Academic Advising Resources- Panel Discussion
November 8, 2004

Panelists:

- Laura Stoll, Registrar’s Office
- Patty Frisbee, New Student Programs
- Diane Stutts, Counseling & Academic Support Programs

Questions (from the participants):

1. Regarding Joe’s Self Service: Question: Why are students that have graduated still on the advisees list? Answer: The Registrar’s office is still working on this with the “degree audits” list. The list to “remove an advising hold”, should only contain the names of current students.

2. Regarding privacy rights: Question: What can I tell a student’s parent? Answer: The FERPA privacy act protects any student attending an institution of higher-education, regardless of age. Before you can talk to the parent, a release form (located on the Registrar’s web site), must be signed by the student and on file for that academic year.

3. Question: Are there any PRO workshops (placement tests) for foreign language? Answer: Not included in the PRO session. You could contact the department directly for placement testing information.

4. Question: Can I get a CAPS report for a major?

5. Question: Is there a way to e-mail all advisees on one list, without having to contact them individually? Answer: Yes. There should be a way to set this up.

6. Is there a 24-hour telephone line for counseling services?

7. Question: If a student has a documented disability, do they have to go through the Counseling Center to register that disability? Answer: Yes. Then a letter is prepared and given to the faculty member, and advisor.

8. Question: Who makes the final decision on waiving prerequisites? Answer: The Registrar’s form requires approval from the 1) advisor, 2) the instructor and 3) the department chair. University regulations refer to the Registrar’s form. Related Question: Is this also true for pre-registration? Answer: This would be between the student and the advisor.

Comments/Suggestions (from the participants):

1. Omit the “time out” from PeopleSoft
2. Suggest providing links to placement tests
3. The “forward” button on the advising list is at the bottom and not at the top, and on the degree audit screen you must return to the top to move forward.
4. The word “Cancel” must be used to move back. (Awkward)
5. It is difficult to distinguish between students (with similar names) on the list of advisees.
6. Suggestion: Remind freshman faculty that these resources are available.
7. It would be helpful to know what the students see when using Joe’s Self Service, since the screen views are different.

Advising Topics of Interest (ideas for future sessions):

1. Academic Alert
2. Placement Tests
3. FERPA Privacy Act