

FALL 2016 ADVISING TIPS SERIES

10-3-16



Advising Tip of the Week - #1

Registration (and priority registration) is Just around the Corner!

Spring and Early Spring registration for degree students begins on Monday, November 7th, bright and early in the morning. Don't forget that student athletes, combat veterans, and some students registered with the Disability Services Center receive priority registration. Now is a good time to reach out to your advisees and remind them to make advising appointments. You can notify them all by going to your My Advisees List in the Advisor Center in MyRIC.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.

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10-6-16



Advising Tip of the Week - #2

Incomplete Advising

Earlier this semester, 430 students were emailed and informed of the deadline for completing their incomplete courses. If you have advisees with Incompletes on their transcripts, remind them that those I's will turn into F's if they have not completed all their course work by the end of the following semester (excluding summer sessions). What this means is that **I's will turn into F's** on the **same day** grades are due for graduating seniors. The only way to prevent an I from turning into an F is for the advisee to ask for and receive an extension from the instructor.

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Advising Tip of the Week - #3

Easily Find Gen Ed Courses Using the Class Search Function in the MyRIC Faculty Center

The online bulletin is available online at <https://www.ric.edu/recordsoffice/bulletin.php> and you can now see spring classes using the Class Search function in MyRIC's Faculty Center. If you don't know it, there's an easy way to find courses under a particular Gen Ed category. First click on Class Search (make sure you select the Spring 2017 term), then, select General Education from the Course Category pull-down menu, and then, select the gen ed category the student wants to fulfill. Don't forget to scroll down and hit "Search." You will then get a list of all the courses that satisfy that particular gen ed.

The screenshot shows the MyRIC Faculty Center interface. The top navigation bar includes the Rhode Island College logo and 'MyRIC ONLINE'. The main content area is divided into several sections:

- Faculty Center:** A dropdown menu with 'Class Search' circled in red. Other options include 'Browse Course Catalog', 'Class Roster', 'Grade Roster', 'My Schedule', and 'Newly Scheduled Classes'.
- Office 365 Transition:** A notice thanking users for transitioning to Office 365 email and providing instructions on how to set up their account.
- Rhode Island College News:** A section with three news items:
 - [Ferreira & Vazquez Score in 2-1 Win at Gordon](#) (Oct. 12, 2016)
 - [RIC Scores Season-High Six Goals in Win Over Becker](#) (Oct. 7, 2016)
 - [Grand Opening of RIC School of Nursing Wing, Oct. 7](#) (Oct. 5, 2016)
- Faculty/Staff Links:** A sidebar with various links such as 'Parking Permit Info', 'Vision 2015 Implementation Plans', 'Blackboard', and 'Smart Catalog'.

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The screenshot shows a web browser window displaying the MyRIC ONLINE Class Search page. The browser's address bar shows the URL: https://my.ric.edu/psp/portal/EMPLOYEE/CS/c/SA_LEARNER_SERVICES.CLASS_SEARCH.GBL?PORTALPARAM_PT. The page header includes the Rhode Island College logo, the text "RHODE ISLAND COLLEGE MyRIC ONLINE", and navigation links for "RIC Home", "Home", and "Sign out". A "WELCOME Michelle" message is also visible. The main content area is titled "Class Search" and contains the following fields and options:

- Institution:** Rhode Island College
- Term:** Spring 2017
- Search Instructions:** Select at least 2 search criteria. Select Search to view your search results.
- Class Search Section:**
 - Subject:** (empty dropdown)
 - Course Number:** is exactly (dropdown) []
 - Course Career:** (empty dropdown)
 - Course Category:** General Education
 - General Education Category:** Social & Behavioral Sciences
 - Show Open Classes Only
 - Open Entry/Exit Classes Only
- Additional Search Criteria Section:**
 - Meeting Start Time:** greater than or equal to []
 - Meeting End Time:** less than or equal to []
 - Days of Week:** include only these days
 - Mon Tues Wed Thurs Fri Sat Sun
 - Instructor Last Name:** begins with []
 - Class Nbr:** []
 - Course Keyword:** []
 - Minimum Units:** greater than or equal to []

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10-17-16



Advising Tip of the Week - #4

A Midsemester Grade is a Terrible Thing to Waste*

As of today, you are able to record students' midterm grades. Faculty are expected to submit midterm grades for all first-year students, students on academic probation, and students who are earning a C- or below. These grades are due by noon on Wednesday, October 26th. Faculty will find information about who requires midterm grades on the grade roster. Faculty should give Ws to students who have never attended or have stopped attending class for an extended time.

OASIS uses these midterm grades to reach out to first-year students with a GPA below 2.0 by sending deficiency letters that encourage them to schedule an appointment with OASIS.

Midterm grades can be very useful to advisors when helping students select classes for the following semester, so the sooner you get them in, the better.

*To learn more about how and why to use midterm grades, attend "A Midsemester Grade is a Terrible Thing to Waste," in the FCTL (406 Adams Library) from 4:00 to 5:30 tomorrow (Tuesday). This workshop will be facilitated by Randy DeSimone of Management and Marketing.

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10-24-16



Advising Tip of the Week - #5

Reminders for First Year Students: FYS and FYW

When advising first year students, remind them they **MUST** take a First Year Seminar in the spring if they did not do so in the fall. Here's a link to the spring FYS classes: <https://www.ric.edu/fys/pdf/FYSS17descriptions.pdf>. Beginning this semester, a hold will be placed on the account of any student with 30 credits who attempts to register for spring courses without having successfully completed the FYS course. A student with a hold will need to contact Dr. Julie Urda to have it lifted. While your first-year advisees who haven't taken a FYS in the fall will no doubt register for one in the spring, it is important that you make sure advisees understand that, if they fail or withdraw from their fall FYS, they must enroll in one for the spring.

Of course, if they haven't fulfilled their First Year Writing requirement (FYW 100), remind them to do so in the spring (and it wouldn't hurt to remind them they need to get a C or higher {B or higher for students seeking admission to the FSHED} if they don't want to re-take it).

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11-2-16



Advising Tip of the Week - #6

Fulfilling the Gen Ed Literature Requirement: Don't forget Modern Languages

Is your advisee hoping to fulfill his or her Literature requirement in the spring? In addition to the Gen Ed Literature courses offered by the English Department (ENGL 120-123), students may also fulfill the requirement by taking a literature course offered by the Modern Languages Department: FREN 115; ITAL 115; PORT 115 or SPAN 115.* These courses are taught in the various languages, not English. For the student already conversant in one of the languages, the course will also fulfill the Second Language requirement.

*This applies only to students on New Gen Ed program.

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