

ADVISING COORDINATING COMMITTEE

Thursday, October 26, 2006

12:00 noon - EC 101

Excused: Lisa Hancock, Karalee Ransom, Deborah Reece, Maureen Wagner, Beth Walden

ATTENDING:

Advising & Transfer Services: Stephanie Hamblin (conducting), Michelle Bogdan, Susan Haddock, Renee Tuke, Wade Oliver

College of Agriculture: Lisa Allen, Betty Murri, Tami Spackman, Eric Worthen

College of Business: Peggy Buttars, Ruth Harrison, Katrina Nye, Megan Ralphs, Isobel Roskelley

College of Education & Human Services: Dawn Black, Terri Gas, Melanie Jones, Marilyn Kruse, Darcie Peterson, Mary Lou Reynolds, Denise Taylor

College of Engineering: Mary Lee Anderson, Bonnie Ogden, Joan Smith

College of Humanities, Arts & Social Sciences: Reid Furniss, Susan Parkinson

College of Natural Resources: Kristy Hodson

College of Science: Myra Cook, Liz Heffernan, Janalee Johnson, Peter Kolesar, Dennis Welker

Disability Resource Center: Christine Lord

Distance Education: Derri Dee Leonard, Heather Thomas, Logan, Suzanne Anderson, Joyce Allen, Tooele

Honors: Danene Dustin

Intensive English: Margaret Garr

Multicultural Student Services: Cynthia Arocha, Sam Curley

Registrar's Office: Mindy Christensen, John Mortensen, Roland Squire

Retention-First-Year Experience: Aaron Anderson, Krystin Deschamps

Student Athletic Services: Brian Evans, Shukria King

Student Support Services: Carol Sainsbury

MINUTES

1. Opening Transcripts – Request from Admissions

The Admissions Office has requested that departments/advisors do not open transcripts. Admissions must receive the transcript with the seal still in place. Otherwise, the transcript will not be considered official.

2. 3rd Week Reporting

Advisors must now access Data Warehouse to obtain third-week report information. Those who are not able to access the Warehouse, please email Stephanie Hamblin and she will help you get the training you need.

3. New Financial Aid Director Appointed

Congratulations to Steve Sharp who has been appointed Director of Financial Aid. Judy Lecheminant will take early retirement in January. Best of luck, Judy!

4. SFASRPO

Advisors may start putting in pre-registration overrides for 200740.

5. Avoiding Lines in the Registrar's Office

Roland Squire thanked advisors for the impact their overrides had on reducing the length of the registration lines. Advisors were asked to encourage students to register on line; however, if students need to go to the Registrar's Office, staff members will help them. After the second week all students will be blocked and the instructor's signature will be required. The special permission code must be used for access after third week. The purge date is 12/19/06. Please encourage students to pay on line either by check or credit card.

6. Changes to the Graduation Process

CAPP is allowing the process to be streamlined to benefit everyone. The Registration staff is not calculating any graduation totals. They are looking for obvious repeats and for any conversion problems occurring from SIS to Banner. The graduation packet will be sent to the department who will have responsibility to see that University and Department criteria are met. When Registration receives the packet back, the degree will be posted. A question was posed regarding revision of the application form. Roland is open to any suggestions.

7. 2-Year General Catalog

Due to budget considerations, beginning with 2007-09, the catalog will be issued every two years. The section on common course numbering will remain in the 07-09 version. The complete catalog will still be available on line.

8. Updates

Changes in Math 1010

As a result of the latest State Articulation Meeting, this course will change from 3 to 4 credits. There will, however, be time limits on pre-requisites. For AP, 0900, etc., a 2 year maximum is suggested. The USU Math Department will make recommendations.

Articulation Policy

It is proposed that Brandy will articulate transfer credits and send any necessary requests to departments. Departments will have one week to respond before an email reminder will be sent. At the end of the second week, credits will be posted as electives. At some institutions, the person in the articulation department makes all decisions and paperwork does not go to departments. It was suggested that perhaps departments at USU could provide a decision tree for use by our articulation department.

Late Add Policy

Policies regarding the form include: a) no instructor should sign a blank form, b) forms must be dated, c) form expires within three days, and d) a \$5 transaction fee will be charged beyond the sixth day of classes. USU receives funding based on 3rd week reports; therefore, consideration is being given to charging a late fee of \$100 for each course added after the add deadline. A petition can be filed for special circumstances. Grad internships are exceptions as are half-semester classes.

Refund Policy

Consideration is being given to a 100% or nothing refund policy. Some advisors thought it would be more student-friendly to give the 100% refund through the second week, 50% after third week, and nothing after that. A proposal will be presented to ASUSU.

9. Articulations in SSB

Hurrah! The Transfer Credits Awarded option of the Student Information menu is now available, although not totally complete. You can view transfer credit awarded. When you look at the chart, the "O" means override. Discussion regarding printing the Social Security number on transcripts versus the University privacy policy was tabled.

10. Second Bachelor Information

SHATRANS is the Banner screen which shows the date of the first bachelor's degree. Advisors should be careful not to allow a student to use the same credit twice. Advisors should also become familiar with the current version of

the AP form. The credit value of some courses has been changed beginning with Fall 2007. Students will receive the number of credits based on when they took the exam.

11. Posting Transcripts

The question of whether advisors want to see “W’s” on transcripts was discussed. Also, do advisors want to see repeats? The final version of the policy will be presented at our next meeting.

12. Spring SOAR

Scheduled dates for SOAR are November 13 and 17. Two additional days will accommodate undeclared students.

13. Other

- The Retention and First-Year-Experience office is open and running. SOAR remains in Room 310 and Krystin Deschamps is in Room 312. Her responsibilities have not changed, only her location. The main office is in Room 314. Aaron Andersen informed us that they will host an Open House on November 9 from 2:00-4:00 pm.
- Future Meeting Dates
November 16, 2006
(New location effective Spring Semester – TBD)
January 18, 2007
February 8, 2007
March 8, 2007
April 5, 2007
May 10, 2007