

SPRING 2014 ADVISING TIPS SERIES (begin one month prior to the start of registration)

2-26-14



Advising Tip of the Week - #1

HOW TO ENCOURAGE ADVISEES TO SET UP THEIR ADVISING APPOINTMENT WITH YOU.

Records has sent an email about advising holds to undergrad degree students telling them the hold is now in place and to make an appointment with you. Here's an easy way to encourage your advisees to contact you for an appointment.

Sign into MyRIC. Navigation: Self Service>Advisor Center>My Advisees

A partial list of your advisees will be displayed. Click "View All" to see all. You can create a mass email message for all of them very easily using "notify all advisees." Email advisees three to four weeks before fall or spring registration opens to remind them to set up an advising appointment with you.

2-27-14



Advising Tip of the Week - #2

FINDING THE TIME TO MEET YOUR ADVISEES

To lessen the last-minute *crunch*, we encourage you to start seeing advisees now. Universal Advising holds are in place and the fall 2014 course schedule is online. By starting early, you will be able to meet with a sizeable number of students over the four weeks (minus Spring Break) before registration for degree students begins. If your office hours don't provide enough time to advise everyone, carve out other times you're able meet.

BONUS FRIDAY 2-28-14:



Advising Tip of the Week - #3

PROMOTE THE USE OF RIC EMAIL!

It is very important to get students to read their RIC email, which is an official form of communication for the college. You can help by telling your advisees and your students that you will communicate with them via their RIC account, *not* their personal account (non-RIC emails can go into spam).

Students can set up and forward their RIC email to their personal account. Instructions are available at <http://www.ric.edu/studenttoolbox/FAQ/forwardemail.htm>.

3-4-14



Advising Tip of the Week - #4

HOLDS

 **More than advising hold:** This symbol can also mean a financial or immunization hold (which also prevents registration). You or your advisee can double click the symbol to see what the hold is. If a financial hold, your advisee should contact the Bursar's Office (Building 4, X8130). For an immunization hold, the advisee should contact Health Services (Browne Hall, X8055).

Don't forget: Faculty guide on topics and tips for advising is available at www.ric.edu/advising. Just click on Faculty.

3-6-14



Advising Tip of the Week - #5

SCHEDULING APPOINTMENTS

Use the online scheduler in PeopleSoft to set up a schedule so that your advisees can see when you are available and make appointments with you.

Navigation:

RIC Custom Applications > RIC Advisement > Set Up My Appointment Schedule

The panels allow you to select dates/ times you are available for advising, the length of appointment time, and type (individual or group).

If a student clicks on "Schedule Appointment with Advisor" in RIconnect and selects a time, you'll receive an email asking you to confirm or cancel the appointment. Of course, there are other scheduling options like www.doodle.com, Outlook appointments and even taping sign-up sheets to your door. Just don't forget to email your advisees and tell them how to schedule their appointments.

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3-11-14



Advising Tip of the Week - #6

READY TO GRADUATE?

90 earned credits: If you see 90+ earned credits on an advisee's transcript, **ASK** if he/she has applied for a graduation degree audit. Records emails degree students who have 90+ earned credits encouraging them to apply online for graduation. This triggers a formal degree audit which is sent to the student and lists any outstanding requirements. This gives the student time to complete those courses and graduate in a timely manner. Students apply online on the Records website: <http://www.ric.edu/recordsoffice/graduation.php>

NOTE: Students apply for May, August or December graduation.

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3-13-14



Advising Tip of the Week - #7

COURSE SUBSTITUTIONS

Have you approved a course substitution for a student? If the Records Office has not received a completed Course Substitution Form (signed by the chair) and the student has applied for graduation, he or she will be denied. The form is available at <http://www.ric.edu/recordsoffice/pdf/coursesubstit.pdf>. We encourage timely submission of this form.

Any Gen Ed substitutions must be approved by the associate dean of arts & sciences, Joan Dagle.

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BONUS FRIDAY 3-14-14



Advising Tip of the Week - #8

LOW GPA

Low GPA: The best way for a student to increase his/her GPA is to repeat those courses in which a "D" or "F" was earned – **NOT** by taking all new courses (and risk dismissal). The course **MUST** be repeated at RIC (one repeat allowed and the repeat grade, even if lower, replaces the original grade). A course may only be repeated a second time if approved by the Academic Standing Committee. Students may repeat a course at another institution (with prior permission) and receive transfer credit ("C" or higher) IF the RIC grade was an "F." However, it will **not** adjust the grade of the first attempt at RIC.

Semester Hours Attempted* (*includes transfer and proficiency credits)	Probation (fall, spring) RIC GPA lower than	Dismissal (May only) RIC GPA lower than
0 - 29	1.75	NA
30 - 59	1.90	1.75
60 - 89	2.00	1.90
90 and above	-.--	2.00

(Transfer students not subject to academic dismissal at the end of their first semester at RIC)

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3-21-14



Advising Tip of the Week - #9

USING THE CONTACT LOG

The Contact Log in PeopleSoft is a fantastic tool to help you keep track of what you and your advisee discuss during an appointment. It has an easy pull-down menu that allows you to quickly select what occurred during your meeting, and there are plenty of spaces for comments. Another cool feature: you can get to the Advisor Center to pull up transcripts and lift blocks right from the Log page.

Why is the Log worth trying? Think of it as a file that can be shared with other advisors and department chairs. Let's say your advisee is a double major who sees you and his other advisor before registration. If you both keep logs on the student, you can see each other's notes and make sure you're in agreement. Or, imagine a student goes to the chair claiming you are preventing her from graduating on time. She contends that you told her to take the wrong class (or didn't tell her to take a requirement). Well, if you've noted the classes you and your advisee discussed in the Log, you have "evidence" of what you suggested she take. Or maybe you will soon be on sabbatical (congrats!). Your advisees will be farmed out to colleagues or your chair, right? Wouldn't it be nice for those colleagues to see your notes and you, theirs, once you return?

One thing to keep in mind if you DO use the log—only record what you'd be comfortable having the student read. While advisees don't have access to their Logs, under FERPA, a litigious student could demand to see his records (including the Log). Not very likely, but it *could* happen.

If you think you don't have the time after your appointment to record a few notes, why not do so *during* your session? That way, the advisee can see or hear what you're recording and you can confirm you're on the same page.

Navigation:

From MyRIC>Advisement Module >Create Contact Log Once you plug in your student's name or ID number to pull up a new Log, away you go (Note the link to the student's transcript above the Log on the right-hand side.). When you're finished, click Save. (It won't save unless you've entered a Meeting Date and selected something for Meeting Type and Discussed.). Don't panic when nothing seems to change and you're still on the page. It's been saved anyway (you can double-check by going back out to the Advisement Module and clicking Search Contact Log. You'll see it. Finally, once you've saved, you can't edit or delete a Log. You *are* able to append comments to it. You can also print a copy, should you desire.

Questions? Want screenshots? Please contact advisingcoordinator@ric.edu or mbrophy@ric.edu.

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Advising Tip of the Week - #10

FIRST-YEAR SEMINAR

WHO TAKES IT? WHEN?

All first-year students admitted fall 2012 or later (including those who transferred in 23 or fewer credits), must complete a First-Year Seminar (FYS 100 or HONR 100) in one of their **first two semesters** at RIC. While the majority do, there are still a fair number of students who need to take the course in the fall because of W's, or F's, or just because they have avoided taking the class. When advising any student enrolled in the new General Education program, please make sure that they have completed FYS.

NOTE: FYS is a class which can be only rarely transferred in from another institution, even if the student took a course called "first-year seminar" at a previous institution.

If you have advisees enrolled in FYS 100 this semester, you might ask how the class is going. If the student is either struggling (and ultimately fails the course) or hoping to withdraw, he/she must register for FYS 100 in the fall. If the student has an incomplete grade for an FYS course taken earlier, he or she should also be asked about the likelihood of completion of that incomplete, and likewise advised as necessary.

For more information, and for fall 2014 course descriptions, please see: <http://www.ric.edu/fys>. If you or your advisee have any questions, please do not hesitate to contact the First Year Seminar Coordinator, Quenby Hughes at qhughes@ric.edu.

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3-25-14



Advising Tip of the Week - #11

EMAIL SAFETY TIP

A faculty member responded to Tip #3 (on using RIC email) with a scenario not many could have imagined. It bears sending as an additional tip on the importance of using RIC email only:

There are tales of people masquerading as other people in contacts with faculty. We get an email from a non-RIC account, "Hi, this is Jen from your Math 139 class ...". And it isn't Jen, it's her ex-boyfriend or someone else, and all sorts of truly awful things can ensue. The possibilities for calamity are flat-out unlimited if there is a malicious person involved.

If a non-RIC message gets through to me and I decide not to ignore it, I compose something to the RIC account of the person claiming to be the sender. About 99% of the time that works fine and everything is all set. The other 1% of the time I've managed to avoid a potential minefield.

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3-27-14



Advising Tip of the Week - #12

WHEN A MEETING WON'T WORK

We all know there are times when it's not possible to meet an advisee in person. And some advisees are self-sufficient and may not want or need to have you look through their course selection. Of course, good advising is about much more than scheduling courses, but when a meeting just isn't going to work, ask your advisee to email his schedule to you so you can go over it *before* you lift the UA hold. Bottom line, please do not lift holds when you haven't had some form of communication with the student (in-person, email, phone).

What if your advisee's hold has already been lifted? If your advisee is a double major and her other advisor has already removed the hold, tell her you'd still like her to drop by with a schedule or email it to you. That way, you can record this information, whether on a PeopleSoft Log or on a note for your manila folder.

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Advising Tip of the Week - #13

USING TES (TRANSFER EVALUATION SYSTEM)

TES is the online transfer equivalency database used by RIC, CCRI and URI (the online replacement for what many remember as the "Transfer Guide"). There are also a number of other colleges for whom approved equivalencies have been set up. Faculty, staff and students can use the system. An advisee may ask you which course at CCRI or URI is an equivalent of a RIC course—you can check it or tell the student how to do it. The attachment will provide links and easy instructions on how to access and utilize this tool.

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4-3-14



Advising Tip of the Week - #14

ENCOURAGE OWNERSHIP

Advisors are human. We can, and do, make mistakes. But we have many advisees (in some cases, many, **many** advisees), while our advisees need only think about themselves. And, because they want to pursue their major(s) and graduate in a timely fashion, they have a HUGE incentive to be responsible for knowing what they need to do. Perhaps the most important thing we can do for our advisees is encourage them, right from the beginning, to take ownership of their academic plans. We've all had first year students who shyly sit by our desk expecting us to tell them what to do. This is our opportunity to get them involved! If we help advisees understand how to find and understand their transcript, why it might be problematic to withdraw from too many courses, whom they should call if they have financial aid problems, why they just can't take their major courses and be done, well, then they will be better equipped to help themselves. When it comes down to it, we need to clearly communicate to our advisees... *"**You** are responsible for steering your academic ship to safe shores, but I am here to help you navigate the shifting seas. If you tether yourself too tightly to me, you may anchor yourself in the same spot. Then how will you learn to navigate for yourself?"* Or something like that! 😊

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APPENDIX (attachments provided in Advising Tip Series)

With Advising Tip #13

How to use the online Transfer Evaluation System (TES)

H. Shadoian

March 2014

TES is the online transfer equivalency database used by RIC, CCRI and URI (the online replacement for what many remember as the "Transfer Guide"). There are also a number of other colleges for whom approved equivalencies have been set up. This link <http://www.ritransfers.org/how-courses-transfer/> will take you to the RI Transfers site on the page about how courses transfer. Prior transfer guides are archived and can be viewed by clicking here (credit is awarded based on the term the student transferred/entered RIC)

The screenshot shows the Rhode Island Transfers website. At the top, there is a navigation bar with links for HOME, EVENTS, CONTACTS, and ARCHIVED TRANSFER GUIDES. Below this is the Rhode Island Transfers logo and a search bar. The main content area is titled "How Courses Transfer" and includes a sidebar menu with categories like Overview, AP/CLEP, and General Education. The main text explains that courses can transfer among three schools in various ways, listing Equivalent, Department Elective, Free Elective, and General Education courses. Below this is a section for "Course-To-Course Equivalencies" with instructions on how to use the search function. A blue arrow points to the "ARCHIVED TRANSFER GUIDES" link in the top navigation bar. Another blue arrow points to the "Rhode Island College" link in the "Course-To-Course Equivalencies" section. A third blue arrow points to the "SEARCH" button in the search bar. A fourth blue arrow points to the "SEARCH" button in the footer. The footer also includes "COMMUNITY COLLEGE OF RHODE ISLAND" and "UNIVERSITY OF RHODE ISLAND" with their respective "SEARCH" buttons. The page number "PAGE: 1 OF 1" is visible in the bottom right corner.

HOME | EVENTS | CONTACTS | ARCHIVED TRANSFER GUIDES

RHODE ISLAND TRANSFERS

Home » How Courses Transfer

How Courses Transfer

Courses can transfer among the three schools in a variety of ways.

- **Equivalent:** Evaluated with a specific title and number, and transfers as an identical course.
- **Department Elective:** Evaluated as an elective in a specific subject area.
- **Free Elective:** Fulfills credit hours needed for graduation but does not meet department or general education requirements.
- **General Education:** Fulfills one of the institution's general education requirements.

Course-To-Course Equivalencies

The links below provide an alphabetical listing of equivalent courses that transfer between CCRI, URI and RIC.

- Click on the school you would like to transfer courses TO.
- Click on [EQUIVALENCY SEARCH](#) under the school you are transferring FROM.
- [EQUIVALENCY REPORTS](#) provides approved courses that meet General Education categories.
- The yellow icon (📄) indicates that there are notes that you should be aware of.
- If a course is not listed it may transfer as a free elective pending review.

Community College of Rhode Island
Rhode Island College

RHODE ISLAND COLLEGE TRANSFER INFORMATION

Information provided on the Transfer Evaluation System is for unofficial evaluation purposes only. College and university course equivalencies are added and revised on a continuing basis. Students will receive an official credit evaluation upon enrollment. Students' transfer credit is evaluated based on the transfer guide in place at the time of enrollment at RIC.

TRANSFER RESOURCE LINKS

- Transfer Policy: <http://www.ric.edu/admissions/transfer.php#evaluation>
- Transfer Section: <http://www.ric.edu/admissions/transfer.php>

FIND TRANSFER COLLEGE BY NAME:

Rhode Island

ALPHABETICAL INDEX:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [\[ALL\]](#)

CREDITS FROM:

COMMUNITY COLLEGE OF RHODE ISLAND WARWICK, RI

UNIVERSITY OF RHODE ISLAND KINGSTON, RI

PAGE: 1 OF 1

Type in the name of the college you are looking for (or a portion of the name as above) and then hit “search.” Note for CCRI there are also Guides – that’s the Gen Ed listings (old and new Gen Ed).

NOTE: You can also search for CLEP equivalents by typing CLEP instead of a college name. You’ll see both AP and CLEP equivalencies (CLEP listings follow AP). CLEP is a great option for a student who needs a final few elective credits (however, the student cannot receive CLEP credit if he/she has already taken the equivalent course).

If you don’t want to scroll through the entire list of equivalencies, you can do it by department such as math.

RHODE ISLAND COLLEGE TRANSFER INFORMATION

[INSTITUTION LIST](#) → [EQUIVALENCY SEARCH](#)

CREDITS FROM: **COMMUNITY COLLEGE OF RHODE ISLAND** [SHOW ALL SEARCH OPTIONS](#)

Course Code : TRANSFER COURSE HOME COURSE BOTH

PAGE: 1 OF 2

COMMUNITY COLLEGE OF RHODE ISLAND	RHODE ISLAND COLLEGE	NOTE?	BEGIN	END	MY LIST ADD
MATH 0500 FUNDAMENTALS OF MATHEMATICS MATH 0600 ELEMENTARY ALGEBRA	MATH 010 BASIC MATHEMATICS COMPETENCY		1/1/2012		
MATH 0600 ELEMENTARY ALGEBRA	MATH 010 BASIC MATHEMATICS COMPETENCY		1/1/2012		
MATH 1200 COLLEGE ALGEBRA	MATH 120 INTERMEDIATE ALGEBRA		1/1/2012		
MATH 1210 COLLEGE TRIGONOMETRY	MATH 210 COLLEGE TRIGONOMETRY		1/1/2012		
MATH 1420 INTRODUCTION TO COLLEGE MATHEMATICS	99999 FREE ELECTIVE		1/1/2012		
MATH 1430 MATHEMATICS FOR LIBERAL ARTS STUDENTS	MATH 139 CONTEMPORARY TOPICS IN MATHEMATICS		1/1/2012		
MATH 1450 DEVELOPMENT OF THE NUMBER SYSTEM	99999 FREE ELECTIVE		1/1/2012		
MATH 1470 TOPICS IN MATHEMATICS	MATH 139 CONTEMPORARY TOPICS IN MATHEMATICS		1/1/2012		
MATH 1472 HISTORY OF MATHEMATICS	MATH 139 CONTEMPORARY TOPICS IN MATHEMATICS		1/1/2012		
MATH 1475 STATISTICS FOR THE SOCIAL SCIENCES	MATH 240 STATISTICAL METHODS I		1/1/2012		

Clicking the little “View” icon to the left of a listing or the Note icon to the right shows course descriptions, any prerequisites and number of credits. Here’s a page example if you click on MATH 1430 or MATH 139:

RHODE ISLAND COLLEGE TRANSFER INFORMATION

[INSTITUTION LIST](#) → [COMMUNITY COLLEGE OF RHODE ISLAND](#) → [EQ SEARCH](#) → [EQ DETAIL](#)

Begin Effective Date : 1/1/2012 **End Effective Date :** --
Note : RIBGHE Articulation Agreement (RIC, URI, and CCRI)

COMMUNITY COLLEGE OF RHODE ISLAND	RHODE ISLAND COLLEGE
MATH 1430 : MATHEMATICS FOR LIBERAL ARTS STUDENTS This course deals with the fundamentals of logic, set theory, probability and statistics. Offered in lab and lecture formats. UNITS : 3 PREREQ : MATH 0600 or MATH 1420 LEC HRS : 3 DEPT : MATHEMATICS SRC CATALOG : Community College of Rhode Island 2013-2014	MATH 139 : CONTEMPORARY TOPICS IN MATHEMATICS Areas of modern mathematics that have application in contemporary society are introduced. Topics include the mathematics of social science, graph theory, consumer mathematics, and statistics. Gen. Ed. Mathematics. UNITS : 4 DEPT : MATHEMATICS SRC CATALOG : Rhode Island College 2013-2014

The Admissions Office is responsible for updating and maintaining TES for RIC equivalencies. If you have questions about equivalencies, please contact Lucy Saunders at lsaunders@ric.edu.