Faculty Information Session

Fall 2020
Session Facilitators

- Tim Higgins – HSB Advising
- Marita Hurst – CAS/SHSE Advising
- Dan McDevitt – Student Success
- Deanna Flanagan – Registrar’s Office
- Maria Beazley – Advising Operations
Agenda

- Introduction
  - Advisor Resource Page
  - Upcoming dates and deadlines
- Connecting with your advisees remotely using Starfish and Zoom
- Student Profile
- Midterm Grades
- Transition to credit-based graduation requirements
  - DegreeWorks updates
  - Implications for advising
- Registration
  - Intersession
  - Fully Remote Students
  - Spring registration resources and reminders
  - Searching by instructional method
## Fall 2020 Dates and Reminders

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>This Week</td>
<td>Midterm Grades are available</td>
</tr>
<tr>
<td>Monday 10/26</td>
<td><strong>Intersessions Registration begins - 9 AM</strong></td>
</tr>
<tr>
<td>Week of 10/26</td>
<td>Spring Schedule is available for viewing. Spring PINs available.</td>
</tr>
<tr>
<td>Friday 10/30</td>
<td>Submit change of major, minor or secondary major declaration by this date to ensure the updates are made prior to the start of spring registration</td>
</tr>
<tr>
<td>Week of 11/9</td>
<td><strong>Spring Registration Begins</strong></td>
</tr>
<tr>
<td>● Monday 11/9</td>
<td>● Graduate, PLS/HDC, and all fully remote students</td>
</tr>
<tr>
<td>● Tuesday 11/10</td>
<td>● Current seniors (9 AM priority, 11 AM, 1 PM)</td>
</tr>
<tr>
<td>● Thursday 11/12</td>
<td>● Current juniors (9 AM priority, 11 AM, 1 PM)</td>
</tr>
<tr>
<td>● Tuesday 11/17</td>
<td>● Current sophomores (9 AM priority, 11 AM, 1 PM)</td>
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<tr>
<td>● Thursday 11/19</td>
<td>● Current freshmen (9 AM priority, 11 AM, 1 PM)</td>
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<td>Friday 11/20</td>
<td>Last day to withdraw from module II 8-week courses</td>
</tr>
<tr>
<td>Monday 11/23</td>
<td>Last day to withdraw from full term courses</td>
</tr>
<tr>
<td>Sunday 12/6 (full term)</td>
<td>Last day of class – last day to submit an extraordinary withdrawal request. <strong>Extraordinary withdrawals are only for documented, extraordinary circumstances (medical, family emergency).</strong></td>
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</tbody>
</table>
Connecting with your advisees remotely
Starfish and Zoom

Link to Starfish Resource Page

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
The Student Profile

Useful Tools for Advisors
You will continue to have access to old and new menus
The Student Profile

- Access through the New Faculty & Advisor Services Menu
- Comprehensive profile for each advisee with links to:
  - 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
- Faculty Advisors have the same view as students
NEW Faculty & Advisor Service Menu

Below are tools for Faculty and Advisors. You can also navigate to the following pages using the Banner menu on the header (Alt+M) depending on your role at the institution. If you have questions, please submit a ticket to the Registrar’s Office.

Course Tools
- **Class List**
  View and email students enrolled in a course.
  (Images, student information, and grades are available)
- **Faculty Grade Entry**
  Enter midterm and final grades.

Faculty Schedule
- **Faculty Detail Schedule**
  List assigned courses.
- **Faculty Schedule by Day and Time**
  Calendar view of assigned courses.

Advising Tools
- **Advising Student Profile**
  Access student academic, contact, and grade information.
  Add overrides for student registration.
- **Course Schedule**
  Browse the class schedule.
- **Active Registrations**
  Review a student's current registrations.
- **Registration History**
  Review a student’s registration history including dropped/withdrawn courses.
- **Parent Access to Information**
  View summary of parent privileges as indicated by the student.

Hold CTRL key and Click on Advising Student Profile. Profile 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.
# Student Profile

## Get regi time, PIN, and Hold info

Confirm your student’s curriculum

Confirm if your advisee has applied for graduation

**Standing, GPA and credits earned**

- **Term**: Fall 2020
- **Standing**: Good Standing, as of Fall 2019

**Curriculum, Hours & GPA**

- **Primary Degree**: Bachelor of Science
- **Primary Program**: BS Health Studies
- **Primary Major**: Interdisciplinary Health Sys

**Registered Courses**

- **Course Title**: Medical Terminology & Health Comm
  - **Details**: IHS 285 D01
  - **CRN**: 42180
  - **Hours**: 3
  - **Registration Status**: "Web Registered"
  - **Instructor**: Eileen L. Sullivan

- **Course Title**: Seminar in Health Studies
  - **Details**: IHS 465 D02
  - **CRN**: 42158
  - **Hours**: 3
  - **Registration Status**: "Web Registered"
  - **Instructor**: Anna A. Abisheva

- **Course Title**: Advanced Abnormal Psychology
  - **Details**: PSY 332 D01
  - **CRN**: 42498
  - **Hours**: 3
  - **Registration Status**: "Web Registered"
  - **Instructor**: Emma D. Core

- **Course Title**: Hebrew Bible
  - **Details**: REL 211 D01
  - **CRN**: 42519
  - **Hours**: 3
  - **Registration Status**: "Web Registered"
  - **Instructor**: Julia B. Devory

- **Course Title**: Fieldwork: Clinical Bioethics
  - **Details**: HCE 400 D01
  - **CRN**: 42964
  - **Hours**: 3
  - **Registration Status**: "Web Registered"
  - **Instructor**: Alexandra Dohle
Midterm Grades
Access Midterm Grades in the Student Profile

Click on View Grades
### Midterm Grades

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Campus</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Attempted Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
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</thead>
<tbody>
<tr>
<td>Physiol Nurs/Al Hth II</td>
<td>D</td>
<td></td>
<td></td>
<td>4.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physiol Lab II</td>
<td>D</td>
<td></td>
<td></td>
<td>0.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry II</td>
<td>D</td>
<td></td>
<td></td>
<td>3.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMM 215L, D03</td>
<td>D</td>
<td></td>
<td></td>
<td>1.000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 102, D02</td>
<td>D</td>
<td></td>
<td></td>
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<td>Anatomy &amp; Physiology Nurs/Al</td>
<td>D</td>
<td>A</td>
<td>A-</td>
<td>4.000</td>
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Select the term...
If you prefer to see a list of all advisees with midterm grades...

Click on “Advisee Grade Summary” in the old faculty & Advisor Service Menu
Reminders about Midterm Grades

- First Year Students must meet with their advisor to review midterm grades
  - Hold on a FYS transcript until 11/6, giving time for advisors and students to meet.

- 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

- Usual policy applies for P/NP this semester.

- Withdrawal deadlines
  - Friday 11/20 Last day to withdraw from module II 8-week courses
  - Monday 11/23 Last day to withdraw from full term courses

- Withdrawal forms
  - Undergraduate - requires advisor approval
  - Graduate - submit directly to the Registrar’s Office
Transition to credit-based graduation requirements

An overview and advising reminders
Requirements for Graduation

- Minimum 120 credits earned
- Completed all major requirements
- Completed all GEP signature core, variable core, ILC, and overlay requirements
- Completed a minimum of 6 elective courses (18 credits)
  - Courses completed for a minor or secondary major that are not also fulfilling a primary major or other GEP requirement are considered electives.
- GPA $\geq 2.0$
Implementation Plan

- The new graduation policy applies to all students.
- DegreeWorks updates will take some time. Program Audits for Fall 2020 admits forward are the first to be updated in DW.
- Summer 2020 was the first semester in which students were reviewed for graduation based on this new standard.
DW and credits toward graduation

Bachelor of Science
Credits Applied: 115
Catalog Year: 2017-2018

Unmet conditions for this set of requirements:
- You have taken a total of 35 courses. Minimum of 40 courses required for graduation.

- You meet the minimum overall GPA requirement;
- Math & Language Placement
- General Education Requirements
- ILC Requirements
- Major Requirements
- Minor Requirements
- Elective Requirements

Still Needed:
- See General Education Courses section
- See Interdisciplinary Health Care Ethics Minor section
- See Psychology Minor section

Students potentially will graduate with fewer than 40 courses
Are your students on track for graduation?

- Review Degree Works and a student’s transcript/profile to confirm earned credits and path to graduation.
- Advising centers are running reports to help identify seniors who may be impacted by this transition from courses to credits.
- If your student is behind for graduation...
  - Intersession is an opportunity to catch up.
  - A course overload (more than five courses) requires Advisor and Associate Dean approval.
- Seniors can walk in graduation with up to two courses remaining in summer.
- Remind your seniors that they must apply to graduate (see next slide)
  - January graduation application deadline: December 1, 2020
  - May graduation application deadline: April 1, 2021
  - Students can access the application through their Student Profile.
Student Profile - Graduation

Confirm if your advisee has applied for graduation.

Standing, GPA and credits earned.
Registration Advising

Intersession and Spring 2021
Intersession 2021

Intersession registration begins on Monday October 26 @ 9 AM:

- Intersession schedule is viewable - all classes are fully online
- Some new offerings for this year, including courses in Communications and Health Studies
- Undergraduate Day students need a PIN for Intersession – **be sure to select the correct term.**
- Students may only register for one course in Intersession.
- Permission to take courses elsewhere process is online: [https://sites.sju.edu/casadvising/courses-elsewhere/](https://sites.sju.edu/casadvising/courses-elsewhere/)
Preparing for Spring Registration - Student Curriculum

● Remind your students to confirm that their major and minor are correctly entered in the Nest.
  ○ If any issues, please have the student contact their Advising Center.

● Declaring a major, secondary major, or minor?
  ○ Deadline to confirm in advance of spring registration: October 30, 2020

● Does your student need help with deciding on a major/minor?
  ○ Career Development Center
  ○ Advising Centers
Registration Day by Class Year

- Seniors – Tuesday 11/10/2020
- Juniors – Thursday 11/12/2020
- Sophomores – Tuesday 11/17/2020
- Freshmen – Thursday 11/19/2020
The deadline for declaring to be a fully remote student has passed.

If a student has an extraordinary circumstance, they may request an exception.
  - Extraordinary Request form: https://forms.sju.edu/studentsuccess/view.php?id=73069

Please note that at this time only requests related to documented medical/mental health concerns, disability or extraordinary circumstances will be considered.

Your Chair has access to the list of fully remote students.
  - This list provides easy access to primary and secondary majors for each department
Fully Remote Students for Spring 2021

- Fully Remote students will have priority registration
  - Monday, November 9 at 9 AM
- They will build their schedule with courses that are either online or hyflex, the two instructional methods that will accommodate a remote student.
- Fully remote students cannot be accommodated in face-to-face courses.
- Accommodations in hybrid courses will be considered only in extraordinary circumstances and will require instructor and department chair approval.
- All students will have the option to register for online and hyflex courses in addition to face-to-face and hybrid courses as part of their regular course selection.
Preparing for Registration

● Online resources that can help students prepare for their meeting with you:
  ○ Registration Help on the Advising Centers’ websites
  ○ Virtual walk-in hours and appointments available with staff in both Advising Centers

● Tools
  ○ Course Search Guide - Perform basic and advanced searches. Includes instructions for searching by instructional method.
  ○ Registration Guide
  ○ Schedule Builder
  ○ Four-Year Planner
Student Status, PIN, and registration time
PIN Notes

● To change the term in Banner 9 (e.g., releasing intersession and spring registration PINs), return to the student search page and select the correct term.

● 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
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.
  - Training recording is available for those who missed the session with Deanna last week

- Enter advising 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.
Advising Notes

Click on the dots to access notes section
Search by Instructional Method
Searching by Instructional Method

- Log onto the Nest:
  - Click on the Classes and Registration Tab
  - Then click Self-Service Course Registration
Registration Home Page

Click on Browse Classes
Select a Term

- Select the correct term
- Click Continue
Use the **advanced search option** to search by instructional method.

Select one or more options
Search Results

For course information (including instructional method), **click on the course title**

If displayed on multiple pages, **Click on the arrow to see all results**
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Instructional Method listed under the Class Details tab
What is Service-Learning in Spring 2021?

• Academic courses where students participate in community-based work.

• In the classroom student’s community work is viewed as an additional text.

• All community work will be virtual. Each course has a modality working typically with 1-2 community partner organizations. Modality examples include:
  • Direct Service: Tutoring through zoom or google meets with elementary school children.
  • Asynchronous: Writing pen-pal letters with students enrolled in a Fe y Alegria school in Bolivia
  • Hybrid: Creating content for personal exchanges and monthly zooms with children attending a school for hearing impaired students.
  • Project-Based: Creating modules for youth who participate in a local community partner organization’s training programs.

• Courses designated with “SL” in the section code and service learning attribute.

• More information for students available at www.sju.edu/servicelearningstudents
First Year Service-Learning Courses

- Year-Long course sequences in the GEP.
  - Current students will be registered for their Spring course sequence prior to registration.
  - Current students should have priority registration.
  - New students are welcomed to fill any open seats at registration.

- Spring 2021 First Year Service-Learning Courses and Anticipated Community-Based Modality

<table>
<thead>
<tr>
<th>Department</th>
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<th>Section</th>
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<tbody>
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<td>SL2</td>
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More information

Website, www.sju.edu/servicelearningstudents, has links for:

- Current descriptions of freshman service-learning community experiences
- First Year and Upperclass SL Course listings
- Student Workers (Placement Liaison) virtual office hours for questions on community work

Advising Questions – contact Ann Marie Jursca Keffer  ajursca@sju.edu