

Wagner College

ADVISING HANDBOOK for FACULTY

PREPARED BY THE
CENTER for ACADEMIC
And CAREER DEVELOPMENT
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General Education Requirements Advising Tips*

- **Be aware of specific curriculum needs:** In order to avoid overloading core requirements for the student who is as yet undeclared, ask if there is any chance the student will be majoring in one of the following, and then register accordingly:

Education dual-majors have a computer course in their ILC, and therefore they should not register for **CS 106 or 107**.

Business majors need two Economics courses, and therefore need only one other social science. **Also—EC102** is a prerequisite for most BU courses.

Nursing majors need **BI209** and **210 Anatomy and Physiology** and should avoid other Biology courses except as stated in the Nursing modules. One unit in **SO101, AN101 or PS101** is required. The ILC for Nursing majors is **NR 224 Nutrition** and **MI200 Microbiology**, and is to be taken in the Spring of sophomore year.

Computer Science majors do not need **CS106 or 107** and should take **CS130** as soon as possible.

TH217 and higher are for Theatre Performance majors only. Other students interested in acting should take TH106 Introduction to Acting.

- **The First Year Learning Community:** All content courses (non-RFT courses) in the First Year LCs count in the section for Disciplinary Perspectives. If the course is not in one of these disciplines (for example, a business or education course), then APC assigns an “MDS” number to it and includes it in one of the Disciplinary Perspectives areas.

- **Writing Requirement (W):** The first-year RFT satisfies the first (W) requirement. Students must take a course with a (W) to fulfill the second writing requirement. Students who took **EN110** as a part of their First Year Program may take a (W) course offered by a department other than English. They may take another **EN110(W)**, but should be encouraged to take an upper level English course.

- **Intercultural and American Diversity (I) & (D) Requirements:** Make sure your student fulfills the Disciplinary Perspectives requirements with courses that also fulfill (I) & (D) requirements. Or, to say the same thing, make sure your student fulfills the (I) and (D) requirements with courses that fulfill the Disciplinary Perspectives requirements. See http://www.wagner.edu/registrar/intercultural_requirements for a list of courses that meet these requirements.

Note: a Study Abroad semester will fulfill an (I) requirement.

- **One Major Course:** Make sure that one of the courses the student takes to fulfill the General Education requirements also counts towards the major. In some cases, the student might be able to do this with two or three classes, such as EC101 and 102 for a Business major.

- **Only 13 units? More room for the major, right? Not necessarily:** Your student’s total core requirement *can* be done in **13 units**. However, keep in mind that only **18**

units of coursework in a student's major department may count toward the 36 required for graduation (this is a New York State Board of Education Rule). Where must at least 5 other units come from? Electives! **NOTE** that if the student's major has 12 required units, the student has room for **11 electives!**

- **BI209/210 Anatomy and Physiology** must be taken in sequence. Nursing and Physician Assistant students will have priority for these courses and written permission from the instructor is required.

- **Recommended Math courses:**

 - **MA119 Finite Math** is the recommended course to fulfill the General Education requirements for students in Social Sciences or Business.

 - **MA 110 College Math** is recommended for students in the Arts and Humanities.

- **Recommended Science courses for non-majors:**

 - **MI 109 Plagues, Outbreaks, and Biological Warfare:** Lecture only, counts as Microbiology, not Biology

 - **BI 110 and 110L Environmental Biology:** Lecture and lab

 - **BI 120 Human Biology:** Lecture only

 - **BI 130 and BI 130L Exploring Biology:** Lecture and lab

 - **BI 208 Genes to Genomics:** Lecture only

 - **BI 291 Special Topics:** Lecture, possible lab

 - **CH101 Chemistry in the Environment and Society.** Lecture only

 - **CH103 Color Science:** Lecture only

 - **CH291 Special Topics:** Lecture, possible lab

 - **AS105 Astronomy I: The Solar System:** Lecture, optional lab

 - **AS108 Astronomy II: Stars and Galaxies:** Lecture, optional lab (AS105 is not a prerequisite for AS108)

**The CACD recognizes the work of John Esser and Roger Wesby in providing some of these tips.*

Special Tips

Online registration in WWAM has made your role as faculty advisor even more important. Students need to understand fully the requirements as well as the suitability of courses they plan to register for. Please keep in mind the following tips:

- **Advise against registering for an inappropriate class** just because it's the only one open. The temptation is high in order to give the student full-time status, but it can create many problems: registering for a class with the *intention* of dropping it creates a false class load; if students keep classes past the drop-add period, they will be billed; if they continue in an inappropriate class, their grades may suffer. It is better to advise students to wait until an appropriate class is available and to check on WWAM often. **Also**, in no case should a student be placed in a course that is part of a Freshman Learning Community, even if it is the only section open.
- **Inform your advisees well in advance** if you will be on sabbatical the next semester. When advisors are on sabbatical, students should check with Academic Advisement for further information.
- **If a student is on probation**, ask if there are courses to be repeated—they must be the same course numbers and repeated at Wagner. Also, be reasonable in choosing courses—students on probation must bring their semester and cumulative gpa to above 2.0 and should focus on classes that fulfill requirements, but also that they will do well in.
- **Student-athletes must be enrolled in and attending 4 units** at all times. (Student-athletes repeating a course in which a passing grade was obtained will have to take 5 units). If student-athletes go below 4 units, they will not be eligible for competition. Contact the athletic academic advisor for further information at 718-390-3189.
- **Remember to check for prerequisites**—courses with prerequisites are flagged in WWAM; however, if filling out a registration form, please look in the course descriptions in the bulletin.
- **If a student mentions having a disability**, please refer him or her to Dina Assante in the Center for Academic and Career Development, 718-390-3278. Students are entitled to accommodations due to documented disabilities. Further information can be found on the CACD webpage at http://www.wagner.edu/cacd/students/stud_disabilities.
- **Honors classes are open to all students; however**, they are not always *suitable* for all students. An honors section is identified by an “H” in the section column. Discuss with the student if it would be an appropriate choice and to avoid registering for it just because it is the only section open.

Fall Sequence

Timeline and Suggested Topics for Advising Sessions with First-Year Students

Orientation Saturday:

- Establish your identity as RFT instructor/advisor.
- Explain your role as First-Year Advisor—students will meet with you for advisement in October/ November.
- Explain the major declaration process—after their first semester, students may declare a major by filling out the Formal Declaration of Major form in the major department. This must be done before the end of their sophomore year. They will then be assigned a new advisor from the major department.
- Reassure students that either you are knowledgeable about all academic areas or that students may go to the web page for any department they wish to explore.
- Inform students of your office hours and welcome them to visit you often. Develop a rapport with each student so he/she will feel comfortable coming to you for assistance.
- Inform students of academic support services: yourself, Peer Tutoring Center, WITS, RITS, Center for Academic and Career Development. Review and distribute General Education Requirements checklist.

By end of first week:

- Keep careful attendance records in RFT -- all of your advisees should be there.
- Let CACD know if any of your advisees have stop attending.

By end of first month:

- Meet each student at least once during office hours.
- Discuss co-curricular involvement, including weekend activities. Refer students to their Resident Assistant or to the Office of Co-Curricular Programs to become involved in campus activities. Clubs and organizations are described in the Student Handbook.
- Meet with LC colleague to discuss any student concerns. When necessary, alert CACD staff for assistance with intervention.

- When appropriate, facilitate contacts for advisees with interests in other departments.

By mid-term:

- Follow-up with both student & colleague on contacts made.
- Discuss mid-term academic progress (e.g., praise, warnings).
- Discuss mid-term co-curricular progress (e.g. friends, clubs) journals & logs.
- Discuss areas of academic interest and long-range plan of studies.
- Promote Study Abroad options—hold group discussion or invite upperclass students who have been abroad to share experiences with the class.
- With the Registrar’s Office and the CACD, provide information regarding WWAM for students to access their academic records on-line. Emphasize that they should check WWAM to ensure that they have no “holds” on their registration. Refer students to appropriate office for resolution of existing holds.

By registration period:

- Remind students of upcoming registration period and to make an appointment to meet with you for advisement *prior* to registration in order to be cleared to self-register. They should not wait until their registration period to do both.
- Discuss spring course selections - involve faculty in other departments where appropriate to assist students in exploring disciplines of interest or starting major requirements.
- Inform students who are in danger of failing their RFT that they will be required to take EN101 the next semester to meet the writing requirement. This course is offered in the spring.
- Encourage freshman and sophomore students to take an Intermediate Learning Community as soon as possible in order to fulfill their General Education requirements.
NOTE: A Study Abroad semester will fulfill the ILC requirement.

- Spend extra time with students who express a desire to transfer to determine why they are not satisfied at Wagner and refer them to appropriate offices such as CACD, Financial Aid, or Health Services.
- If necessary, make sure students have met with faculty in other departments of interest (i.e., Education, Nursing, Theatre, Music, Computer Science, Pre-Professional Sciences) before coming to you for advising. See General Advisement Tips in this handbook for more information.

By semester end:

- Make sure you have met with all of your advisees and that they understand self-registration before you clear them.
- Inform CACD of any student who did not register.

Throughout the semester, keep brief but detailed notes about your meetings with students. This record provides an important means of verifying information in case of a dispute about advisement. It also will help acquaint students' major advisors with the interests and any on-going issues of their advisees.

Helpful Links:

[Advisement Checklist for General Education Requirements](#)

[Intermediate Learning Communities](#)

[Academic Calendar](#)

[Peer Tutoring Center](#)

[Writing Center](#)

[What's Your Wagner Plan](#)

Spring Semester Advising and Registration Issues

Your advisees include the freshmen who were in your RFT and those sophomores who have not yet declared a major. Refer to WWAM for a list of your advisees or contact your department secretary. In order to advise appropriately, you may access their transcripts in CARS/Jenzabar by going to the main screen and then to “Display Transcripts.”

- **Freshmen should give thought now to their Intermediate LC.** Encourage students to take an ILC if they have not done so already. Taking the ILC early increases the chances that the courses in the ILC also can meet General Education “Disciplinary Perspectives” requirements. Education, Nursing, and PA majors will have specific ILCs required. A Study Abroad semester will fulfill the ILC requirement.
- **Foundation Courses** (Writing Intensive, Math, Computers, Speech) should be completed by the end of 2nd year.
- **Facilitate interaction with other academic departments before selecting courses**, when appropriate. Students with academic interests other than your discipline should obtain advice from a faculty member from the area of their interest.
- **Encourage sophomores to declare a major.** Help students to stay focused on the goal of deciding on a major. Checklists for major requirements are posted on the department pages on the Wagner website. The CACD page also has many features in the “What’s Your Wagner Plan” section that will help with deciding on a major. Please feel free to send them to the CACD for further help with exploration and decision-making. **NOTE:** Students may believe they are declared because they are in certain programs, such as Nursing or Theatre, but they still need to declare officially in the department.
- **Students who wish to declare or change their major** must fill out the appropriate form in the major department. If they want to declare or change a minor, this also must be done in the department.
- **Suggest summer classes** for those students who are deficient in units. (Students should complete nine units per year.) If taking at another college, courses must be pre-approved by the registrar to ensure transfer
- **Proficiency exams in Speech and Computer Science** will waive the General Education requirement, but will *not* earn a unit. Math placement exams are for placement only and do not waive the math requirement. Check with the departments for dates of testing.
- **ED 399 Math and Science for Childhood Education** does not meet General Education requirements.
- **Remember that your signature** on a registration form or drop/add form indicates *your approval* of the courses to be registered or dropped. Do not sign a blank form or give a blank form to a student. If you fill out a registration form, keep the pink copy for your

records, and if you fill out the yellow drop/add form, draw a line under the last entry you make.