Academic Advising

Syllabus 2016-2017

Academic Advising & Assistance Center
Overstreet 238
100 E. University
Magnolia, AR 71753

Phone: 870-235-5175
Fax: 870-235-5072

Office Hours: Monday - Friday 8 a.m. - 5 p.m. (Fall/Spring)
Monday - Thursday 7 a.m. - 5:30 p.m. (Summer)
http://web.saumag.edu/advising/

Freshman Advising    Undeclared Student Advising
Transient Student Advising    Non-degree Student Advising
Pre-nursing Student Advising

Jennifer Rowsam
Assistant Dean for Advising

Betsy Hall
Secretary

Jake Dunham
Academic Advisor

Sarah Madelyn Jones
Academic Advisor
Your Advisor Can:
- Help you to identify educational interests or career goals
- Help you to select appropriate courses
- Help you register for classes
- Review the current SAU catalog and schedule of classes with you
- Review academic policies and procedures with you
- Answer your academic questions
- Refer you to support services on campus
- Connect you with faculty

In the Advising Center, we expect you to:
- Learn the name and office location of your advisor
- Schedule appointments in advance and come prepared with your preferred courses and questions
- Become familiar with general education requirements, graduation requirements, and degree program requirements
- Consult with your advisor regarding changes in your schedule or to add/drop classes
- Consult with your advisor when you experience academic difficulty
- Consult with your advisor regarding changing your major, transferring to another college, or withdrawing from college

Advising Timeline

**Fall**

<table>
<thead>
<tr>
<th>August</th>
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<tbody>
<tr>
<td>22</td>
<td>Late Registration</td>
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<tr>
<td>23</td>
<td>Late Registration</td>
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<tr>
<td>24</td>
<td>Late Registration with penalty</td>
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<tr>
<td></td>
<td>Fall semester begins</td>
</tr>
<tr>
<td>31</td>
<td>Last date of entrance and course additions</td>
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<td>Academic Advising begins for Spring</td>
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<td>7</td>
<td>Last day to change / grades</td>
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<tbody>
<tr>
<td>6-9</td>
<td>Finals Week</td>
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<td>9</td>
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**Spring**

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<td>10</td>
<td>Late Registration</td>
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<td>11</td>
<td>Late Registration w/penalty</td>
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<td></td>
<td>Spring semester begins</td>
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<td>Last date of entrance and course additions</td>
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<td>Academic Advising begins for Summer and Fall</td>
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<td>Call the Advising Center to schedule an appointment</td>
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<tr>
<td>6</td>
<td>Midterm grades due in the Office of the Registrar</td>
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<tr>
<td>29</td>
<td>Last day to drop a course or to withdraw from the University</td>
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<th>April</th>
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<td>1-4</td>
<td>Finals Week</td>
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<td>4</td>
<td>Last day of Spring semester</td>
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Scheduling Tips

Here are some important considerations for planning your next semester:

• **Choose your classes.** Use the SAU undergraduate catalog plus the degree plan for your degree program to find the classes you need for particular degree programs. The undergraduate catalog also has class descriptions and information about prerequisite courses. Prerequisite courses are not always listed in the schedule of classes. You must check the catalog.

• **Select the best day and time for each class.** Use the schedule of classes to find class meeting times and locations. Be sure to choose alternate selections, too, in case your first choices are closed. The schedule of classes can be accessed at [http://www.saumag.edu/schedule](http://www.saumag.edu/schedule).

• **Schedule your advising appointment during the registration period.** Bring your list of classes and alternates to your advising appointment, along with any questions you might have. Your advisor will help you resolve any concerns you have and make sure you’re on track for your program during your appointment.

• **You are not officially registered in your classes until your fees are paid. If your fees are not paid on the due date for each semester, your registration will be cancelled.** If you are receiving financial aid, it is your responsibility to make sure that everything is in order. Contact our Business Office for questions about your bill at 870-235-4013.

• **Know how many credit hours you need to register for each semester.** What exactly does a credit hour mean? It is a unit counted toward completion of an academic program. Each course is worth a certain number of credit hours (also known as “credits”).

The number of credit hours reflects the number of hours a student spends in class for that course per week. A typical course offers three credit hours. A three-hour course meets approximately three hours per week. Students typically take 12–15 credit hours per semester. A bachelor’s degree typically requires a total of 120 credit hours. (Please note that lab course times may vary and typically are longer.)

**Note:** Pay attention to how many credit hours are required for scholarships you have received.
• **Tell your advisor about any extracurricular activities you might have.** If you know that you will have specified practice times, work hours, or other time commitments, please make sure to include this in your course scheduling process.

• **If you took any courses for college or AP credit in high school, you MUST provide official documentation of these courses to SAU.** If the credit was from another college or university, contact the registrar’s office at that institution to request an official transcript.
  - The official transcript must be presented in a sealed envelope or mailed directly to the SAU registrar’s office. If you received AP credit, you will need to present documentation of your AP scores. You must have scored a 3 or higher on the AP exam for the credit to be awarded.

Note: If you have college credit or AP credit, you will need to complete and return the “Concurrent/Dual Credit/AP Credit form” prior to your BAM Orientation date. This form will help the advisors in preparing your advisement forms. The Concurrent/Dual Credit/AP Credit form can be accessed on the BAM Orientation website at [www.saumag.edu/bam](http://www.saumag.edu/bam). This form can be e-mailed to [BAM@saumag.edu](mailto:BAM@saumag.edu) or mailed to:

  Southern Arkansas University  
  Academic Advising and Assistance Center  
  100 East University  
  MSC 9266  
  Magnolia, AR 71753  

Students can text [@advisingc to 81010](http://www.saumag.edu/bam) to get important updates and reminders from the Advising Center.

They can also send an email to [advisingc@mail.remind.com](mailto:advisingc@mail.remind.com) if they would rather have an email sent to them.

“The value of a college education is not the learning of many facts but the training of the mind to think.”

~Albert Einstein
Although your advisor will assist you in scheduling courses, the following information is provided for your convenience. By acquainting yourself with this information, you will receive the maximum benefit from your advising appointment.

The class schedule can be found at www.saumag.edu/schedule. Remember to check for pre-requisites to courses. These can be found in the Course Description section of the undergraduate catalog. The catalog can be viewed at www.saumag.edu/admissions.

Use the following guidelines for determining the courses you will take:

- All full-time students (12+ hrs.) must enroll in a writing course each semester until they have completed ENGL 1123, English Composition II. (Refer to the English section below for beginning writing course.)
- All full-time students must enroll in a mathematics course each semester until they have completed MATH 1023, College Algebra or MATH 1053 Mathematical Literacy. You are placed in the English and Math courses according to your scores on the English and math portions of the ACT.

Transfer students who have fewer than 24 semester hours and beginning freshmen must take GSTD 1002, Freshman Seminar.

### READING SCORE
- ACT 0-18: EDUC 0123 Transitional Reading (hybrid)
- ACT 15-18: EDUC 0123 Transitional Reading (with paired credit course)
- ACT 19+: Reading course not required

### ENGLISH SCORE
- ACT 0-14: ENGL 0204 Fundamentals of Writing
- ACT 15-18: ENGL 0121 Composition I Lab
- ACT 19+: ENGL 1113 Composition I
- Concurrent, etc.: Other

### COMPOSITE
- English course not required during first semester

### MATHEMATICS SCORE

<table>
<thead>
<tr>
<th>Math Literacy Path</th>
<th>College Algebra or Higher Path</th>
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<tbody>
<tr>
<td>ACT 0-17*</td>
<td>ACT 0-17</td>
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<tr>
<td>MATH 0051 Math Literacy Lab</td>
<td>MATH 0123 Transitional Math (16 weeks)</td>
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<td>AND</td>
<td>OR</td>
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<td>MATH 1053 Mathematical Literacy</td>
<td>MATH 0123 Transitional Math (A Term)</td>
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<tr>
<td>ACT 18+</td>
<td>ACT 18</td>
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<tr>
<td>MATH 1053 Mathematical Literacy</td>
<td>MATH 0703 Intermediate Algebra (16 weeks)</td>
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<td>OR</td>
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<tr>
<td></td>
<td>MATH 0703 Intermediate Algebra (A Term)</td>
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<td></td>
<td>ACT 19-21</td>
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<tr>
<td></td>
<td>MATH 1023 College Algebra (B Term)</td>
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<tr>
<td>*If a student has completed MATH 0123 Transitional Math or the equivalent, MATH 0051 is not required.</td>
<td>ACT 22+</td>
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* ACT 0-17
  MATH 0051 Math Literacy Lab
  OR
  MATH 0123 Transitional Math (16 weeks)
  OR
  MATH 0123 Transitional Math (A Term)
  MATH 0703 Intermediate Algebra (B Term)

* ACT 18
  MATH 0703 Intermediate Algebra (16 weeks)
  OR
  MATH 0703 Intermediate Algebra (A Term)
  MATH 1023 College Algebra (B Term)

* ACT 19-21
  MATH 1023 College Algebra
  MATH 1021 College Algebra Lab

* ACT 22+
  MATH 1023 College Algebra
PACT 8 Completion Program
Guaranteed 8-Semester Bachelor's Degree Program

If you are a beginning freshman, you may be eligible to participate in the PACT 8 Completion Program at Southern Arkansas University. This program is designed to guarantee the completion of most baccalaureate degree programs at SAU within eight semesters.

The PACT 8 program was created in compliance with ACT 1014 of 2005. The program provides you with curriculum guides that are designed for eight-semester completion. If you follow and successfully complete the suggested course sequence and requirements, you are guaranteed to graduate in eight semesters. The PACT 8 degree plans can be found in the SAU Undergraduate Catalog and on the SAU website at www.pact8.southernarkansasuniversity.info.

What will I need to do to participate?
During your summer advising session, you will be given the option to accept or decline the PACT 8 agreement. You will be required to indicate your decision to accept or decline on the PACT 8 contract. You will also be required to sign this document during your advising session.

Are all students eligible for the program?
No. All students are not eligible for the PACT 8 program. The following are reasons that you might be ineligible to participate:
1. You have not declared a major.
2. Your declared major is not included in the PACT 8 program.
3. Your admission status is conditional.
4. You must enroll in one or more developmental courses (pre-college level) or pre-requisite courses required for a selected major.
5. You are not a full-time student.

What are the continuance requirements?
1. You must follow exactly the PACT 8 curriculum guide for your declared major.
2. You must make satisfactory academic progress and maintain a grade point average of 2.0 or greater.
3. You must complete at least 30-36 semester credit hours or appropriate course work each academic year as outlined in your degree plan.
4. You must have your class schedule approved by your departmental advisor and register for classes each semester during the designated early registration period.
5. You must accept any available course section that can be accommodated in your class schedule.
6. If you change your major, the contract will be void.
7. Other actions that will void the contract include the dropping or failure of a course, withdrawal from the university, non-payment of fees, and/or disciplinary actions.
8. You should make timely application for all financial assistance.

If I am ineligible or decide to decline the program, can I still graduate in eight semesters?
This is possible depending on the sequence of courses that are selected and/or required. Your individual advisor should be able to provide you with an estimate of completion of your degree according to your individual needs.

If you have additional questions regarding the PACT 8 Completion Program at SAU, please feel free to contact the Academic Advising and Assistance Center.
FAQs

Do I have an advisor?
Yes, the Advising Center staff are your advisors. We have professional and faculty advisors who work in the Advising Center.

When will I get an advisor in my department?
Most students will receive a departmental advisor when they complete 30 hours and have a declared major. Nursing students will remain with the Advising Center until they are admitted to the nursing program. We encourage you to meet faculty in your major department and begin developing those relationships now!

Does it hurt me to drop a course? What should I do if I am thinking about dropping a course?
Dropping a course can delay your graduation or you may have to take extra hours during another semester if you want to graduate on the same timeline. Dropping a course can also influence your financial aid and scholarships. You should always consult with Financial Aid before you drop a class.

Also, we recommend visiting with your professor to discuss your progress in the course. If you still think you need to drop a course, you will need to visit your advisor to fill out the paperwork. After the paperwork is completed, you will take it to the Registrar’s Office for processing.

How many credit hours do I need to graduate with a bachelor’s degree?
A bachelor’s degree requires a minimum of 120 hours. Some programs require more than the minimum.

How many hours do students typically take during the fall/spring semesters?
A typical course load is fifteen credit hours each semester. Scholarship and financial aid requirements can influence how many hours you must complete. Taking approximately 15 hours per semester (not including transitional work) should keep you on track for graduation (15x8=120 = minimum hours to graduate).

What is “locking in” or “saving” my schedule?
These terms refer to making your payment arrangements with the Business Office. Students are not officially registered for classes until payment arrangements are made.

What if my financial aid and/or scholarships cover my entire balance?
You still have to contact the Business Office to secure your schedule and confirm you are attending SAU for that particular semester. You can contact the Business Office in person (Overstreet Hall 113), by telephone (870-235-4019), or you can save it via Campus Connect (recommended).

Why do I have to take math and English right now?
It is a University requirement that you enroll in a math course each semester until you complete College Algebra or Mathematical Literacy. Also, it is a University requirement that you enroll in an English course each semester until you complete Composition II. This is for your benefit so that your mathematics and English requirements are completed in a timely manner.

What is the Advising Hold?
The Advising Hold ensures that you register for your classes with the Advising Center. This hold will stay on your account until you complete 30 hours and does not prevent you from doing anything else on campus.