share selected items with others, such as professors, advisors, and potential employers.

## Service-Learning, Community Based Research

In these programs, field-based "experiential learning" with community partners is an instructional strategy—and often a required part of the course. The idea is to give students direct experience with issues they are studying in the curriculum and with ongoing efforts to analyze and solve problems in the community. A key element in these programs is the opportunity students have to both *apply* what they are learning in real-world settings and *reflect* in a classroom setting on their service experiences. These programs model the idea that giving something back to the community is an important college outcome, and that working with community partners is good preparation for citizenship, work, and life.

## Internships

Internships are another increasingly common form of experiential learning. The idea is to provide students with direct experience in a work setting and to give them the benefit of supervision and coaching from professionals in the field. If the internship is taken for course credit, students complete a project or paper that is approved by a faculty member.

## Capstone Courses and Projects

Whether they're called "senior capstones" or some other name, these culminating experiences require students nearing the end of their college years to create a project of some sort that integrates and applies what they've learned. The project might be a research paper, a performance, a portfolio of "best work," or an exhibit of artwork. Capstones are offered both in departmental programs and, increasingly, in general education as well.

**The CCECC and Student Success announce**



# Testing Assistance in career development

We offer payment assistance for qualified students who need help paying for career development related tests. Students also have access to test prep material.

Tests included in the program are:

GRE, Praxis, MCAT, GMAT, PCAT, DAT, OAT, and NCLEX.

Others will be evaluated on a case-by-case basis.

If qualified, we will cover one test per student up to \$250 while enrolled at Averett.

To qualify, students must:

- Be registered full-time
- Not be on academic or social probation
- Have at least a 2.5 GPA at the time of application
- Have an EFC of \$12,000 or lower on the FAFSA



Scan to apply

Contact Ryan Taube, [rtaube@averett.edu](mailto:rtaube@averett.edu) or Angie McAdams, [amcadams@averett.edu](mailto:amcadams@averett.edu)



**THE CENTER FOR  
COMMUNITY ENGAGEMENT &  
CAREER COMPETITIVENESS**

