

Academic Advising Quick Guide

**(work-in-progress.not all inclusive)*

Common Terms

SID or CWID	Student Identification Number or Campus Wide Identification Number (also referred to as the User Identification Number).
ALT PIN	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 '23 ALT PIN differs from fall '23) 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 (<i>i.e. student-athletes, Scholars' College students, CIS majors, etc.</i>).
CRN	Course Reference Number (<i>all course sections will be assigned a 5-digit CRN</i>).
NSUConnect	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.).

Prior to Advising Session

Check Math and English test scores for appropriate placement. One advantage of researching placement options in advance is to learn if your student needs a corequisite lab (and respective permits).

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. (*See page 4 for Screenshot*)

Review student's cumulative grade point average. (*located at bottom of Academic Transcript*) 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. Secure the ALT PIN even prior to advising. Taking a student's GPA into consideration is an important part of the advising process.

Transfer and non-traditional students may have unique cases/needs. Entering transfer students may have a course that did not enter into NSU as a direct equivalent. Obtaining the course description and visiting with DH could help your student with a course substitution, saving both time and money.

Check for any registration holds on the View Holds link. 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, they 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 their registration hold in order to self-register via NSUConnect.

During Advising Session

Ask the student to confirm their major, minor, concentration, etc. Although this step takes mere seconds, it is critical to ensure they are on the same page as you, the advisor.

Ask if the student is an online-only. If so, depending on their curriculum, they 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, etc.) 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 they are a morning 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 they have a copy of the program curriculum worksheet. Discuss with the student that it is their responsibility to complete all degree requirements.

Ask the student if they work 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 they 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.*

Remind the student 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.

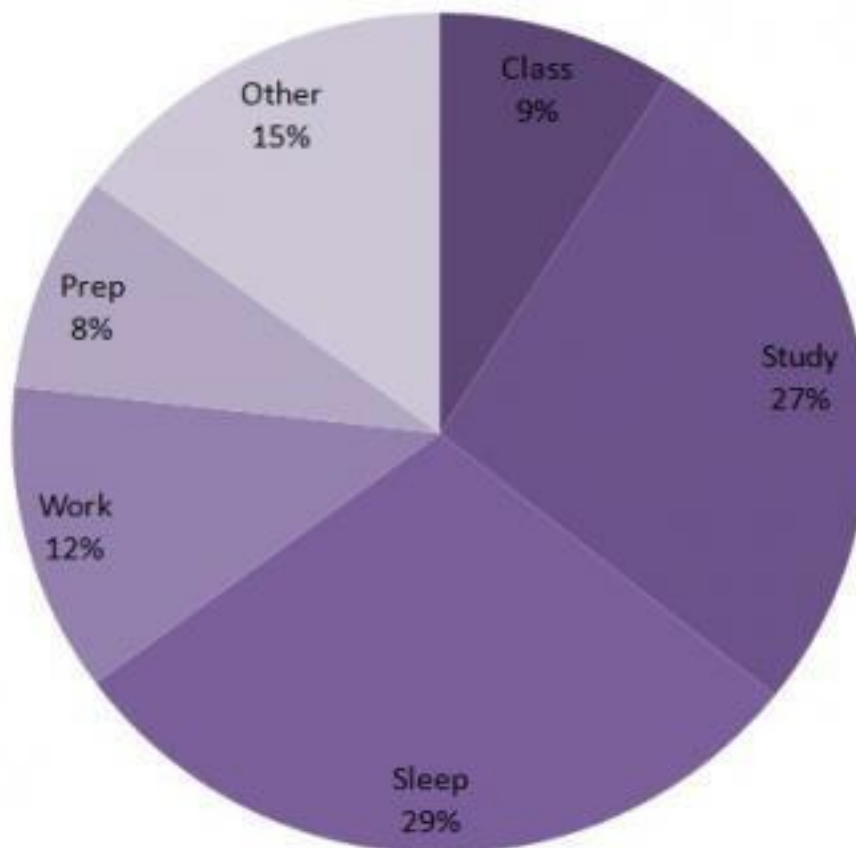
After Advising Session

Provide the ALT PIN, email any necessary documents, attachments, and follow-up tasks.
Place any general advisor comments (not personal) in Degreeworks comments section.

Time Management Visual Aid

For every course in which you are enrolled, you need to plan to study 2-3 *hours* for every *one hour* of class time. If you are enrolled in 15 hours, this equates to 30-45 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.

Total Hours Minus	Hours Spent On Activities Equals	Hours Left After Activities
168	- 15 hours of class time =	153
153	- 45 hours of study time =	108
108	- 49 hours of sleep (<i>7 a night</i>) =	59
59	- 20 hours of work =	39
39	- 14 hours (<i>2 hours a day for prep/travel</i>) =	25
<i>*If students work 40 hours per week, this equation changes considerably.</i>		



[Confirm major, minor, concentration, and catalog year on the Student Information link:](#)



Personal Information **Faculty Services** Employee

Search Go

General Student Information

Student Information effective from Spring 2016 to The End of Time

Registered for Term: Yes
First Term Attended: Spring 2015
Last Term Attended: Fall 2015
Status: Active
Residence: Resident
Citizenship: Citizen
Student Type: Continuing
Class: Senior
Academic Standing Status: Good Standing
Academic Standing Term: Fall 2015
Primary Advisor:
Primary Advisor Type: Major Advisor
Expected Graduation Date: May 08, 2017
Expected Graduation Term: Spring 2017
Expected Graduation Year: 2016-2017

Curriculum Information

Current Program

Bachelor of General Studies

Level: Undergraduate
Program: General Studies, BGS
Admit Term: Spring 2015
Admit Type: Transfer 18 or more
Catalog Term: Spring 2015
College: Arts and Sciences
Major and Department: General Studies, Arts and Sciences
Major Concentration: Computer and Natural Science
Minor: Computer Information Systems



Review student's cumulative grade point average (located at the bottom of Academic Transcript)

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:		0.000	0.000	0.000	0.000	0.00 0.000
Total Transfer:		54.000	44.000	44.000	44.000	164.00 3.727
Overall:		54.000	44.000	44.000	44.000	164.00 3.727

Unofficial Transcript

Use the "RETURN TO MENU" link, near SITE MAP in the top right corner to quickly navigate back to the most recently used menu.
RELEASE: 8.1

