



Advising Matters!

PRE-REGISTRATION

March 21-April 15

The week of March 21-24 kicks off the start of academic advising for summer and fall 2005 with senior and junior registration week, followed by:

- Sophomores, March 28-April 1
- Freshmen, April 4-15

The Registrar's Office will mail a **Pre-registration Letter** to the student body during the first week of March. 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!*

Major Course Guides available on the Academic Advising web page

Faculty advisors and students can access the major course guides on the Academic Advising web page:

1. Go to the CSU home page www.charlestonsouthern.edu
2. In the **Quick Links** box, click on **STUDENT SUCCESS CENTER**
3. From the Student Success page, click on

"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 *JENZA-BAR*.

After Pre-registration

During the week of April 15th, the Academic Advising Office will send advisors a list of their non-registered advisees to follow up with before leaving campus for the summer. Please contact the Office of Academic Advising at ext. -7159 if you have any questions about summer or fall registration.



CSU's Lightsey Chapel

ACADEMIC ADVISING

4. Click on **MAJOR COURSE GUIDES**

Major Course

Guides are available for the 2004-05 academic year and for past years.

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Special points of interest:

- **NEXT EPE: Saturday, March 19th from 9:30 am to 11:30 am in Norris Hall Room 202**
- **The 2005 Summer and Fall Course Schedule Booklet is available online.**
- **The hard copy of the Summer/ Fall Class Schedule will be available around March 18th.**

Some Maymester classes spill over into summer school

Most Maymester classes will begin on May 9th and end on May 27th. However, the following Maymester classes will extend into the summer school terms:

GRADUATE CLASSES

Business 514, Info Systems and Business 650, Strategic Planning will begin on May 9th and will extend through August 5th.

UNDERGRADUATE CLASSES

The following class will begin on May 9th and extend through June 8: Physics 115 61, Astronomy.

The following classes will begin on May 9th and extend through June 9th:

- Biology 215 01 and 215 91, Human Anatomy and Lab
- Biology 216 01 and 216 91, Human Physiology & Lab
- Physics 120 61 /Geology 120 61, Weather and Climate

The following classes will begin on May 9th and extend through June 10th:

- Biology 141 61, Zoology and Lab
- Geology 103 01, Ocean Science; the final meeting for the 91 section lab for this course will end on June 9th.



Some Maymester classes will overlap the summer class schedule.

Did you know? Some transfer students now can opt out of taking the English Proficiency Exam !

During the fall semester, the Curriculum Committee approved an amended English proficiency policy which allows some transfer students to opt out of taking the English Proficiency Exam.

To exercise this privilege, transfer students must provide written proof of a minimum SAT verbal score of 480 or a minimum ACT English score of at least 19.

New transfer students should work through their enrollment counselor to submit the information to the university. Matriculated students can hand over the docu-

mentation directly to the Registrar's Office.

Transfer students can submit a minimum SAT verbal of 480 or an ACT English score of 19 to opt out of the EPE.

Students who qualify, but who do not submit the required records, must take the English Proficiency Exam.

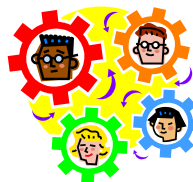
Otherwise, the policy remains the same [i.e., two attempts at the EPE or take English 111 at CSU].

What's an UNDECIDED student to do?

According to the *Jenzabar* database, approximately 14 % of our freshmen and 4 % of our sophomores have UNDECIDED listed as their major. Students at the sophomore class level and above are assigned to Career Planning for academic advising.

With the help of the Career Planning staff students can engage in a variety of assessments to help them choose a major and learn about associated career options:

- **SIGI Plus** integrates self-assessment with in-depth and up-to-date career information that is easy to



Students unsure about their major need to visit the Career Planning Office.

use and provides a realistic view of the best educational and career options for future success.

- **The Strong Interest Inventory** provides general information about a student's career interests and how they compare to those of people in various occupations. The program is based on Educational Testing Service (ETS) research.
- **The CareerKey** helps students to identify their career interests and related occupations. Students can call the Career Planning Office at 863-8019 to make an appointment.

Advising Q: and A:

Q. My advisee waits until our pre-registration meeting to tell me he wants to change to a different major. Should I attempt to register him for classes in the new major or send him to the Student Success Center to get a new advisor?

A: This phenomenon seems to occur in epic proportions during the pre-registration period.

In the Advising Office, we find that the bulk of changes in major made during pre-registration come from our freshmen and sophomores. These are also the groups most likely to get confused or frustrated by a “handing off of advisors” during the mad rush of pre-registration.



Therefore, the recommended course of action is to go ahead and schedule the advisee for liberal arts core and minor classes while you have him or her in your office. Then, send the advisee to Academic Advising to complete a change of major form.

While this has long been the model of advising for faculty who advise the freshman class, all students could benefit from this more seamless transition to the new advisor.

If you're unsure about the liberal arts core requirements of another major, remember that you can find help from the

Major Course Guides, accessible from the Academic Advising web page.

To get there, go to the CSU home page, click in the *QUICK LINKS* box and choose **STUDENT SUCCESS CENTER**, then **ACADEMIC ADVISING**, then **MAJOR COURSE GUIDES**.

And the Final Decision is.....?

Those of you who advise for Biology, Business, Communications & Theatre, and History will notice on your advising rolls that some of your advisees have not made a final decision about their emphasis.

Advising records indicate the following numbers of undecided emphases for the above majors:

- 36 Biology
- 23 Communications & Theatre

To declare an emphasis, have your advisees complete a Declaration of Major/Minor.

- 6 BA: Business
- 126 BS: Business
- 14 History

Please remind your advisees that they need to complete a **Declaration of Major/Minor** form in the Academic Advising Office in order to have their emphasis show up on a transcript, schedule, etc.

If you have any questions about your advising list, please contact the Advising Office at ext. -7159 or email awatson@csuniv.edu.

FYI: Life Scholars now have two GPAs

Although students depend on the Financial Aid Office to track their continued eligibility for the Life Scholarship, they are also likely to direct questions about academic progress to their faculty advisors.

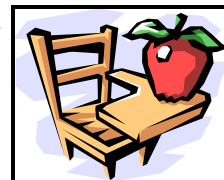
Therefore, you may be interested to know that according to recent changes to the Life Scholarship program, students receiving this scholarship will now have two GPAs. Yes — you read that right!

One GPA will be the Charleston Southern GPA you see calculated on a student's transcript. The second GPA is available through the Financial Aid Office and calculates as an average of the Charleston Southern GPA and other eligible courses taken at region-

ally accredited South Carolina colleges or universities.

What does this mean to you, the faculty advisor? This is just an FYI [for your information], in case a student asks you a GPA question regarding his/her scholarship eligibility for the LIFE.

As always, please direct these types of financial aid questions to counselors in the Hunter Reception Center.



CHARLESTON SOUTHERN UNIVERSITY

Office of Academic Advising
Student Success Center
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Phone: 843-863-7159
Fax: 843-863-8030
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Promoting Academic Excellence in a
Christian Environment

Remember
Academic advising is the only structured service on campus in which all students have the opportunity for ongoing, one-to-one interaction with a concerned representative of the institution.

ADVISING MATTERS! is the new 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.



....overheard after spring graduation..

EARLY ALERTS.....Do they really help?

The Student Success Center processes an average of 25 early alerts each week, although its just a modest percentage of the faculty who currently participate in the program.

Maybe you think you don't have time in your schedule to invest in the effort—but be encouraged! Here's what some of your colleagues have to say about how the Early Alert system is having an impact on their students:

Dr. John Kuykendall "My experience with the program is that students who would ordinarily fall through the cracks are caught before they slip away. The Student Success Center is diligent in tracking down students and getting back to me to let me know what is going on with them."

Dr. Myrna Nicolette "When I turn in an early alert form, someone always gets back to me quickly. I feel like I'm making a difference. Early alerts provide a way to give extra assistance to students who need it. Also, the Internet version of the form is very convenient to use."



Here's what some of your colleagues have to say about the Early Alert System is having an impact on their students.

Professor Nancy Canavera "The Early Alert system is a good way to confront a troubling situation with a student without directly confronting the student. I think it saves the students some embarrassment; yet, it lets them know that they are not invisible to us [faculty]."

"Also, I like the way the Student Success Center uses the **NOTEPAD** function in **JEN-ZABAR** to keep track of their contact with students."

Do you want to give it a try?

To submit an online early alert directly to Dr. Mary Gene Ryan in the Student Success Center, go to the CSU homepage, click in the **Quick Links** box and choose **Student Success Center**, then **Early Alerts**.

Dr. Ryan will contact the student and update you via email on her progress with the situation.