

All About Advising

December Advising Updates

Dear Colleagues,

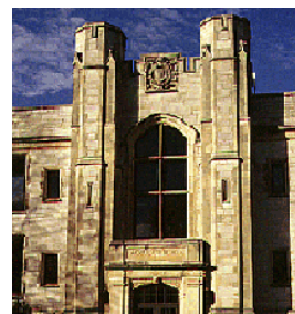
With the semester quickly coming to a close, I want to thank you for all your efforts in advising. As I explain to all of our students, my role is to partner with their academic advisor to assist them in completing their degree and educational goals. Thank you for all you do for our students!

Of course, at the end of every semester, I must remind you of a few housekeeping items:

1. If you have any pending course substitutions for the fall graduation candidates, please submit them as soon as possible. That will assist me in clearing them quickly.
2. Clean-up rosters are due to the Registrar's Office no later than **noon, Tuesday, December 5**.
3. Please review your advisee list. For any student that has not seen you for advising, send them a note of encouragement. (That would also include your advisees on academic warning or suspension.)
4. For the advisees who selected the 8 Semester Degree Completion Program, review their fall and spring schedule to see if they are in compliance with the plan. (Before I remove any student from the program, I will contact you to verify that we can keep them on track.) It may help you to review the policy. <http://www.uark.edu/admin/vcaccsey/AcaPolicySeries/150000.pdf>
We had some bumps this summer with closed classes and I didn't follow the policy. So I will work with you and your student to get them in compliance with the program if needed. Remember, we are obligated by state law to help them finish their degree in 8 semesters!
5. Before you leave the campus, the state, or the country...Enter all your grades, click *Save* and remember to change the *Approval Status* to *Submitted*.

Most of all, have a safe and happy holiday season! Best wishes!

Aliee 



Bumpers College

**Volume 5, Issue 12
December 2006**

In this Issue:

- *Academic Advising Award*
- *Incomplete Grades*
- *Clean-Up Rosters*
- *Final Grade Entry*
- *Deadlines for Graduating Seniors*
- *Did you know?*
- *Dates to Remember*

Academic Advising Award

Do you know someone in your department that deserves receiving recognition for their advising efforts? Nominate them for the University of Arkansas Academic Advising Award. Not only will they receive a reception in their honor, they will be nominated for the NACADA Academic Advising Award and *receive \$2,500.00!* The deadline is **January 26, 2007**.

Click on the following site for details:

<http://aac.uark.edu/22.htm>

Incomplete Grades

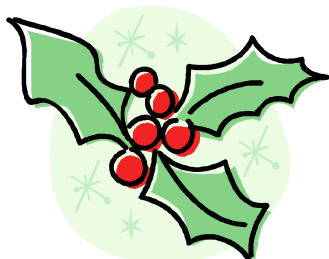
Before a student is given a grade of Incomplete, please make sure that they understand the possible consequences. A student with an "I" on their record could be denied the Dean's and Chancellor's List, denied clearance for graduation this semester, and receive a lower GPA (which can affect scholarships). Students wishing to graduate in Fall 2006 have until December 13 to finish all requirements.

Clean Up Rosters

All instructors received an email from the Registrar's Office asking you to review rosters and make any needed corrections.

If your records indicate that a student has never attended at all, you may write the phrase "Never Attended" by the student's name, sign the roster and return it to the Dean's Office. If a student needs to be added to your roster, an Administrative Drop/Add Form with appropriate signatures must be submitted along with the clean up roster. Please make sure to check the roster for each course listed on your class list. Only classes requiring a correction need to be printed and sent to the Dean's Office.

Clean up rosters must be returned to the Dean's Office by Monday, December 4, 2006 in order to process changes.



Final Grade Entry

Final Grade entry will begin on Wednesday, December 6th.

By rule, the deadline for grade entry is 48 hours after completion of the final. For courses such as special problems and internships and courses without an arranged final exam, the absolute deadline for entry of grades is **noon on Friday, December 15th**.

The Dean's Office will be keeping track of grades not yet entered and will be contacting departments as needed.

Deadlines for Graduating Seniors

The deadline for completion of requirements for students graduating this fall is **December 13, 2006**. This includes incomplete grades and correspondence courses. Students who are taking coursework at another institution also need to ensure that a transcript is sent to the university when their final grades are posted.

Students who are denied for graduation will have to visit the Registrar's office to change their graduation term to the next semester (*a \$5 charge*).

Is Your Student Listed?				
The following is a list of students who have applied for Graduation for the Fall 2006 Semester.	ANSC	Gina Anderson	Eunice Dixon	TLHT
	Chase Hilton	Melanie Baker	Leslie Falk	Jim Horton
	Laura McKensie	Shelley Bowen	Leah Fulcher	Matthew Brown
	Bethany Roberson	Michelle Brand		Kristin Brown
	Susan Stebel	CPMG	HORT	ESWS
	Erin Turrentine	Jarrold Hardke	Gabriel Allen	Gemelle Jensen
	Brandy Berry	William Keller	IDES	Josh Luper
	Jerod Duncan	Jarett Chapman	Carrie Vasko	Adam McClymont
			Melissa Williams	
			Caroline Hall	FDSC
AECT	APST	FHNH	Stephen Jones	
Chase Hilton	Jordan Henry	Sally Johnston	Joseph Bassett	
Tonya Brown	Cydney Mayor	Lee Markham		
AGBS	Sally Hobbs	Megan Mitchell	POSC	
David Louks	Sydney Norwood	Shannon Vandevor	Brian Harvey	
Joseph Nuckols	Leslie Pennel		Karen Nash	
Mark Snyder	Elizabeth Rogers	HDFS	Sidney Swonger	
Jody Woodard	Laura Smith	Kara Hunt	Joshua Whitlow	
Jimmy Cox	Jennifer Spencer	Amy Matthews	HLTS	
			Trey Talley	

Dates to Remember



- **December 4**—Deadline to petition the Academic Standards Committee for the Dec. 7th meeting
- **December 5**—Last day to officially withdraw from ALL Fall 2006 full semester classes
- **December 5**— Clean up rosters due to Registrar no later than **noon**
- **December 6**—Dead Day
- **December 7-13**—Final Examination Period
- **January 16th**—Spring 2007 classes start

Did you know...

... Tuesday, December 5th is the last day for students to withdraw from the Fall 2006 semester.

Please remember that students must contact the Dean's office first for a brief exit interview and to receive a four-digit withdrawal code.