



# Advisor Training

## College of Arts and Sciences

Fall 2019



# Advisor Training

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# About This Session

- For new advisors
- For returning advisors who want to update their advising knowledge
- Helps you locate information and resources you need for advising
- Discusses different advising needs (first-year, graduating seniors, transfers, etc.)



# Overview

- CAS Student Services (Slide 6)
- Advising at Winthrop (Slides 7-8)
- Advisor/Advisee Responsibilities (Slides 9-10)
- Essential Resources (Slides 11-12)
- Important Dates and Reminders (Slides 13-14)
- Advising Readmitted Students (Slides 15-16)



# Overview

- Degree Requirements—several topics (Slides 17-33)
- Course Suggestions (Slide 34)
- DegreeWorks (Slides 35-38)
- Registration (Slides 39-40)
- Prerequisites and Placement (Slides 41-42)
- Advising for Academic Success (Slides 43-49)
- Privacy of Education Records/FERPA (Slide 50)



# CAS Student Services

- Supports academic advising:
  - clarify degree requirements
  - evaluate transfer credit
  - help students with changes of major, concentration, and minor
  - assist with course substitutions and petitions
  - assign faculty advisors

# Advising at Winthrop

- Partnership in which students and faculty work together to plan a program of study that properly sequences courses and supports students' interests and career goals



# Advising at Winthrop

- Each student is assigned a faculty advisor who teaches in the student's major area.
- Students may have additional advisors
  - Athletics
  - International Center
  - second major
  - certain minors







# Advisor/Advisee Responsibilities

- Students (***stated in catalog***):
  - Know and properly complete degree requirements.
  - Seek guidance from an advisor, but final responsibility remains with the student.
- Faculty advisors:
  - Help clarify requirements.
  - Provide guidance regarding academic planning & course sequence.
  - Suggest relevant resources and opportunities.

# Advisor/Advisee Responsibilities

- “What is Academic Advising”
  - available [online](#)
  - included on advisor assignment when students change majors



# Essential Resources

- [Undergraduate catalog](#) (link on our Advising Resources page)
- [Degree checklists](#) (link on our Advising Resources page; ***also see example on next slide***)
- [Course descriptions and course offerings](#)
- [Academic Support Services](#) (under Related Links)
- DegreeWorks



## DEGREE CHECKLIST (College of Arts and Sciences)

2019-2020 Catalog

MAJOR B.A. — PSYCHOLOGY

NAME **Belk, Adria** ID# **W0000000**

## GENERAL EDUCATION REQUIREMENTS (38-47 semester hours)

	Check	Hrs.
<b>ACAD 101 (Required of first-time freshmen only)</b>	<i>na</i>	<b>4</b>
<b>Writing and Critical Thinking:</b>		
WRIT 101 (grade of C- or better is required)	_____	3
HMXP 102 (grade of C- or better in WRIT 101 is required)	_____	3
CRTW 201 (grade of C- or better in HMXP 102 is required)	_____	3
Oral Communication (see approved list; may be met by other requirement)	_____	0-3
Technology (see approved list)	_____	3
Intensive Writing (met in major with PSYC 302)	_____	0
Constitution Requirement (see approved list; may be met by other requirement)	_____	
<b>HIST 211</b>	✓	<b>0</b>
Physical Activity (see approved list)	_____	1
Global Perspectives (see approved list)*	_____	3
Historical Perspectives (see approved list)*	_____	
<b>HIST 211</b>	✓	<b>3</b>
Social Science (see approved list; must include 2 designators; 3 hours met in major with PSYC 101)*	_____	3
	_____	0-3
<b>Humanities and Arts (see approved list; must include 2 designators)*</b>	_____	3
	_____	3
<b>Quantitative Skills (see approved list)*</b>	_____	3-4
	_____	0-4**
Natural Science (see approved list; must include a lab science; if 2 courses taken, must be in 2 different groups: <i>Life, Physical, Earth</i> )*	_____	3-4
	_____	0-4**
**3 courses required in Quantitative Skills/Natural Science: 1 Quantitative Skills, 1 Natural Science, and 1 additional Quantitative Skills or Natural Science.		
*No more than two courses in the major may count toward requirements in these areas.		
<b>FOREIGN LANGUAGE (3-8 semester hours)</b>		3-4
	_____	0-4
102-level proficiency required	_____	

## MAJOR COURSES (36 semester hours)

A. Pre-requisites			B. Choose 3 of 6: Core Courses		
Course & No.	Hrs.	Check	Course & No.	Hrs.	Check
PSYC 101	(3)	_____	PSYC 206	(3)	_____
PSYC 104	(0)	_____	PSYC 213	(3)	_____
PSYC 198	(1)	_____	PSYC 305	(3)	_____
PSYC 301	(4)	_____	PSYC 335	(3)	_____
PSYC 302	(4)	_____	PSYC 408	(3)	_____
PSYC 303	(0)	_____	PSYC 409	(3)	_____
C. Electives					
Course & No.	Hrs.	Check			
*PSYC _____	(3)	_____	PSYC 400, 463,	(3)	_____
*PSYC _____	(3)	_____	or 498		
*PSYC _____	(3)	_____	PSYC 404	(0)	_____
*PSYC _____	(3)	_____			
<i>(101 MUST be completed before taking any other PSYC courses. It is strongly recommended that students complete PSYC 301 and 302 before taking 400 or 500 level PSYC courses.)</i>					
<i>(Student must attain a grade of C- or better in 101, 301 and 302.)</i>					
*Select 12 semester hours in PSYC above 299.					
REQUIREMENTS FOR MINOR (15-24)					
Course & No.	Hrs.	Check	Course & No.	Hrs.	Check
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
ELECTIVES (5-28 semester hours)					
<b>PSYC 199</b>	<b>(3)</b>	<b>✓</b>	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
_____	( )	_____	_____	( )	_____
NOTES					
1. Unless stated otherwise, a single course may not be used for more than one General Education requirement or in a major and a minor.					
2. All Arts and Sciences majors require a minimum of 40 hours in courses numbered above 299.					
3. Attendance at three cultural events is required for each 20 hours completed in residence at Winthrop. Note exceptions in the undergraduate catalog.					
4. No more than 42 hours in Psychology may be applied toward the 120 hour requirement.					
5. Designators that differ only for the purpose of theory and application will be considered the same designator.					
6. Complete WRIT 101, HMXP 102, and CRTW 201 with a C- or better by 75 hours.					
7. See complete catalog requirements at <a href="http://www.winthrop.edu/recandreg">www.winthrop.edu/recandreg</a>					



# Important Dates and Reminders

- Advising appointments: Oct 23 – Nov 5
- Spring 2020 registration begins: Nov 6



# Important Dates and Reminders

- After advising each student, go to “Advise Students” in Wingspan
- Select **Spring 2020**
- Indicate student has been advised; this action **removes advising flag** so student can register



# Advising Readmitted Students

- Previous advisor assignments are removed from the system when students are not enrolled for one semester or more.
- If a student contacts you for advising and you cannot see the student's name, the advisor assignment was probably removed while the student was inactive.
- Please refer the student to CAS Student Services.



# Advising Readmitted Students

- If you are assigned as the advisor of readmitted students, you will not be able to access them in DegreeWorks until the semester they are actively enrolled.
- Ask readmitted students to provide you with a PDF of their DegreeWorks audit or their unofficial transcript from Wingspan instead.

A yellow sticky note pinned to the bottom center of the slide with a red pushpin. The text "Helpful Tips" is written on it in a handwritten style.

Helpful  
Tips





# Degree Requirements

- Complete a minimum of 120 semester hours\*:
  - General education
  - Major
  - Minor (required for BA degree programs)
  - At least 40 hours above 299
  - Foreign language at 102-level (not for SCWK majors)
  - Elective hours needed to reach 120

\*124 hours required for catalog years 2014 and earlier



# Degree Requirements

- Minimum overall GPA of 2.0
  - This requirement is higher for some majors and minors.
  - Some programs have individual grade requirements.
- Cultural Events
  - DegreeWorks shows the number of events required and remaining.
  - Attendance is tracked by ID scan at the beginning and end of events.
- Students apply for graduation upon having 35-37 remaining hours (approx. 83-85 earned hours).



# Degree Requirements: Minors

- Minors:
  - required for all Bachelor of Arts (BA) degree programs
  - optional for other degree programs (like BS; BSW)
  - all minors and requirements are in undergraduate catalog



# Degree Requirements: Minors

- When advising students about minors, consider...
  - future academic goals (minors that allow students to take prerequisites for graduate or professional school)
  - career goals
  - knowledge or skills the student would like to develop
  - making the best use of existing courses
    - several courses in one area
    - several courses in similar areas (Social Sciences; Humanities; General Science)



# Degree Requirements: Double Major/Dual Degree

- Double Major:
  - two majors with the same degree (BA Political Science and BA History)
  - earned within 120 hours required for a baccalaureate degree by completing requirements for both majors
  - both majors are visible on the DegreeWorks audit



# Degree Requirements: Double Major/Dual Degree

- Dual Degree:
  - two majors representing different degrees (BS Biology and BA Psychology)
  - must complete at least 30 hours beyond the 120 hours required for the first degree—150 hours total
  - one major will be visible in DegreeWorks; must select the other degree program



# Degree Requirements: 36-Hour Rule

- Up to 36 semester hours in one subject designator may be applied toward the major for a BA degree.
- Up to six additional hours in that same designator may be applied toward...
  - general electives;
  - General Education requirements; or
  - a minor (with the exception of social sciences).
- With the six additional hours, up to 42 hours may be applied toward the BA degree.
- Information about exceptions are included in the catalog.

# Degree Requirements: 36-Hour Rule

- Example:
  - A PSYC major needs 3 hours to reach 120 hours.
  - The student has earned 36 PSYC hours in the major and has earned 6 additional PSYC hours that are meeting other requirements.
  - The student would like to take another PSYC course and takes a PSYC course that is offered under a cross-listed designator (GRNT 504 or SOCL 504).







# Degree Requirements: 36-Hour Rule

- Example:
  - A PSYC major needs 3 hours to reach 120 hours.
  - The student has earned 36 PSYC hours in the major and has earned 6 additional PSYC hours that are meeting other requirements.
  - The student would like to take another PSYC course and takes PSYC 504.
  - Possible options (**not recommended**):
    - **if** a cross-listed designator was offered during the semester the student took the course, request a designator switch.
    - Petition to apply additional PSYC hours toward the BA degree.





# Degree Requirements: General Education

- Choose General Education courses from the list of approved courses for the current academic year.
- Access current list from CAS [Advising Resources](#) page



# Degree Requirements: General Education

- ACAD 101 Principles of the Learning Academy
  - For first-year students who are recent high school graduates
- Writing and Critical Thinking\*
  - WRIT 101 - Composition: Introduction to Academic Discourse
  - HMXP 102 - The Human Experience: Who Am I?
  - CRTW 201 - Critical Reading, Thinking, & Writing

**\*Courses completed in order with at least C- by 75 hours**



# Degree Requirements: General Education

- Oral Communication
- Technology
- Intensive Writing
- Constitution Requirement
- Physical Activity

Some requirements may be met with a course in the major.



# Degree Requirements: General Education

- Global Perspectives
- Historical Perspectives
- Social Science (2 courses; 2 different subject areas)
- Humanities & Arts (2 courses; 2 different subject areas)
- Quantitative Skills & Natural Science (3 courses)...

**Up to two of these requirements may be met with a course in the major.**



# Degree Requirements: General Education

- Quantitative Skills & Natural Science (3 courses):
  - one Quantitative Skills (MATH)
  - one Natural Science with a lab
  - one additional Quantitative Skills or Natural Science



# Degree Requirements: General Education

- Quantitative Skills & Natural Science (continued):
  - one lab science and two math courses; **OR**
  - one math and two science courses from two different groups (life; earth; physical)



# Degree Requirements: Gen Ed & Transfer Courses

- Transfer designators:
  - GLOB: Global Perspectives
  - HISP: Historical Perspectives
  - HUMA: Humanities and Arts
  - NSCE: Natural Science/Earth
  - NSCL: Natural Science/Life
  - NSCP: Natural Science/Physical
  - ORAL: Oral Communication
  - QUAN: Quantitative Skills
  - SOSC: Social Science





# Degree Requirements: Other Transfer Courses

- Winthrop designators numbered 199, 299, 399, 499
- Examples: HIST 199, MATH 299, PSYC 399, GSTC 499
- May be used in major, minor, or elective area



# Course Suggestions

- Use DegreeWorks as a guide:
  - ACAD 101 (if required and not completed)
  - WRIT 101, HMXP 102, or CRTW 201 (in this order)
  - Other General Education courses
  - Major courses (in sequence)
  - Minor courses (if appropriate)
  - Foreign language (except Social Work)



# DegreeWorks

- Important features:
  - Degree Audit
  - GPA Calculator
  - What If
  - Planner...



# DegreeWorks

- Planner [training videos created by COE](#)
  - **Part 1** for Advisors:
    - create a plan (0:30)
    - add a term and see different ways to add courses (2:22)
    - delete a course (6:49)
    - see course information (7:22)
    - save plan (7:50)



# DegreeWorks

- Planner [training videos created by COE](#)
  - **Part 2** for Advisors and Students:
    - edit a plan (0:44)
    - add choice of courses (1:36)
    - add a placeholder (4:00)



# DegreeWorks

- Planner [training videos created by COE](#)
  - **Part 3** for Advisors and Students:
    - add a GPA requirement (1:35)
    - add a non-course requirement (3:56)
    - add a test score requirement (5:03)
    - add a note (5:40)
    - audit a plan (8:05)



# Registration

- Registration time assignments (hours earned or priority)
  - Link to time assignments on [CAS Advising Resources](#) page
- Closed courses—advise students to...
  - choose another course and make adjustments later;
  - keep checking through Add/Drop;
  - request overrides only if necessary (see override link on Records and Registration page)



# Registration

- Course load:
  - 12 hours for full-time status
  - summer hours count toward current academic year, not the next year
- Restricted courses:
  - Majors
  - Honors (H)
  - Requirements (prereq, coreq, placement exam, etc.)





# Prerequisites & Placement

- Remind students to check course descriptions for prereqs, coreqs, and placement information.
- Examples:
  - MATH 151 (placement by exam)
  - CHEM 105 (prerequisite or placement by ACT/SAT score)
  - FREN 102 (prerequisite or placement by exam)



# Prerequisites & Placement

- Important notes:
  - Successful completion of MATH 150 does not allow a student to take MATH 151.
  - If a student earns a grade of B or higher in certain CHEM, FREN, GERM, or SPAN courses taken at Winthrop, the student is awarded credit for at least one previous course.



# Advising for Academic Success

- **Interim Grades** (check early to suggest changes):
  - Use a Satisfactory/Unsatisfactory option by October 18
    - 5 opportunities
    - Allowed 1 per semester; first-time freshmen allowed 2 in the first semester
    - S/U not calculated in Winthrop GPA
    - Not recommended for courses in major



# Advising for Academic Success

- **Interim Grades:**

- Withdraw from a full-semester course by October 18
  - Replace with a course that starts ~~October 8~~ or October 18
    - October 8: Second Half Semester
    - October 18: After Mid-Semester
- Possible challenges with short courses:
  - Accelerated pace
  - May be offered online

# Advising for Academic Success

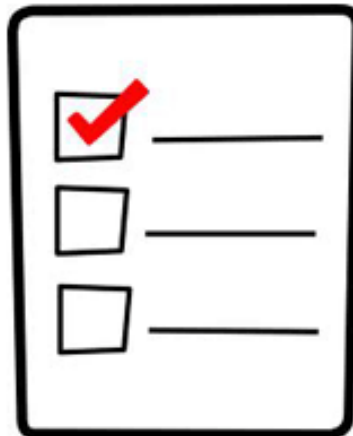
- **Interim Grades:**

- Discuss remaining course repeat options
  - Up to 4 opportunities (based on number of transfer hours)
  - Previous grade automatically replaced with available course repeat
  - Previous grade is not included in Winthrop GPA (different than scholarship GPA)



# Advising for Academic Success

- Advisees on academic probation:
  - 2.0 cumulative GPA to return to good academic standing
  - 2.0 semester GPA to continue next term
- Students continuing on probation limited to 15 hours





# Advising for Academic Success

- Possible questions:
  - Default response: “Let’s contact Student Services!”
  - A few examples...



# Advising for Academic Success

- Possible questions:
  - How do I get Winthrop credit for courses I take at another institution?
  - I want to increase my GPA by repeating a course. Can I repeat the course at another institution?





# Advising for Academic Success

- Possible questions:
  - I need to earn 30 hours this year for my scholarship. If I take courses this summer, will they count toward that 30 hours?
  - Can I add the teacher certification concentration to my major?

# Privacy of Education Records

- Family Educational Rights & Privacy Act of 1974 (FERPA)
  - Restricts the release of student information
  - Student can give written consent to release information to parent or guardian



# Questions

