Advising Tip of the Week - #1

Are You Ready for Registration?

Spring and Early Spring registration for degree students begins on Monday, November 6th. Priority registration for eligible students registered with the Disability Services Center begins on Wednesday, November 1st; for student athletes it begins on Thursday, November 2nd. Combat veterans also receive priority registration. Now is a good time to reach out to your advisees and remind them to make advising appointments. You can notify them all by going to your My Advisees List in the Advisor Center in MyRIC. If you want to learn how to use the online scheduler to set up appointments, scroll down the page to check out the video tutorial at: http://www.ric.edu/advising/Pages/For-Faculty.aspx.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.
Advising Tip of the Week - #2
Preparing for Your New Advisees

You may have already had some eager students ask about scheduling advising appointments; more likely than not, they’re new to RIC! While first-year and transfer students did choose classes using MyRIC during Orientation, don’t be surprised if they don’t quite remember how to use it. If possible, you might want to schedule a little extra time for their appointments, not only to help them choose classes, but to see how things are going. Midterm grades aren’t due until the 25th, so you may have to advise them without that information. A good idea is to ask how their First Year Seminar and/or First Year Writing classes are going. You can also remind them that they must complete both classes by the end of their first year. If they’re in an FYS and/or FYW and struggling, they may end up having to re-take the course in the spring.

For students who still need First Year Seminar, the list of titles and descriptions for the various Spring 2018 sections is now available at: [http://www.ric.edu/fys/Pages/default.aspx](http://www.ric.edu/fys/Pages/default.aspx).

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.

Don’t forget: Faculty Advising Guide, past semesters’ Advising Tips, How-To videos and more are available at: [http://www.ric.edu/advising/Pages/For-Faculty.aspx](http://www.ric.edu/advising/Pages/For-Faculty.aspx). You can find Advising FAQs for students at: [http://www.ric.edu/advising/Pages/Frequently-Asked-Questions.aspx](http://www.ric.edu/advising/Pages/Frequently-Asked-Questions.aspx).
Advising Tip of the Week - #3
The College Mathematics Competency + the Math Gen Ed Distribution course = Satisfaction

From time to time you may have an advisee, perhaps a transfer student, who has completed their Math Gen Ed course (e.g., MATH 139), but who has somehow missed their Math Competency. They may think they’re good to go when it comes to Math. **They are not, and if they've completed 15 or more academic credits at RIC, they will be placed on academic probation until they fulfill it.** In order to fulfill the Math Competency, they will need to take the Mathematics Accuplacer Exam and achieve a satisfactory score (For more on Math Placement and what constitutes a satisfactory score, see: [http://www.ric.edu/orientation/Pages/Math-Placement.aspx](http://www.ric.edu/orientation/Pages/Math-Placement.aspx)).

Students are able to take the Accuplacer twice; if they still don’t achieve a satisfactory score, they will have to enroll in Math 010 and pass it in order to fulfill the Math Competency.

You can find more information on the Accuplacer and the dates it will be given (there are seven more test dates this semester, including one tomorrow) at: [http://www.ric.edu/oasis/Pages/Mathematics-Learning-Center.aspx](http://www.ric.edu/oasis/Pages/Mathematics-Learning-Center.aspx).

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.

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Advising Tip of the Week - #4
The New Academic Advising Report

On October 5th, you should have received an email from Tamecka Hardmon, Director of Records, announcing the new Academic Advisement Report (AAR). Attached to her email was the very helpful guide for the new report. You can also find that guide by clicking on Fac/Staff FAQs in MyRIC (see first screen shot below).

If you have yet to try the new AAR, I think you’ll be pleasantly surprised; but, like anything new, it might take some getting used to. I thought I’d share a few hints.

(How to find the New AAR Guide)
Once you are in your MyAdvisees page and have selected an advisee, you will want to select Academic Requirements on the menu.

Once your advisee’s AAR opens, you will see a screen that shows you whether they have completed their various Academic Requirement Groups (ARGs) (e.g., Graduation Requirements [total credit hours, residency credit hours, cumulative GPA], Milestone Requirements, Major Requirements, etc.). The dark blue bar identifies the ARG. If the green triangle on the left points right, that means that ARG is completed. If the green triangle points down, the ARG is not satisfied.
The new AAR makes it easier to figure out how many credits hours your advisee has completed! Just keep in mind that this number includes the student’s current classes.
If you prefer to use the PDF version (which you can print), you may find that it doesn’t come up when you select it. This is because your pop-ups are being blocked. Depending on the browser you use, how you turn this off may vary a bit. Below are screenshots for Mozilla Firefox. Once you click on the hamburger in the
upper right corner of your screen, choose Preferences, then Privacy and Security, then find Permissions, and then uncheck the pop-up blocker box. Now when you try to pull up the PDF it should open (but may take a few seconds).

10-24-17

Advising Tip of the Week - #5

More on the New Academic Advising Report

By now you’ve probably had a chance to use the new Academic Advising Report. I just wanted to emphasize that, in the new report, the Academic Requirement Groups (Gen Eds, Majors, Minors, etc.) that are listed as satisfied may actually not be completed, but rather, in progress.
When you click on the green triangle, it opens up and you get the list of all courses that could satisfy the requirement. You may have to scroll through the list to reach the one that has satisfied the requirement.
### Faculty

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 105</td>
<td>Chemistry</td>
<td>4.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENED 175</td>
<td>General Education</td>
<td>3.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAHS 175</td>
<td>Human Life Science</td>
<td>3.00</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 101</td>
<td>General Physics I</td>
<td>4.00</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 110</td>
<td>Introductory Physics</td>
<td>4.00</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Social and Behavioral Sciences

- **Satisfied:** Complete one course from the following:

  - **Course:** GEND 200, Gender and Society, 4.00
  - **Course:** GENED 215, General Education, 3.00
  - **Course:** GENED 216, General Education, 3.00
  - **Course:** GEOG 100, Introduction to Geography, 4.00
  - **Course:** GEOG 200, World Regional Geography, 4.00
  - **Course:** GEOG 206, Disaster Management, 6.00
  - **Course:** POL 201, Development of American Democracy, 3.00
  - **Course:** POL 202, American Government, 4.00
  - **Course:** POL 203, Global Politics, 4.00

### Advanced Quantitative/Scientific Reasoning (AQR/CS)

- **Not Satisfied:** Complete one course from the following:

  - **Course:** ANTH 206, Anthropology
  - **Course:** ANTH 207, Human Evolution
  - **Course:** BSCI 221, Biology
  - **Course:** BSCI 225, Human Physiology
  - **Course:** CHM 104, General Chemistry I
  - **Course:** CHM 106, General Chemistry II
  - **Course:** CS 232, Computer Science
  - **Course:** GEOG 231, Geographic Information Systems
  - **Course:** GEOG 251, Physical Geography
  - **Course:** GEOG 253, Quaternary Environments

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The yellow diamond means the class is in progress.
Also, for the Gen Eds, to see what class has satisfied (or is in progress and satisfying) a requirement, you may have to scroll through a long list of courses to get to the one the student took (is taking). Basically, any and every class that could satisfy the Gen Ed is listed.
In an upcoming Tip, I will cover the new “What If” report.

Please let me know if you have questions about the new AAR, and don’t forget to submit those midterm grades by tomorrow! 😊

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.


11-1-17

Advising Tip of the Week - #6
Helping Your First Year Student with First Year Writing

Students have several options for fulfilling their College Writing Requirement: FYW 100, FYW 100P, and FYW 100H.* Students who are not yet ready for the FYW 100 course should take FYW 010. If your advisee hasn’t satisfied their College Writing Requirement, please remind them to do so in the spring semester.

How do they decide between the FYW options? They can participate in Directed Self Placement (DSP) and fill out a questionnaire designed to help them figure out which class would best suit their needs. For more on First Year Writing go to: http://www.ric.edu/firstyearwriting/Pages/default.aspx. To go directly to the page on the DSP, please go to: http://www.ric.edu/firstyearwriting/Pages/Which-FYW-Course-Should-I-Take.aspx. I have also attached the DSP survey to this email.

*Students can also satisfy the requirement by passing the appropriate CLEP/College Composition test with a score of 50 or by transferring the equivalent course from another institution.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.
11-7-17

Advising Tip of the Week - #7
“What-If” Your Advisee is Thinking about Something New?

Have you ever been advising someone who is thinking about adding a major or minor, or even changing their major, and they want to know what that will mean for them? If so, you know it can take a while to search through the catalog or department web page, find the new major (or minor, certificate, concentration, etc.) and plot out the courses they’ll need to take, figure out when they’ll be offered, and determine whether they’ve already made some progress in the program.

Well, we now have a tool that makes this process much easier! It’s the “What-If” Report in MyRIC.

To access the What-If Report, you simply pull down the menu in the Academics section of your Advisee Student Center and select What-If report (it’s near the bottom of the list).
This screen will open and you’ll find your advisee’s current program as the default in the first of three “Program Scenarios” you can select for the student. You can
keep or change that. Below, I added two majors for my advisee. Because the Justice Studies BA offers two concentrations, I was able to select one.

Once you click Submit, you’ll get the new Academic Advisement Report which will include the “What-Ifs” as if the student had already declared them. It makes planning SO much easier! Below, notice how you see the bottom of the list of Poli Sci requirements followed by the Justice Studies requirements. Note that POL 202, which the student is currently taking for the major, also fulfills a Justice Studies requirement. Though I didn’t show it, the Sociology requirements follow the JS requirements.
### Unused Course Area

**Bachelor of Arts in Justice Studies (ARG-2187)**

**Not Satisfied:** Complete degree requirements

- GPA: 2.000 required, 0.000 actual

**Major Requirements (AR-1391)**

**Not Satisfied:** Complete major requirements

**Required Courses**

**Not Satisfied:** Complete the following courses

- Courses: 5 required, 1 taken, 4 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 207</td>
<td>American Government</td>
<td>3.00</td>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 119</td>
<td>Introduction to</td>
<td>3.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 207</td>
<td>Criminal Justice</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 302</td>
<td>Social Research Methods</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Research Methods**

**Not Satisfied:** Complete one course from the following

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL 300</td>
<td>Methodology in Politics</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 320</td>
<td>Research Methods III</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 404</td>
<td>Social Research Methods II</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Core Theory and Capstone**

**Not Satisfied:** Complete the following courses
In addition to choosing a What-If Program Scenario, you can select specific courses that the student might be interested in taking, to see where they might fall in their program (or whether they’ll complete a Gen Ed) or to determine when they’ll be offered. You do this in the “Course Scenario” area.

When you click “Browse Course Catalog” you’ll get an alphabetical list which will help you quickly select a program. When you click on that program, you’ll get a list of all courses in the program, and can then select a specific course. Once you select a specific course, you are then able to select a term and a grade. Below I’ve
chosen POL 335 (you are able to add as many courses as you’d like, but after four, they show up on the next screen).

When you run the report, the Class (or Classes) Scenario you have chosen will show up in the Academic Advisement Report and will be noted with a question mark (or a “WH” if you use the pdf format).
In the case of this advise, I added five courses that would allow her to complete two minors. Because I did not use the Program Scenarios to do this, they show up under “Unused Course List”. These are marked with the “?” here or with “NH” if you use the POP format. I was able to select the semester and year to determine when a course would be offered. I could even select grades for these semesters; unfortunately, these “What-If” grades don’t result in a “What-If” GPA. Wouldn’t that be grand? Maybe in the future...
A nice feature is that PeopleSoft saves the most recent report you created.

For more details about and screen shots of the What-If report, see pages 12-15 of the attached Academic Advising Reports Advisor Help Guide.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facultyadvisingdirector@ric.edu.