



Odyssey Academic Advising Program

GUIDE FOR ACADEMIC ADVISERS

Troy University ~ Troy Campus ~ 2007/08

Chancellor's Welcome

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.

In this guide

How to:

~ P. 1 ~

Declare or change a major, minor or program.

Assign the adviser.

~ P. 2 ~

Request and read the Academic Evaluation.

~ P. 3 ~

Substitute courses.

Maintain advisee files.

~ P. 4 ~

Create a long term plan.

Remove the academic adviser hold in Datatel.

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

TROY University
Trojan Web Express

Menu
FAQ
Log Out

```
Student.....:
Program.....: B.S.-Broadcast Journalism W/ Public Relations Contract Major (BS.BJRN.TUT)
Catalog.....: 2004
Ant Completion Date: 12/06
E-Mail Address.....:
-----
```

- ◆ **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.

```
-----
Program Status: In Progress
-----
Institutional Credits:   Required   Current.....   Anticipated(*).....
                        30.00      Earned          Additional
Institutional GPA.....  2.000     3.182
Combined Credits:      120.00    109.00
Combined GPA.....      3.083
-----
(*) Anticipates completion of in-progress and registered courses
-----
```

This student

- ◆ 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

Advisees 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

```

I) B: AREA II:
> SPECIAL NOTE FOR AREAS II/IV: Please refer to the
> section below labeled "General Studies Specifications"
> for requirements to consider when selecting courses
> in AREAS II and IV.
>
>
> Take SPH 2241 (3). (Group 1)
>
> Take four semester hours from the following:
> *ART 1133 (2), DRA 2200 (2), or *MUS 1131 (2). (Group 2)
>
> Take three semester hours from the following:
> *ENG 2205 (3), *ENG 2206 (3), ENG 2211 (3),
> ENG 2212 (3), ENG 2244 (3), or ENG 2245 (3). (Group 3)
>
> Take three semester hours from the following:
> *CLA 2260 (3), *ENG 2205 (3), *ENG 2206 (3),
> ENG 2211 (3), ENG 2212 (3), ENG 2244 (3), ENG 2245 (3),
> *FRN 1101 (3), *GER 1121 (3), *GRK 1111 (3),
> *LAT 1131 (3), PHI 2203 (3), PHI 2204 (3),
> *REL 2280 (3), or *SPN 1141 (3). (Group 4)
Credits: 12
C) Group 1
  SPH-2241..... XX/TR   A       3  *TE
I) Group 2
  ART-1133..... XX/TR   B       3  *TE
----- 1 course needed
C) Group 3
  ENG-2212..... XX/TR   B       3  *TE
C) Group 4
  ENG-2211..... XX/TR   A       3  *TE
    
```

- ◆ 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.

