

All About Advising

December Advising Updates

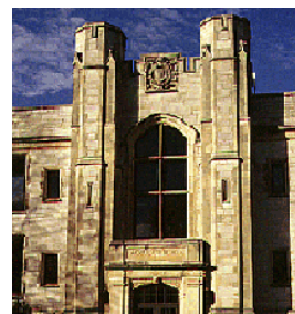
Greetings Colleagues,

The end of the semester always arrives too soon. I need to pause and thank you for all that you do for our students. This often is the time of year that I hear from students who left with one or two classes pending. When I follow up with their advisor, I am amazed that you remember them and usually know what the student has remaining to finish their requirements. Your commitment to our students is everlasting. THANK YOU!!

With the end of each semester, I want to remind you of a few important items:

- 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.
- Clean-up rosters are due to the Registrar's Office **TODAY**.
- 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.)
- 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. It may help you to review the policy. <http://www.uark.edu/admin/vcacey/AcaPolicySeries/150000.pdf>
- 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*.

I appreciate all your efforts through out the year. Enjoy the holiday break!



Bumpers College

**Volume 6, Issue 12
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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).

Final Grade Entry

The deadline for entry of final grades for all Fall 2007 classes is **noon on Friday, December 14th**.

By rule, the deadline for grade entry is 48 hours after completion of the final.

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

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 **TODAY** in order to process changes.

Deadlines for Graduating Seniors

The deadline for completion of requirements for students graduating this fall is **December 14, 2007**. 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?	ANSC	Lauren Oswalt	FHNH	HLTS
The following is a list of students who have applied for Graduation for the Fall 2007 Semester.	Michelle Bell	Kristin A. Peterson	Eduardo Chew	Zachary Bilyk
	Lucy C. Bowman	Lana Phelps	Angela Hammond	Jonathan Edwards
	Amanda Cunningham	Emily Senesomxay	Amanda Mire	Elizabeth Mattocks
	Michael Dobbs	Sarah Shackelford	Pamela Prutzman	Clint Metcalf
	Carlee Jamison	Chelse R. Smith	Amber Warman	Kara Oney
	Jonathan B. Koonce			Matthew Strouts
	Christina Lawrence	ESWS	HDFS	Kaitlyn Templin
	Ashleigh Means	Margaret Bailey	Reynelda Augustine	Tracy Wallace
	Michelle Redmond	Graydon Carruth	Anastasia Cecilia	
	Rachel Riley	William B. Crouch	Jacquelyn Couture	HORT
AECT	Lakeisha Martin	Katherine A. Dunaway	Mallory Mounce	
Daniel Long	Joshua Meyer	Megan D. Dunaway		
Robert Shofner	Terrell Spencer	Natalie Hawk	IDES	
Andrew P. Smith	Gilia Thomas	Brandy Irwin	Meredith Davies	
	Kengo Yazawa	Rachel Moore	Kathryn M. Davis	
AGBS		Mary M. Murphy	Rachel Starr	
David Alexander	FDSC	Misty Newcomb		
Grant Ballard	Marianne Rice	Lauren B. Reynolds	POSC	
Gary Crain		Kathryn Silverman	Valerie Brewer	
Justin Mounce		Lyndsi Sluyter	Brian B. Harvey	
Kelly Pyle			Amanda Rowland	
Lance Talbert			Sidney Swonger	
Cody D. Wilson				

Dates to Remember



- **December 4**—Deadline to petition the Academic Standards Committee for the Dec. 7th meeting
- **December 4**—Last day to officially withdraw from ALL Fall 2007 full semester classes
- **December 4**—Last day of Fall 2007 classes
- **December 5**—Dead Day
- **December 7-13**—Final Examination Period
- **January 14th**—Spring 2007 classes start

Did you know...

... students can *not* complete a minor post graduation? They must either postpone their graduation term or drop the minor.