Arkansas Tech University

Advising Handbook

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Chapter One: Advising Basics

Advising Philosophy

Arkansas Tech University takes a holistic approach to advising. We help students register for classes but also provide academic support, help students find financial resources, and facilitate mental and physical health. We recognize advising as a science and an art, not bound by a single theoretical perspective but rather the common pursuit of effective support for student success. We are committed to studying the models and techniques that work best for our diverse student body. Finally, we aspire to an advising culture that is caring, empathetic, ethical, and invested in teaching students to take responsibility for their futures. We have compassion for our students' struggles to better their lives.

Mission Statement

Arkansas Tech University Mission Statement

Arkansas Tech University is dedicated to student success, access, and excellence as a responsive campus community providing opportunities for progressive intellectual development and civic engagement. Embracing and expanding upon its technological traditions, Tech inspires and empowers members of the community to achieve their goals while striving for the betterment of Arkansas, the nation, and the world.

Advising Mission Statement

Advisors at Arkansas Tech University focus on student success and growth. We empower students to take ownership of their education, transition to graduate studies and careers, responsibly contribute to their communities, and engage in lifelong learning.

Responsibilities of Advisors and Advisees

Advising at ATU is a cooperative effort between advisor and student.

Advisors…

- provide accurate and timely information on institutional procedures and policies to students.
- assist students' transition through their degree programs by encouraging them to develop realistic self-perceptions yet promote ambitious goals.
- assist students in pursuit of their career goals and objectives.
- connect students to university resources that can help students be successful.
- make use of the Advising Comments section in OneTech to document specific

  decisions or problematic areas.
- do preparatory investigation of each advisee's background and academic history
- promote physical, emotional, and mental health.
- express the core values of the institution to the advisee.

Students…

- understand policies, procedures, and degree program requirements.
- take personal responsibility for academic and career success.
- understand and use available advising tools.
- make use of campus resources and support systems, including opportunities for experiences outside of class.
- set realistic and ambitious academic goals.
- seek a healthy school, work, and life balance that optimizes academic success.

Core Competencies of Academic Advising

According to the National Academic Advising Association, the three main competencies necessary for effective academic advising are as follows:

1. Conceptual understanding: an understanding of the importance of advising along with the ideas and ethics advisors should know to effectively advise their students.

2. Relational competence: the ability to relate to students and convey information in useful and helpful ways.

3. Informational background: a good working knowledge of Arkansas Tech University academic information and campus resources for referral.

This Advising Handbook is organized to address these three main competencies.

These concepts can be explored further at the NACADA website.

https://nacada.ksu.edu/

Academic Year Advising Master Calendar

Two work days before classes begin each regular semester: Be available for students who are registering late and changing schedules.

Late August (5th class day):   Last day to add courses/change sections

Beginning of October: Deadline for degree audit for December graduates

Mid-October: Early registration begins for the spring semester

Mid-January (5th class day):   Last day to add courses/change sections

Late February: Deadline for degree audit for May graduates

Late March: Early registration begins for summer and fall semesters

For more information, see the Academic Calendar:
https://www.atu.edu/catalog/undergraduate/calendar.php

Chapter Two: Best Practices

Advising Best Practices

The bullet points below are examples of how advisors might carry out "best practices." These practices are based on those of the Master Advisor Program at Southeast Missouri State University.

1) Maintain regular contact with all advisees
   - Email advisees or selected groups regarding registration, advising, other deadlines
   - Use department's website for academic advising information or utilize the university's advising website
   - Schedule regular meetings once a semester, at minimum, informing your advisees how to schedule an appointment (i.e. schedule by email, phone, or posted sign-up sheet, etc.)

2) Follow up with advisees who are having academic difficulties
   - Establish positive relationships with all advisees
   - Develop rapport with advisees: Greet them by name, inquire as to how semester is going, etc.
   - Educate students about advisor and advisee roles and responsibilities
   - Maintain up-to-date advising notes
   - Address the needs of diverse students (e.g., nontraditional, international)

3) Provide accurate and timely information about the University and its programs
   - Know major, General Education, and graduation requirements
   - Know department and University deadlines
   - Communicate pertinent information to advisees or selected groups
   - Know and be able to refer students to appropriate University resources as appropriate to students' needs
   - Know about and be able to refer students to appropriate web sites for specialized information

- Know about and be able to recommend to students appropriate organizations for their professional development (e.g., departmental student professional organizations, etc.)

4) Adopt a developmental approach to help advisees become independent learners and self-reliant problem solvers
   - Encourage development of advisees' decision-making skills
   - Have students come to advising sessions with a plan of courses with CRNs (course reference number)
   - Coach students on appropriate ways to advocate for themselves
   - Teach students to use Degree Works by modeling its use during advising sessions

5) Enhance advisees' educational experience
   - Encourage appreciation for diversity within the University environment
   - Promote study abroad opportunities
   - Promote professional engagement through involvement in internships, cooperative learning, and other departmental activities

6) Maintain a high degree of professionalism
   - Maintain posted office hours that are designated for academic advising appointments
   - Keep advising appointments
   - Prepare for advising appointments and document advising sessions utilizing
   - Maintain a positive attitude regarding department and University colleagues and programs
   - Maintain confidentiality

7) Participate in academic advisor development opportunities
   - Keep up-to-date on current advising techniques and strategies
   - Attend appropriate discipline-specific professional development opportunities related to student advising, retention, and success

Chapter Three: Relating with Students

Three Categories Essential to Effective Advising

The National Academic Advising Association's (NACADA) Faculty Advisor Training Package identifies three content categories essential to effective advising: conceptual, informational and relational.

- *Conceptual* content involves understanding the roles and expectations of advising or the concept of "my job, your job" in the advising relationship.

- *Informational* content promotes knowledge of the policies, procedures, programs and the appropriate use of campus resources.

- *Relational* elements are the qualities and skills an advisor must demonstrate when relating to advisees (Kerr, 1996, p. 20).

Relational Qualities for Advisors

- Displays a concerned and caring attitude toward advisees.

- Establishes rapport by being approachable and accepting.

- Takes a proactive role by initiating regular contact with advisees, realizing the importance of frequent contact in developing a relationship.

- Available and flexible to accommodate advisees' schedules.

- Understands the needs of special populations

Relational Skills for Advisors

In an article, "The 'Quality' in Advising," Peggy Delmas writes, "I try to give students what I think they need from me. A tissue, a letter of recommendation, words of encouragement or congratulations, a smile of recognition in the hall that says, 'You are important to me.' Since I represent the institution, it means that the student is important to the institution, too. Of course, not all advising is complicated and involved. What most of our students need is for us to answer

'just one quick question,' and don't we love that? But sometimes our advisees and their life situations require us to stand up and be brave, kind, caring and resourceful. That is quality advising. It's the whole package, not just our responsibilities as narrowly defined in a job description moldering away in a file somewhere. Come to think of it, that thing could use an overhaul!" (Delmas 2001). To reach that "quality," Delmas recommends that advisors should:

- Demonstrate strong listening and communication skills.

- Know student's name.

- Give undivided attention.

- Be friendly.

- Make appropriate eye contact.

- Remove seating barriers.

- Assist in the exploration of vocational and life goals.

- Recognize and value individual differences.

- Understand and assist in the decision-making process.

- View all occupations as valuable and significant.

- Exhibit knowledge of academic programs and university policies.

- Know degree programs offered and their unique requirements.

- Understand policies governing degree-seeking students.

- Be informed about courses offered, content, prerequisites, availability, transferability, and sequencing. Be knowledgeable about course types, including MT (hybrid), TC (online), VC (videoconferencing), and 001 (face to face)

- Encourage appropriate balance of courses and workload.

- Know about remedial courses.

- Make appropriate referrals (Kerr, 1996, p. 178).

Communication Skills for Advisors

At the NACADA Summer institute in June, 2010, Nancy King shared insights about communicating effectively with advisees. These insights include:

Conversations that are informational:

- University policies and procedures
- Requirements
- Important dates and deadlines
- Programs of study

All too often. advising conversations stop here and do not progress to the next two types.

Conversations that concern the individual student:

- Values
- Interests
- Strengths
- Areas for improvement (e.g., student skills, time management)
- Engagement at the institution.

Conversations that confront the future:

- Goal setting
- Relating education to future career and personal life
- Steps needed to make future goals real
- Understanding individual changes as result of education

Basic Topics for Advising Sessions

In a pre-conference workshop at a National Conference on Student Retention, D.S. Crockett presented "Modes and Models for Designing and Implementing a Successful Advising Program." Crockett argues that an effective advisor individualizes each advising session and goes beyond suggesting classes and building schedules. The ultimate purpose is to assist students as they develop meaningful educational plans to help them achieve their life goals. The following are suggested questions for generating meaningful discussions with advisees.

Classes:

- How are your classes going?

- Are you having any issues we need to talk about?

- What seems to be your most challenging class this semester? What is your favorite one?

- Do you know others in your classes?

Rapport with Professors:

- How are you getting along with your professors?

- Have you visited any instructors or professors during their posted office hours?

Study Skills:

- Are you having any difficulties with note taking?

- Do your test results accurately reflect the time you've invested in your course(s)?

Career Exploration:

- What academic areas are you currently considering? What do you like best about these areas?

- What occupations are you considering? What about these occupations attract you?

- How do your abilities and skills fit the tasks necessary to succeed in these areas?

- Will these occupations provide the rewards and satisfaction you want for your life? How?

- What are the differences among the majors you are tentatively considering? The similarities?

- Who (or what) has influenced your ideas about these alternatives?

Chapter Four: Undergraduate Advising

Using Banner Self-Service in OneTech

Banner is the administrative software used at ATU to manage many of the university's functions. Banner Self-Service is a web-based component available on OneTech for faculty, staff, and students. Faculty use it to enter grades and attendance, look up student information, and register students. Students use Self-Service banner to register for classes, check grades, update their personal information, and check their financial aid status.

Instructions for using Self-Service Banner can be found on the Registrar's Office Website at:

https://www.atu.edu/registrar/banner_forms.php

Banner 9 is the component that Department Heads, Support Staff, and other administrative personnel use to access functions such as course scheduling, assigning advisors, and course overrides.

If you have access to Banner 9, an instructional video for using Banner 9 to register students is available at:

https://www.atu.edu/registrar/videos/Application%20Navigator%20Registration%20Training.mp4

Advisor and Advisee Information

Academic Advising Center
All Freshmen & Sophomores (0-60 earned credit hours)

- Students who are entering freshmen and have declared a major (excluding eTech students) will be assigned to a professional advisor in the Sturgis Academic Advising Center (AAC) in Rothwell Hall, Suite 107.

- At approximately 60 credit hours, the AAC will transition the student to a faculty advisor within the academic department.

Academic Faculty
All Juniors & Seniors (60+ earned credit hours)

- The advisor is a faculty member in the department of the student's major.
- Students find out who their advisor is by accessing their Academic Profile on the Academics tab in OneTech.
- To sign up for an advising appointment, students contact the advisor, who should be make themselves readily accessible.

Instructions for students on how to look up their advisor can be found at:

https://www.atu.edu/advising/

Looking up Your Advisees

Faculty can find their advisees on OneTech by following steps:
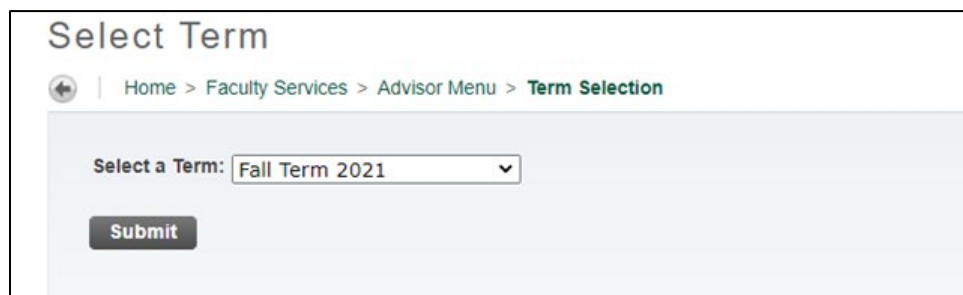
1. Login to OneTech at https://onetech.atu.edu/.

2. On left side, click on "Advising".
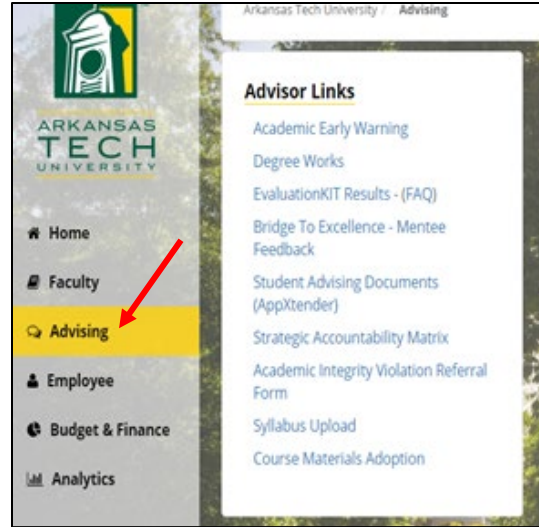
3.   Click on "Advisee Listing" under "Registration Tools". The Registration Tools provide very useful links to faculty to perform student advising tasks.
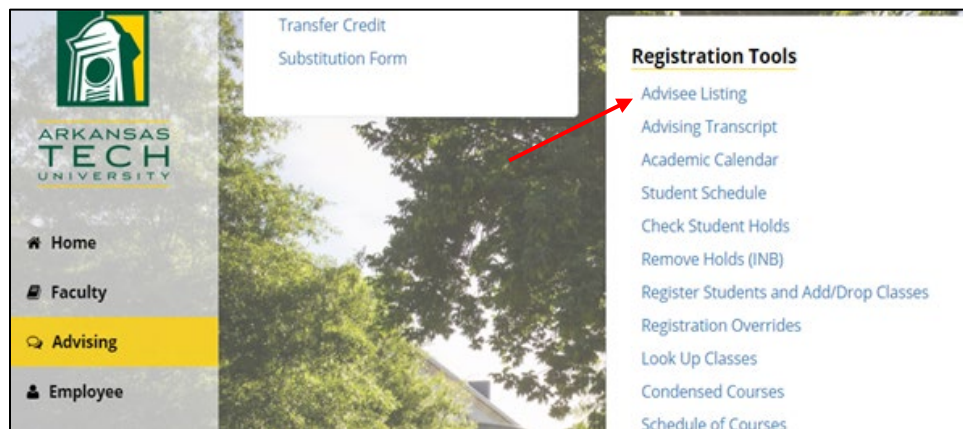
4.   Select appropriate term from the drop-down menu.

5.   The list of advisees will appear as shown below. You can enable or disable advisee photos.

You can email an advisee by clicking on the envelope icon to the right of Student ID numbers. To email all advisees, scroll down on the page, and click on "Email your advisees".

Viewing Advisee Information

The columns in the advisee list allow you to quickly view advisee information.

Alternate Pin

The advisee listing shows an "Alternate PIN". Students who are familiar with how to schedule and register for classes may be given the Alternate PIN which allows them to register themselves in OneTech.

General Student Information

You can click on "View" under "Student Information" to access "General Student Information".

Holds

Clicking on "View" under "Holds", displays student holds. Some holds are sensitive and may not display on the page.

Test Scores

Click "View" under "Test Scores" to access Student Test Scores information.
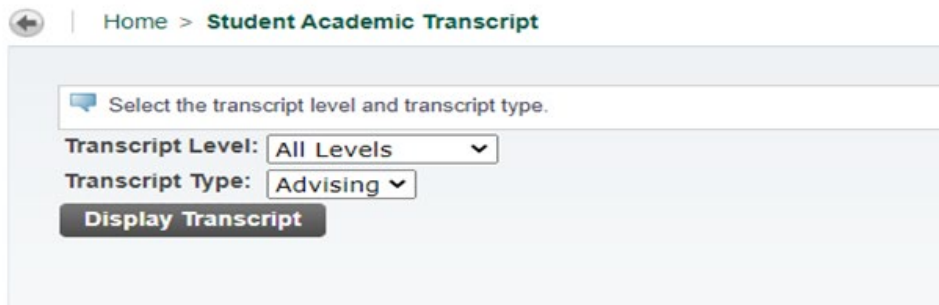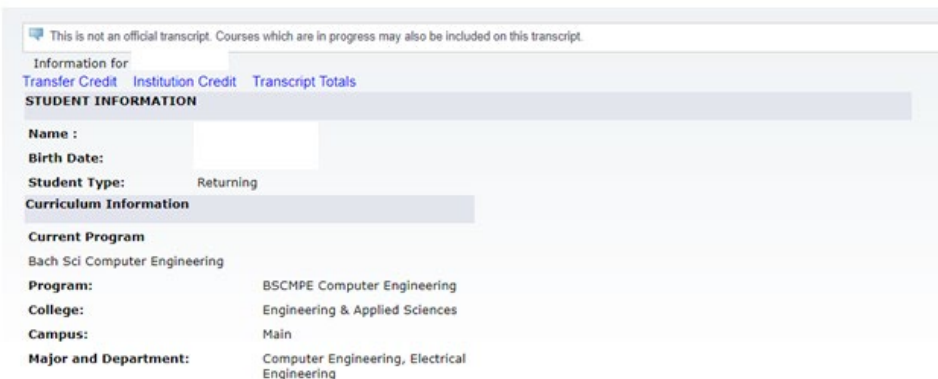
Transcripts

Clicking "View" under "Transcripts" will give access to transcript type and level drop down selections. Under level, you can select All, Undergraduate or Graduate, and under type you can keep "Advising (Default)" or "External".

Click on "Display Transcript" to access the Unofficial Student Transcript. The transcript provides very useful information for student advising including student information, curriculum information, degree awarded, transfer credit accepted, and credit for semesters attended at ATU. The transcript also allows you to check if students meet prerequisites for courses they plan to register for and advise them on their current overall GPA.

Degree Works

Clicking on "View" under "Degree Evaluation" will open "Degree Works". Degree Works and Advising Transcripts can also be accessed by clicking on Advising in OneTech. More information on Degree Works can be found under Degree Requirements.

Degree Requirements

The Undergraduate Catalog

The undergraduate catalog can be viewed at http://www.atu.edu/catalog/

Students with a declared major should refer to their college/major section of The Undergraduate Catalog to understand the degree requirements.

Click on the course numbers to see course titles, descriptions, and pre- requisites.

Degree Maps

The Academic Advising Center provides term-by-term sample course schedules based on the undergraduate catalog designed to keep students on track to graduate in four years. Students and faculty advisors can use Degree Maps as a guide when building student schedules

Degree Maps can be viewed at: https://www.atu.edu/advising/

Degree Works

Degree Works is a web-based degree audit tool that facilitates monitoring of students' academic progress toward degree completion. It provides what-if audits to show how a change of major or minor could impact degree progress, look-ahead audits to see how future courses would meet certain requirements, and GPA calculators to see what is needed to achieve a desired GPA. To access Degree Works:

Faculty
Faculty can access Degree Works three different ways in OneTech:
- Through the Faculty Services tab in the Self-Service Banner
- Through the Self-Service Banner tree (Under Faculty and Advisors, then Student Information Menu)
- Through the Faculty/Advisor Tab in the "Academic Links" box

Students
Students can access Degree Works in the "Plan Your Registration" box on the Registration Tab in OneTech.

Degree Works Example

Arkansas Tech University Degree Works

Student View		as of 08/18/2021 at 05:14				

Student		Level	Undergraduate	Total Earned Hours	93
ID		College	Business	Tech Earned Hours	93
Classification	Senior	Degree Program	BSBA Marketing - Digital Marketing	Transfer Earned Hours	
Advisor		Major	Marketing - Digital Marketing (BSBA)	Overall GPA	
Holds		Minor	Business Data Analytics	Academic Standing	Good Standing

Degree Progress

Requirements	90%

BSBA in Marketing Digital Marketing — Catalog Year: 2020-2021 Hours Required: 120

Unmet conditions for this set of requirements:

You have 108 hours (including in-progress hours) applying toward the degree. You must complete all requirements below noted as STILL NEEDED.

✅ Minimum of 30 Hours at ATU

✅ Minimum of 38 ATU Credit Hours in the Major/Support Courses.

⊟ Minimum of 40 Upper Division Hours for Degree.

Please note: Students are only allowed the grade of D in 25% of their total earned hours which includes transfer work.

✅ Minimum 2.0 Overall GPA met

✅ GENERAL EDUCATION REQUIREMENTS

Students may not receive credit for both BIOL 1014 and 1114. Students may not receive credit for both GEOL 1004 and 1014.

✅ Composition I (C or better)	ENGL 1013	COMPOSITION I	B	3	Fall 2018
✅ Composition II (C or better)	ENGL 1023	COMPOSITION II	A	3	Spring 2019
✅ SCIENCE WITH LAB COURSE					
✅ Science with Lab	BIOL 1114	PRINCIPLES/BIOLOGY	B	4	Fall 2019
✅ SCIENCE WITH LAB COURSE					
✅ SCIENCE WITH LAB COURSE					
✅ Lecture Requirement	PHSC 1053	ASTRONOMY	A	3	Spring 2020
✅ Lab Requirement	PHSC 1051	OBSERVATIO/ASTRONOMY LAB	B	1	Spring 2020
✅ US History or Government	POLS 2003	AMERICAN GOVERNMENT	A	3	Fall 2018
✅ Fine Arts and Humanities	ENGL 2173	INTRO TO FILM	A	3	Spring 2019
	MUS 2003	INTRODUCTION TO MUSIC	A	3	Spring 2020
☐ Major Requirements	Still Needed:	See **Major in Marketing Digital Marketing** section			
✅ Major Support Courses					
☐ Required General Electives	Still Needed:	See **General Electives Requirement** section			
☐ Upper Division Course Requirements	Still Needed:	See **Upper Division Courses Required** section			
☐ Minor Requirements	Still Needed:	See **Minor in Business Data Analytics** section			

Major in Marketing Digital Marketing — Catalog Year: 2020-2021 GPA:

✅ A GPA of 2.0 is required for the Major.

✅ Minimum of 6 Upper Division ATU Hours in the Major.

A maximum of 3 credits of internship are allowed as electives.

✅ Management and Organizational Behavior	MGMT 3003	MGT/ORGANIZ BEHAVIOR	A	3	Fall 2020
✅ Operations Management	MGMT 3103	OPERATIONS MANAGEMENT	A	3	Spring 2021
☐ Management Information Systems	Still Needed:	1 Class in **MGMT** 4013*			
☐ Business Policy	Still Needed:	1 Class in **MGMT** 4083*			
✅ Principles of Marketing	MKT 3043	PRINCIPLES/MARKETING	A	3	Fall 2020
✅ Social Media Marketing	MKT 3063	SOCIAL MEDIA MARKETING	A	3	Spring 2021
⊟ Retailing and the Virtual Marketplace	MKT 3083	RETAILING/VIRTUAL MARKETPLACE	IP	(3)	Fall 2021
✅ Marketing Research and Analytics	MKT 3153	MARKETING RESEARCH/ANALYSIS	A	3	Spring 2021
✅ Consumer Behavior	MKT 3163	CONSUMER BEHAVIOR	A	3	Spring 2021
⊟ Digital Metrics	MKT 4013	DIGITAL METRICS	IP	(3)	Fall 2021
⊟ Integrated Marketing Communication in a Digital Age	MKT 4063	INTEGRATED MKT COM DIGITAL AGE	IP	(3)	Fall 2021
⊟ Marketing Management	MKT 4143	MARKETING STRATEGY	IP	(3)	Fall 2021

☐ Approved Elective	Still Needed:	**3** Hours in **COMS** 2333* or **JOUR** 3173 or **MGMT** 4103* or 4113* or **MKT** 3103* or 4033* or 4053* or 4093*			
✅ College of Business UD Elective	BDA 3013	BUSINESS SPREADSHEET MODELING	A	3	Fall 2020
	BDA 3053	BUSINESS DATA ANALYSIS	A	3	Spring 2021

■ **Major Support Courses - Marketing Digital Market**			**Catalog Year:**		2020-2021
✅ Accounting Principles I Lab	ACCT 2000	ACCOUNTING PRINCIPLES I LAB	NG	0	Fall 2019
✅ Accounting Principles I	ACCT 2003	ACCOUNTING PRINC I	B	3	Fall 2019
✅ Accounting Principles II	ACCT 2013	ACCOUNTING PRINC II	C	3	Spring 2020
✅ Business Problem Solving	BDA 2003	BUSINESS PROBLEM SOLVING	A	3	Spring 2019
✅ Legal Environment of Business	BLAW 2033	LEGAL ENVIRON/BUSINESS	A	3	Spring 2019
✅ Introduction to Business (Orientation Course)	BUAD 1111	INTRODUCTION TO BUSINESS	A	1	Fall 2018
✅ Business Information Systems	BUAD 2003	BUSINESS INFO SYSTEMS	A	3	Fall 2018
✅ Business Statistics	BUAD 2053	BUSINESS STATISTICS	B	3	Fall 2019
✅ Business Communications	BUAD 3023	BUSINESS COMMUNICATIONS	B	3	Spring 2020
✅ Business and Professional Speaking	COMM 2173	BUSINESS/PROF SPEAKING	A	3	Fall 2018
✅ Web Publishing I	COMS 1333	WEB PUBLISHING I	B	3	Spring 2019
✅ Principles of Economics I	ECON 2003	PRINC OF ECONOMICS I	B	3	Fall 2019
✅ Principles of Economics II	ECON 2013	PRINC OF ECONOMICS II	A	3	Spring 2020
✅ Business Finance	FIN 3063	BUSINESS FINANCE	A	3	Fall 2020
✅ College Algebra					

Students who have two years of high school algebra with a grade of 'C' or better and a math ACT score of 22 or above may omit College Algebra and enroll directly in MATH 2223. If MATH 1113 is omitted, an additional 3 hours of electives will be required. Students considering graduate school are advised to use free elective hours to take MATH 2914 - Calculus I. A grade of 'C' or better is required in MATH 1113 or MATH 2223 when used for General Education purposes.

Exception	On:	02/28/2020	**Force Complete : Waive MATH 1113**		
✅ Quantitative Business Analysis	MATH 2223	QUANTITATIVE BUSINESS ANALYSIS	A	3	Fall 2018

■ **General Electives Requirement**			**Catalog Year:**		2020-2021
☐ General Electives - 9 Hours	AGBU 1013	PRIN OF AGRICULTURAL BUS	B	3	Fall 2019
	FIN 2013	PERSONAL FINANCE	IP	(3)	Fall 2021
	SOC 1003	INTRODUCTORY SOCIOLOGY	A	3	Fall 2020
	Still Needed:	**3** Hours in **@ @**			
Exception	On:	02/28/2020	**Remove Course / Change the Limit : Change to 12 Hours**		

■ **Upper Division Courses Required**			**Catalog Year:**		2020-2021
	MGMT 3003	MGT/ORGANIZ BEHAVIOR	A	3	Fall 2020
☐ Major Upper Division Coursework	MGMT 3103	OPERATIONS MANAGEMENT	A	3	Spring 2021
	MKT 3043	PRINCIPLES/MARKETING	A	3	Fall 2020
	MKT 3063	SOCIAL MEDIA MARKETING	A	3	Spring 2021
	MKT 3083	RETAILING/VIRTUAL MARKETPLACE	IP	(3)	Fall 2021
	MKT 3153	MARKETING RESEARCH/ANALYSIS	A	3	Spring 2021
	MKT 3163	CONSUMER BEHAVIOR	A	3	Spring 2021
	MKT 4013	DIGITAL METRICS	IP	(3)	Fall 2021
	MKT 4063	INTEGRATED MKT COM DIGITAL AGE	IP	(3)	Fall 2021
	MKT 4143	MARKETING STRATEGY	IP	(3)	Fall 2021
	BUAD 3023	BUSINESS COMMUNICATIONS	B	3	Spring 2020
	FIN 3063	BUSINESS FINANCE	A	3	Fall 2020
	Still Needed:	**4** more Hours			

■ **Minor in Business Data Analytics**		**Catalog Year:**	2020-2021	**Hours Required:**	18
				Hours Applied:	15

Unmet conditions for this set of requirements: 18 hours are required. You currently have earned 15, hours. You still need 3 more hours.

✅ A GPA of 2.0 is required for the Minor.					
✅ Minimum of 6 ATU Hours in the Minor.					
✅ Business Problem Solving	BDA 2003	BUSINESS PROBLEM SOLVING	A	3	Spring 2019
✅ Business Spreadsheet Modeling	BDA 3013	BUSINESS SPREADSHEET MODELING	A	3	Fall 2020
✅ Business Data Analytics	BDA 3053	BUSINESS DATA ANALYSIS	A	3	Spring 2021
✅ 3 Hours of Statistics	BUAD 2053	BUSINESS STATISTICS	B	3	Fall 2019
☐ Business Electives	MKT 3153	MARKETING RESEARCH/ANALYSIS	A	3	Spring 2021
	Still Needed:	**1** Class in **BDA** 3003* or 3033* or 4073 or **ECON** 3093* or **MGMT** 3113* or 4203*			

Not Used					
BUAD 4100	BUSINESS EXPERIENTIAL LEARNING	Always look at the not used section when advising to identify why courses are not used and if they can be subbed	P	0	Spring 2021

In-progress					
FIN 2013	PERSONAL FINANCE		IP	3	Fall 2021
MKT 3083	RETAILING/VIRTUAL MARKETPLACE		IP	3	Fall 2021
MKT 4013	DIGITAL METRICS		IP	3	Fall 2021
MKT 4063	INTEGRATED MKT COM DIGITAL AGE		IP	3	Fall 2021
MKT 4143	MARKETING STRATEGY		IP	3	Fall 2021

Exceptions				
Type	Description	Date	Block	Enforced
Force Complete	Waive MATH 1113	02/28/2020	RA001306	Yes
Remove Course / Change the Limit	Change to 12 Hours	02/28/2020	RA001297	Yes

Legend			
☑ Complete	≈ Complete except for classes in-progress	(T) Transfer Class	* Pre-requisite required
☐ Not Complete	≈ Nearly complete - see advisor	@ Any course number	

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Training Resources

The Degree Works Training Manual is available on the Registrar's Website at:

https://www.atu.edu/registrar/docs/Degree%20Works%20Training%20Manual.pdf

Additional information about Degree Works can be found here: https://www.atu.edu/registrar/degreeworks.php

Registering for Classes

Early Registration

• Early Registration is for currently enrolled students.

• Current students may enroll on their eligible date to register. The student's eligibility date is based on the number of earned credit hours (hours earned before the current semester).

> • Students may view their earned credit hours via OneTech

> • Registration dates can be found at: http://www.atu.edu/registrar/registrationinfo.php

Priority Registration

Students who are approved for Priority Registration may enroll on the first day of enrollment regardless of earned credit hours. Priority Registration may require using Banner 9 rather than Self-Serve Banner. In that case, the registration may be completed by a department Administrative Specialist or Department Head.

Priority Registration: Honor's Students

Student who have been admitted to the Honor's Program receive Priority Registration.

Priority Registration as an Accommodation: Advising Students with Disabilities

Priority Registration is approved as an accommodation in a variety of different cases for students with disabilities. Some students are approved due to mobility needs, so they can take classes that are in close physical proximity to each other. Some students have medication that is more effective at certain times of the day, and they need to schedule classes during that time. Some students may need to take classes primarily online and need first access for those virtual seats.

Things to remember when advising students with disabilities:

- **Allow Extra Time**. While the student is not required to disclose their condition, you'll need to understand what needs to be accomplished during

the appointment. Is it reducing the walk between classes by scheduling them in the same building? Is it scheduling classes during the time of day when medications are most effective? Is it allowing them access to online sections that might fill up quickly? Is it for placement in smaller sections where they may be able to better hear or see the instructor?

- **Suspend Judgement**. What may sound like another student who only wants afternoon classes may actually be a student trying to attend lectures after medication kicks in or when their symptoms tend to be less intense.

- **Be A Good Listener**. Some students may wish to share about their lives or their conditions, and you may have the opportunity to connect them to other resources on campus.

Athletic Priority Registration: Advising Student Athletes

Priority Registration is approved for those students who participate in University sponsored athletic programs. These students often have limited availability due to their rigorous training/practice/playing schedule and require priority registration so that they can fill those available time blocks with the courses needed to complete their degree.

Things to remember when advising student athletes:

- **It Pays to Play**. Many student athletes are able to afford classes through the scholarships they earn playing for Arkansas Tech University. In order to do so, they must attend training/workout, practice, and formal play sessions. Advisors need to work around the practice schedule as best as possible. Practice schedules are the way they are due to availability of facilities (ex: There are 3 teams that share Tucker year-round).

- **Same Day, Different Obligation**. Student-athletes have practice and then trainings/workouts, often at two different times during the day. There may be blocks of time which are available that can and should be used to attend classes. Distance from the class to their next obligation (e.g., workout) should be considered.

- **One Choice**. Coaches and student athletes should understand that as student athletes progress in their major, sometimes a class is only offered at a certain time. It is the student athlete's responsibility to discuss the impact that this may have with their coach and academic advisor.

- **Eligibility**. The NCAA maintains certain eligibility requirements for student athletes. The student athlete should share their eligibility requirements with their academic advisor to ensure that it is met each semester.

- **Reach Out**. Athletics and Academics should work collaboratively to support the overall success of student athletes. Should questions or concerns arise, please contact Amy Anderson, Director of Student-Athlete Success/Athletic Development Officer/Interim Compliance Officer, at aanderson41@atu.edu.

How to Register Students for Classes

All freshmen and sophomores are advised by professional advisors at the Academic Advising Center. Professional or faculty advisors can register students during the advising appointments. The advisor may also give students a registration code which they can use to register online. The faculty advisors can register the students by entering the five- digit CRN course-code numbers for each class into the OneTech Banner system.

- The detailed information on registration can be found at: https://www.atu.edu/registrar/registrationinfo.php

- Advisors should check the student's advising comments to see if the student is on financial aid appeal before enrolling the student. If a student is on a financial aid the student has to enroll in and complete a certain number of hours each semester with a certain GPA or they lose financial aid eligibility.

- Students must consult with their advisor before registering for classes. To ensure the effectiveness of advising meetings, faculty advisors should send detailed instructions to their advisees before the start of early
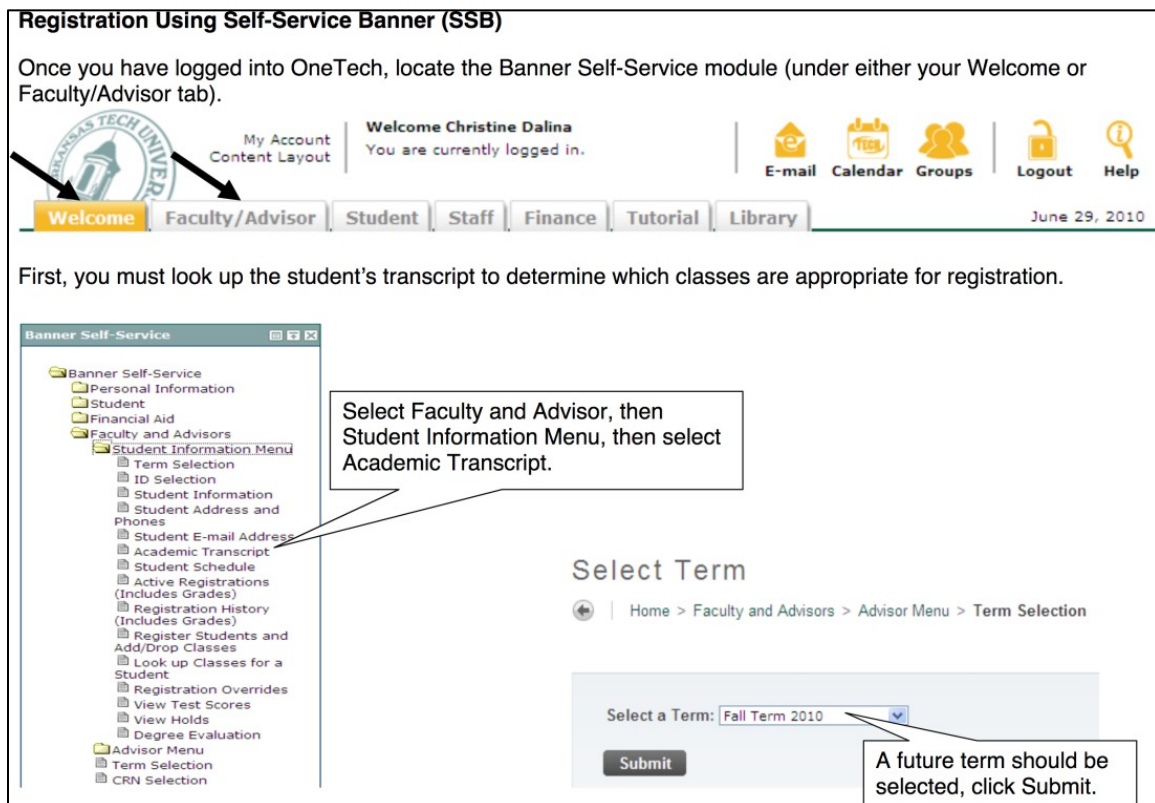
registration period. A draft email and the documents attached with it are placed at Appendix II.

- Students can make advising appointments on an appointment schedule posted on/near the advisor's office door. The faculty advisors may also share a SignUPGenius weblink with the students in the advising email. Students can use the link to sign up for advising meetings.

- To assist faculty advisors in their job and make the advising meeting more productive, students must follow the instructions in the advising email. The searchable class schedule is available here: https://ssbprod.atu.edu/pls/PROD/bwckschd.p_disp_dyn_sched.

The procedure for faculty advisors to register students is given below:

Select the transcript level and transcript type.

Transcript Level: All Levels
Transcript Type: Advising
Display Transcript

Leave the options as All Levels (undergrad and graduate) and Advising. Click Display Transcript.

NOTE: You may print the transcript or view it online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Student Academic Transcript

Click the Return to Menu arrow to get back to the Student Information Menu and complete registration.

Home > Student AcademicTranscript

| Personal Information | Student | Financial Aid | Faculty Services | Employee | |

| Student Information Menu ▲ | Advisor Menu ▼ | Term Selection | CRN Selection |

- Term Selection
- ID Selection
- Student Information

- Student Address and Phones
- Student E-mail Address
- Academic Transcript

- Student Schedule
- Registration History (Includes Grades)

Click Register Students and Add/Drop Classes

- Register Students and Add/Drop Classes
- Registration Overrides

- View Test Scores
- View Holds
- Degree Evaluation

Late Registration, Dropping a Course, or Withdrawal

If a student would like to register after the semester has begun, or if a student would like to drop a course, then the student will have to fill out an Add/Drop form, have it signed by the faculty advisor, and take it to the Registrar's Office:

https://www.atu.edu/registrar/forms/add_drop_202120_withsurvey.pdf

Students can also drop courses or fully withdraw from the program themselves using OneTech by following these steps:

1. Select the Registration tab in the left panel (or the yellow menu at the top, if you are using a mobile device).

2. In the Registration Channel select "Drop Classes or Withdraw."

3. Select the appropriate term.

4. Click "Request Drop or Withdraw" and then click "Create New Drop/Withdrawal Request."

5. Select the course(s) you wish to drop and click continue.

6. Thoroughly read all information boxes and click continue.

7. Complete the survey and click submit to complete your drop request. You will get a submission status screen if it is submitted correctly and an email from no-reply@atu.edu once the request is approved or denied, so monitor your ATU email account.

Special Problems / Independent Study Courses

If an advisee would like to take an independent study course with a professor, has made arrangements with that professor to do so, and that independent study course fits within the student's degree plan, the form for registering for an independent study / special problems course can be found here: https://www.atu.edu/registrar/forms/special_problems.pdf

Student Advising Documents

Any documents required for academic advising such as test scores, high school transcripts, etc. can be accessed by logging into Student Advising Documents (AppXtender) under Advising Menu in OneTech.
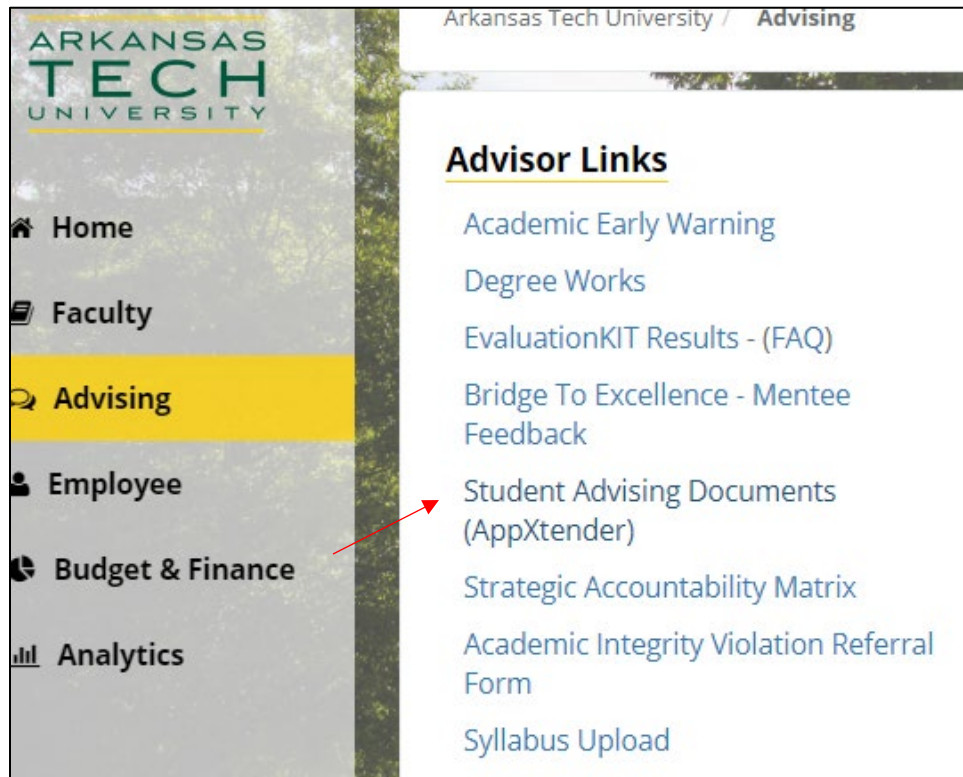
Advising Comments

An essential responsibility of advisors is to record important notes or communication with each student advisee in Banner. These notes can help guide advisor's discussion with the advisees and prompt about important issues to follow up on their academic progress. Advisors should enter comments as soon as possible after every in-person, phone, and email interaction with advisees during which information relevant to their academic program is exchanged. The Advising Comments can be accessed under the Advisor Menu in OneTech.
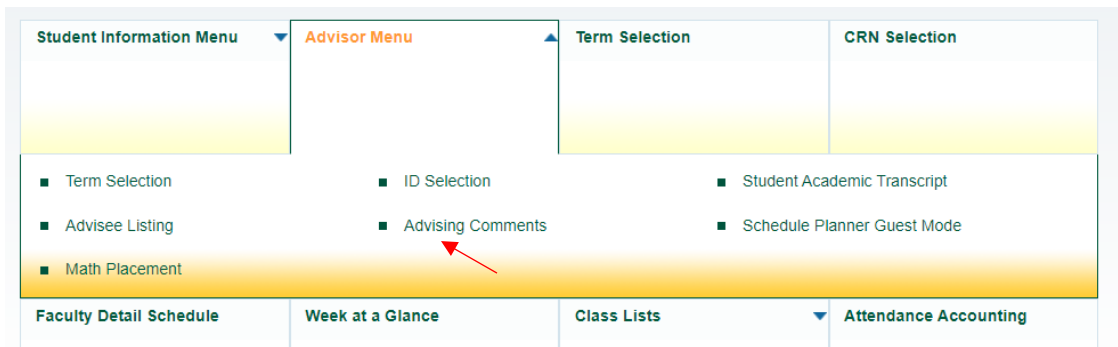
Academic Early Warning System

The instructors can communicate concerns about a student's success in their courses through an Academic Early Warning (AEW) system. This student success and retention program is based out of the Academic Advising Center. The link can be found under the "Faculty" tab in the "Faculty Links" channel in OneTech. Faculty may specify poor attendance or students who will be dropped with a "WN" (excessive absences). Students can be reported through the last day to drop with a "W" for that term. When an AEW is reported on a student, an academic advisor contacts and connects them with the campus resources for their academic success.

The detailed instructions on AEW reporting are located on the Advising Center Website at:

https://www.atu.edu/advising/earlywarning.php

Major / Minor Change

If a student would like to change majors or minors, the student will need to submit the request to the Registrar's office. This can be done by using the form available on OneTech or by filling out the Change of Major form and submitting it to the Registrar:

- https://www.atu.edu/registrar/forms/major_change.pdf

The Major/Minor Change form in OneTech can be completed by the student logging in to OneTech, selecting the Academics Tab on the left panel (or in the yellow menu if accessing via mobile device), and selecting "Change Major/Minor" in the Degree Planning channel. If the major is in a new department, then a new advisor will be assigned to that student.

Degree Audit

The advising steps for Degree Audit are:

1. Pull the student up in Degree Works. Check the student's major/minor to make sure they are listed correctly. If changes are needed, the student will need to change their major using OneTech or complete a Change of Major form and submit it to the Registrar's Office.

2. Make sure that the catalog year being used in Degree Works is the catalog year the student is following. If the catalog year needs to be changed please notify the Registrar's Office at graduation@atu.edu or by calling the office at 968-0272. (Please note: Students must use 2014-15 or newer catalog for an audit to run in Degree Works)

3. Review the student's Degree Works audit to determine if any substitutions or waivers are needed. (Be sure to check the Not Used section at the bottom of the audit for courses that have not been applied towards the degree.) If substitutions or waivers are needed please complete a substitution form with all appropriate signatures and submit it to the Registrar's Office.

4. Have the student complete an Application for Graduation form and submit it to the Registrar's Office. Without the application being received from the student the Registrar's Office will not be aware that the student plans to graduate. The student needs to list the correct catalog year being used on the application for graduation.

5. When our office receives the application, we will review the student's Degree Works audit to make sure it is accurate. The advisor and the student will then receive an e-mail similar to this:

    > "Your degree audit has been updated in Degree Works. To access your audit, please log into your OneTech account and click the Registration tab on the left. Under the box titled "Plan Your Registration" click Degree Works. It will then open a new window to display your audit.

6. If you have any questions about your audit and remaining degree requirements please contact your advisor. "

7. Continue to monitor the student's Degree Works audit for any additional substitutions or waivers. If any are needed, please submit an Amendment form since the audit is now considered approved.

Please note: If you approve for a student to take a course at another university you need to complete the amendment form PRIOR to the student enrolling in the course at the other institution. This provides the student with something in writing that the university will accept the transfer credit and apply it towards their degree. Documentation also allows the Registrar's Office to know the student plans to take the course at another university and to anticipate a transcript coming from another university to meet degree requirements. The Registrar's Office also communicates with the student to let them know the deadline for us to receive a grade from the other university in order to participate in the commencement ceremony and have their degree awarded for that them.

College of Business Transfer Requirements

To meet baccalaureate degree requirements, all transfer students must take in residence a minimum of fifty percent (50%) of the College of Business courses required for the degree; this includes support courses required by the College of Business, core business classes, and specific courses in the major. Of these courses, at least 24 hours must be 3000-4000 level. Please keep these requirements in mind when requesting substitutions.

Degree Audit Amendments and Course Substitutions

Advisors should complete a Request for Course Equivalency or Substitution Form when requesting course substitutions or course waivers for a student that has not applied for graduation. The form can be found at:

https://www.atu.edu/registrar/forms/Graduate%20Substitution%20Form.pdf

Advisors should complete a Degree Audit Amendment Form for a student that has an approved degree audit on file with the Registrar's Office in order to request course substitutions or course waivers, to indicate College Distinction courses to be completed, or to change the student's graduation date. The form can be found at:

https://www.atu.edu/registrar/forms/amendnew.pdf

Graduation Application

Students planning to graduate must complete an application for graduation, a degree audit/candidacy form, and all degree requirements prior to participating in the commencement ceremonies. The graduation checklist is available at: https://www.atu.edu/registrar/grad-checklist.php.

At the beginning of the semester during which an advisee intends to graduate, that student will need to fill out an application for graduation and submit it to the Registrar. That form is located here:

https://www.atu.edu/registrar/forms/grad_app-UG.pdf

Chapter Five: Graduate Advising

Graduate College Contact Information

Phone: (479)-968-0398 or (479) 356-2203
For Graduate Admissions questions: (479)-317-7148
Email: gradcollege@atu.edu

Advisor and Advisee Information

Advisee List

In order in for registration to be effective, advisors need to pull their advisee list from Banner. This list helps identify incorrectly assigned students and helps with evaluating your registration percentages. Each program director is assigned student advisees at the time of their admission to the program of study. This advisee list is found in the OneTech Banner Self-Service system under Registration Tools.

For Detailed instructions on how to look up your advisee list and access advisee records can be found on page under the Advisor and Advisee Information section of chapter four of this handbook. Links to that section are included below.

For instructions on retrieving a list of advisees go HERE.

For instructions on retrieving advisee information go HERE.

Advising Comments

Advisors are encouraged to record notes from advisee meetings under Advising Comments in OneTech. Instructions on entering advising

comments can be found in chapter four of this handbook. Links to that section are included below.

For instructions on entering advising comments go HERE.

Degree Requirements

The Graduate Catalog can be viewed at: https://www.atu.edu/catalog/graduate/

Graduate students should refer to the Graduate Catalog to understand degree requirements. Click on Course Descriptions to see course titles, descriptions, and prerequisites.

Two-Year Course Schedules

- The Academic Advisor can provide a term-by-term sample course schedules based on the graduate catalog designed to keep students on track to graduate in two years.
- Students and faculty advisors can use a program's two-year course schedules as a guide when building student schedules.

Degree Works

Degree Works is a web-based tool for students and advisors to monitor academic progress towards degree completion. It also allows for students to plan ahead for future semesters.

To access Degree Works:

Students can access Degree Works in the "Plan Your Registration" box on the Registration Tab in OneTech Banner Self-Serve.

Faculty can access Degree Works three different ways in OneTech Banner Self-Serve:

- Through the Faculty Services tab in the One-Tech Banner Self-Serve.
- Through the One-Tech Banner Self-Service system (Under Faculty and Advisors, then Student Information Menu)
- Through the Faculty/Advisor Tab in the "Academic Links" box

Degree Works includes features like "What If," a graduation calculator to factor in averages to reach a desired GPA by graduation and a term calculator to calculate GPA based on hypothetical grades.

Graduate Degree Works Example

ARKANSAS TECH UNIVERSITY

Arkansas Tech University Degree Works

Student View A0007IBR as of 07/29/2021 at 13:51

Student		School	Graduate	Total Earned Hours	36
ID		College	Education	Tech Earned Hours	36
Level	Master's Level	Degree Program	MED Master Teach Lead Learn	Transfer Earned Hours	0
Advisor		Major	Teaching Leadership Learning (MED)	Overall GPA	
Holds		Minor		Academic Standing	

Degree Progress 98%=all courses complete or in progress

Requirements 95%

MED in TLL/Curriculum Admin/Master Teacher Leader   Catalog Year: 2021-2022

☑ Minimum of 27 Hours at ATU

The degree progress bar above represents the completion of COURSE requirements only. There may be other program requirements for the specific degree such as a defense of a thesis, comprehensive or licensure exams, completion of internship or practicum, etc., to meet graduation requirements.

☑ Minimum 3.0 Overall GPA met   *Be sure to check GPA along with course progress*

Remark: Classes older than six years will be located in the not counted area of the audit (if applicable).

☐ COMMON CORE REQUIREMENTS (27 hours)

☐ Professionalization of Teaching for the Master Teacher   **Still Needed:** 1 Class in MTLL 6202

☑	School Organization and Leadership for Teacher Leaders	MTLL 6003	SCH/ORG/LEADERSHIP/TEACH	A	3	Sum 2020
☑	Action Research and Data Analysis for School Classroom Use	MTLL 6113	ACTION RES/DATA ANALYSIS	A	3	Sum 2020
☑	Teaching and Learning for the Master Teacher	EDLD 6893	INDEPENDENT STUDY	A	3	Fall 2020

Exception: on 07/29/2021   Substitution: Replace MTLL 6223 with EDLD 6893

☑	Action Research Practicum for the Master Teacher	MTLL 6262	ACTION RES PRACT/MST TCH	A	2	Sum 2021
☑	Resource Acquisition for the Master Teacher	EDLD 6891	INDEPENDENT STUDY	A	1	Sum 2021

Exception: on 07/29/2021   Substitution: Replace MTLL 6271 with EDLD 6891

		MTLL 6242	COGNITIVE/COACH/MENTOR	TB	2	Winter 2017
☑	Cognitive Coaching and Mentoring for the Master Teacher	Satisfied by	ELSE6163 - Positive Behavior Intervention - Arkansas State Univ-Main Camp			

Exception: on 06/08/2021   Apply Here : ELSE 6163 for MTLL 6242
Exception: on 06/08/2021   Apply Here : ELSE 6163 for MTLL 6242

☐ Instructional Leadership for the Master Teacher   **Still Needed:** 1 Class in MTLL 6123

☑	Basic Elements of Curriculum	EDLD 6313	PRIN/CURRICULUM SCH LEAD	B	3	Sum 2020

Exception: on 07/29/2021   Substitution: Replace MTLL 6133 with EDLD 6313

☑	Organizational Change and the Role of the Master Teacher	EDLD 6023	ORGANIZATIONAL CHANGE	C	3	Spring 2019

Exception: on 07/29/2021   Substitution: Replace MTLL 6143 with EDLD 6023

☑	Professional Portfolio for the Master Teacher	MTLL 6152	PROF/PORTFOLIO MAST/TEAC	A	2	Sum 2021
☑	CURRICULUM ADMIN/MASTER TEACHER LEADER REQUIREMENTS (7 hours)					
☑	Advanced Curriculum Design Practicum for the Master Teacher	MTLL 6253	ADV/CURR/DESIGN/PRAC/M T	A	3	Spring 2021
☑	Working with the Marginal Performer	EDLD 6402	WORK/MARGINAL PERFORMANC	B	2	Fall 2019

ARKANSAS TECH UNIVERSITY

☑	Administrative Law					
Exception: on 06/11/2021			Force Complete : Transfer course ELAD 6073 School Law applies here			
☑	INTERNSHIP (4 hours)					
☑	Administrative Internship	EDLD 6552	ADMINISTRATIVE INTERNSHIP	A	2	Fall 2020
		EDLD 6552	ADMINISTRATIVE INTERNSHIP	A	2	Spring 2021

Not Used

EDLD 6253	INSTRUCTIONAL LEADERSHIP	A	3	Fall 2019
EDLD 6352	PHYSICAL ENVIRON/SCHOOLS	A	2	Spring 2019
MTLL 6152	PROF/PORTFOLIO MAST/TEAC	A	2	Sum 2020
TESL 5023	SECOND LANGUAGE ACQUISITION	IP	(3)	Fall 2021
TESL 5723	TCH PEOPLE OF OTHER CULTURES	IP	(3)	Fall 2021

Always look at the not used section when advising to identify why courses are not used and if they can be subbed

Insufficient

MTLL 6143	ORG/CHG/ROLE/MASTER TEAC	W	0	Spring 2020
MTLL 6271	RESOURCE ACQUISTION/M T	W	0	Spring 2020

In-progress

TESL 5023	SECOND LANGUAGE ACQUISITION	IP	(3)	Fall 2021
TESL 5723	TCH PEOPLE OF OTHER CULTURES	IP	(3)	Fall 2021

Exceptions

Type	Description	Date	Block	Enforced
Apply Here	ELSE 6163 for MTLL 6242	06/08/2021	RA000446	Yes
Apply Here	ELSE 6163 for MTLL 6242	06/08/2021	RA000446	Yes
Force Complete	Transfer course ELAD 6073 School Law applies here	06/11/2021	RA000446	Yes
Substitution	Replace MTLL 6223 with EDLD 6893	07/29/2021	RA000446	Yes
Substitution	Replace MTLL 6223 with EDLD 6893	07/29/2021	RA000446	No
Substitution	Replace MTLL 6133 with EDLD 6023	07/29/2021	RA000446	No
Substitution	Replace MTLL 6133 with EDLD 6313	07/29/2021	RA000446	Yes
Substitution	Replace MTLL 6143 with EDLD 6023	07/29/2021	RA000446	Yes
Substitution	Replace MTLL 6271 with EDLD 6891	07/29/2021	RA000446	Yes

Legend

☑	Complete	≈	Complete except for classes in-progress	(T)	Transfer Class	*	Pre-requisite required
☐	Not Complete	≈	Nearly complete - see advisor	@	Any course number		

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

https://www.atu.edu/registrar/degreeworks.php

Registration

Early Registration

- At the graduate level, newly admitted students should be enrolled at the time of admission. Current students will be registered during early registration.

- Advisors have the choice to register students using a faculty code or to give students a student code for self-registration. Faculty and students are provided different codes for registration in Banner.

- If faculty give students a registration code, students will also need the CRN or course reference number for each class to self-register for classes in OneTech.

  - Registration dates are posted online at: http://www.atu.edu/registrar/registrationinfo.php

How to Register Students for Classes

Students are registered for their classes by their faculty advisors who enter a five-digit CRN course-code number for each class into the OneTech Banner Self-Service system.

To assist faculty advisors in their job and make the advising meeting more productive, students should review their Degree Works plan and fill out the Registration Worksheet before the advising appointment. The Registration

Worksheet can be found here: https://www.atu.edu/registrar/forms/registration_worksheet.pdf

The searchable class schedule is available here: https://ssbprod.atu.edu/pls/PROD/bwckschd.p_disp_dyn_sched

Banner help and instructions can be found here:

https://www.atu.edu/registrar/banner_forms.php

Registration Using Self-Service Banner (SSB)

Once you have logged into OneTech, locate the Banner Self-Service module (under either your Welcome or Faculty/Advisor tab).
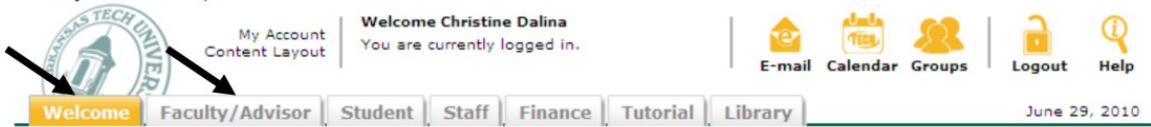
First, you must look up the student's transcript to determine which classes are appropriate for registration.

Select Faculty and Advisor, then Student Information Menu, then select Academic Transcript.

Select Term

Home > Faculty and Advisors > Advisor Menu > Term Selection

Select a Term: Fall Term 2010

Submit

A future term should be selected, click Submit.

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising

Display Transcript

> Leave the options as All Levels (undergrad and graduate) and Advising. Click Display Transcript.

NOTE: You may print the transcript or view it online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Student AcademicTranscript

> Click the Return to Menu arrow to get back to the Student Information Menu and complete registration.

Home > Student AcademicTranscript

Personal Information | Student | Financial Aid | Faculty Services | Employee

Student Information Menu ▲	Advisor Menu ▼	Term Selection	CRN Selection
Term Selection	ID Selection	Student Information	
Student Address and Phones	Student E-mail Address	Academic Transcript	
Student Schedule		Registration History (Includes Grades)	
Register Students and Add/Drop Classes		Registration Overrides	
View Test Scores	View Holds	Degree Evaluation	

> Click Register Students and Add/Drop Classes

Student and Advisee ID Selection

T00009564 Christine L. Dalina
Fall Term 2010
Jun 29, 2010 10:40 am

Home > Faculty and Advisors > Student Information Menu > ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: [   ]

> Enter the Student's ID (the T must be capitalized), or search by name (not case sensitive) in the Query fields, then click Submit.

OR

Student and Advisee Query

Last Name: [   ]
First Name: [   ]
Search Type: ○ Students
○ Advisees
○ Both
◉ All

Submit   Reset

Student Verification

T00009564 Christine L. Dalina
Jun 29, 2010 10:59 am

Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Privacy Note Although this would appear to be "directory information", please treat it as CONFIDENTIAL. The student may have officially requested that the information not be made public.

Full Name: Dalina, Christine L.
Student T#: T00009564
Student Email: cdalina@atu.edu
Student Birthday: 21-AUG-84

Student Registration Code: 864061

Faculty Registration Code: 082184

Submit

> Verify you have the correct student selected and click Submit.

If a student needs to drop a course during open enrollment, the advisor will drop the student, if enrolled by the advisor. Students may drop a course with their registration code.

Late Registration or Dropping a Course

If a student would like to register after the semester has begun, or if a student would like to drop a course, then the student will need to fill out the following form, have it signed by the faculty advisor, and take it to the Registrar's Office:

https://www.atu.edu/registrar/forms/add_drop_202170%20with%20survey.pdf

Total Withdrawal

Students who choose not to attend Arkansas Tech University after they have enrolled in courses must officially withdraw. Failure to officially withdraw may result in student receiving failing grades and having financial charges applied to the student's account.

For more information about Total Withdrawal Steps, go to https://www.atu.edu/registrar/withdraw.php.

Special Problems / Independent Study Courses

If an advisee would like to take an independent study course with a professor and has made arrangements with that professor to do so, and the independent study course fits within the student's degree plan, the form for registering for an independent study / special problems course can be found here:

https://www.atu.edu/registrar/forms/special_problems.pdf

Major / Minor Change

At the graduate level, consensus of old and new program advisors is required prior to changing majors. Graduate College forms are located at:

https://www.atu.edu/gradcollege/faculty-admin.php
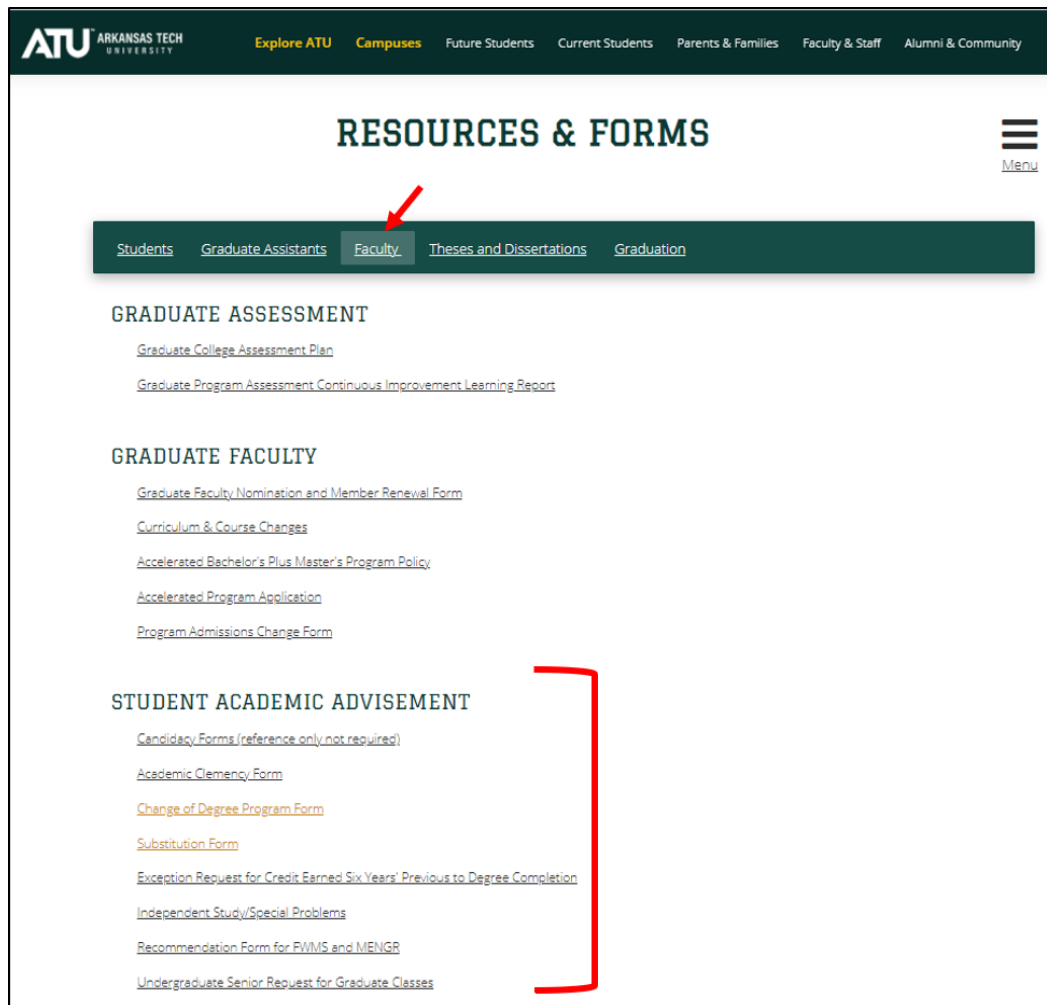
The form for graduate students to change majors is located at:

https://www.atu.edu/gradcollege/docs/Graduate%20College%20Change%20of%20Program%20form.pdf

If the major is in a new department, then a new advisor will be assigned to that student.

Degree Audits and Course Substitutions

It is recommended that advisors regularly conduct a degree audit with advisees using Degree Works. When a student is within one year of graduation, a degree audit is especially important so that the student understands the timeline and course requirements for program completion.

In the case that course substitutions are required, the advisor will complete the Degree Audit Amendment form and submit it the department head for review.

The Graduate College Request for Course Equivalency or Substitution form can be found at:

https://www.atu.edu/gradcollege/forms/Updated%20Sub%20form.pdf

Graduation Application

The preferred timeframe for completing the graduate application for graduation is the semester before graduation.

https://www.atu.edu/gradcollege/gradcollege-graduation-application.php

Advisors should conduct a degree audit with students on a regular basis and during the semester before graduation to ensure that students are aware of timelines for program completion.

Chapter Six: Campus Resources Guide

Making Progress Toward a Degree

What tutoring resources are available to students?

- • Tutoring for All Courses: https://www.atu.edu/tutoring/
- • Tutoring in Writing: The Writing Lab: Monday-Friday 1-5 in Witherspoon 365
- • The Online Writing Lab (On Blackboard; password: bb9-enroll)

What if my advisee expresses a lot of difficulty taking tests?

- • Tutoring for All Courses: https://www.atu.edu/tutoring/
- • Disability Services: https://www.atu.edu/disabilities/
- • Disability Services Test Policy: https://www.atu.edu/disabilities/testing_policy.php

What if my advisee's disability makes a full course load difficult?

- • Reduced Course Load Accommodation Policy and Application: https://www.atu.edu/disabilities/reduced_course_load_policy.php

Do I need to make special provisions for athletes?

- • Tech Student-Athlete Handbook: https://www.arkansastechsports.com/documents/2016/7/21//2016_17_Student_Athlete_Handbook_updateddocx.pdf?id=1130

What if my advisee is a first-generation college student and is having difficulty negotiating academia?

- • Apply for Trio Student Support Services Program: https://www.atu.edu/sss/

What do I do if my advisee is on academic probation?

- • Tutoring for All Courses: https://www.atu.edu/tutoring/

What if my advisee is an international student needing help with language or cross- cultural issues?

- International and Multicultural Student Services: https://www.atu.edu/imsso/

What if my advisee is interested in Study Abroad

- Study Abroad Program: www.atu.edu/studyabroad

Financial Health

What if my advisee needs financial aid help?

- Financial Aid Office: https://www.atu.edu/finaid Where does my student pay their holds or other bills?
- Student accounts: https://www.atu.edu/stuaccts

What are the requirements for maintaining the Arkansas Challenge Scholarship?

- Arkansas Challenge Scholarship information: https://scholarships.adhe.edu/scholarships/detail/academic-challenge-scholarships

What if my advisee has a financial emergency?

- Emergency Scholarships:Fight On Fund (Contact Vice President for Student Affairs Office for Information) https://www.atualumni.com/s/978/bp18/home.aspx
- Emergency Loan: Tommy Loan (Mr. Tommy Memorial Student Loan Fund): https://www.atu.edu/finaid/grants.php

What if my advisee loses her/his scholarship?

- General ATU Scholarship Information: https://www.atu.edu/scholarships

What if my advisee needs an on-campus or off-campus part-time job?

- Handshake to View Available On Campus and Off Campus Jobs: https://atu.joinhandshake.com
- List of Top 500 Companies Hiring in the Last 30 Days: https://app.joinhandshake.com/analytics/insights_dashboard?dashboard_name=whos_hiring

Health and Wellness

What do I do if my advisee is having trouble getting along with his or her roommate?

- Residence Life Contact Information: https://www.atu.edu/reslife/contact.php
- Roommate Agreement: https://www.atu.edu/reslife/docs/roommateagreement.pdf

What if my advisee needs to get more involved in on-campus activities?

- Social Opportunities for Students: https://atu.collegiatelink.net/

What do I do if my advisee is a victim of sexual assault, sexual harassment, or domestic violence?

- Sexual Violence Assistance at ATU: https://www.atu.edu/jerrycares/sx_help.php What if my advisee becomes unexpectedly pregnant?
- ATU Unplanned Pregnancy Resources: https://www.atu.edu/jerrycares/act- 943.php

What if my advisee needs support to come out as gay/lesbian/bisexual/transgender to family or friends?

- Diversity and Inclusion Resources: https://www.atu.edu/diversity/resources.php
- ATU Counseling Services:
  - Phone: 479-968-0329
  - Location: Health and Wellness Center, Doc Bryan 119
  - Online Appointments: https://atu.medicatconnect.com/

What if my advisee has been a victim of hate-speech or discrimination on campus?

- Contact the Campus Title IX Coordinator: https://www.atu.edu/titleix/ What if my advisee feels racially isolated on campus?
- Diversity and Inclusion Resources: https://www.atu.edu/diversity/resources.php

What if my advisee appears to have symptoms of depression or intense anxiety or a mental illness?

- To make a report to the CARE team: https://www.atu.edu/careteam/
- To make a counseling referral: https://www.atu.edu/cslcenter/facultyresources.php
- Online Mental Health Screening: https://www.mentalhealthscreening.org/screening/atu
- ATU Counseling Appointments:
  - Phone: 479-968-0329
  - Location: Health and Wellness Center, Doc Bryan 119
  - Online Appointments: https://atu.medicatconnect.com/. What if my advisee expresses thoughts of suicide?
- To make a report to the CARE team: https://www.atu.edu/careteam/
- To make a counseling referral: https://www.atu.edu/cslcenter/facultyresources.php
- Call 911 if immediate threat of harm

What if my advisee expresses a desire or intent to cause harm or violence toward themselves or others?

- Call Public Safety at 479-968-0222
- Make a report to the CARE team: https://www.atu.edu/careteam/
- Call 911 if immediate threat of harm

What if my advisee needs help with stress management?

- Health and Wellness Programs (stress management): https://www.atu.edu/hwc/program_schedule.php
- ATU Counseling Appointments:
  - Phone: 479-968-0329
  - Location: Health and Wellness Center, Doc Bryan 119
  - Online Appointments: https://atu.medicatconnect.com/.
- What if my advisee appears to have a problem with alcohol or drug abuse?
- Online Alcohol Abuse Screening: https://www.mentalhealthscreening.org/screening/atu.

- To make a counseling referral:
  https://www.atu.edu/cslcenter/facultyresources.php

What if my advisee reports a hazing-related activity?

- To Report Hazing-Related Activities:
  https://www.atu.edu/jerrycares/haz_help.php

What is and is not appropriate to disclose under FERPA guidelines?

- Article about FERPA guidelines:
  https://www.insidehighered.com/views/2007/08/07/ferpa-allows-more-you-may- realize

Career and Employment

What if my advisee needs information about graduate school admission exams such as the GRE, MCAT, LSAT, or Praxis?

- Local graduate school entrance exams and Praxis test Information: https://www.atu.edu/testing/Entrance_Exams.php

My advisee is preparing to graduate. What should I do to prepare her/him for the job market?

- Career & Employment Resources: https://www.atu.edu/career/students.php

What volunteer or service opportunities are available for students to help build their resumes?

- Volunteer/Service Opportunities for Students: https://www.atu.edu/service/ What if my advisee needs an on-campus or off-campus part-time job?
- Current List of Available On-Campus and Off-Campus Jobs: https://www.atu.edu/career/job-index.php

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