2015-2016 Academic Advising Syllabus

Pre-major Advising Center

Radford University

*“Investing in Lifetimes”*

Advisor: Rachel B. Hall, Assistant Advising Coordinator

Office Location: 103 Walker Hall

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Office Hours: Monday-Friday by appointment

Website: <https://www.radford.edu/premajor>

OUR MISSION: The Pre-major Advising Center at Radford University provides consistent information and advising through a developmental approach for all students who have not yet selected a major. Our center works to empower all students to explore, evaluate, and choose their academic, career, and personal goals through one-on-one individualized advising appointments, campus referrals, the Majors and Minors Fair, and electronic assessments and tools. New students are assisted with their transition to college life to ensure a successful first year experience. Our center values the success and growth of Radford University students to achieve their academic and life goals.

**RESPONSIBILITIES: ADVISOR AND ADVISEE**

**I will…**

* Listen carefully to your questions and concerns.
* Create an environment where mutual respect and trust allows you to define and develop realistic goals.
* Support and engage you in the process of exploring, evaluating and choosing your academic program and career options. I will assist you in creating an educational plan that is consistent with your goals.
* Communicate curriculum, university policies, procedures and deadlines.
* Help you to assess your academic performance and strengths.
* To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
* To promote your involvement in off-campus, experiential learning (i.e., volunteer services and internships) to help you explore and clarify your career options.
* Provide you with information about and strategies for utilizing the available resources and services on campus.
* Maintain confidentiality as outlined in the Family Educational Rights and Privacy Act (FERPA).

**I expect you to…**

* Schedule and attend your advising appointments. You must attend the first two appointments or you will not be able to register for the subsequent term.
* Give 24 hour notice of appointment cancellation. You may cancel an appointment on our online system or you can call our center at (540) 831-5220.
* Become knowledgeable adhere to university policies and procedures. Ask questions!
* Demonstrate an understanding of the value of the Core Curriculum requirements.
* To be actively involved in researching academic programs and careers.
* Develop an educational plan for successfully achieving your goals.
* Utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals.
* Follow up with recommended referrals.
* Be open to opportunities for learning outside of the classroom or the advisement office.

**SCHEDULING APPOINTMENTS**

Students are responsible for scheduling their advising appointments. Instructions for making an appointment are available on the Pre-major home page [www.radford.edu/premajor](http://www.radford.edu/premajor) by clicking Schedule an Appointment under Quick Links.

Make sure you have completed the appropriate Module and reviewed your degree audit before your appointment. You can access your degree audit by going to your MyRU page ⇨Academics ⇨Degree Works (Student Access).

\*If I have to cancel or reschedule your appointment, I will contact you through your RU email. Please note if Radford University is closed, the Pre-major Advising Center will be closed.

**EMAILS AND PHONE CALLS**

My office hours are from 8 a.m. to 5 p.m. Monday through Friday. If you call or email after 5 p.m., I will do my best to respond to you the next business day. In other words, if you email me on Saturday, you will not receive a response until Monday.

I abide by the three email rule. If we are unable to resolve an issue in three emails, you will need to make an appointment to see me.

**MANDATORY TASKS**

**Fall Semester**

**First Appointment (September)**

Please complete the Module 1 Exercise on D2L prior to your advising appointment. Module 1 includes the FOCUS 2 Assessment. Expect the first appointment to last 30 minutes. We will talk about your transition to RU. I will ask questions regarding your living situation and your classes. We will look over your degree audit to go over any possible Dual Enrollment, AP or IB credits you were expecting to receive credit for. We will talk about how to prepare for the Fall Majors and Minors Fair. Finally, we will go over the results of your FOCUS 2 Assessment.

**Second Appointment (October-November)**

Please complete the Module 2 Exercise on D2L prior to your advising appointment.

We will continue choosing major discussions and discuss courses for spring and summer registration. You will receive a pin code to access the registration system. You **CAN NOT** register without your pin code.

**Majors and Minors Fair, Tuesday, October 13th from 1-3 p.m. in the lower level of Heth Hall**

The Majors and Minors Fair is an event for students to explore majors, minors, student activities, academic programs and leadership opportunities. The intent of this program is to provide a centralized opportunity for students to meet with faculty and professional advisors to discuss major curricula and career opportunities connected to each major. Each participating program will have a table staffed with a faculty representative or professional staff member who will be able to answer questions about their respective departments.

**Spring Semester**

**First Appointment (February-March)**

New students will complete the Module 1 Exercise on D2L (see the description above for Module 1) while continuing freshman will complete Module 2. Module 2 will cover academic, major exploration, and engagement goals. Your module should be completed prior to your advising appointment. Finally, we will schedule an appointment for you to meet with an advisor in the Career Center.

**Second Appointment/Third Appointment (March-April)**

For new students, you will need to complete Module 2 (please see the description above). For continuing students and new students who have completed Module 2, complete the Module 3 on D2L prior to your advising appointment. We will discuss your career advising appointment, choosing a major and fall registration.

**UNIVERSITY POLICY**

**Please refer to the Registrar’s website** [**www.radford.edu/registrar**](http://www.radford.edu/registrar) **for more information on the Withdrawal Policy and the Probation/Suspension Policy.**

Add/Drop: Students are able to add/drop an unlimited number of courses during the first week of classes each semester. The last day for add/drop will be Monday, January 25th by 5:00 pm. New students must come by the Pre-major Advising Center to add or drop a course. Continuing students can Add/Drop through the RU portal beginning Saturday, January 16th through Monday, January 25th.

Last Day to Withdraw from the University with a full tuition refund will be Tuesday, February 2nd.

Individual Course Withdrawal: Beginning with the second week of classes, and until Friday, March 18th at 5:00 pm, you can use a course withdrawal and receive a grade of “W”. While you are enrolled at RU, you are allowed a total of **5** withdrawals.

Repeats: You are allowed to repeat **3** courses while you are enrolled at RU.

Probation/Suspension Policy

**Student Suspension Policy**

Any new (freshman or transfer), full-time (as of the census date) student who has a GPA below 1.00 at the conclusion of the first semester of enrollment will be suspended.  The student will not be allowed to continue in the next Wintermester and spring semester (if the student first enrolled in the fall) or summer sessions and fall semester (if the student first enrolled in the spring).

No exceptions to the academic suspension policy will be made for new students.

**Continuing Student Suspension Policy**

The academic suspension threshold for continuing students is determined by the number of hours attempted, according to the following scale:

|  |  |
| --- | --- |
| Hours Attempted | Cumulative GPA to Avoid Suspension |
| 13-23 | 1.00 |
| 24-35 | 1.50 |
| 36-47 | 1.80 |
| 48 or more | 2.00 |

Continuing students may attend Wintermester (if suspension follows a fall semester) or summer sessions (if suspension follows spring semester) at Radford University to improve their GPA’s and avoid being suspended for the subsequent spring or fall semester.  Courses taken at other institutions will not affect the student’s Radford University GPA. No exceptions to the academic suspension policy will be made for continuing students.

**IMPORTANT ADVISING DATES**

|  |  |  |
| --- | --- | --- |
| Date | Event | Location/Time |
| **FALL** |
| September 4th | Last Day to Add/Drop (New Students) | 103 Walker Hall by 5p.m. |
| September 6th | Last Day to Add/Drop (Continuing Students) | Online (RU Portal) |
| October 13th | Majors & Minors Fair | Lower Level Heth Hall from 1-3 p.m. |
| October 14th | Mid-term Grades Available | MyRU/Academic Tab/Student/Student Records |
| October 16th | Last Day to Withdraw from UNIV 100 | 103 Walker Hall by 5p.m. |
| October 23rd | Last Day for Fall Class Withdrawal | 103 Walker Hall by 5 p.m. |
| November (TBA) | Spring Registration Begins | TBA |
| November 20th | Last Day to Withdraw from RU | 103 Walker Hall by 5 p.m. |
| December 21st | Final Grades Available | Grades can be checked online |
| **WINTERMESTER** |  |  |
| December 22nd | Wintermester Classes Begin |  |
| December 23rd | Last Day to Add/Drop |  |
| January 5th | Last Day for Class Withdrawal | Contact the Premajor Advising Center  |
| January 18th | Final Grades Available | Grades can be checked online |
| **SPRING** |  |  |
| January 20th | Spring Classes Begin |  |
| January 26th | Last Day to Add/Drop | 103 Walker Hall by 5 p.m. for new freshman or online for continuing students |
| March 2nd | Mid-term Grades Available | MyRU/Academic Tab/Student/Student Records |
| March 18th | Last Day for Class Withdrawal | 103 Walker Hall by 5 p.m. |
| April (TBA)  | Fall Registration Begins | TBA |
| April 15th | Last Day to Withdraw from RU | 103 Walker Hall by 5 p.m. |
| May 9th  | Final Grades Available |  |

**STUDENTS WITH DISABILITIES**

If you are seeking academic accommodations under the Americans with Disabilities Act, you are required to register with the Disability Resource Office (DRO).   To receive academic accommodations for classes, please submit your documentation to the DRO in the lower level of Tyler Hall Suites 54-69, by fax to 540-831-6525, by email to dro@radford.edu.  For more information, visit [www.radford.edu/dro or call 540-831-6350](http://www.radford.edu/dro%20or%20call%20540-831-6350).