The role of the teacher as adviser is as old as Socrates. For centuries, master teachers have not only dispensed subject matter, but also guided their charges in the proper direction. That role is just as important today as it was in 400 B.C.

Academic advisement is critical to the success of Troy University. Proper academic advisement is key to student retention.

Advisement is the compass, the adviser is the scout and the advice is the azimuth. All are critically important if students are to navigate the academic world and reach their destinations in a timely fashion.

Today, students have more course options than ever before, and technological advances have made registration more convenient. Let me stress, however, that technology will never replace the need for one-on-one academic counseling. While we become more high tech, we must not ignore the importance of the relationship between student and teacher.

Thank you for taking seriously your role as an academic adviser. Each faculty member and administrator with advisement duties should embrace this process, and encourage their colleagues to do likewise.

Jack Hawkins, Jr., Ph.D.
Chancellor

Assignment of Advisers and Advisees

Students with declared majors are assigned faculty advisers in the academic departments housing the majors.

Each department must identify its own appropriate system of distributing advising responsibilities among its full-time faculty members. Normally, part-time or adjunct faculty members do not have advising responsibilities.

Undeclared and conditionally admitted students are advised by professional advisers in Student Development. The Student Development offices will move from Trojan Center 215 to Eldridge Suite 102 during the academic year.

International students attending Troy University on the 1-2-1 program are advised in the Center for International Programs, 123 International Center. International students enrolled in traditional baccalaureate programs are advised by faculty advisers.

Specialized, supplemental advisement may be available to student athletes, students enrolled in the honors program, and other student groups.

How to declare or change the major, minor or program & How to assign the academic adviser

Use the Classification of Instructional Programs (CIP) form to declare or change the major, minor and/or program and to assign the faculty adviser. A copy should be given to the student, the faculty adviser, and the administrative professional who will make the necessary entries in the Datatel system. CIP forms are available from Institutional Research, Planning and Effectiveness, 231 Adams Administration. After completing the CIP form, request an updated Academic Evaluation (see p. 2).
Academic Evaluation Report (AER) ~

The key to academic planning

The Academic Evaluation Report is a personalized guide showing the courses a student has taken, along with those that remain to be taken under the chosen program/major/minor combination. Students and advisers follow the AER to predict the courses that should be taken through graduation.

Note that the major, minor, program or combination of these must be correctly declared for the AER to be complete and accurate. For example, a student who has yet to declare a minor will not receive a complete AER.

Requesting the AER

Request an official AER through Records when a student declares or changes a major, minor or program, or if other special circumstances occur such as course substitutions or enrollment in transient credit. Blank AER request forms are available to advisers who submit requests to odyssey@troy.edu.

Once the official AER has been created, an unofficial AER will be available to both the student and his or her adviser on Trojan Web Express. This AER will be updated each term.

Reading the Academic Evaluation

This student

- **Program** indicates the student’s chosen combination of major and minors or a comprehensive program.

- **Catalog** indicates the year of the catalog the student is following. Students follow the catalog of the year they entered the university, unless they wish to move to a newer catalog. Students who wish to move to a newer catalog should make this request with the Records office.

- Has earned 66 **institutional credits** (credit hours earned at Troy University) and holds a 3.182 **institutional GPA** on these credits.

- Has earned a total of 109 **combined credits** (Student has transferred 43 hours of credit to Troy. 109-66 = 43.) The **combined GPA** on all college credits is 3.083.

- Is **anticipating additional** (enrolled in) 14 credit hours.

The Troy University Office of the Provost administers the Odyssey Academic Advising Program and produces this Guide for Academic Advisers to assist members of the Troy University, Troy Campus faculty. For more information, contact Donna Clark Schubert, Coordinator of Academic Advising, at odyssey@troy.edu.
Substitutions
Course substitutions may be necessary if a required course is no longer offered or is not offered within a reasonable time frame for graduation. Substitutions are initiated by the adviser and student together using forms available from Records. Once the substitutions are applied to the student’s file, they will be shown on the AER.

Advisee files
Advisers are strongly encouraged to maintain records of advisement contacts. Include the following in advisee files: long-term plans; contact notes, including each term’s approved schedule; hard copies of e-mails; copies of any forms such as the CIP or course substitution forms; and other documents such as exit examinations or letters of recommendation.

As a general rule, advisers should keep copies of any documents they sign along with records of any actions they take on behalf on a student (such as registering the student classes in Trojan Web Express).

Scheduling appointments
Advisors will need to meet with their advisers at least once each term. Many advisers find it helpful to post appointment calendars during the weeks prior to registration periods.

Reading the Academic Evaluation

Within AREA II, there are four groups. Each group is described in text, then credits are shown underneath.

C) adjacent to Group 1 indicates that this group is complete. This student has a *TE (transfer equivalent) for SPH 2241. The grade for that course was an A.

I) adjacent to Group 2 indicates that this group is incomplete. This student has a *TE (transfer equivalent) for ART 1133, but 1 course is needed, either DRA 2200 or MUS 1131.

Codes or “statuses” shown on the AER will be defined in one or more legends on the document. W=waived; C=complete; I=in progress; N=not started; P=pending completion; IP=in progress; *TE=transfer equivalent; *G=Grade, course failed the minimum grade requirement; *GPA=Credits shown are applied only toward GPA; *RA=Replacement attempt-course is a repeat attempt; *RP=Replacement pending-course is being repeated.

International Scope Requirement: The general studies program requires that six semester hours from Areas II and/or IV must be international in scope. Courses with an international scope are designated with an asterisk. (For example, *MUS 1131) For additional information, see the undergraduate catalog.
Long-term Planning

Students, particularly juniors and seniors, should have long-term plans for the courses to be taken each term through graduation. Long-term planning prevents missed prerequisites and speeds scheduling.

Option 1: Online Long-term Plan

- Student Education Planning (SEP) on Trojan Web Express allows the adviser and student to maintain and share the long-term plan online.
- Log in to Trojan Web Express.
- Click WebAdviser for Faculty or for Advisors.
- Click student educational planning.
- Enter the student’s identification number.
- Choose EDPLN—Add or change plan in the action box, and submit.
- Enter long-term plan information by clicking on the drop down boxes for terms, courses, course numbers and locations.
- When finished, click submit.

Option 2: Manual Long-term Plan

Use Excel, the tables feature in Word, or another application to create a blank form to use in planning courses. An Excel template may be requested from odyssey@troy.edu.

How to remove academic adviser holds (restrictions)

After the adviser and Troy campus student plan a term’s schedule, the adviser must remove the adviser “hold” or restriction in Datatel. The hold ensures that the student sees the adviser prior to registering, and it must be removed to allow the student to self-register via Trojan Web Express.

- Log in to Datatel. While in the ST application, type PERC at any menu.
- At the person lookup prompt, enter the student ID number.
- At the PERC screen, tab to End Date on the T01AA Adviser Approval Required line.
- Enter an end date of one day prior to the current date and press enter. (The end date must be at least one day prior to the registration date or the system will not allow the registration until after midnight.)
- Click the blue disk icon on the top menu bar and update record.

Sample Student Manual Long-term Plan