

Advising Tuesday Tune-up Quiz - Answers

Jan. 15, 2019

The following chart gives some answers to the advising questions, along with resources and links for further information. Many of the links will be on the Advising Center website. It's a good idea to **bookmark** the Advising Center website for ease of access. It can also be accessed through the portal by going to: my.bethel.edu > Faculty Academics tab > [Advising and Academic Planning channel](#) > Advising Support (choose [Advising Center](#) link)

	Question	Office/Resources to find answer	Answer
1	What is the single most important question you can ask your advisees when they come to their advising/registration appointment?	Advising website>Advisor Resources> Advising Conversations And the link on that page: How Can I Make More Out of My Advising Time?	<i>There are lots of great questions to ask, but it's helpful to have a plan. Questions will vary dependent on the student and your department's distinctives, but one of the best questions you can ask your advisees is, "Why are you a ____ major?" This leads to an interesting discussion with the student about their academic plans and future goals. Another quick conversation structure is "Past, Present, Future." found at the link to the left.</i>
2	If a student earned a 'C' in every class, would they graduate?	1. CAS Catalog for student's year>Academic Information> Graduation Requirements 2. Degree Works (see major section - if student's GPA is too low, a warning will appear here)	<i>No. Students must maintain at least a 2.25 GPA in their major in order to graduate. Graduation requirements are found in the catalog and also maintained for students in Degree Works. Here is an example Degree Works warning for a student who does not meet the requirements:</i> 
3	An advisee couldn't get into a "G" course, so they may wait until next semester (their last semester) to take it. Is this a good idea?	1. Academic Affairs>Curriculum>General Education Curriculum Policies> General Education Requirements Table (pdf) 2. Advising website>Advisor Resources> Curriculum & Academic Planning 3. Catalog 4. Degree Works	<i>This would not be a good idea, since a "G" course is a prerequisite for the "P" course. Because of this, the student should try to find another "G" course that fits in their schedule for this semester. Gen. Ed. course information, including the "General Education Requirements Table" (that includes prerequisites) is found on the Academic Affairs website, and also linked from the Advising site..</i> <i>A lot of information related to Gen. Ed. policies and curriculum can also be found on the Advising website and in the catalog. Gen. Ed. requirements are also tracked nicely in Degree Works and Banner. Both of these tools (Degree Works and Banner) take into account the student's "Transfer Entry Standing" (more on that in question #4).</i>
4	An incoming student for F'19 has a question about Inquiry Seminar & if their transfer courses will fulfill this requirement.	1. Advising Website >current students> Transfer Information (see Entry standing charts at the bottom of the page) 2. This information is also found here: Advising Website > Advisor Resources> Advising Transfer Students (which would lead you to the page above)	<i>The requirements for equivalencies related to Inquiry Seminar depend on the student's entry year. These requirements are explained on the Advising Center website as well as the transfer entry standing charts (see footnotes related to Inquiry Seminar) found on the Academic Affairs website and the Advising Center website.</i> <i>This year: GES160 = GES 161</i> <i>Next year and forward: GES160 = GES 161 (College Composition) + GES162 (Oral Communication course)</i>

		<p>3. Academic Affairs Website > Curriculum > General Education > General Education Transfer Charts</p> <p>4. Daniel can help with Gen. Ed. advising, especially for high level transfers</p>	<p>Also, pay attention to other specific gen. Ed. requirements for transfer students, found in the "Transfer Entry Standing" charts. These requirements have been changing each year, but will finally land next year.</p>
5	<p>One of your advisees is thinking about changing their major.</p>	<p>1. Advising Website> Advisor Resources> Advising Exploratory Majors</p> <p>2. Registrar's Website > forms > change-of-major-minor</p> <p>3. Advising Website> Current Student Resources> Explore Majors,</p> <p>4. For help page on DW predefined notes: Advising Website > Advisors > Tools. Scroll down to Degree Works and click on Taking Advising Notes in Degree Works</p> <p>5. Career and Calling assessments: Career Development website > students > resources > assessments</p>	<p>If the student is confident about their new major, direct the student to the online Registrar's office form for changing major/minor/advisor. An easy way to do this is to use the Degree Works "Predefined note" (the note text reads: "Recommended student fill out the change of major/minor/advisor form) which provides a simple way to give the url to the student.</p> <p>If the student is unsure about their major change, you may want to have them look at the "Explore majors" page on the advising center website, or direct them to the office of Career Development and Calling, where they can take assessments (referring the student to Career and Calling is also included in Degree Works as a predefined Degree Works note). While they are exploring majors, the student can either stay with you as an advisor or they can choose "Exploratory" as a major on the change of major form, to receive a new advisor as they work through this process.</p> <p>For more information, see the "Advising Exploratory Majors" page on the advising website.</p>
6	<p>Advising season only happens once every 6 months. Is there an organization structure that can help me through this season?</p>	<p>1. Advising Website> Advisor Resources>Timeline</p> <p>2. Advising Website> Advisor Resources>Tools> Advising Tools Map</p>	<p>Yes! The Timeline is meant to be your "go to" page for guiding you through the advising season. This page includes helpful information for each advising season including example emails, how to set up advising appointments, how to remove holds, and other key information related to advising tools in a 'just in time' format. The Advising Tools Map also helps you to get set up and remember the organization of tools and websites.</p>
7	<p>What degree evaluation tools are available for students? Is there help available online, for reading degree evaluations?</p>	<p><i>Degree Evaluations (Banner and Degree Works)</i></p> <p>1. Advising Website>Current Student Resources>How to Check Your Transcript and Degree Evaluation> Your Degree Evaluation (this contains sub pages on Degree Works and Banner)</p> <p>2. Registrar's Website > degree-evaluation > dw-help</p> <p>3. Advising Center Website > Advisor Resources > Tools (then see the "Transcripts, Degree</p>	<p>1. Degree Evaluation Tools are based on Student Catalog Year</p> <p>a. Students with catalog year F'17 and F'18 have degree evaluations in Degree Works (and Banner as a back-up).</p> <p>b. Students who enter from F'19 forward will <u>only</u> have degree evaluations in Degree Works.</p> <p>c. Students with catalog year F'16 will have degree evaluations in Degree Works by 3/1/19 and also have degree evaluations available in Banner. Check to make sure these match! Report any problems or discrepancies to: cas-registrar@bethel.edu</p> <p>d. Students with catalog year F'15 who continue next fall, will have degree evaluations in Degree Works by this summer and will also have degree evaluations available in Banner. Check to make sure these match! Report any problems or discrepancies to: cas-registrar@bethel.edu</p>

		<p>Evaluations, and Graduation Applications” section and the “Degree Works” section</p>	<p>2. It’s important to understand how to read a degree evaluation in both Banner and Degree Works. More information is found on the help page links to the left. A few details follow:</p> <ol style="list-style-type: none"> a. Banner: when reading courses that have transferred from another school, recognize that the Bethel course is listed first, followed by a slash “/” and then the name of the transfer course. Pay attention to other details found on the help pages in the column to the left. b. Degree Works (DW): <ol style="list-style-type: none"> i. Your Advisees can be found in DW by using the drop down menu under the “Name” section. ii. “Degree Evaluation” and “Notes” will be the main two tabs you will use for now. iii. Idiosyncrasies: <ol style="list-style-type: none"> 1. If you are a Bethel grad., the “View My Transcript” link will go to <u>your</u> transcript, not the advisee’s. 2. Upon login, if you get an error message, hit refresh. 3. When accessing Degree Works from a Banner XE student profile, the student’s degree evaluation will <u>not</u> come up. You will need to select the student from your advisee list within Degree Works. 4. Otherwise, we have found that DW is very readable for both students & advisors!
8	<p>Registration starts tomorrow, so I want to make sure I have cleared all of my advisees. Where can I check this out?</p>	<p>Advising Website> Advisor Resources>Timeline> Remove Holds</p>	<p>You can tell which advisees you have cleared for registration after your advising appointments, by going to your Banner XE Advisee List and sorting your list by the “Primary Advisor” column (click on the column heading at the top of your Advisee List). Then, make sure that all of your primary advisees have a checkmark in the “Advisor Holds” column. More information is given in the link to the left.</p>
9	<p>One of my advisees wants to see what an academic plan looks like for their 3.5 - 4 years at Bethel.</p>	<ol style="list-style-type: none"> 1. Advising Website> Current Student resources>Academic Planning> Electronic Academic Planning Sheet 2. See directions for using the planning sheet on the Academic Planning sheet & in the planning sheet itself. 	<p>Currently, students can make academic plans using the Electronic Academic Planning sheet, found on the Advising Center website.</p> <p>Starting in Fall 2019, Degree Works will have an added component, the Student Planner, that will allow students and advisors to share academic plans.</p>
10	<p>One of my advisees wants to complete a program that is being phased out. How do I advise this student?</p>	<ol style="list-style-type: none"> 1. Academic Affairs>Curriculum 2. Advising Website> Current Student Resources>Registration and Advising Season>How do I know which classes to take? (then choose the teach out information link) 	<ol style="list-style-type: none"> 1. In order to complete one of the programs that is being phased out due to institutional decisions made Fall 2018, the student must declare this major/minor/program by April 1, 2019. 2. Teach out plans, along with a point person for each program are found on the Academic Affairs Curriculum site. A link to this page is also found on the Advising website’s “Current Student Resources”.