

# All About Advising

## December Advising Updates

Dear Colleagues,

I was recently listening to the song, "Tradition" from the classic musical, *Fiddler on the Roof*. It made me pause and wonder how comfortable we get with our traditions. Well, this year things will be changing a lot with our January calendar. We will return from the break on January 5<sup>th</sup> and orientation will immediately follow on **Tuesday, January 6<sup>th</sup>**. The college meeting will begin at 12:45 p.m. and **advisors will need to arrive no later than 1:15 p.m.** The meeting will be in HOEC 102.

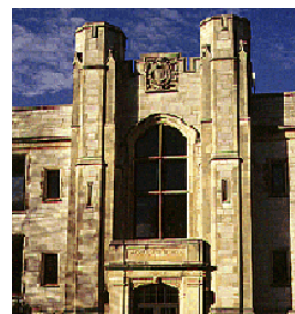
We will also have a special International Student Orientation session on **Thursday, January 8<sup>th</sup>**. The college meeting will begin at 1:30 p.m. in HOEC 102. This will be a brief meeting, since most of these students will have participated in the international student orientation. Therefore, we ask each department to have an advisor arrive at 1:30 pm.

As we close out the semester, it is important that we not stay in our comfort zone and do what we have traditionally done to end the semester. Remember how important the following items are to complete for each of our students:

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 on **Monday, December 8.**
3. Please review your advisee list. Send a note of encouragement to any student who has not seen you for advising, especially those 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. It may help you to review the policy. <http://www.uark.edu/admin/vcalsey/AcaPolicySeries/150000.pdf>
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*.

I hope that each of you get to enjoy your own family traditions this holiday season! May it be special for each of you. Thank you for all you have done this year for our students!

*Alice*



**Bumpers College**

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### Incomplete Grades

Before you give your students a grade of **Incomplete**, please make sure that they are aware of the possible consequences. A student with an "I" on their record might possibly be denied the Dean's and Chancellor's List, might not be cleared for graduation this semester, and might have their scholarship eligibility affected by not meeting progress guidelines.



### Final Grade Entry

The deadline for entry of final grades for all Fall 2008 classes is **Friday, December 19<sup>th</sup> at noon**. The Registrar's Office will notify you when Final Rosters are available for grade input.

The Registrar's Office asks that grade entry be completed within 48 hours of the completion of each final exam. The Dean's Office will be monitoring this process.

## Clean Up Rosters

All instructors will receive an email from the Registrar's Office asking them to review their class rosters and make any needed corrections. If your records indicate that a student has never attended a class, you will need to fill out an Administrative Change of Registration form (i.e. - a Drop/Add form). Under the Reason for Administrative Action section, the "Never Attended" box should be checked and the form should be forwarded to the Dean's Office with all required signatures.



If a student needs to be added to a roster, the same form is used. Note as always, appropriate signatures are required. Please make sure to check all courses for which you are listed as the primary instructor.

All Administrative Change of Registration forms must be returned to the Dean's Office no later than **December 5<sup>th</sup>** in order to process these changes.

## Academic Advising Award

The Academic Advising Council is soliciting nominations for the University of Arkansas Academic Advising Awards. Two Advising Awards are bestowed annually -- one to a faculty advisor and one to a professional advisor. The recipients each receive a cash award, are recognized at a reception held in their honor, and are nominated for the National Academic Advising Association (NACADA) advising awards.

The selection committee will evaluate nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding advisor. Nomination packets must be submitted by January 23<sup>rd</sup>. For the nomination form and further information follow the link below:

[http://aac.uark.edu/AAC\\_Advising\\_Award\\_Forms\\_2009.doc](http://aac.uark.edu/AAC_Advising_Award_Forms_2009.doc)

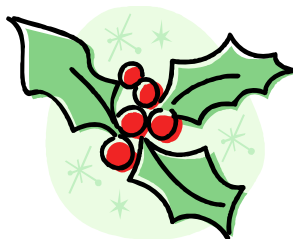
## Deadline for Graduating Seniors

The deadline for completion of requirements for students graduating this fall is **December 17<sup>th</sup>**. All coursework including regular, independent study, correspondence, and transfer courses must be completed by the above deadline.

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 (*there is a \$5 reapplication fee*).

## Official Withdrawals

Students now no longer have to contact the Dean's Office to complete an official withdrawal from the University. Students need only to log-in to ISIS and follow the instructions. During the process, students will be asked to complete a survey (this is optional). Students wishing to officially withdraw from the University have until December 9<sup>th</sup> (the last day of Fall 2008 classes) to do so. A \$45.00 withdrawal fee will be charged for any official withdrawal.



## Dates to Remember



- December 1<sup>st</sup> — Final Roster Clean-Up Begins
- December 8<sup>th</sup> — Last Day for Final Roster Clean-Up
- December 9<sup>th</sup> — Deadline to Petition the Academic Standards Committee
- December 9<sup>th</sup> — Last Day of Fall Classes
- December 10<sup>th</sup> — Dead Day
- December 10<sup>th</sup> — Final Grade Rosters Available to Instructors
- December 11<sup>th</sup>-17<sup>th</sup> — Final Examination Period
- December 12<sup>th</sup> — Meeting for the Academic Standards Committee
- December 19<sup>th</sup> — Final Grades Due by Noon

**Have you ever wondered where to send a student with a major outside of AFLS to declare a minor offered by Bumpers College?**

*Did you know...*

**...students must contact their own college's Dean's Office to declare a minor regardless of which college offers that minor?**