Online Advising
Faculty Information Session

Spring 2020
Faculty Resources website

• Accessible through the ASC website: www.sju.edu/casadvising/information-for-faculty-advisors/
Session Facilitators

• Dick Wisenbaker – IT
• Dan McDevitt – Student Success
• Tim Higgins – HSB Advising
• Maria Beazley – CAS/SHSE Advising
• Deanna Flanagan – Registrar’s Office
Agenda

• Overview of upcoming dates and deadlines
• Tools for connecting with your advisees remotely:
  • Starfish appointment scheduling
  • Zoom
• Making the most of Banner 9 and the new DegreeWorks in your advising
  • What is new, improved, and no longer available
• Midterm Grades
• Registration resources and reminders
### Spring 2020 – Important Dates for Advising

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of March 23</td>
<td>Midterm Grades are available to all students</td>
</tr>
<tr>
<td>March 30 – April 7</td>
<td>Registration for Fall 2020</td>
</tr>
<tr>
<td>• March 30</td>
<td>• Graduate, PLS/HDC</td>
</tr>
<tr>
<td>• March 31</td>
<td>• Current juniors and seniors</td>
</tr>
<tr>
<td>• April 2</td>
<td>• Current sophomores</td>
</tr>
<tr>
<td>• April 7</td>
<td>• Current first year students</td>
</tr>
<tr>
<td>April 3</td>
<td>Last day to withdraw from module II 8-week courses</td>
</tr>
<tr>
<td>April 15</td>
<td>Last day to withdraw from full term courses</td>
</tr>
<tr>
<td>April 29</td>
<td>Last day of class – last day to submit an extraordinary withdrawal request. Extraordinary withdrawals are only for documented, extraordinary circumstances (medical, family emergency).</td>
</tr>
</tbody>
</table>
Connecting with your advisees remotely
Starfish and Zoom

Link to Directions for setting up appointment in Starfish and using zoom to conduct meetings

Topics include:
• Setting up your profile in Starfish
• Syncing with your Google Calendar
• Setting up office hours
• Editing Existing Office Hours
• Using Zoom for Virtual Office Hours
For Spring 2020, access to old and new
Communicating with your Advisees

- To email all advisees:
  - old Faculty and Advisor Services Menu
  - Advisor Menu
  - Advisee Registration PINs/Emails

- Email advisees to update them on the plan for midterm grade and registration advising:
  - Provide contact information (include the best way to reach you)
  - Virtual office hours
  - Plan for scheduling appointments
  - Links to campus resources

- Sample email will be available
NEW Faculty & Advisor Service Menu

Hold CTRL key and Click on **Advising Student Profile**
Advisee search page will open in a new tab
Advisee/Student Search

1. Select the term
2. Search for a student
   - click **View My Advisee Listing** to see all advisees assigned to you in the selected term.
   - Search for a student by **last name, first name**. Use % for wildcard search if unsure of spelling (e.g., Mar%)
• You can Sort/Filter list
• Click on the student’s name to access the student’s profile
• Please note that the “email all” from this view is not functioning properly – better to use the email advisee list in the old faculty & advisor menu.
The Student Profile provides a summary of the student’s curriculum, progress towards degree, and academic standing. The highlighted drop-down provides the student PIN and registration time.
New Faculty & Advisor Menu – Advising Student Profile

• Easy access to your list of advisees
• Comprehensive profile for each advisee, including:
  • Curriculum information
  • Test scores
  • Prior school info (both high school and previous college)
  • Grade history (including mid-term grades)
  • Graduation application information
• Easy access to all registration-related information (PIN, Holds, etc.)
• Indicates a student’s academic standing (e.g., academic probation)
• Direct link to DegreeWorks
Midterm Grades
Accessing Mid-term Grades from the Student Profile

View Grades
## Mid-term Grades in New Banner 9

<table>
<thead>
<tr>
<th>Title</th>
<th>Campus</th>
<th>Final Grade</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>CRN</th>
<th>Level</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Phys Ed I</td>
<td>D</td>
<td>A-</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>14.80</td>
<td>10139</td>
<td>PLSHDC</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>Phy Lab II</td>
<td>D</td>
<td>A</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>11.09</td>
<td>10141</td>
<td>PLSHDC</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>Anat &amp; Physiology</td>
<td>D</td>
<td>A-</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>14.80</td>
<td>10226</td>
<td>PLSHDC</td>
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<td>3.00</td>
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<td>3.00</td>
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<td>Phys Ed II</td>
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<td>3.00</td>
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<td>11009</td>
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<tr>
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<td>Bio II: Genetics</td>
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<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>16.00</td>
<td>16552</td>
<td>Undergraduate Day Division</td>
<td>Spring 2019</td>
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<tr>
<td>Bio II: Genetics Lab</td>
<td>D</td>
<td>A</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td>16554</td>
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<td>Spring 2019</td>
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<tr>
<td>General Chemistry II</td>
<td>D</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
<td>17050</td>
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<td>Spring 2019</td>
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<tr>
<td>General Chemistry Lab II</td>
<td>D</td>
<td>A-</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
<td>7.40</td>
<td>17062</td>
<td>Undergraduate Day Division</td>
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</tr>
</tbody>
</table>

**Note:** The above table includes a variety of courses with different grades and credit hours. The CRNs listed are for reference purposes only and may not correspond to actual student records.
If you prefer to see a list of all advisees with midterm grades...

Click on “Advisee Grade Summary” in the faculty & Advisor Service Menu
Reminders about Mid-Term Grades

• Grades are due 3/23. No block on First Year Student grades.

• The Advising Centers will notify advisors who have advisees with a low mid-term GPA (<2.0).

• **Campus Resources**
  • The Writing Center, Tutoring and Supplemental Instruction available online.

• An online withdrawal process for undergraduate students is in development.

• Graduate students continue to submit withdrawal requests through the Registrar’s Service Catalog.
Registration Advising
Preparing for Registration - Student Curriculum

• Students should confirm that their major and minor are correctly entered in the Nest to avoid possible registration problems.
  • If any issues, please have the student contact their Advising Center.

• Declaring a major. Secondary major, or minor
  • A temporary online form for major and minor declaration is in development – stay tuned for more information.

• Does your student need help with deciding on a major/minor?
  • Career Development Center
  • Advising Centers
Preparing for Registration

• Online resources that can help students prepare for registration:
  • Registration Help
  • Virtual Advising Center Appointments
  • Email help available at hsbadvisingcenter@sju.edu, casadvising@sju.edu, and shseadvising@sju.edu
  • Online pre-registration workshops will be offered for students (days/times TBA)

• Tools available on the Registration Help page include:
  • Registration Guide
  • Schedule Builder
  • Four-Year Planner
Additional Registration Help

• Advising Centers are compiling schedule information for all academic departments in a Google doc.

• This Google doc will include:
  • Reserved seating information
  • Course restrictions
  • Department contact information for override requests and other questions
  • Other relevant information that can help take the mystery out of registration

• Plan is to make this available to advisors during registration
PINs and Registration Information

Student Status, PIN, and registration time
PIN Notes

• To change the term in Banner 9 (e.g., releasing summer and fall registration PINs), return to the advisee search page and select the correct term.

• Students who are on Study Abroad this semester will not have a PIN assigned.

• To obtain a list of all advisees PINs, use the old Faculty & Advisors Menu:
  • Click on Advisor Menu
  • Click on Advisees Registration PINs/email
Remind student to resolve holds prior to registration

- Financial hold – direct students to Student Accounts
NEW DegreeWorks

Direct link to DW from the advising student profile, but you still need to enter the student ID or do an advanced search
Advanced Search

Please note that you can no longer search for advisees using your SJU ID Number.
Updates that are in progress:

- If a student is pursuing majors in different degree programs (BA and BS), the BA currently is the default, regardless of which major is primary. Confirm primary in the student profile.
- Currently, only the primary advisor is listed in DW.
- The “What-if” feature is a work in progress.
### Information Technology Major

**Credits Applied:** 42  
**Catalog Year:** 2017-2018

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Computer Science I</td>
<td>Computer Science I</td>
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<td>Fall 2017</td>
<td></td>
</tr>
<tr>
<td>Computer Science II</td>
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<td>4</td>
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<td></td>
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<tr>
<td>Discrete Structures I</td>
<td>Discrete Structures I</td>
<td>3</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>Discrete Structures II</td>
<td>Discrete Structures II</td>
<td>3</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>Data Structures</td>
<td>Data Structures</td>
<td>4</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>Computer Architecture</td>
<td>Computer Architecture</td>
<td>3</td>
<td>Fall 2018</td>
<td></td>
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<tr>
<td>Computer Systems</td>
<td>Computer Systems</td>
<td>3</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>Database Systems</td>
<td>Database Management Systems</td>
<td>(3)</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>Web Technology/Internet of Things</td>
<td>The Internet of Things</td>
<td>(3)</td>
<td>Spring 2020</td>
<td></td>
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<tr>
<td>Software Engineering</td>
<td>Software Engineering</td>
<td>3</td>
<td>Summer 2019</td>
<td></td>
</tr>
<tr>
<td>Internet Applications</td>
<td>Still Needed: 1 Class in CSC 353</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Project</td>
<td>Still Needed: 1 Class in CSC 495</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Legend

- **Complete**
- **Not complete**
- **Complete except for classes in progress**
- **Nearly complete - see advisor**
- **Prerequisite**
- **Any course number**
### Sample Notes and Exceptions

#### Exceptions

<table>
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<tr>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
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<tbody>
<tr>
<td>Apply Here</td>
<td>social behavioral science</td>
<td>09/18/2018</td>
<td>Beasley, Maria B</td>
<td>General Education Courses</td>
<td>Yes</td>
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<td>Apply Here</td>
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<td>11/08/2018</td>
<td>Beasley, Maria B</td>
<td>Integrative Learning Courses</td>
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<td>Apply Here</td>
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#### Notes

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<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dr. Caccamo approved an exception for Lauren to complete ACC 116 Managerial Accounting at Montgomery County Community College in summer 2020. The HSC confirmed that this course will transfer as ACC 102 Managerial Accounting.</td>
<td>03/02/2020</td>
<td>Beasley, Maria B</td>
</tr>
<tr>
<td></td>
<td>Approved request to take ACC 102 at Montgomery County College in Summer 2019. Course will transfer as ACC 102.</td>
<td>03/28/2019</td>
<td>Higgins, Timothy J</td>
</tr>
<tr>
<td></td>
<td>Permission Elsewhere form approved for ECN 121 Macroeconomics online at Montgomery County Community College in the 2018 summer session. This course will count as Ecn 102 here at Saint Joseph's University. The Dean's office has also approved your Permission Elsewhere form for you to take SOC 101 Intro to Sociology online at Montgomery County Community College in the 2018 summer session. This course will count as SOC 101 here at Saint Joseph's University.</td>
<td>05/28/2018</td>
<td>Klucisog, Donna L</td>
</tr>
</tbody>
</table>
Degree Works - Reminders

• If you see something that is inaccurate (course not slotting properly)
  • Ask student to check with Chair if major, minor, or ILC question
  • Student should check with their Advising Center for all other problems

• Curricular exceptions are made by Chair, Program Director, Associate Dean, or GEP Oversight.
  • Deanna Flanagan planning to offer an exceptions training soon

• Enter notes – visible to both student and advisor
  • Consider posting the PIN after advising a student.
  • Enter a summary of the academic plan discussed
  • Document any graduation questions for future reference.
Is your student on track for graduation?

If a student needs to take a summer course:

- SJU summer registration is open
  - Undergraduate Day students need a PIN for summer – be sure to select the correct term.
  - Permission to take courses elsewhere process is online!
    - [https://sites.sju.edu/casadvising/courses-elsewhere/](https://sites.sju.edu/casadvising/courses-elsewhere/)

Seniors & Graduation

- If advising rising seniors, please review for graduation now – make sure they have a plan for completing their requirements in their senior year.
- Seniors can walk in graduation with up to two courses remaining in summer.