

SPRING 2015 ADVISING TIPS SERIES

2-25-15



Advising Tip of the Week - #1

IMPORTANT MESSAGE TO SHARE WITH EVERY ADVISEE

An informal survey in two classes revealed that many students do not know the number of credits needed for a degree nor the number of credits needed per semester to graduate on time. Please share the following message with each and every advisee:

- You need a minimum of 120 credits to graduate
- While 12 credits/semester is considered full-time, you need to take at least 15 credits to finish in four years
- Tuition is the same amount for 12-18 credits

Don't forget: A faculty advising guide is available at <http://www.ric.edu/advising/faculty.php>. You will also find past advising tips on the main menu of this page.

3-3-15



Advising Tip of the Week - #2

LOGAPHOBIA – Fear of using the Contact Log

According to last spring's Academic Advising Survey, 45% of faculty who responded have not used the Log in the Advisor Module of PeopleSoft. If you haven't used it, please give it a chance. Even if it is a brief comment you type into the log, or you select one or more of the general topics from the drop-down box in PS, using the Advising Contact Log is a good thing. And, it is *not* used to catch faculty making advising mistakes!

Log entries have been used to solve problems for students even when the advice may not have been completely correct. It backs you up and informs other advisors should your student change majors.

The log is pretty straightforward. You can find directions on how to use it (and the Appointment Scheduler) by logging on to MyRIC, selecting **Staff/Admin** (middle tab), and then, on the left-hand side, looking for **Dean/Chair Help Files Download**. Directly under that you'll find the **Academic Advising Module manual**.

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3-6-15



Advising Tip of the Week - #3

Advising season is upon us – Are you ready?

Registration for fall 2015 courses begins on Monday, March 30th. **If you haven't started scheduling appointments with your advisees, now's the time!** And, a special reminder for chairs, **make sure you've run the query to see if you have new majors who need advisors.** When you find new majors, reach out to these students right away to let them know who they'll be seeing.

The Universal Advising Holds are on and the online bulletin will soon be available. In the meantime, you and your advisees can see the summer and fall courses by using the Class Search function in RIconnect's Faculty Center.

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3-18-15



Advising Tip of the Week - #4

Make adjustments if needed

It's a good idea to tell advisees to review their fall schedule again *after* spring grades are posted in case they need to make any adjustments to their fall schedule.

Withdrawing from a class or not doing well are good reasons to consider schedule adjustments. For example, if the student withdraws from a class that is a prerequisite for one of his/her fall classes, an adjustment is needed – add the course and drop the one the student is no longer eligible to take. Not earning the minimum grade expected (or failing a course) can affect GPA and the best option is to repeat that course (at RIC) the next semester.

FYI: To adjust GPA, a course can only be repeated at RIC - and the grade earned, *whether higher or lower*, becomes the grade calculated in the GPA. One repeat is allowed. A failed course could be taken elsewhere with prior approval, and the credit could be transferred back to RIC, but it will not adjust the student's GPA.

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You can even offer to confirm their choice of a repeat if they contact you.

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3-20-15



Advising Tip of the Week - #6

Check your Advisees' Midterm Grades

Midterm grades are due today at noon, and that means you will be able to see how your advisees are doing, perhaps even before advising them! Of course, faculty need only give midterm grades to first year students, students on academic probation, and students with C- or less. And of course, not all faculty post midterm grades (or do so on time). But it certainly doesn't hurt to see if your advisee has any midterm grades posted.

To check midterm grades, once you're on your "My Advisees" page in MyRIC, select your student as you would when you want to look at his or her transcript ("View Student Details"). Rather than choosing "Transcript: View Unofficial" from the drop down menu, select "Grades." You will then be able to see if any instructors have submitted midterm grades for this advisee. If you don't see a "Midterm Grades" tab or any grades, that student hasn't received any.

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3-23-15



Advising Tip of the Week - #7

You're all set – or are you?

As you review an advisee's transcript (those with 90+ credits), you may tell him/her, "You're all set." You may mean a number of things: the student is doing fine academically; or chosen the right courses for the upcoming semester or has finished his/her major requirements.

The student may hear "all set" as "You're ready to graduate in May," and then may be surprised to find out he/she is not graduating (outstanding Gen Eds, major requirements or has not met the minimum 120 credits needed).

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All undergraduate degree students who have reached 90 earned credits are sent an email by Records telling them to apply online for graduation. This triggers an official degree audit which is the official document that confirms degree completion and eligibility for graduation.

So, you might consider replacing “You’re all set” with “Looks like you’re all set – have you applied online for graduation yet? Your degree audit will confirm your eligibility for graduation.”

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3-24-18



Advising Tip of the Week - #8

Courses Requiring Minimum Grade

For those students under the new General Education program, students who take 101 and 102 (or higher) in a language must receive a grade of C or above in the courses to fulfill the 2nd Language Requirement.

<http://ric.smartcatalogiq.com/en/2014-2015/Catalog/General-Education/Second-Language-Requirement>.

Students under both the new *and* old Gen Ed programs must receive a grade of C or higher in order to fulfill their College Writing Requirement (WRTG 100 under the old program and FYW 100, 100P or 100H under the new). Students who receive a C- or lower will receive college credit for the course, but they will NOT have fulfilled their College Writing Requirement. *Please note: the Feinstein School of Education and Human Development requires a B.*

<http://ric.smartcatalogiq.com/en/2014-2015/Catalog/General-Information-Undergraduate/Academic-Policies-and-Requirements-Undergraduate/College-Writing-Requirement>

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3-27-15



Advising Tip of the Week - #9

For Advisees Seeking to Fulfill their Gen Ed Literature Requirement in the Fall

Is your advisee hoping to fulfill his or her Literature requirement in the fall? If so, take a look at the attachment from the English Department. It provides course descriptions for several of the ENGL 12x courses offered next semester. Students can also fulfill the Lit requirement by taking **literature courses 115 in the offered languages (FREN, ITAL, PORT, SPAN)**.

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