**Welcome to Arkansas State University!**

***Getting Started with Academic Advising***

**MISSION: Arkansas State University *educates*** leaders, ***enhances*** intellectual growth, and ***enriches*** lives. (ASU=***e***3).

**ASU FIGHT SONG**

On, On, On to victory

Brave team you're second to none

Let's make this game history

along with the others we've won

FIGHT! FIGHT! FIGHT!

with all your might

so that the world may see that

*RED*-W-O-L-V-E-S means Victory!

STATE!

**ASU ALMA MATER**

Our Alma Mater ASU

Your hallowed halls shall ring

With praise by daughter and noble son

Who proudly stand and sing

Mem'ries of your stirring glory

And of youthful friends we knew

The red and black shall ever wave

On high for ASU

**COLORS**

Scarlet and Black

**Admission to ASU:** A minimum ACT composite score of 21 *and* a minimum high school GPA of 2.50. Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.

**Admission to FYS:** A minimum ACT composite score of 19 *and* high school 2.30of GPA.

Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.

**Admissions to Honors College:** A minimum ACT composite score of 27 *and* a high school GPA of 3.50.

Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.



[**http://www2.astate.edu/irp/**](http://www2.astate.edu/irp/)

**ACADEMIC SUPPORT STRUCTURE**

**ACADEMIC ADVISING**

* First Year Studies Based on college placement scores First Year Studies
* Undecided Exploring degree options Wilson Advising Center
* Decided Major determined Various Academic Departments
* Honors Supplemental support for honors students Honors College
* Athletic Advising Supplemental support for athletes Athletic Support Center
* Student Support Services Supplemental support for low-income; first gen University College

TERMS: Advising Holds, SPAAPIN, Intent to Graduate Forms

**NEW STUDENT ORIENTATION**

All incoming first year students must attend a summer New Student Orientation to get acquainted with the campus and to design their first academic schedule. Students meet with an academic advisor from their designed major or college.

**FIRST YEAR CONVOCATION**

The First Year Convocation a rite of passage for ASU’s newest class of students. The ceremony lasts approximately one hour and is comprised of a welcome to new students and their parents from the ASU President, the Provost and a host of others. ASU faculty participate by dressing in full regalia to celebrate the arrival of first year students. Following this event, there are several other activities on campus that students may wish to participate.

**MAKING CONNECTIONS COURSES**

All first time, first-year college students are enrolled in a Making Connections (3 credit) course during their first enrollment period. This course is designed to help transition new learners to the college culture. There are over eighty sections including Right Start, undecided, discipline-specific, honors, nontraditional and web options.

**EARLY ALERT SYSTEM (EAS)**

The EAS is a communication tool for which faculty and nonteaching employees can refer students of concern to a team of Early Alert Campus Administrators for follow up. Access to this can be found in the *mycampus* portal.

**LEARNING SUPPORT SERVICES**

Students seeking assistance in general education courses can visit Learning Support Services. Students can also check in with their instructors, form study groups or ask departments about graduate student assistance.

**AVAILABLE RESOURCES**

**COUNSELING CENTER, 972-2318**

The Counseling Center provides specialized services to help students perform better academically, cope with emotions, and be more effective in relationships with others. Counseling Center also provides career assessments and test anxiety intervention.

**CAREER SERVICES, 972-3025**

The Career Services Center offers a variety of employment and career-related services to prepare students for future employment. Career Services posts openings for career jobs, internships, and part-time jobs (on and off campus jobs, and Federal Work-Study jobs) through Career Connections.

**DISABILITY SERVICES, 972-3964**

Disability Services arranges for academic adjustments and auxiliary aids to be provided to qualified students with disabilities.

**HONORS COLLEGE, 972-2308**

Students formally admitted to the Honors College have opportunity for unique research and scholarship through enriched coursework and programming. New students seeking honors status must have a minimum of a 27 ACT a*nd* a 3.50 high school GPA.

**INTERNATIONAL PROGRAMS, 972-2329**

This office assists international students with student services and transitional needs.

 **FINANCIAL AID, 972-2310**

The Financial Aid/Scholarship Office processes student aid requests and provides information regarding federal student aid and ASU scholarships.

**LEARNING SUPPORT SERVICES (LSS), 972-3451**

The LSS offers one-on-one and group tutorial assistance with most of the ASU general education courses. Call this office to determine which learning support service best fits your needs.

**RESIDENCE LIFE, 972-2042**

The Department of Residence Life offers on-campus housing for full time college students in traditional residence halls, apartments or family housing facilities.

**REGISTRAR’S OFFICE, 972-2031**

Registrar’s office assists students with registration issues, verifies enrollment, issues official transcripts, evaluates transfer work and is the official holder of academic records for the University.

**STUDENT ACCOUNTS, 972-2285**

Student Accounts disperses financial aid and scholarship money and manages students’ financial account with ASU. Students work with this office to arrange payment plans.

**STUDENT HEALTH CENTER, 972-2054**

The Student Health Center has an array of medical services from treating minor illnesses and injuries to providing physical exams, immunizations, female exams (including pap smears), health education, and pre/post-test HIV Counseling (includes blood draw).

**STUDENT LEADERSHIP CENTER, 972-2055**

ASU offers a variety of organizations and associations for student involvement. Students can contact the Leadership Center or their academic department to learn about these opportunities.

**UNIVERSITY POLICE****, 972-2093**

The University Police Department serves a number of functions at ASU to provide a safe environment. Some services include free car unlocking and campus escorts.

**WILSON ADVISING CENTER, 972-3001**

The Advising Center assists undeclared students with major and course selection. Students go to this office to seek a university withdrawal.

**ACADEMIC POLICIES**

**Academic Load**: Number of hours a student may take each semester. Students with a grade point average below 3.5 may take no more than 18 hours in a given semester (Fall, Spring, Summer). Students with a GPA of 3.5 or higher may take up to 21 hours with permission of the dean of the college in which they are enrolled. The total academic load of students concurrently enrolled at other institutions of higher education while enrolled at ASU cannot exceed this maximum requirement. The maximum academic load for students with less than a 2.00 semester or cumulative GPA shall not exceed 12 hours per semester or 12 hours during the summer term which includes any combination of five or ten-week courses, (Internet or correspondence courses are inclusive and/or other courses no matter how delivered or where taken.), or 3 hours in an interim.

**Class Attendance**: Lack of class/lab attendance is one of the largest contributors to student failure! Students enrolled in freshman (1000 level) or sophomore (2000 level) classes may miss no more than **twice** the number of lectures, laboratory sessions, recitations, or other regularly scheduled class activities during the semester (MWF classes - six absences; TR classes - four absences). If students miss more than the maximum number of classes, then they may be assigned a grade of FN in the course because of the excessive number of absences, regardless of your performance on coursework in the class. Each instructor states the attendance policy in his/her syllabus.

**Inclement Weather Policy**: The University remains open for academic classes and other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local media will publicize the closing. Commuter students should use good judgment to determine whether they should drive to campus. If students decide not to come to campus, it is their responsibility to contact professors regarding the circumstances and to make up work missed for this reason.

**FERPA- Family Educational Rights and Privacy Act:** A student’s academic record is confidential and will not be released to unauthorized persons without written approval from the student. FERPA is designed to protect the privacy of educational records, establishes rights of students to review their records and provides guidelines for correction of inaccurate or misleading data through informal and formal hearings. Faculty are advised to communicate in person or through the ASU email system.

**Student Classification:** Beginning students with less than 30 credit hours are classified as Freshmen; students with 30-59 credit hours are classified as Sophomores; students with 60-89 hours are classified as Juniors; and students with 90 or more hours are classified as Seniors. Current classification, not end of the semester classification, is used to determine when you may participate in the registration process.

**Transfer Credit Policy**: Many ASU students apply transfer credit, particularly concurrent credit earned during high school, to their degree programs. To receive credit, students must request that an official transcript be sent to the ASU Office of the Registrar from each regionally accredited or international institution attended. PLEASE note the following: 1) transfer credit **is not** used in calculating ASU GPA, so course work taken elsewhere in an attempt to raise a GPA will not result in a GPA improvement in most cases and 2) Advanced Placement scores must be sent to ASU to receive credit for those courses.

**POLICIES THAT IMPACT ACADEMIC STANDING**

**Honor Roll**: At the close of each semester, a honor roll consisting of a Chancellor’s List and a Dean’s List is published. Students who are full-time (12 hours) and whose GPA is within the range of 3.80-4.00 will be placed on the Chancellor’s List. Students with a GPA in the range of 3.60-3.79 will be placed on the Dean’s List. Your transcript will be posted with the appropriate list, if applicable.

**Graduation with Academic Honors**: The following academic distinctions are recognized at graduation:

* summa cum laude - cumulative GPA of 4.00
* magna cum laude - cumulative GPA of 3.80-3.99
* cum laude - cumulative GPA of 3.60-3.79

Other requirements apply when transfer work is included. Please see your undergraduate bulletin for additional requirements associated with qualifying for Academic Honors.

**Academic Standing:** Academic standing is based on students' cumulative and semester GPA and is used to determine eligibility for continued coursework at the University. Students are either in good or unacceptable standing based on their institutional GPA. If either the cumulative or semester GPA is below a 2.0, students will be placed on academic probation or suspension.

**Academic Probation**: Students are placed on academic probation when their semester GPA ***or*** cumulative GPA falls below a 2.00. Students on academic probation CAN NOT enroll in more than 12 semester hours. NOTE: First-time, first-year students on academic probation at the end of their first semester will be automatically enrolled in a one-credit course (College Choices: UC 1011) for additional academic mentoring and group support.

**Academic Suspension**: Students with ***both*** semester and cumulative (institutional) GPA below the required 2.00 who were already on academic probation will be placed on academic suspension at the end of the semester. Academic suspension is a mandatory absence of enrollment from ASU. Students on academic suspension may be required to sit out one or two semesters depending on the number of suspensions they have earned. Students on a first-time suspension or who have never participated in the Restart@state Progam may seek immediate enrollment by contacting the Wilson Advising Center, 972-3001.

**Incompletes or “I” Grades**: A grade of "I" (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of the student, or serious illness or death in the family, or extended research projects at the graduate level. Procrastination, pressure of work in other courses, or work not connected with the student's school load are not satisfactory reasons for an "I" grade. All "I" grades must have prior approval of the chair of the department in which the course is offered, which requires the "Request for Incomplete Grade" form to be on file with the department and the Office of the Registrar.

**Repeating of Courses**: The *Re-computation Policy* permits students to retake up to 18 hours of courses in which a grade of D or F was earned and have only the last grade count in their GPA. Student must request the registrar’s office to re-compute the grade, as it is not done automatically. Note: Both grades will remain on the transcript, although only the last grade will be computed in the GPA.

**Dropping of Individual Courses**: The final date for dropping individual courses posted on the Academic Calendar available on the website or in the current Undergraduate Bulletin. See your undergraduate bulletin (listed under deadlines) or your student planner for the actual dates. The drop date for individual classes is STRICTLY enforced! It is strongly encouraged that students counsel with an advisor and financial aid/scholarship officer before dropping a class. Courses dropped before fees are assessed for the semester do not appear on the transcript. Courses dropped after the deadline day of class will have a designation of W on the transcript.

**Drop for Non-Attendance**: If students do not attend class during the first eleven days of a semester or the first week of a five week term, they will be administratively dropped for non-attendance and a “WN” posted will be to transcript for each course. Failure to attend class during this period will most probably void students’ financial aid and/or scholarship support.

**FN:** A grade of FN may be given if students stop attending class during the semester. It will count as an F in the GPA and can have repercussions regarding financial aid depending on when the student stopped attending class. An FN grade may be changed to a W provided if students drop the class or withdraw from the university prior to the last day to do so for the semester.

**Withdrawal from the University**: Sometimes it may become necessary for a student to totally withdraw from the university due to extenuating circumstances. This may be the best choice to prevent irreversible academic distress, particularly if the student has been ill, injured or has had an unacceptable absenteeism rate due to other unpreventable circumstances. Students may withdraw at anytime during the scheduled registration period by contacting the Wilson Advising Center. Withdrawal from the university after Sunday of the first full week of a semester or Friday of the first week of a five-week term must complete the withdrawal process through the Wilson Advising Center. A “W” will be placed on the official transcript for each enrolled class to indicated withdrawal. Failure to complete the withdrawal process will result in the automatic receipt of a “F” in all courses in which enrolled. The withdrawal date for is STRICTLY enforced! It is strongly encouraged that students counsel with your advisor and financial aid/scholarship officer before dropping a class.

**GETTING STARTED WITH ADVISING**

* Find out what the advising structure or practice is within your department
* Acquaint yourself with the curriculum for each major/minor within your department
* Become familiar with online services: Banner & Self Service
* Attend an Advisor Training Session through Wilson Advising Center
* Have access to your check sheets; bulletin, and student handbook
* Learn how to read the ASU transcript
* Learn academic advising lingo: Holds, SPAAPIN,
* Introduce advising material/lessons into your course curriculum
* Network on campus and within your department