

# All About Advising

## October Advising Updates

Dear Colleagues,

As you begin advising this month, there are some things that I want to review with you. The first item is regarding the AEP program. Each of you should have received an e-mail identifying which of your students are required to contact Dr. Kelly. Please remember to not remove their advising hold until Dr. Kelly has contacted you to release it. This is our only method to require the "at risk" student to see him. Thank you for partnering with us on this initiative.

This week, you should receive an academic advising report on each of your students. Please note these reports are not accurate and we are still working with the Registrar's Office to update the formatting. Please be patient with this project. The value of the report is the transcript. You can recycle the rest of the report.

In addition, if a student is enrolled in an internship, study abroad or other special enrollment, they will have a code added to their schedule similar to the example below:

**Fa 2008 11184 FTEE 300V 760**

This FTEE code stands for Full Time Enrollment Equivalent. It was created to prevent students from losing their financial aid or scholarships during a semester that they are taking an internship and/or study abroad. This information is added to the students schedule administratively and students will get an email that this change has happened to their schedule. Please inform students who register in these special classes, to anticipate the code being added to their schedule automatically and that they will receive an email from the Registrar's Office regarding the change. No additional fees or tuition are added to the student's account. Nor do they receive any credit hours or grades. Also, it will prevent the student from registering in additional hours because it maximizes their load. In addition, they will have problems changing their schedule. So, encourage them to complete their schedule plans before registering for an internship.

By now, I hope you have had a chance to review the AFLS Advising Web page. You will want to do that soon, so you will know where to find things before you start meeting with students. Good luck with priority registration!

*Alice*



**Bumpers College**

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### Dogs with the Dean

The 12<sup>th</sup> annual **Dogs with the Dean** lunch will be held on Friday, October 17<sup>th</sup> from 11:30am to 1:00pm on the grounds between the Agriculture Building and Mullins Library. All University of Arkansas students, faculty, and staff are welcome. Please announce this event in your classes.

### Variable Credit Hour Class Information

If one of your students enrolls in a variable hour course for the wrong number of hours, there is a function in ISIS that allows **them** to correct this, but *only during student registration*. If they go to "add a class" in ISIS, select the class on the class schedule -- at the bottom there will be an "edit" option. Hours may be increased or decreased here. If they have difficulty, please don't hesitate to have them call the Dean's office.

### Incomplete Grades

Incomplete grades are changed to an 'F' twelve weeks into the next semester for which a student is enrolled. Notification is being sent to the student and the instructor of record for the "incomplete" class. The deadline for completing course work on an "incomplete" is November 21<sup>st</sup>, 2008. If the course work is not completed by this date, the student's grade will be changed to an 'F'.

## Career Development Center Events

The Career Development Center will be hosting several events in October:

- Oct 7<sup>th</sup> — Working Abroad
- Oct 13<sup>th</sup> — The BIG Event
- Oct 27<sup>th</sup> — Pathway to Possibilities
- Oct 28<sup>th</sup> — UA Career Center & Network of Executive Women's Fall Networking Event

For more information on these and other events, visit the Career Development Center's website at <http://career.uark.edu/events.asp>.

## October Academic Enhancement Program

The Academic Enhancement Program will offer the following workshops:

- Oct 1<sup>st</sup> — I've got my early progress grades... Now what?!
- Oct 22<sup>nd</sup> — Test taking 101

All workshops will be held from 12:30pm to 1:20pm in the HOEC 106 classroom. As always, John Kelly, Ph.D., L.A.C., is available to assist students at any time. For more information, please contact Dr. Kelly at 575-5716 or by e-mail at [jkelly@uark.edu](mailto:jkelly@uark.edu).

## Congratulations to the AFLS graduating class of Summer 2008!

### AECTBS

Jade Elizabeth Holcomb  
Trent Walter Liggin  
Troy Leon Weatherley

### AGBSBS

Jacob Frank Appleberry  
Tyler Shane Barrett  
Frank Blair Crosby  
Megan S. Cunningham  
Nathan Woodward Davis  
Edison A. Froelich  
Courter Brandes Hall  
Jeremy Ray Johnson  
Kyle Andrew Saffold  
Patricia Sue Sanders

### ANSCBS

Amy Jean McCawley  
Mitzie Gayle Slavens

### APSTBS

Alexandria Grace Benefield  
Whitney Jean Bright  
Jenny Lee Bryant  
Laura Elizabeth Carpenter  
Stephanie Nicole Duncan  
Erika Dawn Haddock  
Alison Leigh Harter  
Kendall Alexandra Layrock  
Tara E. Level  
Shambrey T. Osnes  
Nicole Lynn Pellegrino  
Chelsea Nichole Pile  
Sarah Jane Shirley  
Nichole Francis Simpson  
Samantha Dawn Smith  
Sara Jean Thompson  
Martha Casie Williams

### ESWSBS

Allison Elizabeth Satterfield  
Blake Landon Winkle  
Spring R. Wood

### FDSCBS

William Clayton Gilbert  
Chance Allen McDonald  
h'Elena R. Pleasant  
Sarah Ann Stribling  
Lauren Brooke Webb

### FHNHBS

S. Ross Barber  
Richard Tyler Barham  
Erika Dorie Dotson  
Amanda E. Lau  
Lyndi Marie Modica  
Wade Heston Westmoreland

### HDFSBS

Heather Michelle Carpenter  
Anne E. Hinckley  
Korin Joy McDowell  
Joey Lapaul Smith  
Martha M. Smith

### IDESBD

Katherine Nicole Allison

### POSCBS

Cynthia Elaine Roberts



## Dates to Remember



- October 1<sup>st</sup> — AEP Workshop "I got my early progress grades... Now what?"
- October 1<sup>st</sup>- 4<sup>th</sup> — 2008 NACADA Conference
- October 3<sup>rd</sup> — Application deadline for Fall 2008 Graduation
- October 6<sup>th</sup> — Early progress grade rosters due to Registrar
- October 15<sup>th</sup> — Second eight week classes begin
- October 17<sup>th</sup> — Dogs with the Dean
- October 22<sup>nd</sup> — AEP Workshop "Test Taking 101"
- October 31<sup>st</sup> — Last day to drop a full semester class with a "W"
- November 3<sup>rd</sup>-14<sup>th</sup> — Priority registration for Spring 2009

Ever have trouble remembering how to navigate to a particular model in ISIS?

*Did you know...*

that there is a navigation help sheet to assist you in finding various tools in ISIS?

It is located on the ISIS information website at <http://www.uark.edu/admin/isisdir/pages/faculty.htm>.

The link is at the bottom of the page under "Download Documents" and is called "Where Do I Find...?"

For more information and helpful links like this go to

<http://www.uark.edu/admin/isisdir/index.htm>.