



# Advising Matters!

## REGISTRATION March 20-April 14

The week of March 20-24 kicks off the start of academic advising for summer and fall 2006 with senior and junior registration week, followed by:

- Sophomores, March 27- 31
- Freshmen, April 3-14

The Registrar’s Office will mail a **Registration Letter** to the student body during the first week of March. The letter outlines the basic steps of 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.

### 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!*

### “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 Freshmen Registration

During the week of April 17th, 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.



The Phoenix Project: CSU's Habitat for Humanity

## Coming soon to a computer near you.....Evaluation of Academic Advising

After we wrap up Freshmen registration on April 14th, the Office of Academic Advising will give students and faculty an opportunity to evaluate the functionality of academic advising on our campus, as recommended by SACS. **During the week of April 17th, the faculty will receive an email with a link to Survey Monkey, the same survey software used to administer the**

### Faculty Survey.

Students will, likewise, have a voice, only with a different instrument .

Both surveys utilize questions pre-approved last year by the Faculty Senate.

If you have any questions, please contact Annie Watson at X7159.

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### Special points of interest:

- NEXT EPE: Saturday, March 25th from 9:30 am to 11:30 am in Norris Hall Room 202
- The 2006 Summer and Fall Course Schedule Booklet is available online.
- Dates for new student registration days are: Saturday, May 13, Friday, June 16, and Friday, July 14.

# BECOME A **MASTER ADVISOR**

The Office of Academic Advising is launching a new program on campus for advisors called "Becoming a Master Advisor." The first component of this program consists of a series of workshops designed to familiarize faculty and staff advisors with CSU's academic and administrative policies, Liberal Arts Core requirements, appropriate referral resources and the students' records database. Upon completion of the program, participants are given a certificate; a letter of satisfactory completion is forwarded to their department chair and dean.

The second component of the CSU "Becoming a Master Advisor" program is geared toward individual academic departments. The OAA is available to academic departments across campus to provide a one-time workshop focusing on academic policies and procedures, Liberal Arts Core requirements and referral resources. It will be offered upon request by an academic department.

The third component of the program is dedicated to students. A presentation has been developed to familiarize students with academic policies and procedures and the Liberal Arts

Core. The presentation will be given to CSU's Freshman Seminar courses and to other courses upon request from the instructor.

The final component of the program consists of short, *interactive* refresher workshops that will focus on specific topics pertinent to advising, advanced advising techniques, and academic information that has recently changed.



The "Becoming a Master Advisor" program is dedicated to increasing campus awareness of the value of Academic Advising to improved student retention.

## Upcoming **MASTER ADVISOR** workshops

**March 20th at 2:30 pm** Find out how your advisees' academic progress can impact their financial aid for next year when you join CSU academic advisors in the Jones Hall Conference Room for the "Financial Aid: Just the Basics, Please" workshop on March 20th.

Elizabeth Rudy, Assistant Director for Financial Aid will lead CSU academic advisors in a short workshop on how the advising role relates to financial aid.

**April 10th @ 2:30 pm and April 11th @ 9:00 am**

In April, academic advisors will have an opportunity to learn more about the various types of advising resources available to them. The "Academic Advising Resources" workshop will be offered to advisors on two occasions in the Jones Hall Conference Room.

*Master Advisors can learn more about financial aid and advising resources in workshops coming in March and April.*

Also, advisors who missed the workshop in February on "How to Create a Student Schedule in Jenzabar" can contact Annie Watson at X7159 to re-schedule for another time.

## Starting Fall 2006 FSP students will have two advisors

CSU's Quality Enhancement Plan [QEP] calls for each Foundation Studies Program student to be assigned to a designated FSP advisor, in addition to the advisor that is assigned according to the student's major.

In addition, all FSP students will be required to take both a Math and an English assessment tests to verify proper placement in those courses.

**Beginning Fall 2006, FSP students will have two advisors!**



# Advising Q: and A:

**Q.** Does Jenzabar prohibit students from registering for classes when they have not met the course prerequisites?

**A:** It depends, read on...

When you save a course selection, a pop-up box appears to let you know if you have selected a course for registration that has prerequisites. It is up to you to (a) look up the course prerequisite and (b) examine the student's course history to determine whether or not the prerequisite has been met.



Advisors are given override rights for prerequisites so that they will have the capability to register a

student for an advanced class while the student may yet be enrolled in a prerequisite. For example, during advisement at midterm, advisors typically will want to register a first-semester freshman currently enrolled in English Composition I to take English Composition II during the next semester; *but, without override rights* advisors would not have clearance to do so until final grades for that student were posted at the end of the semester!

On the other hand, your advisees do not have override rights to register themselves for courses while still enrolled in a prerequisite.

An important caveat to this, however, is that Jenzabar has not been configured to analyze complicated prerequisites such as "department chair approval required" or "at least 9 hours of psychology courses required". This means that there is some wiggle room for students to enroll themselves in classes for which they have not met all prerequisites!

## CAMPUS TOOLKIT: a great way to show we care about students

Virtually every school in the country tells their students "We Care." However, CSU has taken the next step. Beginning last fall, CSU introduced into the Freshman Seminar course the *Campus Toolkit*, an interactive software program that provides a safe forum for students to unload frustrations, get questions answered and, hopefully, form a lasting bond with our school.

Freshman who buy the software are assigned to a "Coach" [initially, the Freshman

*Campus Toolkit  
Coaches help  
students solve  
problems before they  
get out of control.*

Seminar Instructor] who becomes that student's point person on campus for guidance with the myriad of issues particular to new college students. Coaches help guide students to campus resources available to them to ensure that problems are solved before they get out of control.

Feedback we get from students via *Campus Toolkit* can help our school to both fix what may be broken and provide encouragement to continue doing what is working well.

Once students purchase the software, they have access to all the accompanying resources until they graduate.

Instructors of GNED 201: Career Planning took over as coaches for those students who enrolled for Freshman Seminar last fall.

## LIFE Scholars: 30 Hours and a 3.0 GPA

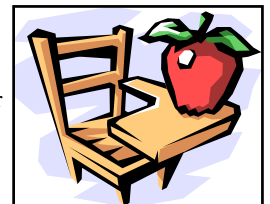
As you meet with your advisees, you are likely to get some questions from students who may be in jeopardy of losing the LIFE scholarship for next year due to one or both of the following problems:

- GPA less than 3.0 or
- Less than 30 hours earned during the current academic year

To improve GPA over the Maymester or Summer, LIFE Scholar students are encouraged to take courses at any South Carolina College or University. To repeat a CSU course at another institution requires prior permission from the Registrar.

If a LIFE Scholar's GPA is at least 3.0, but he/she has earned less than 30 hours for the year, it may be possible for the student to take classes over the summer at another institution and transfer the course back to CSU.

Refer students who have questions about the LIFE Scholarship to the Financial Aid Office, located in the Hunter Reception Center, at 863-7050.



**CHARLESTON SOUTHERN UNIVERSITY**

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Student Success Center  
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Promoting Academic Excellence in a  
Christian Environment

**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](mailto:awatson@csuniv.edu).

GO  
BUCS!

In fall 2005, CSU's student athletes had an average GPA of 2.77.

 **Coming Soon**  
to the Mendel Rivers Library





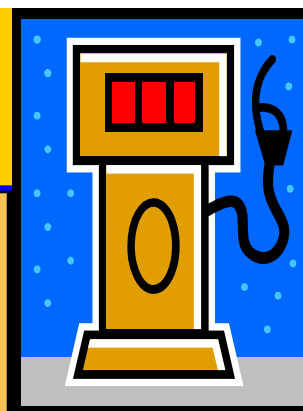
*Frequent interaction with faculty related more strongly to satisfaction than any other type of involvement or characteristic of the student or the institution.*

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

**RUNNING LOW ON REGISTRATION FORMS?**

To download a [pdf.] version of a Registration form go to:

- CSU Homepage
- Academics
- Registrar
- Registration Form [pdf.]



**GNET 103: Strategies for Academic Success....is a success!**

For the first time, in fall 2005, students on academic probation 2 or 3 status had the opportunity to take a new course, GNET 103, to help them to get back into good academic standing

The purpose of the course, facilitated by Tracy Anderson, Student Success Coordinator, is to promote college success to those who have had difficulty meeting the academic specifications CSU requires. The course presents students with advanced learning strategies and helps to familiarize them with roles and processes of the University. The course also has a component that requires mandatory participation with CSU's tutoring program.

Of the 21 student who enrolled, 12 succeeded in getting back in "good standing" status!

Tracy also responds to all Early Alerts turned in by the faculty that have to do with students on academic probation.



GNET 103: Strategies for Academic Success helps P2 students regain good academic standing.

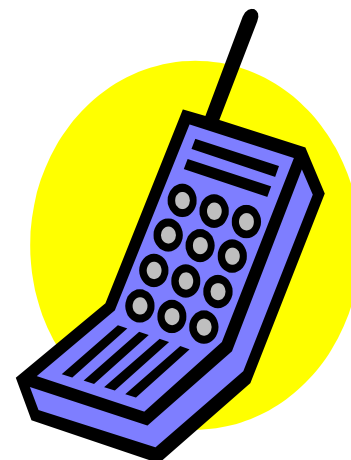
**GNET 201: Career Planning...not for pass/fail anymore**

The curriculum Committee recently approved a request for GNET 201: Career Planning to be changed from its pass/fail status. The class now earns a regular letter grade and one credit hour.

**Thanks to all of you who take the time to participate in the EARLY ALERT system.**

To submit an Early Alert online:

- Go to CSU homepage
- Under QUICK LINKS choose Student Success Center
- Under STUDENT SUCCESS LINKS choose Early Alert Form



**SUMMER ADVISING TIP:** Please update your voicemail message to let your advisees know how often you will be checking your messages over the summer and when you expect to be back on campus in the fall.