

**UNDERGRADUATE ADVISOR HANDBOOK
ANDREWS UNIVERSITY - 2011-2012
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Student Success
Center
Andrews University

August 8, 2011

Dear Undergraduate Advisor,

Academic advising plays an important role in the lives of the undergraduate students at Andrews University. In your role as an academic advisor you personalize the educational experience offered here.

Your advisees will need your guidance and mentoring support as they develop their academic, personal, and career goals. They will also need your help as they seek to understand the University's policies, procedures, and programs.

This handbook is intended to be an advising tool to use in conjunction with other resources such as the Andrews University bulletin and class schedule (on-line link: <https://www.andrews.edu/admres/registrar/courses/>). I hope that it will provide information on advising skills and responsibilities for both new and current advisors.

This handbook, as well as other resources for advisors, can be found on-line at: <http://www.andrews.edu/faculty/tools/advising/index.html>.

Do not hesitate to contact Student Success with questions about advising. Thank you for serving as an undergraduate academic advisor and I look forward to supporting you in the work of advising on this campus.

Sincerely,



Kristine Knutson
Director of Student Success
knutson@andrews.edu
269-471-6205

<http://www.andrews.edu/services/sscenter/>

Announcements from Student Success

Mark your calendars!

More details will be available before the events

Meet Your Advisor Breakfast and Advising Day

- **Tuesday, August 16** in the **Johnson Gym**
 - *Breakfast at 9:00 a.m.*
 - *Department Orientation 10:00 a.m. to noon; Advising 1-5pm.*

Advisor Appreciation/End of Semester Open House

- **Wednesday, December 7** (Location TBA)
8:30 to 11:30 a.m.
Take a break from exam preparation/grading and enjoy a morning snack with us – it's our "thank you" to you for great academic advising.

Advisors' Prayer Luncheon – Come & Go Open House Lunch

- **Tuesday, January 24** - Whirlpool Room, Chan Shun Hall
12:30 p.m. to 2:30 p.m.
A winter soup lunch prepared for you, served with prayers of encouragement and affirmation for the advisors.

Spring Training for Advisors

- **March 13, 14, 27, 28** - Whirlpool Room (Times TBA)
Four identical sessions – plan to attend one
Will focus on early registration issues for May Express, Summer sessions, and Fall 2012 as well as up-dates on new programs, processes, and policies.

Early Registration for Lake Union Academies:

- **April 4** Great Lakes Adventist Academy – PMC Commons (Noon to 3 p.m.)
- **April 10** Andrews Academy – Place TBA (10:30 a.m. to 1:15 p.m.)

Student Success Center

The Student Success Center is the coordinating office for undergraduate advising services and activities. The office works closely with the Admissions Office, the academic department chairpersons, and individual academic advisors to make appropriate advisor assignments and to communicate this information to incoming students.

Department chairpersons provide advising guidelines outlining how each department shares advising responsibilities for their majors. Academic deans are involved in the advising for transfer students accepted on academic probation.

Students accepted into the “Bridge to Success Program” are listed in their appropriate departments’ rosters, but will be advised through Student Success. As they make academic progress, students will be assigned to major advisors.

In addition to handling the advisor assignment for all incoming undergraduate students, the Student Success Center manages all changes to the academic records for undergraduate students. These changes include major and minor additions or changes as well as advisor and bulletin year changes.

Kristine Knutson, Coordinator of Advising Services, is responsible for advisor assignment and major changes. If you have questions about the advising process or about your advisees in particular, please contact Kris at extension 6205 or by e-mail at knutson@andrews.edu.

August 2011

Academic Advising at Andrews

Academic advising assists students in realizing the maximum educational benefit available to them by helping them to better understand themselves and in learning to use the resources at Andrews University to meet their educational needs and aspirations.

Andrews University educates its students for generous service to the church and society in keeping with a faithful witness to Christ and to the worldwide mission of the Seventh-day Adventist Church.

Accordingly, students are challenged

- ◆ to be inquisitive
- ◆ to think clearly and communicate effectively
- ◆ to explore the arts, letters, and science within the context of a Christian point of view
- ◆ to develop competencies in their chosen fields of study
- ◆ to prepare for a meaningful position in the work place
- ◆ to respect ethnic and cultural diversity
- ◆ to embrace a wholesome way of life
- ◆ to heed God's call to personal and moral integrity
- ◆ to nurture life in the Spirit, and
- ◆ to affirm their faith commitment

NOTES

SECTION 1

Advising Objectives and Advisor Responsibilities

Objectives of Academic Advising

Advisor Responsibilities

Characteristics of a Good Advisor

Establishing the Advising Relationship

Advising Syllabus – Sample

Referral Skills

Academic Advising and Confidentiality

How does FERPA affect parents?

Objectives of Academic Advising

- Academic advising helps students obtain the maximum benefit from their educational experience by helping them to understand the opportunities Andrews University offers
- Academic advising helps students determine short- and long-term goals based on aptitudes and interests, and helps outline a course of study that will facilitate the attainment of their goals
- Academic advising involves listening with sympathetic understanding to students' academic concerns and other related problems, making the appropriate referrals when necessary
- Through academic advising all students have the opportunity to develop an on-going, individual interaction with a concerned representative of Andrews University. The student may develop a positive view of the university based on his/her interaction with an academic advisor.

NOTE: The academic advising process should **not** be confused with personal or psychological counseling. The focus of academic advising is the student's academic self. Students should be referred to Counseling and Testing for any issues other than academic.

Advisor Responsibilities

- Be available to students on a regular basis and be conscientious about keeping scheduled office hours for advising conferences. This is especially important during registration and drop/add periods.
- Establish a relationship and rapport with advisees.
- Discuss long-range educational and vocational goals, and assist in planning appropriate academic programs.
- Maintain a record of actions and significant discussions for each advisee (with dates) which will complement the advisee information available to you through iVue.
- Know about, and keep on hand (and know where to find on-line), resource materials such as the bulletin, class schedule, and the student handbook which may answer questions about academic and non-academic policies and procedures.
- Read iVue alerts posted about your advisees and follow-up with the student and others for intervention as needed.
- Help resolve academic difficulties.
- Know about resource persons and centers for student referral. These resources may include staff in the deans' offices, Student Success Center, Records Office, Student Financial Services, Counseling and Testing Center, Student Life, and International Student Services as well as the various academic skills centers on campus.
- Encourage advisees to make appointments with you as needed for registration, performance review, and/or discussion.
- Help students in their decision-making processes relating to course choices, vocational decisions, and personal problems, referring to appropriate campus staff where necessary.

Please Note: Although advisors assist students, the responsibility for meeting degree requirements and knowing the rules which govern academic matters always rests with the individual student. (AU 2011-2012 Bulletin, p. 34) See also, Bulletin p. 28 – General Academic Information)

Characteristics of a Good Advisor

A good advisor

- Is personally and professionally interested in being an advisor
- Sets aside enough regularly scheduled time to meet the advising needs of his/her advisees
- Knows university policy and practice in sufficient detail to provide students with accurate, usable information
- Listens constructively, attempting to hear all aspects of a problem
- Refers students to other sources of information and assistance when referral seems to be the best response to the students' needs
- Attempts to understand students' concerns from a student point of view
- Views long-range planning, as well as immediate problem-solving, as essential parts of effective advising
- Shares his/her advising skills with working colleagues who are also actively involved with advising
- Continually attempts to improve both the style and the substance of his/her advising role
- Willingly and actively participates in advisor development programs

Establishing the Advising Relationship

The Advising Contact:

- Explain to each advisee what you believe academic advising is and is not
- Encourage advisees to take an active part in their academic planning
- Consider preparing and using an “Advising Syllabus” (see p. 10)

Clarification and Summarizing:

- Ask for clarification of what you understood the student to say – this gives him/her a chance to “set the record straight” and correct misunderstandings immediately. Simply stating “it seems you are saying...” or, as needed, using more direct questions, will improve communication in the advising setting
- During an advising session, and certainly at the end of one, summarize what has transpired in the session. Differences in perceptions can be corrected before they become difficulties

Open-Ended Questions:

- Use open-ended questions as a way to get a discussion going. Avoid questions that can be answered by simple yes/no answers. (Even the age-old “tell me something about yourself” will at least provide a starting point!)

Responsibility and Ownership:

- If you request an advisee to complete certain steps in preparation for the next advising session, be sure to review these at the beginning of your next session together

Refusals or Saying No:

- Refusals are a part of life! When this is required, tell the advisee what you refuse to do, explain why, and offer some alternatives that you might consider

Notes and Follow-up:

- A short, written summary of the advising session will prove helpful as a “check point” at the next advising session
- One way to do this is to write a short e-mail to the student (keeping a copy for yourself) listing the main points of the session and any expectations you have

Referral:

- Refer the student to a specific person (if you unsure where to refer, make a phone call or two to avoid a “run around” for him/her). Follow-up if needed.

Listening:

- Listening to your advisee’s point of view may reveal new possibilities and perspectives

Adapted from: Howard C. Kramer
Cornell University

SAMPLE ADVISING SYLLABUS TEMPLATE
2011-2012
Andrews University
(Contact Kris Knutson for e-file which you may modify)

ADVISOR:

Office Location and Hours:

Office Phone:

E-Mail Address:

KEY ADVISING DATES DURING THIS SEMESTER

August xx: First day of classes (If you are not in class the first day, you may miss important information and syllabus.)

September xx: Last day to add a new class to your course schedule and last day to drop a class without receiving a Withdrawal (W) on your transcript.

Fall Semester: Registration for Spring Semester 20XX

November xx: Last day to **Withdraw** from a course or change from Credit to Audit. (If you withdraw on or before this date, you will receive a "W" on your transcript instead of a grade.) If you want to withdraw from a course, please see me to get approval and signature. You will also need the instructor's signature.

Note: To withdraw from a course, you have to officially notify the Registrar's Office and the instructor, by completing a "Drop/Add form". You cannot withdraw from a course by just not going to class anymore; if you do, you will receive a grade of "F" because of missed assignments and exams.

December xx: Last day of classes

December x - xx: Final Exams

GOALS/OBJECTIVES OF ADVISING

1. To provide you with information and support that will enable you to successfully identify educational/career goals.
2. To assist you in developing your educational plan.
3. To promote your utilization of college success strategies and resources.
4. To promote your involvement in on-campus, co-curricular experiences that will help you develop your interpersonal and leadership abilities.
5. To promote your involvement in off-campus, experiential-learning experiences to help you explore and clarify your career options.
6. To help you "connect" your college experience with your plans and goals for life after college.
7. To promote your ability to think critically, solve problems, and make informed decisions about your future life plans.

8. To be a mentor to you by providing you with personal guidance, support, and advocacy.
9. To assist you in finding the campus professionals in support services who can best help you succeed academically and personally

ADVISING PHILOSOPHY & METHODS

1. My Role as Advisor:

As your academic advisor, I will try my best to serve as your "guide," helping you make the most out of your college experience and connect it with your future plans (e.g., future career, future graduate school).

If you already think you know what you are going to do and going to be, I will try to help you confirm your choice, make sure it is a decision that is best for you, and help develop an educational plan to reach your goal.

If you are somewhat "undecided" about a future major, college, or career, then I will try to help you identify some good options--choices that would "match" your personal interests, values, and abilities.

I see advising and teaching as closely related because in the process of helping you reach decisions about your future and your life, you will also be learning a lot about yourself--gaining self-insight, improving your goal-setting, clarifying your values, and developing your critical thinking, time management, and decision-making skills. Hopefully, these experiences will enable you to make decisions about your future that will improve the quality of your personal and professional life.

2. Your Role as Advisee:

Your role is to be an active participant in your educational planning process. In other words, in order for me to be an effective advisor, I need help and cooperation from you as my advisee. In particular you can help me by:

(a) Keeping appointments we have made.

(b) Try to be honest and open with me. If you have problems that are interfering with your studies, please don't be afraid to confide in me. I'll always try to be a good listener and I will never violate your trust. If it is a problem I can't help you with, I will refer you to someone who may be better or more qualified to do so.

While I will assist you in the advising process, the responsibility for meeting degree requirements and knowing the rules which govern academic matters always rests with the individual student. (See Andrews University 2011-2012 Bulletin, p. 34 and p. 28 – General Academic Information)

If we remain honest and open with each other, and if we work as a team, we should have a close relationship that will help you succeed and help me become an effective advisor.

Have a good semester and stop in to see me often!

Referral Skills

Don't Refer Too Quickly

- Have a clear understanding of the student's question/problem/situation before making a referral. Know enough to make an accurate and productive referral.

Know Referral Sources

- Be well acquainted with campus resources to know exactly what kind of help the student will receive.

Clarify Why

- Tell the student specifically why a referral is being made – this may eliminate doubts and hesitation on the part of the student.

Explain Service and Expectation

- What benefit can the student expect from this referral? Will there be a wait for the services needed? Is an appointment needed? Who should the student contact? Will there be a charge for this service?
- Telling a student about services available to help them is the advisor's job – the student must decide whether to use the services or not.

Make the Referral to a Specific Person (if possible)

- This encourages students to follow through and eases the initial contact.
- Give the student the person's contact information – phone number, office number, and e-mail

Assist Student in Making Appointment

- This ensures that the student has an appointment and encourages follow through.

Follow Up with Student

- Did the student have any difficulty getting the recommended services?
- Was there a problem anywhere?
- Respect the student's rights, privacy, and choice in referrals and remember that a student may choose to not accept help offered.

Academic Advising and Confidentiality

Andrews University complies with the Family Educational Rights and Privacy Act of 1974, as amended. This law is commonly referred to as “FERPA.”

FERPA provides students with certain privacy rights in their educational records and, except in limited circumstances, educational records may not be released to anyone outside the institution without prior authorization by students. Students who are currently enrolled (or were enrolled in the past), regardless of age or status, are the ones protected by FERPA. The University’s policy dealing with FERPA are explained in the Andrews University Bulletin (See page 22, 2011 – 2012 Bulletin).

By completing the FERPA Contacts on-line, students will enable the University to fully communicate with parents, guardians, and/or other individuals whose involvement may be important to students’ success at Andrews University. Students access this form on-line through iVue or through preVue.

How does FERPA affect parents?

If a parent calls on behalf of a son or daughter, you, as advisor should check the student’s iVue profile (accessed through Vault) to see if FERPA form has been signed

If “No” is recorded next to the *FERPA Form on File* line, the only information you should give the parent is general information about the university and its policies with regards to students. You may tell the parent that the university is unable to release student information without consent by the student. This, alone, will often result in the student logging on and completing the form; however, the student can revoke the permission granted at any time. Checking the iVue profile before you speak with a parent is always the best practice.

If “Yes” is recorded next to the *FERPA Form on File* line, click on the “Yes” to access the name(s) the student has listed. You will be able to speak specifically about the student.

NOTES

Section 2 Student Records and Class Registration

iVue and iVue Alerts

Registration Central

Access to PINs

Proxy Access to iVue

Class Standing

May Express

General Guidelines for Registration

Important Registration Dates and Terms

Counter Registration Guidelines

Sample forms

- Class Conflict Form

- Permission for Honors Audit

Music Ensemble - Registering Students for Audit or 50% Tuition

Tuition Discounts

- Prior Baccalaureate Degree

- Links to complete information – on-line Bulletin

Honors Program and SAGES Curriculum Checklist

CAPP – On-line degree audit

Griggs – Enrolling in Griggs Courses

preVue

What to look for in the preVue profile

iVue:

iVue is Andrews University's electronic file for academic records of all students. Advisors can view the profiles of each of their advisees through iVue which is accessed through Vault/Account Access at the bottom of the main Andrews web-page.

[Vault → iVue → log-in → Select the term → Select "Students who are Registered" or are "Eligible to Register" for a given term → Get advisees for the term]

You can opt to view a simple list or a list with the photos of your advisees.

iVue is an excellent tool that allows advisors to look at the transcripts of their advisees from the individual profile page (the link is View University Academic Record). Advisors can also see the current class schedule of an advisee, his/her GPA, address, e-mail address, phone number, photo, and much more.

iVue Alerts:

An advisor can read an alert that has been posted concerning an advisee or post an alert about an advisee. E-mail notification of posted iVue alerts are sent to the student, the academic advisor, the department chair, the academic dean of the student's college/school, and Student Success staff. Professors may only view the alerts that they post – they do not see alerts posted by any other professors.

Since advisors likely know their advisees better than the other people who have access to alerts that are posted, advisors are often best suited to make the first contact with the student. Please refer students to appropriate services as needed. These may include Student Success, Counseling and Testing, dorm deans, Student Life, or academic skills centers.

International Student Services staff receives notifications of alerts posted about international students and will be able to access the alert also.

Registration Central:

On-line registration at Andrews is through Registration Central which is accessed through Vault. A student logs-in to Registration Central using his/her Andrews username and password, verifies personal information, and then is prompted to enter a PIN (personal identification number) which will allow registration (see *more about PINs under General Guidelines for Registration – p. 19 of this handbook*).

Access to PINs:

Academic advisors have access to the PINs for their advisees through iVue. Advisors are encouraged to "Reveal PINs" for their advisees rather than give PINs

to students. Advisors check the box to the left of the student's name, then click "Reveal PIN to Selected Students." The PIN will not show on the student's iVue profile – revealing the PIN simply opens registration for the student. (See Proxy Access to iVue below for more information.)

Chairpersons of departments also have access to the PINs for the majors in their department and can, as agreed upon by the advisor and the chair, register a student for classes. Chairpersons also have access to the profiles of students pursuing minors in their department.

Proxy Access to iVue:

An advisor may choose to grant access to his/her advisee list to another advisor or to another staff member – this is done by granting a proxy through Vault.

Designate Proxies is an option from the first menu page in iVue (the last link on the page) and you may grant or revoke a proxy through this option.

When advisors designate someone to have access to advisee lists and profiles through a proxy, advisors must be clear about expectations of how the proxied staff will use the proxy, specifically with reference to PINs, and whether proxied staff should release PINs to students or not. Student Success will only release PINs to students with the permission of the advisor.

It is possible for advisors to grant students the right to register through Registration Central without their PIN by "checking" the box beside an advisee's name on the full list of advisees and then "clicking" **Reveal Registration PIN to Selected Students**. This option is term specific and will only pertain to the term in which you reveal the PIN.

Revealing the PIN essentially opens registration to students, however the PIN will not show on their iVue profile. Advisors may choose to reveal the PIN for a specific time period to allow a student off-campus to register, then change the option and "Hide the Registration PIN from Selected Students" after the time agreed upon.

Secondary Advisors: Please note that some students will have more than one academic advisor and all the advisors will have access to registration PINs. This includes students pursuing double majors, those in a pre-professional program (pre-med, pre-dent, elementary or secondary teaching), those pursuing the leadership certificate, as well as select minors. Students should consult all advisors as they plan for the completion of their programs.

It would be a courtesy to the other advisor(s) to ask about their policy for revealing PINs before doing this.

Class Standing:

Freshmen	0 – 24 credits
Sophomore	25 – 56 credits
Junior	57 – 86 credits
Senior	87 and above

Class standing has an impact on dormitory assignments and financial aid awards. Students who have 24 credits (or less) at the end of their first year at Andrews will continue to be classed as freshmen until they have earned 25 or more credits. MATH091 and MATH092 are pre-college credits and do **not** apply toward class standing.

Encourage your advisees to take (and successfully complete) sufficient credits during the school year to ensure that they attain the next level of class standing.

If this is not possible, these students may want to explore these options:

- Take a class during May Express - the intensive summer term before summer really starts!
- Take a traditional summer school class at Andrews University
- Take an AU/Griggs University class over the summer. Contact the School of Distance Education at 269.471.6323 or enrollqu@andrews.edu for additional information on courses available

Should students opt to take a class at another college/university during the summer, encourage them to complete the appropriate form before enrolling to ensure that the credits they take will, in fact, transfer to Andrews University for credit. (See Transient Student Request form sample on page 20)

Credits taken in a summer school setting will add to the previous school year's credits and may change the student's class standing based on total credits earned.

May Express:

May Express is an intensive summer term that starts in the month of May and most classes finish in the month of May. May Express focuses on General Education classes. Tuition for classes offered during May Express is one-half the regular tuition charge per credit (up to a maximum of 4 credits). A tentative list of classes is usually available early in the school year to aid in planning for Spring and Summer semesters. Watch for more details!!

Transient Student Request

Name	Student ID#	Date
Phone Number	E-mail Address	
Andrews University College/School	Major	

I hereby request permission to pursue the following academic work at the indicated institution during the term listed.

Name of Institution	Address	Term/Year
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<u>Approved Courses To Be Taken</u>			<u>Equivalent at Andrews University</u>		
Acrn/Number	Title	Credit Hrs.	Acrn/Number	Title	Credit Hrs.

Students must obtain prior approval from their Academic Dean or Director of General Education for course work attempted at another institution. The student must make arrangements for a transcript of any such course work to be sent directly to the Office of the Registrar at Andrews University, promptly following the completion of coursework. In order for credit to transfer to Andrews University, the grades earned at other institutions must be "C-" or better.

Please send Official Transcripts to the following address:

Office of the Registrar
 Andrews University
 Berrien Springs, MI 49104
 269-471-3375 (phone)
 269-471-6001 (fax)

Major Request
 General Education Request

Chair of Department	Date	Director of General Education	Date
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Dean of College/School	Date
------------------------	------

Student Signature	Date
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General Guidelines for Registration

Online Registration

Go to Registration Central (through Vault) and have the student log in. Next select a semester to get the registration steps and choose Class Registration. (The student is responsible for completing all the registration steps/removing holds on his/her own.) Enter the student's PIN number. You will then be able to enter the desired CRN (Course Reference Number) and register for classes.

Student PIN Number

After you have planned with the student what he/she will be taking for the term/year, you may wish to give the student their registration PIN number so that they can register themselves. You may opt to open registration by "revealing" the PIN through iVue – when you reveal the PIN through iVue (if you choose to), the student will not need to enter it when in registering for classes.

Please note that PIN numbers change each semester. If you have problems with PINs or accessing your advisee list, please contact Student Success (6096).

Holds

Holds must be cleared before the student can register for classes. Holds are listed in iVue and in Registration Central with the appropriate contact person also listed for each hold.

Courses you were unable to web register

If on-line registration is not possible for a particular course please contact the Registration Specialist at the Registration Counter in the Administration Building with a drop/add form. **See the Counter Registration Guidelines for details.**

Independent Studies:

Please be advised that **instructors** for all independent studies except music should register the students themselves online.

Manual Registration

The student will have to print the form from the Registration Central home page. Student Success staff are also able to print this form for advisors if the student is not on campus to do this. The form will show any holds the student might have. It should be completed, have the appropriate signatures, and accompanied by blue cards (if required).

What forms to use:

Manual registration form is used for initial registration of classes.

Drop/Add form is used for changes to registration.

Blue Card is used for independent study private music lessons, music class and other arranged classes (see form for more details.)

Important Registration Dates and Terms (Check the Academic Calendar for each term's specific dates)

Reserving Classes

Classes may be reserved without financial clearance during the following times listed by term below. Check the academic calendar for the exact dates.

- ◆ Summer Semester - end of March until early May
- ◆ Fall Semester - end of March until August 14
- ◆ Spring Semester - end of October until December 14

Make sure the student knows he/she must have financial clearance before the unconfirmed class reservations are cancelled. Class cancellation happens on August 15th for fall semester for students who are not financially cleared (watch for spring semester date).

Registering for Classes

A student must be financially clear before he/she can register for classes starting August 15 for Fall Semester Registration and December 15 for Spring Semester Registration. When financial clearance is completed, reserved classes will automatically become registered/confirmed.

Cancellation of Reserved (Unconfirmed) Classes

Students who have reserved their classes and do not obtain financial clearance by the cancellation date posted in the academic calendar will have their unconfirmed classes cancelled.

- ◆ Students who are unable to finalize their financial plan by August 15th for the fall semester (December 15th for Spring) will have their classes dropped UNLESS special arrangements are made with Student Financial Services and the Registrars' Office.
- ◆ To reinstate dropped classes, students must obtain financial clearance.
- ◆ Classes may be reinstated by the Records Office without signatures providing that no changes have been made in registration and if space is still available in each class. This applies only to changes made before the last day to drop/add without a fee.
- ◆ Closed classes may only be reinstated by permission from, and signature of, the teacher on the Drop/Add form.

Late Registration Fee

A late registration fee will be in effect the day after classes begin for a term. This fee will be charged to the account of students who have not registered for at least one course before the above date.

Last Day to Drop/Add Without a Fee

The last day to enter term classes, drop a class with full tuition refund, complete a drop/add without a fee or entry on permanent academic record, change audit to credit.

Dropping a class

Students will use a Drop/Add form to drop a class. Students must obtain the signature of BOTH academic advisor and the professor of the class they intend to drop. Forms will not be processed without the appropriate signatures.

Change of Registration Fee

There is a fee charged to the student's accounts for changes made from the *last day to drop/add without a fee* until the *last day to change from credit to audit or to withdraw from a class with a W*.

Prepared by Academic Records
Updated July 2011

COUNTER REGISTRATION GUIDELINES

Reasons a student may not be able to web register or may have to counter register for some of his/her classes.

- 1 Hold on Registration
- 2 Overload
- 3 Prerequisites Problems
- 4 Music Lessons
- 5 Independent Studies
- 6 Time Conflict
- 7 Academic Probation
- 8 Honors Audit
- 9 Audit
- 10 Closed Classes
- 11 Repeat Classes

Forms and signatures needed to register or complete registration at the records counter.

- 1 Hold on Registration – Print out a manual registration form from registration central. The registration hold(s) will be listed with information about where to go to get a signature to lift the hold. List the classes on the manual registration form and sign as advisor. Check to see if other signatures may be needed from the above list.
- 2 Overload – A dean's signature is required if the student is taking an overload (over 17 credits for UG) Financial clearance will also be needed for credits over 16 credits. The student will need to list the number of credits he/she will be taking on the appropriate page in Registration Central and then clear financially for the total credits listed. If the student is adding classes after his/her initial registration, a financial advisor may sign the drop/add form to indicate that financial clearance as been obtained instead of going back to Registration Central to make the financial change.
- 3 Prerequisite Problems – The student either needs proof that he/she took the class previously which we usually verify with Undergraduate Records or **the teacher of the class can override the prerequisite on-line**. If that is not available a signature from the professor will allow the Registration Counter to enter the student in

the class. This needs to be on a drop/Add form signed by the advisor. The teacher's signature is also required.

- 4 Music Lessons – Music lessons must be arranged through the Music Department. The student will need a Drop/Add form signed by the teacher and advisor plus the blue card they receive from the Music Department.
- 5 Independent Studies – The student must have the teacher he/she will be working with go online and add details about the independent study.
- 6 Time Conflict – Green conflict forms are available at the Records Office Registration Counter in the Administration building. Have the teacher of both of the classes involved sign the conflict form and fill out the section that details how the conflict will be resolved. The dean of each school affected must also sign the form. This form will need to be accompanied by a Drop/Add form signed by the advisor. See sample form.
- 7 Academic Probation – Students on academic probation are limited to 12 credits per semester. The dean of the student's college/school must sign on a Drop/Add Form to allow the student to take more than 12 credits.
- 8 Honors Audit – The professor must sign the form from the Honors Department. This form will need to accompany a Drop/Add Form signed by the advisor. See sample form.
- 9 Audit – The professor must sign either the Manual Registration Form or Drop/Add Form giving the student permission to audit the class. The form must also be signed by the academic advisor.
- 10 Closed Classes – List of closed classes can be found at:
<https://www.andrews.edu/admres/registrar/fullclasses/>

The professor of a closed/full class may choose to override the system using the Manage Overrides link through <http://www.andrews.edu/faculty/tools/advising/index.html> by logging in and following the instructions to allow a student to enter his/her class.

- 11 Repeat Classes – If the student has been enrolled in the class before and received a grade for the class, and wants to re-take the class, the professor or the advisor must override the system using the Manage Overrides link through <http://www.andrews.edu/faculty/tools/advising/index.html>

Contact Student Success (6096) for help with on-line overrides.

Originally prepared by Academic Records
Up-dated July 2011

Sample Form – Green Paper

ANDREWS UNIVERSITY CLASS CONFLICT FORM

NAME _____
 ID# _____

INSTRUCTIONS: No class conflict will be considered unless the following information and signatures are obtained:

- A) List both classes that conflict
- B) Both teacher's signature
- C) Dean's signature(s)
 - a. (If classes are in two different schools, you must obtain both deans' signatures)

Course Acronym & Number Time	Course Title	Credits	Days (circle)
---------------------------------	--------------	---------	---------------

			M T W R F	
			M T W R F	

TEACHERS' SIGNATURES

DEANS' SIGNATURES

 Date

 Date

 Date

 Date

SOLUTIONS:

Honors Audit Form - Sample (form is available at Honors Office)

PERMISSION FOR HONORS AUDIT

Semester

With your permission , _____ is eligible to honors audit your
(Student's Name)

class, _____ and pledges to attend at least 80% of class periods
(Class Name)

or withdraw. We hope the experience will be mutually beneficial.

Dr. L. Monique Pittman
Honors Director

I approve of this student auditing my class:

(Teacher Signature)

Each Scholar may audit one course tuition-free per semester, but Honors Audits are not available for individual lessons and some other classes. THIS SLIP MUST BE SUBMITTED with the Drop-Add form and any other registration materials to the Registrar's Office during regular registration, using "HN" instead of credit hours.

Music Ensembles - Registering Students for Free Audit or 50% tuition

- When students register for ensemble credit (1 credit) AND this credit puts them over 16 credits, they will be charged ½ the tuition for the ensemble credit
- When students wish to AUDIT an ensemble and they are already at 16 credits (before adding ensemble) the ensemble audit will be FREE
- Registration deadline: DROP/ADD deadline (10th calendar day of semester)

To register students for CREDIT, complete on-line registration for the student and include the 1 credit ensemble class. This must put them at or above 17 credits to be eligible for the adjusted rate.

To register students for free AUDIT, you must use a Drop/Add Form which the student will take to the Records Office Registration Counter (2nd floor AD building) to register by the Drop/Add deadline.

In both cases a manual adjustment (to charge ½ tuition or no tuition) will be made **after the drop/add deadline** at the beginning of the semester.

If a student, after registering for credit, decides to change to audit (and no tuition), this **MUST** be done by the drop/add deadline at the beginning of the semester. (Of course, students may still change to audit, or add an audit, later in the semester, but automatic adjustment for tuition would NOT be made.)

There are 8 ensembles on campus: University Symphony Orchestra, University Wind Symphony, Sinfonietta, Ladies' Chorus, Pioneer Men's Chorus, University Singers, University Chorale, and I Cantori.

The 2011-2012 Bulletin, p. 66 reads:

Music ensemble fee adjustments:

- Half tuition rate for students who register for music ensemble for credit and whose combined load exceeds 16 credits
- No tuition for students who audit music ensemble and whose combined load exceeds 16 credits

Tuition Discounts

Local business employees, local area educators, and students pursuing a 2nd baccalaureate degree from Andrews may be eligible for tuition discounts. There are limitations to these discounts - questions about eligibility should be addressed to the offices of the respective deans.

The following explanation of discounts is taken from the 2011-2012 Bulletin, page 76. See Bulletin link below for further information and discounts for:

- Affiliated Hospital Nurse – 33 Percent Tuition Discount
- Prior Baccalaureate Degree – 33 Percent Tuition Discount
- Local Business Employee – 33 Percent Tuition Discount
- Local Area Educators – 33 Percent Tuition Discount
- Workers from Overseas Divisions – Tuition Discount
- Retiree Tuition Discount

<http://www.andrews.edu/academics/bulletin/2011-2012/05financial/03-02-other-financial-informat2.pdf>

For your convenience the bulletin information pertaining to students pursuing a 2nd degree is included here (from p. 76 of current bulletin):

Prior Baccalaureate Degree—33 Percent Tuition Discount:

Students who have earned a baccalaureate degree may receive a 33% tuition reduction for courses taken for a second baccalaureate degree in the College of Arts and Sciences, the College of Technology, the School of Business Administration, and the School of Education. This discount applies only to courses required to complete the 2nd degree. Courses included in the package tuition, but are not required for the 2nd degree, will be billed at full tuition.

Application forms are available at the offices of the respective deans. The completed forms must be filed with the respective dean no later than two weeks after the beginning of each semester for which the 33% tuition reduction is requested. An official transcript showing all class work and the awarding of a bachelor's degree must be on file with the Office of Academic Records of the university before the 33% tuition reduction can be applied. Students eligible for the reduction must be enrolled for a second undergraduate degree and are not eligible to receive any other Andrews discretionary funds. Students enrolled in a graduate program but who must complete undergraduate prerequisites are eligible.

Limitations to the Prior Baccalaureate Degree Tuition Discount:

The following limitations apply to this plan:

1. No course taken under this plan may receive graduate credit or apply to a graduate degree.

2. In the College of Arts and Sciences Physical Therapy programs, the plan only applies to students accepted and enrolled for prerequisite requirements under the preferred acceptance guidelines.
3. This tuition reduction does not apply within the School of Architecture.
4. In the School of Education, the student must be enrolled in a second baccalaureate degree; however, this plan is not available until one calendar year after graduation and is limited to 16 credits each semester.
5. In the School of Business Administration, the plan does not apply to independent study/readings/research or internship credits. Also, it does not apply to any course not offered as a regularly scheduled class in a given semester.
6. The plan applies to tuition only, not for housing, food, and similar charges.
7. The discount does not apply to laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the Center for Intensive English, international languages taught as prerequisites for advanced degrees, courses taken off campus, and study tours.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

SAGES-CURRICULUM CHECKLIST

Required Courses		Credits	Taken
HONS 105	Western Heritage I	5	
HONS 106	Western Heritage II	5	
HONS 115	Transcribing the Self: Honors Composition	3	
HONS 215	Scripture	3	
HONS 265	Literature and the Arts	3	
HONS 345	What is "Other"? The Non-Western World	3	
HONS 365	Cosmos	3	
HONS 398	Research Pro-Seminar	1	
HONS 415	Thinking Theologically: Christian Life and Faith	3	
HONS 497	Senior Honors Project	Min. 2	
Life Science + Lab		4	
Physical Science + Lab		4	
Math 145	Reasoning with Functions (or higher level math course)	3	
PEAC	Two Activity Courses	2	
Honors Electives		6	
Select two courses from the following:			
HONS 225	Materialism and Idealism	3	
HONS 245	Meanings of America	3	
HONS 325	Justice	3	
HONS 380	Topics in _____ (as offered)	3	
	An AU sponsored educational tour may substitute for one elective course.	3	
Totals: Bachelor of Science Bachelor of Arts (+ Intermediate Language)		50 credits 50 + 4 credits	

SAGES Professional Degree Reductions

CURRICULUM CHECKLIST

Degree	Reductions	
BSA (Architecture)	1 HONS elective HONS 365 1 Life/Physical Science	-3 credits -3 credits -4 credits
BBA	1 HONS elective HONS 365 1 Life/Physical Science	-3 credits -3 credits -4 credits
BSCLS	1 HONS elective	-3 credits
Pre-PT	1 HONS elective	-3 credits
Engineering	Take only HONS 265 or HONS 345 (not both) Take one from HONS 225, 245, 265, 325, 345 Reduced 1 Life Science	-3 credits -3 credits -4 credits
Elementary Education	HONS 415 1 HONS elective	-3 credits -3 credits
Secondary Education	HONS 415 1 HONS elective	-3 credits -3 credits

AUGUST 2011

Curriculum Advising and Program Planning (CAPP)/DEGREE AUDIT UNDERGRADUATE LEVEL

DEGREE AUDIT

A degree audit is a computer-generated analysis. This analysis enables the student and his/her adviser to assess the student's academic progress towards their degree and graduation requirements. The audit is a valuable tool for academic planning and course selection. It matches the courses that the student has taken with the requirements of his/her degree program or anticipated program.

****NOTE:** *CAPP is not a dynamic program. You must click **Generate New Evaluation** to update the CAPP report to include any new grades, transfer classes, petitions, or any other changes made to his/her program, major, bulletin, etc.*

Curriculum Advising and Program Planning (CAPP) UNDERGRADUATE LEVEL

CAPP is a tool for comparing a student's coursework against a specific set of program requirements needed to complete both their major and graduation requirements under a specific bulletin year. The analysis will answer questions such as:

- *What are the requirements for the chosen degree?*
- *What courses has the student taken?*
- *Which requirements have or have not been met?*
- *What is the student's major GPA?*
- *Is their total number of Upper Division credits met?*
- *Does their total number of credits complete the 124 minimum?*

A CAPP report will provide the requirements needed for all approved AU majors/minors. Students who have not yet declared a major or are contemplating changing majors can use the *What If Analysis* tool to show how his/her classes will meet the selected 'what-if' major/minor.

CAPP is part of the BANNER system. It is a software package which does not allow modifications from the basic operation features. In other words, it is what it is. CAPP has limitations in what it can produce. Therefore, the human element is still essential in the process of advisement and degree checking.

This is especially true on checking the 124 credit minimum required for

graduation. The Undergraduate Electives section on the CAPP report will say MET, regardless of a student has enough general electives to reach the 124 minimum.

Area: Undergrad Electives - Met

Description: NOTE: This area appears in every undergraduate degree evaluation. It is not specific to any degree and it has no specific credit requirements. It will therefore always show as Met. HOWEVER, you must take enough elective credits to meet the total credits required for your degree, shown in the Program Evaluation section at the top of this page.

When reviewing an audit, it is important for the student to consult with an adviser for several reasons. If the audit identifies unfulfilled requirements, there are often several alternatives for satisfying these requirements. The student and adviser should discuss which courses could be taken based on the student's abilities, interests, and plans.

Advising may also be helpful in determining the best combinations of courses to schedule each semester in order to meet requirements. Advising is also necessary because changes to the student's audit may be appropriate. (For example, when a course transfers from another institution and does not have a direct equivalent AU course, it is listed on the audit as an elective. When reviewed by the student and adviser, it may be found to meet a degree requirement-General Education, Major, Minor, Cognate, etc.)

You will notice on the degree audit it will state that ***This is NOT an official evaluation.*** The software was designed this way so that the CAPP report cannot be used as an official document for off-campus purposes. The AU transcript is the official record of completed work for off-campus purposes.

The Undergraduate Records Office is the final authority to determine if a student has met all degree and graduation requirements in conjunction with the academic deans and academic department chairs.

Andrews University may make changes in policies, procedures, educational offerings, and requirements at any time. Therefore, it is imperative that advisers are up-to-date on these changes. This is especially true for those advisers who have students pursuing teaching certification.

Please note about the Bulletin/Catalog Term: CAPP will hold a student for the requirements under their Bulletin year. The 2010-2011 Bulletin has many changes, especially GE Religion, Professional GE, etc. For a previous bulletin, the CAPP report will not reflect the changes in the 2010-2011 Bulletin. A CAPP report for the 2010-2011 Bulletin will reflect the changes.

The Undergraduate Records Office will be monitoring what students are taking and will be making adjustments when found. If you find any items which you believe should be used for requirements in the CAPP report, please send an email to the following: ugrecords@andrews.edu. The Undergraduate Records Office staff will follow through on this matter.

The Undergraduate Records Office does not answer any questions dealing with Graduate students. Please contact Dawn Mutz in Graduate Records for any

questions pertaining to Graduate CAPP reports. Please keep in mind that Ms. Mutz is only part time, and she is only here on Tuesday, Wednesday and Thursday.

Please let us know if you have any Undergraduate-related CAPP questions.

Thank you.

Gary Williams
Associate Registrar
garyw@andrews.edu

UNDERGRADUATE QUESTIONS:

Transcript Articulation, Transfer Courses, Advanced Placement: Andrej Kis, Articulation Coordinator, rkis@andrews.edu or articulation@andrews.edu; 471-3979

Changes to Degree, Major, Concentration, Minor, Catalog Term, etc: Student Success; success@andrews.edu; 471-6096

Undergraduate CAPP Report: Undergraduate Records; ugrecords@andrews.edu; 471-3305

Registration for Griggs Courses - Information for Academic Advisors

Griggs courses are Open Enrollment: Students may enroll and begin courses at any time during the semester because of the flexibility of online courses.

Students have an entire year to complete the coursework.

- Fall enrollment opens August 1 and closes November 30
- Spring enrollment opens December 1 and closes April 30
- Summer enrollment opens May 1 and closes July 31

How to identify a Griggs/Andrews University course:

For a listing of Griggs Courses to Andrews University, see:

http://www.griggs.edu/pdfs/college/enrollment/AU_packet.pdf

http://www.griggs.edu/pdfs/college/catalog/AU_catalog.pdf

Look at the course and find either V899 or V999.

- **V899** is a paper based mailing correspondence class
- **V999** is an online version of the class

You will see the following:

- **Time:** TBA (To be announced) **Cap:** 999 **Instructor:** (may or may not be listed)
These codes refer to the fact that online courses have flexible course times and enrollment.

Helpful Tips for Online Course Registration - To enlarge your browser window:

PC: On the top right corner of the window click on the **middle box** between the dash and the X.

MAC: On the top left corner of the window click on the **green plus**

Registration Instructions for Advisors and Students:

The instructions below list the necessary online steps for course registration. The words in **bold** refer to a link or scroll menu.

- Open <http://www.andrews.edu/> to go to the Andrews University homepage
- At the bottom of the main webpage, click on **Vault/Account Access**
- Click on the link for **Registration Central**. This will route you to the login page where you can login with your Andrews email and password
- Select the semester you are registering for and click on **Next**
- Click on **Course Registration**, then click on **Register Online**, then click on **Click Here** to proceed with registration
- The next screen will ask you to enter a PIN. Your advisor will enter the PIN, or if you are not with your advisor in person, your advisor will help you access your PIN. Then click on **Submit**
- Click on **Class Search**.
 - From here you will click on the **subject** you want. Click on **All** for Campus or **Field-Based** for the Distance Courses, then click on **Class Search**
 - Review the results, click on the **check box** on the left side of your chosen course
- Click on **Add to Worksheet** and then Click on **Submit Changes**
- Type in the **Start Date** (MM/DD/YYYY) Click on **Submit Changes**

Financial Questions:

- Griggs University courses are NOT part of the package price, but carry an additional cost.
- Andrews Partnership Scholarship/Andrews Gift are NOT eligible to pay for these courses.
- Federal aid and loans are available. Contact your financial advisor for more information.
- If seeking Financial Aid, students must register and complete the course(s) within the time frame that Andrews University defines as an academic year because Andrews University is a semester school.
- For Pell Grants specifically, students must complete 50% of all lessons in all enrolled correspondence courses before their Pell Grant can be disbursed.

Withdrawal:

- **Within ten days of initial course registration:** Students may withdraw (cancel) from their AU/GU courses in Registration Central, without a charge, within ten days after initial registration (order date).
- **After ten days of initial course registration:** Students may still withdraw by an Add/Drop Form through the end of the semester and will receive a W grade on their transcript.
- **After the semester has ended: Students must pick up and submit a (withdrawal) form from Enrollment Management. The student will receive a DN on their transcript.**
 - DG: Deferred Grade: A DG grade may be given in certain courses where students are not able to meet all the requirements within one semester.
 - DN: Deferred Grade and Not to Be Completed: A DN will be given in cases where the student will not have the opportunity to complete the requirements of the course.

The Tuition Refund Policy for withdrawal/cancellation is:

- Withdrawal within 10 days of initial course registration/order date: Full refund
- Withdrawal within 11-17 days of initial course registration/order date: 70% refund
- Withdrawal within 18-24 days of initial course registration/order date: 40% refund
- **After 25 days from initial registration, no refund will be given.**

If you have questions about the process or problems with registration for Griggs courses, please contact the School of Distance Education directly at 269-471-6323 or enrollgu@andrews.edu or contact Janine Lim at 269-471-6546 or janine@andrews.edu.

preVue:

preVue is a resource that was developed by Andrews University. Primarily a recruiting tool for use by Enrollment Management, preVue is useful for departmental staff and individual advisors.

preVue enables the Andrews community to monitor what has been sent to, and received from, applicants in an effort to coordinate our contacts with potential students.

preVue is a record of a prospective student's application information and their journey from applicant to student. Once a student is enrolled and on campus the iVue profile becomes the official record.

Record the Contacts You Have with Prospective Students:

All who contact prospective students are strongly encouraged to record in preVue when they have contacted a student.

E-mails may be sent using the functionality in preVue – this option records the actual e-mail sent. There is also an option to record a generic document which would be note that an e-mail or a letter was sent to the prospective student. Another option is to record a phone call noting the date and brief content of the call – it does NOT record the call as it is made! There is also a feature which will remind an advisor to make a follow-up phone call to a student.

The ability to record interactions with prospective students is one of the greatest features of preVue. Please use this feature and encourage others to do so as well.

What to look for in preVue profile:

Advisors should have access to preVue and be able to view new advisees' profiles. You must look up individual students – you cannot access a list of new advisees in preVue at this time. Lists of accepted students are supplied to departments by Enrollment on a regular basis.

Access preVue through Vault/Account Access – the link is on the right side of the page. If you do not have access, contact Brad Christensen to request access (bradc@andrews.edu).

Students can access their own preVue profiles which will show Admission Status, Enrollment Status, and Housing Status, as well as any documents not yet received. Students will need to activate their username and password to access preVue. Most prospective students will access preVue through the "Future Student" link on the main Andrews web page <http://www.andrews.edu/future/>. Students will click on the preVue account "mouse" link at the bottom of the page. They may also access preVue directly through Vault.

Financial Clearance dates: For Fall semesters, students can access Registration Central and the financial plan section of Registration Central starting July 15 and work on completing financial plans. As advisors are in contact with advisees, please encourage them to start working on their financial plan early so there are no surprises later!

finVue is the newest addition to our “Vues” and allows students access to their financial records, documents sent and received, financial aid awards, and other pertinent information. finVue is accessed through Vault’s main page or through preVue.

Students may still register for classes without being financially cleared until August 14 for fall semesters and December 14 for spring semesters. After these dates students must be financially cleared (have finalized their financial plan) before they may register for classes or make any changes to classes they registered for earlier.

This means that there is no financial “hold” on registration until August 15 for fall semester and December 15 for spring semester. Classes that have been reserved will stay in the system until **August 15** for fall semester when students must be financially cleared (and December 15 for spring semester).

Students who are unable to finalize their financial plan by August 15th for the fall semester (December 15th for Spring) will have their classes dropped UNLESS special arrangements are made with Student Financial Services and the Registrars’ Office.

When students make a payment to financially clear and have a financial plan in place, they must remember to click the final button to accept their plan. Once all the steps are completed, a check mark will show in the Financial Plan box in Registration Central.

Admissions Status:

The Admission Status in preVue shows the student’s acceptance date.

If the student has yet to be accepted, this section will indicate that there are either items missing from the student’s file or that the file is complete and ready for review.

Probation – students accepted on probation are transfer students and are advised by major department with intervention by the designated person in the college/school.

If a student has withdrawn an application, has deferred to a future semester, or has declined acceptance, this will be noted in Admissions Status as well.

Items required for admission are listed in this section also. Checkmarks in the boxes indicate documents received – if you note any “unchecked” boxes, please bring this to the attention of the prospective student.

Enrollment Status:

Enrollment Status shows additional information on:

Registration – if the box is checked, scroll down to see the list of classes

Financial Plan – available on-line, through Registration Central starting July 15

finVue – students can access their financial information through this link

Community Values Agreement – see *CV Hold* below

Immunizations – see *ME Hold* below

As of July 15, all holds must be removed before web registration is possible.

Holds listed in preVue:

CV hold (Community Values Agreement) is one that the student can take care of by logging into Vault, then Registration Central (in the Registration link), and then to the CV Agreement. There are a few statements which the student will need to agree to and then that hold will be lifted. This is the one hold the student can care for on-line.

IM hold is an immigration hold. This hold will be removed once the student arrives on campus and attends the International Student Orientation session. International Student Services staff can answer questions about this hold (269-471-6395).

ME hold is a medical hold. Proof of 2 childhood vaccinations for measles, mumps, and rubella (MMR) plus a negative TB test done within 6 months of the start of the semester will clear this hold. The form for medical records must be filled out and returned to the Student Health nurse whose office is at University Medical Specialties – 269-473-2222 (fax: 269-473-6880). The form is available through the link in preVue.

TR hold involves the student's final transcript. Depending on when high school ended for the student in the spring, transcripts may not be available until mid-summer. The student should be encouraged to check with his/her high school to request the transcript or verify the status of the request. Undergraduate Admissions staff (269-471-6346) receives the transcripts and lifts transcript holds.

Housing Status:

This section shows if a dorm application and/or deposit has been received and will show the room assignment and roommate information if that has been finalized.

All students under the age of 22 are required to live in the dorm. If a student intends to live at home with his/her parents, he/she will need to contact Student Life (269-471-6686) for the appropriate form and permission.

Major:

The major listed in the drop-down menu box at the top of the preVue profile on the right is a record of the major at application time. It may still be the student's major, or he/she may have changed majors a number of times since the application date.

To verify the current major, scroll down and on the right side of the preVue profile under Current Information - Curricula.

Advisor Assignment:

Academic advisor assignment is also shown on the right side of the preVue profile below **Current Information - Curricula**.

Most students will be advised by an advisor from their major department. If a student is pursuing two majors, two advisors will be listed. Students should be encouraged to consult with all advisors in planning for their classes and programs.

Students who are accepted into the Bridge to Success program will be advised by Carletta Witzel in Student Success. She will show as the only advisor for these students. These students will be transferred to a major advisor as soon as they successfully complete the appropriate skill building classes or test out of the program. These students are encouraged to attend their major department functions and are full members of their major department.

Students who have one low ACT/SAT score will have a major advisor. The Student Intervention Coordinator will monitor the students' progress in that perceived low score area and will be in contact with students and advisors as needed.

If you have questions about advisor assignment, please contact Student Success (269-471-6096 or success@andrews.edu).

Section 3 Placement Tests, Scores, and Tests at Andrews

ACT

SAT

Nelson-Denny Reading Test & Remedial Reading Classes

Math Placement Exam (MPE)

Computer Literacy Testing

Senior Exit & Major Field Exams - Schedule

Placement Tests and Scores:

Scores for ACT, SAT, Math Placement Exam, and the Nelson-Denny Test of Reading appear on students' iVue profile pages.

ACT:

The ACT is a national college admission and placement examination that consists of subject area tests in English, Mathematics, Reading, and Science Reasoning. The scale for the composite score and for scores on the four tests is from 1 (low) to 36 (high).

SAT:

The Scholastic Aptitude Test (SAT) is a test that measures basic verbal and quantitative reasoning skills related to academic performance in college. Student performance on the SAT is reported on a scale of 200-800.

Nelson-Denny Reading Test:

This test is no longer given to all students. It will be given during the first day of classes (EDTE140 or 160). Test results may allow a student to drop the class and see advisor to add another class.

Automatic registration in remedial reading class for Fall 2011 was based on ACT/SAT scores:

EDTE140 Reading Vocabulary Development is required for students with ACT 15 and lower (SAT <400). EDTE140 is followed by EDTE160.

EDTE160 College Reading Efficiency is required for students ACT Reading scores of 16-18 (or SAT Verbal scores above 400 to 450)

EDTE164 Dynamic Reading Strategies is recommended when reading rate is below 200 words per minute (ACT Reading Score of 19-21).

Reading Classes offered at Andrews University:

EDTE140 Reading Vocabulary Development

Course designed to develop vocabulary skills including word recognition, structure of the orthography for reading and spelling, dictionary skills, roots and affixes, and use of context. Course intended for those who need basic reading skills.

Laboratory required. May be repeated one semester.

ACT Reading Score of 10-15

SAT Verbal <400

EDTE160 College Reading Efficiency

Course is designed to develop active reading comprehension and flexible reading rates and strategies to meet varied purposes for reading. Laboratory required.

May be repeated one semester.

ACT Reading score of 15-18

SAT Verbal 400 - 470

EDTE164 Dynamic Reading Strategies

Designed to assist average and above average readers in increasing their comprehension and reading rate. Laboratory required.

ACT Reading Score of 19-21

Questions about Nelson-Denny Reading Test, scores, and reading classes?

Contact Annie Lopez (alopez@andrews.edu) or Carletta Witzel

(witzelc@andrews.edu)

Mathematics Placement Exam (MPE)

Q: Where can I find information about the Math Placement Exam?

A: Visit <http://www.andrews.edu/math> and click on Math Placement Exam for:

- current schedule of review sessions and exam times
- self-test
- study resources
- frequently asked questions
- math hold information

Q: Who must take the Math Placement Exam (MPE)?

A: All new students, including transfer students, must take this examination during the first semester of residence and before taking any mathematics courses, with the following **exceptions**:


1. **Students with transfer credit:** Students who at admissions transfer College Algebra, College Algebra with Trigonometry, Precalculus, Precalculus Algebra, Precalculus Trigonometry, Calculus, a Cambridge 'A Level' pass in Mathematics, or Advanced Placement (AP) Calculus fulfill the mathematics reasoning requirement. They do not have to take the MPE and the math skill requirement is waived.
2. **Other transfer credits:** Some courses other than those listed in 1 above may be accepted for the reasoning requirement, provided they are presented at admission and the skill requirement is separately fulfilled. Current criteria will be applied case-by-case. Student wishing to have a course evaluated should bring a description to the Department of Mathematics.
3. **Transfer PT and CLS students:** Students who transfer from a four-year college into Physical Therapy or Clinical & Laboratory Science (CLS) and are classified as Seniors in their first year at Andrews are deemed to have met the mathematics requirement of the college or university from which they are transferring. The Andrews mathematics requirement is waived and these students do not have to take the MPE.
4. **Intensive English Language program students:** Students enrolled in the Intensive English Language program are not required to take the MPE until the first semester of enrollment in regular college-level courses.

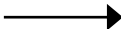

Q: Where can I find more information about math requirements?

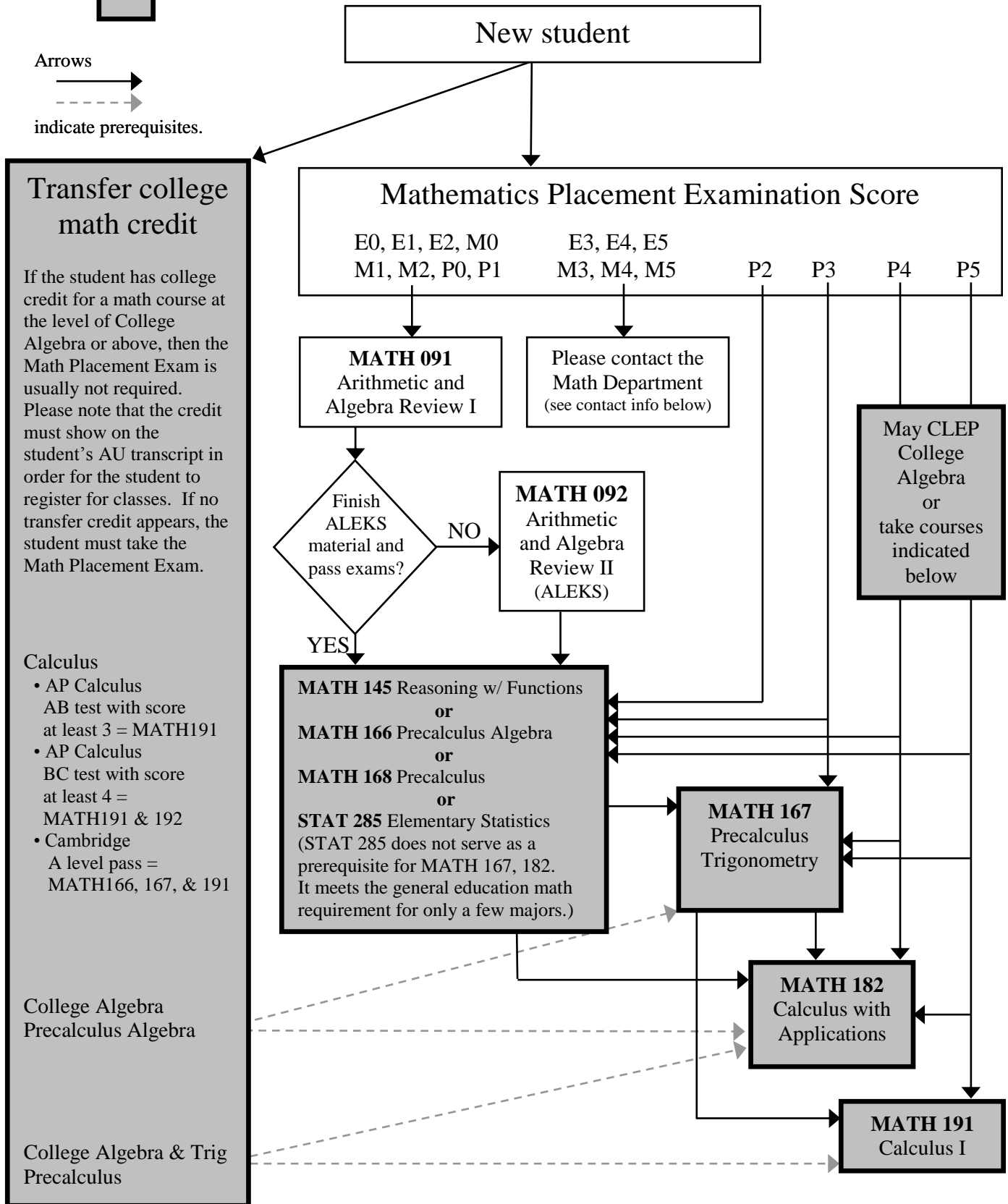
A: The General Education Mathematics Road Map provides information about transfer math credit and shows which math courses a student may take based on the Math Placement Exam scores. Visit <http://www.andrews.edu/math> and click on Resources.

Also, see the 2011-2012 Andrews University Bulletin, page 40, for more details about General Education Mathematics.

General Education Mathematics Road Map for New Students 2011-2012

General Education requirement is met by any course in a heavy  box.

Arrows
 →
 - - -
 indicate prerequisites.



Questions? Contact the Department of Mathematics at 269-471-3423, or math@andrews.edu.

Computer Literacy Testing 2011-2012

INFS120 Fundamentals of Information Technology (FIT) is the required General Education Computer class usually taken during the student's first year at AU.

Students who meet the eligibility requirements may opt instead to take either the **Computer Literacy Waiver Test** or the **Fundamentals of Information Technology (FIT) Credit Exam**

The student who passes the waiver test will be exempt from taking INFS120 but will not receive credit for the class. The student who passes the FIT credit exam will earn 3 credits for INFS120 and will not have to take the class.

Students are advised to take the test soon after enrolling at AU. A student may take either the waiver test or the credit exam. The test may be taken only once and cannot be repeated. There is a fee to do the credit exam.

Eligibility:

Any student who wants to do the waiver test or credit exam should call 471.6596 or 471.3339 to determine eligibility and set an appointment for the test

Available Test Dates Fall 2011

Computer Literacy Waiver Test:

August 26, September 2, September 9, 2011

Fundamentals of Information Technology (FIT) Credit Exam:

November 30, December 2, 2011

Available Test Dates Spring 2012

Computer Literacy Waiver Test

January 6, January 13, January 20, 2012

Fundamentals of Information Technology (FIT) Credit Exam:

April 25, April 27, 2012

Please note that new students will no longer be tested en masse during orientation week.

Contact:

bjgibson@andrews.edu

471.6596

SENIOR EXIT & MAJOR FIELD EXAMS 2011-2012 TESTING SCHEDULE

Students sign up for these tests through Vault - Senior Testing (link on the left)
<https://vault.andrews.edu/vault/goto/home>

For help with scheduling these tests, contact Counseling and Testing at 3470. For information regarding the test itself, contact the Office of Institutional Assessment at 3308 (assessment@andrews.edu).

SENIOR EXIT EXAMS

Fall Semester:

Wednesday, September 28, 2011	9:00am	Bell Hall 182
Wednesday, October 5, 2011	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, October 19, 2011	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Thursday, November 3, 2011	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182

Spring Semester:

Wednesday, January 18, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, February 8, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, February 22, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, March 21, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, April 4, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, April 11, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182
Wednesday, April 24, 2012	9:00am	Bell Hall 182
	2:00pm	Bell Hall 182

MAJOR FIELD EXAMS

Please note that beginning Fall 2011, the Counseling & Testing Center will be administering the computerized version of the Major Field exams (with the exception of the History Major Field which will remain as paper based).

Students sign up for these tests through Vault - Senior Testing (link on the left) <https://vault.andrews.edu/vault/goto/home>

For help with scheduling these tests, contact Counseling and Testing at 3470. For information regarding the test itself, contact the Office of Institutional Assessment at 3308 (assessment@andrews.edu).

All exams will be offered in the Bell Hall computer lab (Room 182) as per the following schedule:

Fall & Spring Semesters

Wednesday, November, 16, 2011

Wednesday, March 28, 2012

Wednesday, April 18, 2012

9:00am – 11:30am (times apply to all 3 dates above)

Computer Science

Economics

Literature in English

Mathematics

Physics

Political Science

Sociology

2:00pm – 4:30pm (times apply to all 3 dates above)

Biology

Psychology

History (paper based but students will also meet in the Bell Hall Computer lab - Room 182)

Section 4 Campus Academic Support Services and Resources

Advisors' Referral Guide

Academic Support Services

Reading Classes

Disability Accommodation

Job Placement

Advisors' Referral Guide

Got Questions?	We've Got Answers	Where We Are	Phone	Email
Academic Advising	Kris Knutson	Student Success	6205	knutson
Advisor Assignment/Change	Student Success	Nethery Hall 100	6096	majorchange
Advanced Placement Credit	Andrej Kis	Ad Building 204	3979	rkis
Athletics	Dave Jardine	Johnson Gym	3965	srfun
Bridge to Success program	Carletta Witzel	Student Success	3227	witzelc
CAPP – On-line Degree Audit	Gary Williams	Ad. Bldg 2 nd floor	3305	garyw
Career Exploration	Leilani Langdon	Bell Hall 123	3470	langdon
Change a Major or Advisor	Student Success	Nethery Hall 100	6096	success
Chapel/Choices Attendance	Student Life	Campus Center	6686	
Counseling & Assessment	Judith Fisher	Bell Hall 123	3470	jfisher
Disability Accommodation	Carletta Witzel	Nethery Hall 100	3227	disabilities
English Language Skills	CIEP	Nethery Hall 202	2260	brysonj
General Education	Don May	Nethery Hall 135	6157	may
General Studies Degree	Erling Snorrason	Student Success	3398	generalstudies
Graduation Application	Gary Williams	Ad. Bldg 2 nd floor	3305	garyw
Griggs Courses		Griggs Hall	6323	enrollgu
Hearing/Speech Problems	Darah Regal	Bell Hall 157b	3468	dregal
Honors	L. Monique Pittman	Nethery Hall 108	6084	pittman
Housing - Off Campus	Steve Yeagley	Campus Center	6683	yeagley
Job Placement Coordination	Carletta Witzel	Student Success	3227	witzelc
Library	JWL Web-Site	www.andrews.edu/library/RefDesk/research.html		
Major Change	Student Success	Nethery Hall 100	6096	majorchange
Math Homework Help	Bob Moore	Haughey Hall 112	3424	moorer
Medical Holds	Carolyn Moyer	University Medical Specialties	473-2222	Fax: 473-6880
Presentation Preparation	Multimedia Center	www.andrews.edu/library/screens/media/services.html		
Reading Help	Annie Lopez	Bell Hall 203	3480	alopez
Research Help – Library	Reference Desk	JWL Main Floor	3283	
Resume & Cover Letter Help	Leilani Langdon	Bell Hall 123	3470	langdon
Skill building - Math or Reading	Nancy Agnetta	Bell Hall 200	6074	agnettan
Social Recreation	Chelsea Nelson	Campus Center	6568	knowlton
Student Financial Services	Front Desk	Ad. Bldg. 1 st floor	3334	sfs
Student Intervention - Academic	Carletta Witzel	Student Success	3227	witzelc
Ticket Appeals & Parking	Public Safety	www.andrews.edu/safety for "Parking & Citations"		
Transcript Articulation	Andrej Kis	Ad Building 204	3979	articulation
Tutoring for Any Class	Erling Snorrason	Student Success	3398	tutoring
UCRLA (Reading & Assessment)	Annie Lopez	Bell Hall 203	3480	alopez
Undeclared Advising	Kris Knutson	Student Success	6205	knutson
Writing Skills & Term Papers	Writing Center	Nethery Hall 203	3358	writery

**Compiled by Student Success
Updated August 2011**

Academic Support Services

❖ **Student Success** - Dr. Erling Snorrason, Tutoring Coordinator Tiffany Siebold, Tutoring Services Assistant

Location: 100 Nethery Hall
Phone: Ext. 6128 or 6096
E-mail: tutoring@andrews.edu
Hours: Monday-Thursday: 9-12; & 1-5, Friday: 9-12

Student Success provides individual tutoring in numerous courses. Call, email us, or stop by for more information.

❖ **Mathematics Center** – Karen Johnson-McWilliams, Director

Location: 112 Haughey Hall (Science Complex)
Phone: Ext. 6662 or 3423
Hours: **Sunday, 4-6 pm**; Monday–Thursday, 4–8 pm (or as posted)
Closed during the summer and holidays

The Mathematics Center provides free assistance for students enrolled in university mathematics courses. Faculty and staff are also invited to visit the Center for help. The Center is equipped with eight computers that can be used for ALEKS and other web-based math assignments. An appointment is not necessary.

❖ **University Center for Reading, Learning and Assessment**

- Dr. Annie Lopez, Director

Location: Suite 200 Bell Hall
Phone: Ext. 3480; E-mail: alopez@andrews.edu
Hours: Monday-Thursday: 9-12; & 1-5, Friday: 9-12

Courses are offered that enhance reading skills, speed, vocabulary, and comprehension. They include individual tutoring. Other course offerings include individual academic learning assessment (EDPC 115). Computer based tutorial program can be registered for as a course or can be charged to the student's account on an hourly basis. A lending library of children's books, K-12, is also available for education majors, for field experiences, and for free check-out. For more information see 2011-2012 Bulletin, p. 18.

❖ **Writing Center** – Dr. Bruce Closser, Director

Location: 134 Nethery Hall
Phone: Ext. 3358 or 3172; writery@andrews.edu or closserb@andrews.edu
Hours: Monday-Thursday: 1:30-8:30; Sunday: 5:30-8:30, **or as Posted**

The center provides feedback and assistance on student writing.

Reading Classes:

EDTE140 Reading Vocabulary Development

Course designed to develop vocabulary skills including word recognition, structure of the orthography for reading and spelling, dictionary skills, roots and affixes, and use of context. Course intended for those who need basic reading skills.

Laboratory required. May be repeated one semester.

ACT Reading Score of 10-14

SAT Verbal <400

EDTE160 College Reading Efficiency

Course is designed to develop active reading comprehension and flexible reading rates and strategies to meet varied purposes for reading. Laboratory required.

May be repeated one semester.

ACT Reading score of 15-18

SAT Verbal 400 - 470

EDTE164 Dynamic Reading Strategies

Designed to assist average and above average readers in increasing their comprehension and reading rate. Laboratory required.

ACT Reading Score of 19-21

Questions about Reading classes? Contact Annie Lopez (alopez@andrews.edu) or Carletta Witzel (witzelc@andrews.edu)

Faculty Guide for Assisting Students with Disabilities at Andrews University

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, colleges and universities may not discriminate against any person because of a disability and must provide reasonable accommodations or auxiliary aids so that students with disabilities can have access to all programs and activities of the institution.

Appropriate documentation about a student's disability is kept in the Student Success office. Faculty members do not have a right to access diagnostic or other information about a student's disability, nor should they ask the student for details about the disability. It can be appropriate to discuss the nature of the accommodations in a process of making sure the student has full access. All other information is confidential unless the student chooses to share it. For example, faculty should not announce that a change is being made because of one person's disability.

Colleges and universities are not required to alter admissions requirements or program requirements for students with disabilities. Course waivers may sometimes be granted, but only if the campus academic committee has determined that the course to be waived is not an essential component of the student's course of study. Substituting another course with similar goals may also be considered. No accommodations, including waivers or course substitutions, should in any way lower the academic standards established by the institution. In other words, once the class has been made accessible, the student is responsible for meeting all of the course requirements.

Faculty should request verification of a student's eligibility for any requested accommodations. The student will obtain an Accommodations Referral Form from the Student Success office which will be signed by the student and the disabilities officer and will list the accommodations that should be made for that student. The instructor should sign and date the form and return it to Student Success. The instructor may want to make a copy for his/her records. Faculty are not required to provide accommodations for students who have not obtained an Accommodations Referral Form.

Students should bring the Accommodations Referral Form to the instructor before the accommodations are needed (not just prior to a test!). Accommodations do not need to be made for classes or activities which have already taken place before a student has delivered the Accommodations Referral Form (a test taken before the accommodation was requested does not have to be redone).

Some students need text in an alternative format. Because it takes weeks to convert text, you may be asked to provide syllabi, required textbooks selections, course packets, etc. several weeks in advance. Please work with us so we can have materials ready when your class begins.

Faculty may not deny the student the use of an accommodation. However, faculty may wish to propose an alternate way to make their classes accessible. For example, if the accommodation requests that copies of the instructor's notes be made available, the instructor may offer outlines or summaries from the instructor's teaching materials, or may find a classmate who takes good notes and would be willing to share them.

Please call Student Success (3227) if you wish to discuss the goals of the accommodation and workable, appropriate ways to meet them.

Job Placement Coordination

At Andrews, placement services for students and alumni take place in the academic departments. Academic departments and advisors are expected to help students transition from college to graduate school or careers. Potential employers often establish contacts directly with departments. Some employers send Student Success job postings on a regular basis. These are shared with the appropriate departments.

Our Andrews Alumni Services provides a career website through their web-pages. Students should go to www.andrews.edu/alumni and click on **Alumni Community** to find the **Career Center**.

The Counseling & Testing Center has a career counselor on staff. The Center's services are listed on their web-pages which may be accessed their web-pages at: www.andrews.edu/services/ctcenter/career-center/

NOTES

Section 5 General Education Information

Philosophy of General Education

General Education

BA/BS Degrees General Education

Professional Degrees and Programs General Education

General Education – Checklists

BA/BS Degrees General Education Checklist

Professional Degrees/Programs General Education Checklist

General Education – Fitness Education

[Link to Tables On-Line](#)

General Education – Computer Literacy

Foundations of Information Technology (INFS120) Class and Lab

NOTES

Philosophy of General Education:

The Philosophy of General Education at Andrews University can be found in the 2011-2012 Andrews University bulletin on pages 38-41. The on-line link is:

<http://www.andrews.edu/cas/requirements.html>

The General Education Tables are on pages 41-43 of the 2011-2012 Bulletin.

For information on, and questions about, General Education at Andrews University, please contact:

Don May
Director of General Education
269-471-6157

General Education Tables:

The link to the General Education Tables (for Associates, BA/BS, and Professional Degrees and Programs) in the on-line bulletin is:

<http://www.andrews.edu/academics/bulletin/2011-2012/04admissions/02-03-general-education-tables.pdf>

General Education – Fitness Education:

The link to information for the Fitness Education requirements for General Education for both BA/BS degrees and Professional degrees is:

http://www.andrews.edu/cas/fitness/gen_ed/index.html

For more information about Fitness Education, please contact Dominique Wakefield (wakefiel@andrews.edu).

General Education – Computer Literacy

(See details for INFS120 class and lab on pages 60 and 61)

INFS120 Foundations of Information Technology for 2011-2012

The Course: *Explores computing history, web technologies, basic network security, ethics, and future trends in information technology. Labs are modularly design to meet specific academic program needs which includes Windows 7, Mac OX Leopard, presentations, word-processing, spreadsheets, databases, use of online resources and basic web development.*

The Lecture: The lecture meets on the following days and times:

- Section 1: Tuesdays and Thursdays at 10:00 to 10:50 (RM118).
- Section 2: Tuesdays and Thursdays at 17:00 to 17:50 (RM108).

We will cover a variety of topics in network security, computer user ethics, industry/academic computer fluency expectations, latest emerging technologies, and computer threats.

The Lab:

L01	Time: MW/08:30-10:20/	
	Location: CSH 226 PC ¹	
	Excel Emphasis Track: This lab will cover all general technical skills that the student will need, but with an emphasis on Microsoft Excel. The lab will be taught in the PC platform .	
	Topics Covered	
	Web Resources (16.66%)	Microsoft PowerPoint (16.66%)
Web Publishing (16.66%)	Microsoft Word (16.66%)	
Microsoft Excel (33.33%)		

L02	Time: MW/12:30-14:20	
	Location: CSH 226 PC ¹	
	Web Emphasis Track: This lab will cover all general technical skills that the student will need, but with an emphasis on web development. The lab will be taught in the PC platform .	
	Topics Covered	
	Web Resources (16.66%)	Microsoft PowerPoint (16.66%)
Web Publishing (33.33%)	Microsoft Word (16.66%)	
Microsoft Excel (16.66%)		

INFS120 Foundations of Information Technology Labs (con't)

L03	Time: MW/14:45-16:35			
	Location: SH ³			
	General Track: This lab will cover all general technical skills that the student will need to perform academically. The lab will be taught in the PC platform .			
	Topics Covered			
	Web Resources	(16.66%)	Microsoft PowerPoint	(16.66%)
Web Publishing	(16.66%)	Microsoft Access	(16.66%)	
Microsoft Excel	(16.66%)	Microsoft Word	(16.66%)	

L04	Time: TR/14:45-16:35			
	Location: SH ³			
	General Track: This lab will cover all general technical skills that the student will need to perform academically. The lab will be taught in the PC platform .			
	Topics Covered			
	Web Resources	(16.66%)	Microsoft PowerPoint	(16.66%)
Web Publishing	(16.66%)	Microsoft Access	(16.66%)	
Microsoft Excel	(16.66%)	Microsoft Word	(16.66%)	

L05	Time: MW/17:00-18:50			
	Location: CSH 226 Mac ²			
	Web Emphasis Track: This lab will cover all general technical skills that the student will need, but with an emphasis on web development. The lab will be taught in the OSX platform .			
	Topics Covered			
	Web Resources	(16.66%)	Microsoft PowerPoint	(16.66%)
Web Publishing	(33.33%)	Microsoft Word	(16.66%)	
Microsoft Excel	(16.66%)		(16.66%)	

L06	Time: TR/17:30-19:20			
	Location: SH ³			
	Excel Emphasis Track: This lab will cover all general technical skills that the student will need, but with an emphasis on Microsoft Excel. The lab will be taught in the PC platform .			
	Topics Covered			
	Web Resources	(16.66%)	Microsoft PowerPoint	(16.66%)
Web Publishing	(16.66%)	Microsoft Word	(16.66%)	
Microsoft Excel	(33.33%)			

1. Chan Shun Hall PC Lab / RM 226
2. Chan Shun Hall Mac Lab / RM 226
3. Smith Hall PC Lab / RM101

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