SUNY Cortland

Wiser Advisor

Advisement and Transition

April 2016

Wiser Advisor provides academic advisors with timely academic advising information and a connection to relevant resources. Contact Advisement and Transition with suggested topics.

Upcoming Dates and Deadlines

Undergraduate Student Registration
Time tickets begin on the dates below based on credit hours.

Seniors
April 4 and 5
Juniors
April 6 and 7
Sophomores
April 8 and 11
Freshmen
April 12 and 13
Re-admitted students
April 14

Summer web registration ends Thursday, April 14

Fall 2016 registration closes on Friday, July 29

Deadline to Withdraw from a Semester Course
Friday, April 15

Advisement and Transition
Memorial Library, Room A-111

Phone:
607-753-4726

Fax:
607-753-5593

Email:
advisement@cortland.edu

Hours:
Monday - Friday
8 a.m. - 4:30 p.m.

Walk-in or call with your advising questions for one-on-one assistance.

Timely Registration

It is helpful to follow up with students who have not made, or miss, their advising appointment. If a student is not registered for the following semester after their time ticket has passed, this could be a red flag that something is not going well. Some questions to consider when supporting students through advisement and registration:

- Does the student have a hold on their account that is preventing registration?
  - Assist the student in determining the origin of their hold
  - Direct to campus resources (financial aid, student accounts, etc.)
- Are they experiencing academic trouble and worried they won't be able to return next semester?
  - Help the student identify where they stand academically
  - Complete a GPA repair kit
  - Direct to campus resources (faculty office hours, ASAP, etc.)
- Are they feeling unsure of their major?
  - Discuss major and career connections, internship opportunities or alternative majors
  - Direct to campus resources (Advisement and Transition, Career Services, etc.)
- Are they considering transferring?
  - Have an open and honest conversation about what the student is thinking and why they may be considering transfer
  - Discuss potential ways to assist them in finding their place at SUNY Cortland
  - Direct to campus resources (Counseling Center, Associate Dean, etc.)

Course Exceptions

As students work to complete their degree requirements, there are times when a course exception (aka course substitution) might make sense. This could happen as students are nearing degree completion and look to complete major, minor or concentration courses. Exceptions are not used for meeting General Education requirements. Some things to keep in mind when considering a course exception:

- Exceptions should be initiated by the faculty advisor, department chair or associate dean.
- Approved Degree Audit Exception Forms will be submitted to the Registrar's office for processing.
- The form should provide a clear and detailed rationale for why the exception should be applied, showing how the learning outcomes and subject matter have significant overlap.
- Review student's audit to determine what is missing and confirm the course being used as an exception is not being used elsewhere to meet major, minor or concentration requirements.
- Transfer course work can be used as a course exception. Students need to complete the transfer course first and then the exception will be applied. Indicate on a Permission to Transfer Credit Form if the student intends to use the transfer course in place of a particular requirement.
- When a department repeatedly requests exceptions for a particular course(s), it might be time to think about a curriculum change.
- Most course exceptions are approved, but some are not. Check with your associate dean in advance if you have doubts.

Highlight of Advising Resources

Advisement and Transition: The staff in Advisement and Transition is available as a resource to faculty and any student with questions regarding choosing a major, registration and with the transfer credit process.

Advisor Walk-in Question and Answer:
Wednesday, March 30, 1—4 p.m. and Friday, April 1, 9 a.m.—noon
Do you have specific questions regarding an advisee? Would you like to talk one-on-one with an academic advisor to get your questions answered? Stop by Advisement and Transition for assistance.

Cortland Advisor Resource Packet (CARP): Advising information, resources and tools at your finger tips. Hard copies available in your department, electronic copies available on the Advisement and Transition website. If you would like a hard copy, contact us.