



Advising Matters!

SPRING 2006 REGISTRATION Begins October 24th

The week of October 24-28 marks the start of academic advising for Spring and Maymester 2006 with senior and junior registration week, followed by:

- Sophomores, Oct 31-Nov 4
- Freshmen, November 7-18

The Registrar's Office will mail a **Pre-registration Letter** to the student body during the week of October 10th. The registration letter outlines the basic steps of pre-registration and serves to remind students of their current academic advising profile (i.e., class level, advisor name, advisor phone, location, and email).

In addition, students are asked to make an appointment with you by using the sign-up sheet that you post on your office door. A blank sign-up sheet is included as an attachment, along with this newsletter.

Advisees who can register online

Students who are eligible to register online are expected to meet with you *before using the campus web to sign up for classes!* Academic Advisors will receive a list of current advisees, including contact information, during the week of October 17th.

"Business Office" Holds

You can go ahead and advise a student who has a Business Office hold by using a hard copy of the registration form; the student then must clear the hold and have the Registrar's Office input the schedule into JENZABAR.

After Pre-registration

It is critical to the University's retention efforts that students who are eligible to return be registered for classes for Spring '06 before the Christmas holidays. Therefore, during the week of November 21st, the Academic Advising Office will send you a list of your non-registered advisees to follow up with before leaving campus for the holidays. Please contact the Office of Academic Advising at ext. -7159 if you have any questions about Spring or Maymester registration.



Maymester Offering of Geology 103 Ocean Science (4 hrs) extends through Summer I

Advisors, please be aware that GEOL 103 Ocean Science (4 hrs) begins on May 8, 2006 and will complete on June 29, 2006. Students who sign up for this class may take only one other class for the Summer I 2006 term.

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Special points of interest:

- **NEXT EPE:** Tuesday, November 15th from 2:30 am to 4:30 am in Norris Hall Room 202
- The **2006 Maymester/Spring Course Schedule** is available online.
- The hard copy of the Maymester/ Spring Class Schedule should be available around October 17th.

Advising Alert:

Math 099 and English 099 each carry 3 hrs— but the hours don't count toward graduation requirements

During the 2004-05 academic year, the Curriculum Committee voted to grant 3 hours of institutional credit only each for 099 Math, Foundations Algebra and 099 English, Foundations English.

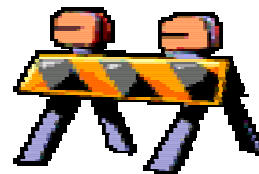
Attaching credit hours to these courses provides an advantage to the student is that the three hours of institutional credit [6 hours for both Math 099 and English 099] can be applied to the minimum 24 hours needed to retain full-time financial aid eligibility.

Caveats to the Rule

- Institutional credit earned from Math 099 or English

099 will not apply toward the 30 hours required to maintain eligibility for the LIFE or HOPE Scholarships.

- Institutional credit for Math or English 099 will not apply toward the minimum 125 hours required for graduation.



Institutional credit for Math or English 099 will not apply toward the LIFE or Hope Scholarships or as general elective credit that can be applied toward graduation.

THE ADVISORS' MANUALNOW ONLINE!

From the Academic Advising webpage—click on [Advising Manual](#) to access the online version of the Advising Training Manual.

Helpful topics include :

- Policies and Procedures on Advising
- Student FAQs
- Confidentiality of Advising Records

To access the Advising Manual Online....Go to the CSU homepage, from the **Quick Links Menu** click **STUDENT SUCCESS**, then **ACADEMIC ADVISING**, then [Academic Advising Manual \(pdf\)](#)

- Procedures for Handling Advising Records
- Legal and Ethical Issues in Academic Advising
- And More!

Do you need a refresher on how to register a student in JENZABAR?

The Advisors' Manual now available online has two tutorials to help advisors better maneuver through the JENZABAR Registration Module.



Check out the helpful tutorials available in the Online Advisors' Manual

How to Register a Student in Jenzabar

This tutorial outlines step-by-step how to register a student from the Jenzabar Registration Module.

One-on-One instruction

Don't feel comfortable with tutorials? Call me at X7159 and we'll work out a time to review registration basics in your office.

WHERE DO I FIND IT IN JENZABAR?

Do you know where to look in the Registration Module to find a student's cell phone number? Or address? Or Academic advisor? Or Math placement? Or record holds? This tutorial answers these questions and more!

Advising Q: and A:

Q: What do I do with advisees who have a hold that keeps me from putting their schedule into the computer?

A: Go ahead and work out a hard-copy of the schedule you would recommend, including several additional course options [in case classes close].



HINT: The Student Tab of the Student Information screen in the Registration Module lists all of a student's holds.

Q: Do all transfer students have to take the English Proficiency Exam [EPE]?

A: Yes; but, there are some exceptions to the EPE Policy:

- English Comp I earned through Advanced Placement credit [AP]
- English SAT-V score of 480 or higher
- ACT English score of 19 or higher

Transfer students must have their applicable SAT or ACT scores sent to the Registrar's Office to claim the exemption.

Hasta pronto

Saying Good-bye to some old friends.....

The following majors have been dropped from the catalog, beginning with the 2005-06 Catalog Year:

- Environmental Management
- Associate of Arts
- Associate of Business
- Associate of Computer Science

See page 61 of the 2005-06 Catalog for a listing of the current majors and minors at CSU

AND HOW ABOUT THOSE STUDENT ATHLETES.....!

83 student athletes were recognized as scholar athletes for the fall 2004 semester:

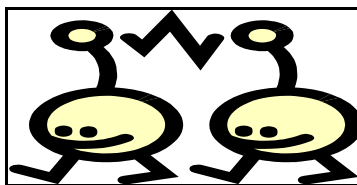
- 10 earned a 4.0
- 23 earned a 3.5—3.99
- 50 earned a 3.0—3.49



Career Planning 201 Partners with the Freshman Seminar

A REMINDER TO ALL FRESHMAN SEMINAR PROFESSORS:

In an effort to maintain the positive momentum created by relationship building between students and professors in the Freshman Seminar, please encourage all of your current Freshman Seminar students to enroll in the GNE 201 Career Planning Seminar for the spring 2006 term.



Students who were enrolled in Freshman Seminar. GNE 101.5 in the fall should enroll in Career Planning Seminar – GNE 201.05 in the spring.

Like the Freshman Seminar, its second-semester partner, Career Planning, is divided into multiple sections, based on major; section numbers will remain the same for the GNE 201 sections.

The course is designed to help students create a professional profile, develop effective self-marketing skills through Mock Interviews and learn effective job search skills.

This is a one-hour pass/fail course.

CHARLESTON SOUTHERN UNIVERSITY

Office of Academic Advising
Student Success Center
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Promoting Academic Excellence in a Christian Environment

Early Alerts—Do they really help?

Yes! Before midterm, The Student Success Center had already processed over 150 EARLY ALERTS from faculty who identified students in need of special assistance.

ADVISING MATTERS! is the online version of the bi-annual academic advising newsletter.

If you would like to see a topic covered in the next newsletter, please contact us at

awatson@csuniv.edu.

Academic advisors mediate the dissonance between what students expect from the educational environment and what they experience in that environment.

Habley, Wes. (1981). "Academic Advising: Critical Link in Student Retention" *NASPA Journal*, 28(4):45-50.



Send an EARLY ALERT IF....

- Student has missed 3 consecutive classes
- Student has missed or failed a major test or assignment
- You notice a negative change in a student's behavior.

It is critical to the University's retention efforts that students who are eligible to return be registered for classes for Spring '06 before the Christmas holidays.

Please contact Annie Watson or Mary Gene Ryan in the SSC with the names of your advisees who tell you they may not return to CSU in the spring. Thanks!



Why does Advising Matter?

The 2002 National Survey of Student Engagement (NSSE) data reveal that students reporting the highest degree of satisfaction with the quality of their academic advisement were most likely to demonstrate the highest levels of student engagement. Since high levels of student engagement (involvement) have been found to be empirically associated with higher rates of student retention (Pascarella & Terenzini, 1991; Tinto, 1993; Astin, 1993), the strong relationship between level of student



engagement and quality of academic advisement revealed in the latest NSSE research may be interpreted as providing additional evidence of an empirical link between academic advisement and student retention.

John Gardner (2003) as quoted by Joe Cuseo on the First-Year Assessment List FYA-List@listserv.SC.EDU, 02/05/03

GNET 103 Models Success Skills for Probation Students

Tracy Anderson, M.ED, Student Success Counselor, is launching a new initiative this semester to help increase the odds that students on Probation 2 will regain good academic standing.

GNET 103 Strategies for Academic Success is a two-hour course approved last year by the Curriculum Committee.

The purpose of the course is to promote college success skills to those who are having difficulty maintaining satisfactory academic progress at CSU. Learning outcomes include the ability to identify, define, and utilize strategies for personal and academic success at the University and a better understanding of personal academic responsibility.

Currently, the course is open only to students on Probation 2.

