

# FALL 2018 ADVISING TIP SERIES

10-11-18



## Advising Tip of the Week - #1

### Using the Academic Advisement Report (AAR) as an Audit

**It's that time again! General registration for the spring semester for degree students** begins on November 13<sup>th</sup> (registration for student-athletes, combat veterans, and some students with disabilities begins the preceding week). **As you're preparing for your advisees**, keep an eye out for students who are planning to graduate in the near future. **If you know they've** already applied for graduation, ask them to bring their audit with them. If they have not, remind them to apply for graduation in MyRIC.

The AAR (**which you and your advisee will find in the Student Center as "Academic Requirements"**) is basically the same as the audit that the student receives, except the audit has hand-written notes about what the student is missing/needs to do before graduation. Going through the AAR with the student allows you to make sure your advisee is on track to graduate. One thing **to keep in mind is that the student's AAR is** for the catalog year in which they entered the college. If, for some reason, your **advisee's major plan is from a different catalog year, you or your chair will need to** communicate this with Records. Likewise, if any course substitutions for courses the student has already taken have not been made, your chair will need to let Records know as soon as possible. Something else to consider: students who have an additional major or a minor listed on their transcript, and are able and/or choose to graduate *without* completing the additional major or minor, must have it removed from their transcript. Otherwise, the degree audit will reflect all unfinished courses and graduation will not be approved for the month requested (May, August or December). Dropping a major or minor is done through the Records Office.

[My Class Schedule](#)  
[Shopping Cart](#)  
[My Planner](#)

Academic Requirement >>

This Week's Schedule		
	Class	Schedule
34	ASL 102-02 LEC (11878)	Mo 4:00PM - 7:50PM Gaige106
34	HIST 348-01 LEC (10880)	TuTh 4:00PM - 5:50PM Forman 130
34	MATH 139-03 LEC (10784)	MoWe 8:00AM - 9:50AM Alger 106
34	POL 203-01 LEC (10600)	TuFr 12:00PM - 1:50PM Gaige102

weekly schedule >

**Personal Information**  
[Contact Information](#)

**Holds**  
 Universal Advising  
[details >](#)

**To Do List**  
[Update Emergency Contact Info](#)  
[more >](#)

**Enrollment Dates**  
**Enrollment Appointment**  
 You may begin enrolling for the Spring 2019 Regular Academic Session session on November 14, 2018.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at [facadvisingdirector@ric.edu](mailto:facadvisingdirector@ric.edu).

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10-16-18



## Advising Tip of the Week - #2

Reminders for First Year Students: FYS, FYW, and the CMC

When advising first year students, remind them they **MUST** take a First Year Seminar **(please see attachment for next semester's course descriptions)** and a **First Year Writing** course in the spring if they did not do so in the fall. If they *did* take one or both **courses in the fall, check their midterm grades and ask how they think they're doing.** If they should fail their FYS, they will need to re-take it. Students who get a C- or lower in their FYW course (B- or lower for FSEHD students) will have to retake it to fulfill their College Writing Requirement. Students who have not fulfilled the First Year Seminar or the College Writing Requirement before the completion of 30 attempted credits at the college will have a registration hold placed on their account until they have registered for the course.

**While you're examining your advisee's midterm grades and Academic Advisement Report, also check to see whether they've fulfilled** their College Mathematics Competency. Students who do not satisfy the CMC by the end of their first semester (15 or more attempted credit hours at Rhode Island College) will have a registration hold placed on their account until they either satisfy the requirement via SAT scores, placement tests and/or registering for MATH 010.

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10-19-18



## Advising Tip of the Week - #3

Midterm Grades and Advising

**It's that time of the semester once again**—midterm grades for all students are due next Wednesday, October 24th. Please see the October 3rd email sent by Tamecka Hardmon, Director of Records, for instructions on entering midterm grades.

Midterm grades can be very helpful when advising. After next Wednesday, check to see if your advisees have had midterm grades posted (some may already be available). If an advisee has a worrisome midterm grade (or grades), let them know about resources available on campus (e.g. OASIS, the Writing Center, Disability Services Center, Learning 4 Life, and more). If your advisee has courses they must pass, or pass with a certain grade, you might want to gently remind them that they may have to retake the course if their grade **doesn't improve. Just reaching out to a struggling advisee sends** an important message: I care.

**To check midterm grades, once you've logged onto MyRIC and clicked on "My Advisees" under "Advisor Center," pick an advisee and then click "View Student Details." That will take you to that student's Advisee Student Center. Select "Grades" from the pull-down menu. You will then be able to see if any instructors have submitted midterm grades for this advisee. If you don't see a "Mid-term Grades" tab, this student hasn't received any (see first screenshot below). If you *do* see a "Midterm Grades" tab, click on it to see what's been posted for your advisee (see second screenshot below).**



**Michelle Brophy-Baermann**

<a href="#">Faculty Center</a>	<a href="#">Advisor Center</a>	<a href="#">Search</a>	<a href="#">Learning Management</a>
<a href="#">my advisees</a>	<a href="#">student center</a>	<a href="#">general info</a>	<a href="#">transfer credit</a>   <a href="#">academics</a>

**Advisee Grades**

Fall 2018 | Rhode Island College

**Class Grades - Fall 2018**

Official Grades					
Class	Description	Units	Grading	Grade	Grade Points
<a href="#">FYS 100</a>	First Year Seminar	4.00	Graded		
<a href="#">HIST 107</a>	The United States in the World	4.00	Graded		
<a href="#">JPAN 101</a>	Elementary Japanese I	4.00	Graded		
<a href="#">POL 204</a>	Introd to Political Thought	4.00	Graded		

No "Midterm Grades" tab means no grades have been submitted for this student

**Term Statistics - Fall 2018**

	From Enrollment	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		
Passed		
In Progress	16.000	16.000
<b>Units Not for GPA:</b>		
Taken		
Passed		
<b>GPA Calculation</b>		
<b>Total Grade Points</b>		
<b>/ Units Taken Toward GPA</b>		
<b>= GPA</b>		

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<a href="#">Faculty Center</a>	<a href="#">Advisor Center</a>	<a href="#">Search</a>	<a href="#">Learning Management</a>
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**Advisee Grades**

Fall 2018 | Rhode Island College

[change term](#)

**Class Grades - Fall 2018**

Official Grades		Mid-term Grades				
Class	Description	Units	Grading	Grade	Grade Points	
<a href="#">ANTH 265</a>	Anthro Perspectives on Childhd	4.00	Graded			
<a href="#">HIST 101</a>	Africa in the World	4.00	Graded			
<a href="#">MATH 10</a>	Basic Mathematics Competency	4.00	Credits do not count toward degree			
<a href="#">POL 203</a>	Global Politics	4.00	Graded			
<a href="#">SOC 207</a>	Crime & Criminal Justice	4.00	Graded			

**Term Statistics - Fall 2018**

	From Enrollment	Cumulative Total
<b>Units Toward GPA:</b>		
Taken		47.000
Passed		47.000
In Progress	20.000	20.000
<b>Units Not for GPA:</b>		
Taken		4.000
Passed		
<b>GPA Calculation</b>		
<b>Total Grade Points</b>		142.720
<b>/ Units Taken Toward GPA</b>		47.000
<b>= GPA</b>		<b>3.037</b>

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11-5-18



## Advising Tip of the Week - #4

### Second Language Requirement

Students are sometimes confused about the Second Language Requirement and think they must take both the 101 and 102 courses to fulfill it. This is definitely how students who are brand new to a language should proceed, however, many students have enough background in a second language prior to arriving at RIC that they are able to place out of the 101 course, and move right into the 102, or even the 113, 115, 201, or 202 course. As long as they **complete** 102 (or higher) and receive a C or higher, they have satisfied the Second Language Requirement.

If your advisee has experience with French, Spanish, German, or Portuguese, they should take a placement test. The links to these tests are on the Modern Language web page: <http://www.ric.edu/modernlanguages/Pages/Language-Placement.aspx>. Immediately after the test, they will receive a score that indicates the course they have placed into. They should take a screenshot of their score and send it, along with course and section they want to take, to the Administrative Assistant for Modern Languages, Erin Riordan ([eriordan@ric.edu](mailto:eriordan@ric.edu)), who will register the student for the course.

Please keep in mind, if a student places into a class *above* 102, that DOES NOT mean they have fulfilled the requirement. They still need to take and **complete** a course, preferably one that will allow them to further their proficiency.

Students who have experience with Arabic, Japanese, Italian, or Latin should contact the chair of Modern Languages, Eliani Basile (456-8029 or [ebasile@ric.edu](mailto:ebasile@ric.edu)) for advice on placement. They will need to meet with the appropriate professor in order to determine their proficiency level.

**Don't forget: students may fulfill their Second Language Requirement by taking American Sign Language.**

Passing 102 with a C or higher is one of nine ways a student may fulfill the Second Language Requirement (for a complete list, go to: <http://ric.smartcatalogiq.com/en/2018-2019/Catalog/General-Education/Second-Language-Requirement>).

Something else to think about... students who place into French, Spanish, or Portuguese 115 may want to take that course because it double counts as their Literature gen ed requirement. Same goes for Italian 115.

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11-15-18



## Advising Tip of the Week - #5

Advisees without Advisors and/or Who Don't Show Up on Your My Advisees List!

The first part of this tip is aimed at chairs, but the second part applies to any faculty advisor.

- There are still advisees without advisors, and they are reaching out to a variety of places trying to figure out what to do. If you are a chair and haven't run the "Students without Advisor" (ZRSR\_STUDENTS\_WITHOUT\_ADVISOR) query recently, please take a few minutes to do so, and to assign advisors to these students (Records and Enrollment—> Student Background Information—> Student Advisor). You may need to reassign students who've been away from the college for a while.
- What to do if you meet with one of your advisees who doesn't show up on your My Advisees list? You should mention this to your chair, who can reassign the



advisee to you. For the short term, however, when it's time to lift the UAD hold, go to My Advisees, then go to the bottom of that page and click "View Data for Other Students." Once you've searched and pulled your advisee up, click on the General Info tab at the top of the page.

The screenshot shows a web browser window displaying the Rhode Island College Campus Solutions website. The browser's address bar shows the URL: [https://pscs.ric.edu:8443/psp/CS/EMPLOYEE/CS/S/WEBLIB\\_PTTP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=HCAA\\_ACADEMIC\\_ADVISING&FolderPath=PORTAL](https://pscs.ric.edu:8443/psp/CS/EMPLOYEE/CS/S/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=HCAA_ACADEMIC_ADVISING&FolderPath=PORTAL). The page header features the Rhode Island College logo and the text "RHODE ISLAND COLLEGE CAMPUS SOLUTIONS". Below the header is a navigation breadcrumb: "Favorites | Main Menu > Self Service > Advisor Center > My Advisees > Advisee Student Center".

The main content area is titled "Michelle Brophy-Baermann" and contains several tabs: "Faculty Center", "Advisor Center", "Search", and "Learning Management". Underneath these are sub-tabs: "my advisees", "student center", "general info", "transfer credit", and "academics". A red arrow points to the "general info" sub-tab. Below the tabs is the "Advisee Student Center" section, which includes a "\*Change Advisee" dropdown menu with a "change" button.

The page is divided into several informational panels:

- Academics:** Includes links for "My Class Schedule", "Shopping Cart", and "My Planner". A message box states "You are not enrolled in classes." There is also a search box for "other academic..." with a search button.
- Personal Information:** Includes links for "Demographic Data" and "Emergency Contact". A "Contact Information" section is visible but blurred.
- Holds:** Shows a "Universal Advising" hold with a "details" link.
- To Do List:** Lists tasks such as "Student's 2014 IRS Tax Tran", "Student's 2014 W-2 Forms", "Verification Worksheet", and "Update Emergency Contact Info".
- Enrollment Dates:** Announces an "Enrollment Appointment" for the Spring 2019 Regular Academic session, starting in November.

The Windows taskbar at the bottom shows various application icons, including Firefox, Word, PowerPoint, Outlook, and a calendar.

That will then allow you to see the UAD hold icon; rather than clicking on the icon itself, you need to click "Universal Advising" right next to it, and it will then take you to the screen where you can click "Release" to remove the hold.

**Michelle Brophy-Baermann**

Faculty Center | Advisor Center | Search | Learning Management

my advisees | student center | general info | transfer credit | academics

**Advisee General Info**

\*Change Advisee  change

**Service Indicators** | **Initiated Checklists**

**Student Groups** | **Personal Data**

**National ID** | **Names** | COLLAPSE ALL

**Addresses** | **Phones** | EXPAND ALL

**Email Addresses**

Service Indicators edit service indicators

★ Positive    ⓧ Negative

Service Indicators						
Type	Details	Start Term	End Term	Start Date	End Date	Department
ⓧ	<a href="#">Universal Advising</a>	Spring 2019		10/18/2018		Records Office

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11-19-18



## Advising Tip of the Week - #6

### A Second Look at the Second Language Requirement

At this point, you've likely seen all of your advisees, but I figured it wouldn't hurt to send out another tip on the Second Language Requirement (SLR). Below, I copied and pasted from the catalog (<http://ric.smartcatalogiq.com/en/2014-2015/Catalog/General-Education/Second-Language-Requirement>), the nine different ways a student can fulfill the SLR. I just wanted to stress the highlighted portion of #1 below. Students who wait until their final semester to take the 102 course in their chosen language find themselves unable to graduate when they don't receive a C or higher.

I'd encourage you to promote fulfilling the SLR right from the start with your advisees, making sure they understand the consequence of waiting until their last semester and possibly not being able to graduate because they received a C- or worse in their SLR.

#### Second Language Requirement

Rhode Island College graduates are expected to communicate in and understand a language other than English at a novice-mid proficiency level. The Second Language Requirement of General Education is designed to meet that expectation. If you are unable to fulfill any one of the requirements listed below, please consult the chair of the Department of Modern Languages. The Second Language Requirement may be fulfilled in any of the following ways:

1. By completing RIC language courses 101 and 102 or higher, **with a minimum grade of C.**
2. Through transfer credit of language courses equivalent to 101 and 102 or higher from an accredited college or university.
3. Through transfer credit of a second language course from an approved study abroad program.
4. Through Advanced Placement (AP) credit. If students score three or higher on the AP Test in French, German, or Spanish, RIC will award 6 credits (equivalent to RIC language courses 113 and 114).
5. Through Early Enrollment Program credit for language courses 113 or 114.
6. By completing the CLEP Test in French, German, or Spanish, with a score on the Level I test of 50 or higher.
7. By completing the ACTFL Oral Proficiency Interview (OPI) and the written exam for languages for which there are no CLEP or AP Tests. Level: OPI (offered in 65 languages): Novice Mid to High. Written test: Novice High (offered in twelve languages).

8. By completing the SAT II Subject Test (scores vary according to language).
9. Foreign/international students may submit an official high school transcript from a non-English-speaking country of origin.

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