**Academic Advising Quick Guide**  
*(work-in-progress.....not all inclusive)*

### Common Terms

<table>
<thead>
<tr>
<th><strong>SID or CWID</strong></th>
<th>Student Identification Number or Campus Wide Identification Number (also referred to as the User Identification Number).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIN</strong></td>
<td>Personal Identification Number.</td>
</tr>
<tr>
<td><strong>ALT PIN</strong></td>
<td>Alternate Personal Identification Number. This ALT PIN is an additional PIN for 2,000-plus students each fall and spring semester. It is issued to the student after advising. It is semester-specific (e.g. spring ’13 ALT PIN differs from fall ’12) and required for all students with less than a 2.25 cumulative GPA, freshmen with less than 30 earned credit-hours, and some other cohorts (<em>i.e. student-athletes, Scholars’ College students, CIS majors, etc.</em>).</td>
</tr>
<tr>
<td><strong>CRN</strong></td>
<td>Course Reference Number (<em>all course sections will be assigned a 5-digit CRN</em>).</td>
</tr>
<tr>
<td><strong>NSUConnect</strong></td>
<td>NSU ‘in-house’ term for Banner; also, referred to as SSB. The platform all students and faculty/staff use to access student records (transcripts, registration information, etc.).</td>
</tr>
<tr>
<td><strong>NSURRecords</strong></td>
<td>NSU ‘in-house’ term for the administrative side of Banner; also, referred to as INB.</td>
</tr>
</tbody>
</table>

### Prior to Advising Session

- **Confirm major, minor, and concentration by looking at the Student Information link:**
  Many times, students have changed majors. Or, they may think they have when, in fact, they have not. (*See page 4 for Screenshot.*)

- **Confirm catalog year by looking at the Student Information link:**
  Since it is obviously crucial that students follow the curriculum associated with their catalog year, advisors need to verify that information when meeting with their students. On a related note, if a student declares a minor at a later time than he declared his major (*i.e. major declared during the spring 2012 semester; minor declared fall 2013*), the requirements of the minor are per the 2012-2013 (and not the 2013-2014) catalog since that was the catalog year when the major was declared. (*See page 4 for Screenshot.*)

- **Review student’s cumulative grade point average (*located at bottom of Academic Transcript link*).**
  Keep in mind approximately 20% of all undergraduate students have been issued an ALT PIN based upon cumulative GPA, major, total earned credit-hours, etc.: This provides you the time to obtain the ALT PIN even prior to advising. Taking a student’s GPA into consideration is an important part of the advising process, as it plays a role in determining course selection. Students with grade point averages below a 2.0 or near the lower end of the 2.0 scale should not register for more than 12-15 hours. (*See page 4 & 5 for Screenshot.*)

- **Check for any registration holds on the View Holds link (**on Student Information Menu page, third link from bottom of list**):**
  Some account holds will not affect the registration process (*i.e. a financial aid hold will not hinder registration*). However, if the student has a registration hold, he will be unable to register. As faculty advisor, you can still advise the student and provide the ALT PIN (if applicable), but the student will need to clear his registration hold in order to self-register via NSUConnect. Students returning after serving a suspension (one academic
semester or one calendar year) must contact the Registrar to have this registration hold removed. (*View Hold link is third from bottom on Faculty & Advisor Student Information page.*)

**During Advising Session**

- **Ask the student to confirm his major, minor, concentration, etc.**
  Although this step takes mere seconds, it is critical to ensure he is on the same page as you, the advisor.

- **Ask if the student is an online-only student.**
  If so, depending on his curriculum, he may have some limitations/restrictions as not all classes are available online. Presently there are roughly a dozen majors and minors that are available to ‘online-only’ students.

- **Ask if the student is receiving any form of financial aid (TOPS, loans, PELL grant, or other forms of scholarships).**
  If so, students may have to be enrolled full-time (12 or more credit-hours). In general, students may be eligible for PELL grants at 3 credit-hours and student loans at 6 credit-hours. TOPS and merit-based scholarships require 12 credit-hours. *For more information, click here.*

- **Ask the student if he is a morning person or a night person.**
  Do not encourage a night owl to enroll in an 8:00 a.m. class. The reality is that the student may not consistently attend. However, when those are the only options, sometimes the student simply has no choice but to take them when they are offered. When that happens, it is a good idea to talk with the student about the importance of attendance, etc.

- **Ask the student if he has a copy of the program curriculum worksheet.**
  Discuss with the student that it is *his responsibility* to complete all degree requirements. (*See page 5 for Screenshot.*)

- **Ask the student if he works part-time or full-time.**
  If the student does work, how many hours a week? Although all cases are unique, a general guideline to follow would be if a student works more than twenty hours a week, then he should probably not take more than 3-4 classes. *Since time management is so critical to student success, refer to page 3 and consider providing each advisee a copy of this visual aid.*

- **More hours do not necessarily equate to a higher GPA. Encourage students to take fewer hours and to earn better grades.**
  Remind them that for every "F" grade they earn, they need to earn an "A" grade to offset/counterbalance. Likewise, for every "D" grade earned, they need a "B" grade.
Time Management Visual Aid

For every course in which you are enrolled, you need to plan to study three hours for every one hour of class time. If you are enrolled in 15 hours, that is 45 hours of study time. Keep in mind that there are only 168 hours in a week! The following chart leaves you with 25 hours which would be roughly 3 ½ hours a day to eat, unwind, get extra sleep, do housework, grocery shop, etc...

<table>
<thead>
<tr>
<th>Total Hours Minus</th>
<th>Hours Spent On Activities Equals</th>
<th>Hours Left After Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>168</td>
<td>- 15 hours of class time =</td>
<td>153</td>
</tr>
<tr>
<td>153</td>
<td>- 45 hours of study time =</td>
<td>108</td>
</tr>
<tr>
<td>108</td>
<td>- 49 hours of sleep (7 a night) =</td>
<td>59</td>
</tr>
<tr>
<td>59</td>
<td>- 20 hours of work =</td>
<td>39</td>
</tr>
<tr>
<td>39</td>
<td>- 14 hours (2 hours a day for prep/travel) =</td>
<td>25</td>
</tr>
</tbody>
</table>

*If students work 40 hours per week, this equation changes considerably.
Confirm major, minor, concentration, and catalog year on the Student Information link:

Review student’s cumulative grade point average *(located at bottom of Academic Transcript link)*:
List of his assigned advisees under the “Advisee Listing” link:

Copy of the program curriculum worksheet:

Bachelor of General Studies (734) 2012-2013 Catalog

| Name: Testing A. Test | SB#: XXX-XX-304 |

Required for each concentration:

- Arts/Communication (734)
  - Semester Grade
  - ENGL 1010: 3 hours
  - ENGL 1020: 3 hours
  - ENGL 2110: 3 hours
  - COMM 1010: 3 hours
  - MATH 1010: 3 hours
  - MATH 1010***: 3 hours
  - CHEM 1170: 4 hours
  - CHRM 1176: 4 hours
  - ANAT 101: 4 hours
  - GENERAL SCIENCE (6 credits)
  - Social Science options
  - ANTROG (GEES 1000, 1100, ECON 2000, or PSCI 2000): 3 hours
  - Behavioral Science options
  - MISC 3160: 3 hours

Other Requirements:

- Support Courses
  - ENVI 1001/1010: 3 hours
  - Computer: 3 hours
  - Foreign Language (4 hours)
    - Study major elective language for the 4 hours required (1000, 2000)
    - Spanish
  - Advanced level language available for minor requirements

General Requirements:

- 60 hours of coursework
- 20 credits from each of the following groups:
  - Arts and Communication
  - Natural Science
  - Social Science

Groups of Concentration:

- Arts and Communication (734)
- Natural Science (734)
- Social Science (734)

Bachelor of General Studies (734) 2012-2013 Catalog

| Name: Testing A. Test | SB#: XXX-XX-304 |

Upper Level Electives (45 hours) to be selected from:

- ENGL 1010: 3 hours
- ENGL 1020: 3 hours
- ENGL 2110: 3 hours
- COMM 1010: 3 hours
- MATH 1010: 3 hours
- MATH 1010***: 3 hours
- CHEM 1170: 4 hours
- CHRM 1176: 4 hours
- ANAT 101: 4 hours
- GENERAL SCIENCE (6 credits)
- Social Science options
- ANTROG (GEES 1000, 1100, ECON 2000, or PSCI 2000): 3 hours
- Behavioral Science options
- MISC 3160: 3 hours

Additional hours for group of Concentration: 7434, 7514, 7541 - 12 hours must be at the 3000/4000 level.

Elections to remain (120 hours total):

- B121: 2 hours
- B122: 2 hours
- B123: 2 hours
- B124: 2 hours
- B125: 2 hours
- B126: 2 hours
- B127: 2 hours
- B128: 2 hours
- B129: 2 hours

Revised: March 2013