



MIDWAY

College

**Academic Advisor's
Handbook**

Edition 2011-2012

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THE ROLE OF THE ACADEMIC ADVISOR

The purpose of the Midway College Academic Advisor's Handbook is to assist faculty in communicating the College's programs and policies effectively to students. This handbook is not intended to replace the Midway catalog, but rather to supplement the information contained in that publication. The quality of each student's educational and career decision is directly related to the amount of relevant information available to the student from his or her advisor.

A central role of the advisor is to help the student define and develop realistic goals, to perceive his/her needs accurately and to match these needs with appropriate institutional resources. The advising process includes the exploration of the student's long-range and immediate educational and career goals, course selection and placement. An evaluation of interests and special abilities should be included in this process.

The academic advising relationship is best carried out in an atmosphere of caring and trusting. Through the process, the advisor will be helping Midway students meet many of their life-long goals and prepare for a rewarding career. It is not sufficient to be merely a source of accurate information. To be effective, an advisor must exercise non-judgmental listening skills and clear, distinct communication techniques. In addition, the advisor must strongly encourage the student to take responsibility for his/her own educational requirements and decisions.

The faculty advisor needs to be familiar with the College's curricula, be totally conversant with the requirements of the major or programs he or she is advising and with the College's policies, procedures and academic regulations that impact students. These procedures are typically found in the College Catalog.

Advising is a powerful tool in the College's efforts to improve student retention. Students who receive adequate counseling and who feel emotionally and academically supported by a competent and professional advisor are thought to persist longer and are more likely to graduate than students who do not feel a strong tie with their advisor.

LEGAL CONSIDERATIONS

The advisor must be familiar with the contents of the catalog and be aware of the College's policies and procedures as they are applied to students. The advisor should document every official meeting with his or her advisees, to note – in writing – any conversations about possible situations, waivers, etc.

A Vice President Dean must approve all cases in which an individual student's degree path deviates from the College Catalog. Without such approval that is documented on a signed petition form or by memo, the request change will be just that – a request. For their own protection, as well as for the protection of the institution, division chairs and advisors cannot assume the responsibility for making changes to the College's curricula.

DUTY TO ADVISE STUDENTS

The following is excerpted from *Faculty Decision Making and the Law* (Private Colleges) by Kent M. Weeks (1995).

Theories of Liability

Breach of Contract

Many of the cases raising issues about the adequacy of advisement focus on catalogs and bulletins often viewed as contracts between the institution and its students. A court will examine these contracts to determine whether an advisor has applied the requirements established in the documents. If the court finds a discrepancy, it may provide the aggrieved student with some relief while trying to avoid interference in academic judgments.

Estoppel

Under certain conditions, an institution will be held responsible for the decisions of its agents, even if they are not acting under what the advice-seeking student perceives to be authority (apparent authority). Generally, faculty members are assumed to possess the authority to waive or alter requirements unless specific policies or restrictions check such authority.

Out of this agency relationship and the agent's corresponding authority comes the theory of estoppel. Estoppel may arise when one person knowingly induces another person to reasonably and detrimentally rely in good faith on a verbal or non-verbal representation. Then a court may determine that the person making the representation is "estopped" (prevented) from claiming that the representation was not as the person who relied said it was. As a result, the court will view the representation through the eyes of the injured party who reasonably and in good faith relied on the statement of conduct.

Fraud

Allegations of fraud require a more stringent standard than do estoppel and breach of contract claims. When fraud in advising is alleged, the student-plaintiff must show that the statements made were intentional misrepresentations or concealment of facts that caused the student to justifiably and in good faith rely on the representation, with resulting injury.

Preventive Measures

- *Even though courts are reluctant to award a degree when a student has not actually fulfilled the degree requirements, it is also clear that courts will intervene when there has been bad advisement on certain technical matters or when there has been arbitrary or capricious action involving counseling that has harmed students in their progress toward a degree. Advising is important: advisors should be aware of the rules and regulations of the institution. Furthermore, policies must reflect appropriate degree and graduation requirements.*

For further preventative planning, faculty advisors should:

- *Review all graduation policies, including department policies on degree requirements.*
- *Review the catalog and other institutional policies regarding advisement and the role of advisor.*
- *Prepare graduation check sheets early enough so that student graduation problems are identified in time to correct them.*
- *If a student is not likely to receive a degree because of advice by personnel, consider providing the student some reasonable option that he or she can complete during enrollment.*
- *Become adequately trained and informed on the importance of their role, particularly on requirements pertaining to graduate school or professional licensure.*

ADMISSION AND ACCEPTANCE

The admission procedures and entrance requirements are covered thoroughly in the College catalog. Be aware that admission requirements of the specific degree programs may be different than the admission requirements of the college. We would like faculty advisors to acquire general knowledge of the college's curriculum, as well as the specific details of curriculum requirements and course sequencing in the disciplines. Toward this end, advising procedures for the Women's College, School for Career Development and Online College are included in this handbook.

Regular Acceptance

Decisions about acceptance into Midway College are in most cases made by the admission staffs of the Women's College, School for Career Development and Online College. Every effort is made to select students who have a high probability of success in Midway College degree programs.

Acceptance to Midway College does not admit a student to all degree programs. Additional procedures and/or testing thresholds are currently required in the following:

Equitation Instruction Concentration
Nursing
Teacher Education

Provisional Acceptance

Provisionally accepted students are those who have incomplete credentials. Students who apply very near the beginning of a term may not have time to submit all credentials and therefore will be classified as “provisional.” This is particularly true in the School for Career Development (SCD), where the Module system and cohort calendars add multiple admission points to the traditional semester template of the Women’s College. In the SCD and Online admission process, initial evaluation of transcripts is completed by Admission staff. Any determinations of course transfer or requirement completion is provisional until endorsed by the Registrar. A student might also be considered provisional for financial aid purposes.

Cross-registration between the Women’s College, the School for Career Development and the online college is processed according to the following procedures:

Students in the Women’s College who wish to register for an SCD or Online course must complete a Schedule Waiver form for approval by the Dean of the Women’s College. SCD/Online credit hours attempted by a full-time Women’s College student will be combined in the flat tuition rate.

SCD and Online students in general cannot be accepted into the Women’s College because of the single sex designation of the Women’s College. Female SCD/Online College students who wish to register for a Women’s College course must first complete an application and be accepted to the Women’s College. Students can be matriculated in only one division of the college at a time.

ADVISOR ASSIGNMENTS

In the Women’s College, once the college accepts an applicant, the Admission Office sends her a letter of acceptance. The Admission Office works with all new first year students to make plans for attendance at one of the summer registration days. In conjunction with the Office of Academic Affairs, preliminary assignment of a faculty scheduling counselor (temporary advisor) is determined by selection of registration day and faculty availability. Some new students to Midway College may be advised by telephone, particularly if they live at a distance and are unable to attend a summer advising session.

Before the beginning of the fall semester, students will be assigned a permanent advisor. This task will be coordinated by the Office of Academic Affairs and the Division Chair. When possible, assignments follow degree or discipline lines. Pre-nursing and “undecided” students are advised by specially selected and trained faculty.

GETTING ORGANIZED FOR ADVISING

Effective advising depends largely on the preparation of the advisor. Advisors should review the student's advising folder before meeting with the student. The Admissions Office initially prepares advising folders and forwards them to the Office of Academic Affairs. These advising folders are then distributed to appropriate faculty. If you are missing files for any of your advisees, please contact your Division administrative assistant who can make a copy of the file in the Registrar's office.

Each advising folder should contain the following:

1. Admission profile sheet
2. ACT/SAT scores (Women's College students only)
3. High school transcript
4. Previous transcript
5. Previous transcript evaluation (where appropriate)

Each semester the advisor is expected to update the advising folder with the following:

1. Copies of drop/add forms or petitions from previous and current semesters
2. Copy of the Midway transcript showing completed courses at Midway (or copies of grade reports)
3. Letters written to the student from the appropriate Vice President for Academic Affairs and Dean, the Registrar, or other officials. (These are usually about such matters as probation, incomplete credentials or placement on the Dean's List.)

ROLE OF THE ACADEMIC ADVISOR IN THE SCHOOL FOR CAREER DEVELOPMENT and ONLINE COLLEGE

The academic advisor in the School for Career Development provides academic guidance to students *after* the Admission staff and/or Admission committee has admitted them to Midway College, and after official transcript evaluations of all previous college coursework have been performed by the Admission staff and signed by the College Registrar.

Responsibilities of the academic advisor include:

- Making initial contact with the students assigned as advisees. It is essential that the advisor make the first contact.
- Helping students who are beginning their studies create a plan for timely completion of all major, general education, and elective courses required for the Midway College degree they are seeking;
- Meeting with students as a student requests help;
- Referring students who may be eligible for Credit for Prior Learning (CPL);

- Referring students when CLEP or DSST examinations appear to be good options for completing specific general education or elective requirements;
- Providing students with accurate information about College policies on residency, upper-division course requirements, applying for a degree, registering for and adding/dropping courses, etc.;
- Generating academic petitions for student advisees and submitting them to the Associate Dean for the School for Career Development for evaluation; and

STUDENT PLACEMENT IN ENGLISH AND MATHEMATICS COURSES

All new students, except those who have successfully completed courses equivalent to ENG 101 and an upper level Math course, will be placed into an English and/or Math course based upon ACT or SAT scores (or other designated test scores for SCD students). The advisor reviews ACT or SAT scores and high school transcripts to place new students in the appropriate English and Math courses.

Specific guidelines for advising in English, Mathematics courses are presented in the following pages.

Student Placement in Mathematics Courses

Incoming students should be advised to take appropriate Mathematics course based on their Math ACT or SAT scores (not the composite ACT score) or other designated Math placement test score in the following manner.

Math ACT Score	Math SAT Score	Math Course
Below 18	490 or below	MA 137 General Mathematics (Bridge Program)
18-22	500-570	MA 137 General Mathematics MA 140 College Algebra MA 145 Finite Mathematics
23 or above	580 or above	MA 175 or higher

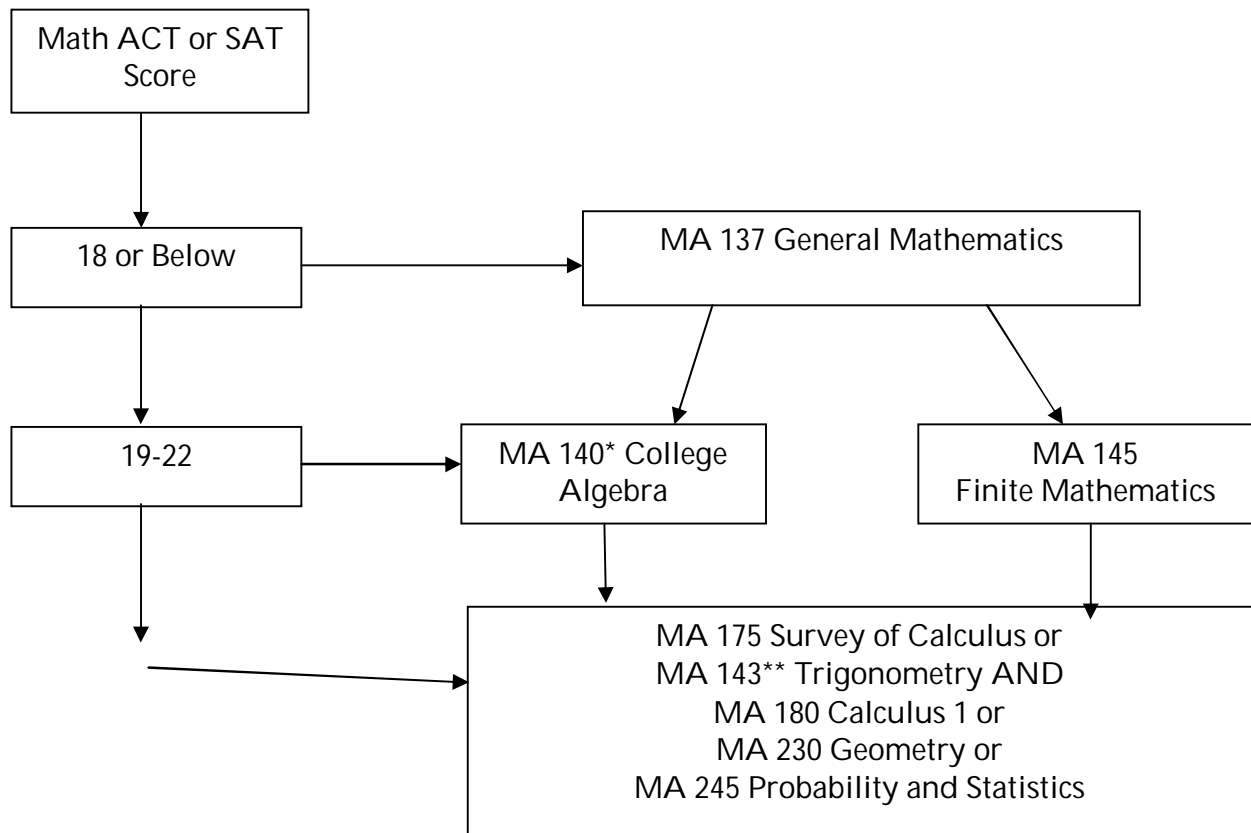
Placement in mathematics courses will depend on student's major. The general education requirement in mathematics is MA 140 College Algebra or higher.

- Students in degree plans that require algebra need to enroll in MA 135 Intermediate Algebra if they do not have the requisite ACT, SAT or other designated math placement test score for College Algebra.
- Student's whose degree plans allow for the substitution of MA 145 Finite Mathematics need to enroll in MA 137, General College Math, if they do not

have the requisite ACT, SAT or other designated math placement test score for Finite Math.

Students who do not have ACT or SAT scores must take a placement test as designated by Midway College. Students needing to take this placement test should be directed to the Academic Dean's office.

FLOW CHART OF MATHEMATICS COURSES



NOTES

1. Students who plan to take MA 143 and MA 180 are strongly advised to take MA 140 rather than MA 145 if they test at that level. It would be a disservice to students to put them in MA 145 if they eventually intends to take MA 180 or to go to graduate school
2. Students who test at MA 175 or higher and plan to take MA 180 need not take MA 143 if they had trigonometry in high school.

ENGLISH COMPOSITION PLACEMENT (first semester students)

Test Scores Of:

- English ACT below 18 (or SAT equivalent)
- English ACT 18+
- Score of 3 or higher in AP Literature/Composition

Credit for a 3 or above on AP Literature/Composition Examination

Credit for a 3 or above on AP Language/Composition Examination

Place In:

- English 100
- English 101
- English 102
- Students receive 3 hours of Composition – English 101 AND 3 hours of literature – English 210
- Students receive 6 hours of composition – English 101 and 102

If a student has a 26 or higher on the English part of the ACT, then register the student for English 104 (if offered) or suggest that the student take the CLEP test for English composition.

Student Placement in Foreign Language Courses

Midway College requires SPAN 125 – Conversational Spanish for degrees in Teacher Education and Nursing. Spanish taken in High School may be equivalent to this requirement so please check with the Registrar if you have questions. Foreign language courses may also be used to meet the arts and humanities requirements in the general education sequence.

It is also possible for students to earn up to 12 credits in foreign languages through CLEP testing. Please contact the CLEP and DSST test center at 859-846-5322 for more information.

IMPORTANT ADVISING NOTES

1. In general, a student should not sign up for a higher level sequenced course without successfully completing the lower level course in the sequence. The faculty advisor should not approve a student's registration form if he/she is attempting to take this kind of higher level course. The advisor should indicate on the registration form and in the advising folder that the student is taking the course without the advisor's approval.
2. All students must complete English Composition (ENG 101 and ENG 102) as soon as possible. Full-time students must be enrolled in composition classes until they have completed ENG 102 with at least a "C." All students must take ENG 102 in the semester immediately following successful completion of ENG 101.
3. A minimum grade of "C" is necessary in any mathematics course(s) and COM 205 (Fundamentals of Communication) required for graduation.
4. To demonstrate reading competency, the student must earn a minimum grade of "C" in at least six (6) credit hours from the following reading intensive disciplines: history, literature, philosophy, psychology, religion, sociology.
5. All students in the Women's College are required to take one three-hour course designated as Women's Studies.
6. All students are required to take CT 101, Critical Thinking and Diversity during their first two semesters at the College.
7. Students may repeat a class by marking the class "R" on his/her registration card. Certain instructions apply (See catalog for details.).
8. CLEP tests and DSST are available to students who are prepared to earn credit by examination. The Midway College School for Career Development administers the tests for a fee. Call extension 846-5322 for more information.
9. To graduate from Midway College a student must have a major in a program of study offered by the college. All general education or core courses and all major courses must be completed, meeting the standards of the college and the major. The minimum cumulative GPA for graduation is 2.0.
10. The candidate must have met the College's residency requirement: 27 of the last 30 semester hours for the associate of arts degree must have been completed at Midway. The candidate for a bachelor's degree must have completed 36 of the last 40 semester hours at Midway College. Please note: for a sufficient reason this requirement can be waived with the permission of the appropriate Dean and the completion of an Academic Petition form duly signed by the Dean.

11. In order to earn a bachelor's degree in any discipline, no fewer than 124 semester hours are earned and a minimum of 36 hours must be at the upper division (300-400) level.
12. Schedule changes, particularly withdrawing from classes can have an impact on billing and financial aid. Since interpretation of financial aid issues requires knowledge of the student's package and the various aid programs, students should be referred to the Financial Aid Office for assistance.
13. Students may substitute or waive graduation requirements only by filing an academic petition with the vice president for academic affairs and dean. Academic petitions will be considered only after the advisor has reviewed them and are granted only for sufficient reasons.
14. One of the unintended consequences of Midway College's multifaceted calendar and schedule is that students in the Women's College can drop a class at midterm and add classes in Module II or IV. Advisors should resist approving such requests due to poor performance in class or dissatisfaction with an instructor. It is not our objective to provide students with a second opportunity within the same semester.

ADVISING TIPS FROM ACADEMIC PROGRAM CHAIRS

Science Courses

The catalog states that one biology course is the only prerequisite for BIO 220, Microbiology. However, students generally are more successful in BIO 220 if they have already completed Anatomy and Physiology I and II or Biology I and II.

Most students should not be advised to take Anatomy and Physiology II and Microbiology in the same semester.

Some science laboratory classes are optional and some are not. Science lab courses that do not have a separate course number must be taken with the designated lecture course.

English Courses

English 210: Introduction to Literature is a prerequisite for all upper-division literature classes. Students declaring an English major may, with the permission of the Arts and Humanities Chair, take English 210 at the same time as another upper-division literature class. On rare occasions other students who can demonstrate excellence in literary research and/or criticism may request that the English 210 requirement be waived. The instructor must consult the Chair of the Teacher Education/Humanities Division before this requirement can be waived.

Psychology and Sociology Courses

Avoid scheduling students in PSY180 and SOC120 in the same semester. If students must be enrolled in both courses in the same semester, it is better to have PSY180 on opposite days from SOC120 (e.g. PSY180 on a MW and SOC120 on TTh). The worst case is for students to have both courses back-to-back on the same day (e.g. PSY 180 MW at 10:00 and SOC 120 at 11:00).

Some students cannot sort out in the early weeks of our courses "what is psychology" or "what is sociology". They may be unfamiliar with the perspective offered by the disciplines and struggle with understanding the key questions of the fields. This is a challenging task for all students, but, it is even more difficult when they are trying to understand two similar yet very different perspectives at the same time. They are eventually able to distinguish between psychology and sociology but only after a period of real frustration.

Consider the writing skills of the student before enrolling that student in PSY 180, PSY 260 or SOC 120. In general, a student should be able to perform at the "C" grade level in ENG 101 as a minimal competency level for the reading and writing requirements of PSY180, PSY 260, and SOC 120. ALL exams in PSY180, PSY 260 and SOC 120 contain some essay questions.

Communication Courses

Fundamentals of Communication (COM 205) centers on student development. For optimal benefits to students in their careers, they should take Fundamentals of Communication in sequence with its prerequisite, ENG 101. Reminder: Students must earn a grade of "C" or higher in COM 205.

Equine Courses

Women's College students in any major may enroll in equine courses. However, it is important for all students to know that there is a fee for all equine studies courses.

All such students must complete a Riding Placement Test prior to enrolling in an equitation class. To schedule a placement test, the student should contact the course instructor.

A student must receive a minimum final grade of "B" in an equitation class prior to enrolling in an equitation course at a higher level.

Pre-Professional Advising

Special advisors have been selected for students who intend to apply to medical school or veterinarian school.

NOTE:

Refer to the College Catalog or the division Chairs for more information pertaining to the following specific program areas: Teacher Education, Nursing, and Biology.

REGISTRATION PROCEDURES

New Students: Women's College

The admission office coordinates early registration and attempts to schedule advising appointments when the appropriate faculty advisor is available. During the summer, advisement is scheduled for planned registration days.

The Office of Admission creates advisor folders for each new student. The advisor folders include the following information:

- Profile sheet
- ACT/SAT scores
- High school transcript
- Transfer credit evaluation form (where appropriate)

Registration for any term of Midway College begins with the release of the Schedule of Classes. Continuing Women's College students begin registering for the fall semester in April and for the spring semester in November. Registration for SCD Modules I and II coincides with open registration for the fall semester; registration for Modules III and IV occurs along with registration for the spring semester. In the case of module classes, registration continues through the first class period. Refer to the college calendar in the catalog for registration and withdrawal dates of semester classes. Cohort classes register for non-standard terms lasting approximately six months.

Steps in the Advisement Process for Continuing Students

- Students meet with advisor to select classes and review progress
- Students submit registration form to the Registrar's Office
- Waiver forms are submitted to the Office of Academic Affairs.

Completing the Enrollment Process

After the WC student has selected her semester's courses, students may register via CampusWeb. Students are strongly advised to check with their advisor prior to signing up for courses. To complete her enrollment she follows these steps:

1. Report to the financial aid director to pick up financial aid and/or work study assignments.
2. Report to the business office representative to pay fees and obtain a parking permit.
3. Report to the student affairs office (in McManis Student Center) to obtain a student ID card.

Business Office Holds

The records of students with outstanding accounts will be flagged and student's names will not appear on class rolls. When the names of students do not appear on a class roll, the instructor is asked to request that the student resolve their account with the Business Office. Students who do not resolve account issues will be administratively withdrawn from class(es).

Course Schedule Changes

If, after registration, a change in the course schedule is necessary, the student must file a completed "drop-add" form in the registrar's office. The form must indicate the awareness of the instructor and the approval of the academic advisor. Students will not receive credit for courses if they are not properly registered. Should a student drop a class without filing the drop/add form with the registrar, a grade of "F" will be recorded on the student's permanent record.

ADVISING AND REGISTRATION FOR THE SCHOOL FOR CAREER DEVELOPMENT AND ONLINE COLLEGE

Students in the School for Career Development may register via the college web. They may be assisted in Registration by the SCD Staff if they need help. Students enrolled in cohorts are assigned an advisor who serves as the official advisor for their specific cohort.

Cohort Degree Completion Students

The cohort schedules are available from the SCD Dean's Office. Advisors for Teacher Education Cohorts need to work directly with the Chair of the Teacher Education Division for the latest information needed for advising Teacher Education students. Advisors for

other cohort programs must contact each of their advisees at least once a semester and keep a record of the contact and the content of the advising session. Additionally, advisors should allow students to sign up for optional advising as needed on a case-by-case basis.

Before any scheduled advising sessions, advisors will need to:

- Obtain module schedules from the SCD Office or Teacher Education Office;
- Print out an updated transcript evaluation for each student. Advisors should be aware that in-progress (IP) courses are sometimes missing from students' transcripts because of a data entry backlog in the Registrar's Office, and that it often takes one to two weeks for course grades and other forms of credit to be posted to the student's record.

The basic goals of the advising session are to address any issues or concerns surrounding the student's coursework and to help the student create a plan for completing major coursework, as well as required general education and elective courses. Although advisors should be available for advising sessions on a module-by-module basis, they should help their advisees to create an overall course plan that will carry them through several modules.

It is important that students be required to complete their ENG 101 and ENG 102 classes as soon as possible after matriculating at the College. These two courses are prerequisite for almost every other course in the catalog. Cohort students should then be advised to begin work on their Economics and Accounting prerequisites if they are not yet completed. It is important that students have the accounting and economics prerequisite courses completed before beginning the corresponding BA courses (BA 331 Managerial Accounting and BA 317 Managerial Economics).

Finally, cohort students should be encouraged to "work off" as many general education courses as possible while they are in the first half of the program. Cohort demands only increase as the program progresses, and the seminars require a great deal of work during the second half of the program. See the Midway College catalog for general education requirements.

Business Administration

Because the major courses for Business Administration are offered in a specific sequence, with some courses offered only one time each year, advisors need to help students create a tentative plan for the entire academic year.

Students seeking a bachelor's degree in Business Administration sometimes overlook the College's requirement that they complete a minimum of 36 semester hours of 300-level (or higher) coursework. Transfer students may be permitted to apply a 200-level course toward a 300-level major requirement; however, this does not mean that the 200-level course is

considered to be at the 300 level. **Students need to choose their general education and elective courses with the 300-level requirement in mind.**

Students will sometimes ask for permission to count a CIS course as a Business Elective. This requires the approval of the Business Division Chair and the completion of an academic petition.

Computer Information Systems

New students are not being accepted into the CIS program as of January 1, 2011. Courses needed by students already in the CIS program are being taught out on a special schedule so that CIS students may complete their degree. For more information please contact the SCD office.

ACADEMIC SUPPORT SERVICES

After a student has successfully enrolled, the advisor's job is to provide the support, encouragement, information, and direction needed to succeed at Midway.

Women's College students may be referred to the Director of Student Affairs for personal or career counseling. The director also coordinates a peer tutoring program. The tutoring program is informal and flexible. Any student can be paid to help any other student. The only restrictions are that: (1) The student who is being tutored must be referred to a tutor by her instructor, her advisor, or the director of student affairs, and (2) The student can be tutored no more than three hours per week per course.

Other support services available to students include the Writing Center and the Math Lab.

RETENTION MEASURES FOR CLASS ABSENCES

Midway College encourages class attendance for all students. Each faculty member is required to have an attendance policy. The teaching faculty members will often contact the student's advisor when the student misses class. The following procedures have been adopted to address student absence from the classroom.

It is the responsibility of the student to contact his/her instructors to report absences. Students who will be absent from class should contact their instructor by phone or email before the class begins. All that is needed is a brief message if the student expects a prompt return to the classroom.

Students should also contact the registrar's office only in cases of "long term" illnesses or chronic circumstances.

- When an instructor becomes concerned about a student's absence from class, the student's academic advisor is to be contacted.
- When the academic advisor becomes concerned about the student, the director of student affairs is to be contacted.
- The director of student affairs will contact the student to provide appropriate assistance.

WITHDRAWAL

For various reasons, it is occasionally necessary for a student to withdraw from the College. In such cases, Women's College students should report to the director of student affairs to initiate the withdrawal process.

A student withdrawing during the drop/add period will have no record on her transcript. Between the drop/add period and the last day to drop a course each semester, a student will receive a grade of "W". The tuition fee for the course will remain on the student's bill. A student withdrawing after the last drop date will receive an "F" in all courses unless she can demonstrate good and sufficient reasons of health, accident, or personal circumstances. If these reasons satisfy the Vice President and Dean of Academic Affairs, the student may withdraw with a grade of "W".

ACADEMIC PROBATION AND SUSPENSION

Academic probation and suspension are covered in great detail in the catalog. Advisors and advisees should familiarize themselves with this material. Students on probation must limit course hours and use the college's support services. In the event of an appeal to suspension, the student's record of using academic support services will be considered.

ACADEMIC MAJOR/ADVISOR CHANGES

Students who change majors must also change advisors. The student obtains an Academic Petition Form from the registrar's office. She then obtains the signatures of her current advisor, and returns the form to the registrar's office.

GRADES AND EVALUATION

Three Week Intervention for WC Students

The faculty will receive a notice from the Director of Student Affairs during the third week of each semester asking them to send in the names of students demonstrating attendance problems or academic difficulties. The Director of Student Affairs will notify the student's advisor and will contact students who are experiencing difficulty. This is an attempt to

improve the students' success rate and increase retention of the student in her program of study.

Mid-term Grades for WC Students

At midterm of each semester, faculty members submit deficient (D/F) grades for all students to the registrar's office. The registrar's office sends these grades to each student. Mid-term grades do not affect a student's GPA, nor are they recorded on the student's transcript. They are progress reports to be used only by the student and her advisor.

Final Grade Report

At the end of each semester or summer term, faculty members should record the grades in CampusWeb. Grades are available to the students through CampusWeb and are not mailed to the students. If a written grade report is required, the student should make a written request to the Registrar's office.

Grade Related Information

Many students ask what a GPA is and how it is figured. The grade point average is the ratio between the total number of semester hours the student attempts and the number of quality points earned at the end of the term. It is computed by adding the total number of quality points and dividing the sum by the hours attempted.

To remain in good standing, the first-year student must earn and maintain a cumulative GPA of 1.85 or higher. Once the student has earned 32 cumulative hours, she must maintain a 2.00 minimum GPA.

At the other end of the spectrum, full-time students who earn a GPA of 3.60 or higher are named to the Dean's List each semester by the Vice President and Dean of Academic Affairs. By maintaining a minimum cumulative GPA of 3.60, such students will graduate with honors upon completion of all degree requirements.

FERPA

In working with student grades, the restrictions of the Family Educational Rights and Privacy Act will apply. Guidelines related to student records can be found in the College Catalog.

INTERNSHIPS, CLINICALS AND PRACTICUMS

Several programs of study at Midway have an internship, practicum or clinical experience available to its majors. Some programs require one of these kinds of experiences.

Internships

The following document was adopted for the purpose of assuring the maintenance of quality and principles of fair practice in these off-campus, individualized learning experiences known as "internships". If you, as an advisor, have an advisee who wishes to consider an internship, you will want to be familiar with this document.

1. Definition: An internship is a sponsored learning experience outside the classroom which is offered as a credit-bearing course, and which involves a written agreement signed by the faculty supervisor, the supervising employer and the individual student of the college.
2. Purposes: The internship has two major purposes: to provide a practical training ground for the application of student knowledge and skills in the world of work; and to develop, use and document new skills and knowledge in the internship experience.
3. Salary Payment: The College encourages employers to pay a wage or salary to the student in order to simulate as closely as possible the actual working conditions of an entry-level person or trainee in a given position.
4. Course Registration: The student must obtain the permission of a supervising faculty member to register for the appropriate internship course. A written agreement, signed by the student, the faculty supervisor and the employer supervisor, must be filed with the division chair when it has been determined that all general requirements are met by the agreement. Registration may take place at any time. It is to the student's advantage to register during regular registration periods.

If a student decides to register for an internship after a semester or summer session has begun, the following policies should be noted:

- A. If the student registers after the last day to add a class but prior to mid-term, her credit hours will be credited to the current semester's academic load.
- B. If the student registers after mid-term in the relevant semester or term, her credit hours will be credited as being earned in the subsequent semester.
- C. Tuition charges are due at the time of registration, and no internship may begin before tuition has been paid and registration has taken place.
- D. The College's policy on overload tuition charges shall apply if the addition of credit hours for an internship experience causes the total academic load of the student to exceed 19 semester hours at the time of registration.

E. It is recommended that the student have a "C" or higher grade in all her major courses before receiving approval for an internship.

5. Administrative Procedures: The individual degree programs are encouraged to establish their own criteria for administering an internship experience within the general guidelines of policy.

The agreement must be worked out between the supervisors and the student, and then approved by the supervising faculty members. The supervising faculty member should then distribute copies of the agreement to the student and the supervising employer.

6. General Requirements and Recommendations: The supervising faculty member (normally, the student's academic advisor) is responsible for assessing the appropriateness of the internship placement. The supervising faculty member should visit the internship site at least once during the internship period and write an account of observations made during the site visit.

The internship agreement must specify methods of assessing the learning experience and the time frame at which those assessments will be made. Any internship site farther than one hour's drive from the Midway campus must be approved by the Vice President and Dean of Academic Affairs.

7. Grading Criteria: Individual programs of study set the grading standards, as set forth in the learning objectives of the agreement. For documentation purposes, internships require at least the following:

A. A final written report by the student intern.

It may be helpful to have the student divide this report into two parts: an account of the technical aspects of the job (e.g., instructions used, skills, knowledge developed and applied, procedures followed, etc.) and an account of the no technical aspects (e.g., human relations, training methods, organizational structure).

B. An Intern Evaluation Form completed by the employer. Evaluation forms can be obtained from the Office of the Registrar.

C. The faculty supervisor's evaluation of the student intern's performance.

The faculty supervisor shall keep the original of these documents and shall supply one complete copy of each student's written internship report and employer evaluation to the division chair.

Once it has been determined that all conditions for completion of the internship have been met, the faculty supervisor shall enter the final grade for the internship into CampusWeb within one calendar week of the end of the internship agreement.

Clinicals

Students majoring in nursing are required to complete a clinical experience each semester as part of the nursing course work. Information and regulations concerning these clinicals may be obtained from advisors in the nursing program.

INDEPENDENT STUDY COURSES

Full and part-time faculty members may offer instruction and guidance for certain courses on "Independent Study" basis. Such courses carry the number, 299, 399 or 499, and may be given in any subject area represented in the Midway Catalog. The Catalog should be consulted for further information. Faculty should keep in mind the following guidelines:

1. Independent Study courses are given at the faculty member's option. There is no requirement that such courses be given; they do not enter into the computation of teaching loads.
2. The following steps are to be followed in seeking approval to offer an Independent Study course:
 - a. Students desiring to take an Independent Study course should complete a "Learning Contract" providing information about the purpose and objectives of the course, requirements to be met, how the final grade will be determined, etc. Learning Contract forms are available in the registrar's office.
 - b. This Learning Contract must be approved by the faculty member who will teach the course and must be submitted to the vice president for academic affairs and dean.

- c. The Independent Study course must be approved by the vice president for academic affairs and dean before the student registers to take the course. The usual deadline dates for registration must be observed.
- d. Documents showing the fulfillment of the Learning Contract must be filed by the student with the professor prior to the time the grade for the course is submitted to the registrar.

TUTORIALS

The intent of a tutorial is to offer a student a course listed in the regular course offerings on an individual basis. Tutorials are appropriate when circumstances beyond the student's control do not allow the student to take the course when usually offered. For a tutorial, a student is expected to meet all the expectations that are a part of the regular course. Competencies, outcomes, and learning experiences should not vary.

A student needing to have a tutorial must begin with her advisor, who will ascertain that no alternative strategy will solve the situation. Then the advisor needs to prepare a written description of the student's need for a tutorial, and his or her agreement to teach it. The next step is for the advisor to initiate a conversation with the Vice President and Dean of Academic Affairs. The Dean will consider the situation, including the budget implication.

Next, the advisor needs to work with the Registrar to have the course added to the master schedule but NOT listed in the registration materials. Finally, the student will place the course on his/her schedule using the regular course designation and number with the time/room to be announced.

General Comment

While independent studies are often desirable and are indicative of our concern for meeting the needs of individuals, tutorials are not desirable and need to be avoided.

APPLICATION FOR A DEGREE

All candidates for a degree must submit an application for a degree by the date specified in the College calendar for the academic year in which they expect to complete degree requirements. The proper form is available in the Registrar's office.

TRANSCRIPT REQUESTS

Transcripts will be released only upon receipt of a direct written request from the student to the Registrar in conformity with existing State and Federal statutes pertaining to the release of student academic records. The official academic record is the property of the College and the College reserves the right to withhold the release of a transcript of that record if the student has an obligation to the College. The student is entitled to one complete transcript without charge. A fee is charged for each additional copy.

All transcript requests must include the student's complete name while attending Midway, birth date, and dates of attendance. The request can be made by letter or by submitting the appropriate form secured from the Registrar.

REMINDERS FOR MORE EFFECTIVE ADVISING

1. Care about advisees as people by showing empathy, understanding and respect.
2. Establish a warm, genuine, and open relationship.
3. Evidence interest, helpful intent, and involvement.
4. Be a good listener. Follow up with questions to the student if you don't understand the answer.
5. Establish rapport by remembering personal information about advisees.
6. Be available; keep office hours and appointments. Office hours should be posted on faculty offices.
7. Provide accurate information.
8. When in doubt, refer to the catalog, advisor's handbook, etc.
9. Know how and when to make referrals and be familiar with referral sources.
10. Try to avoid referring too hastily. On the other hand, don't attempt to handle situations you do not feel qualified to handle.
11. Have students contact referral sources in your presence.
12. Keep in frequent contact with advisees; take the initiative; don't always wait for students to come to you.
13. Avoid making decisions for students; help them make their own decisions.
14. Focus on advisees' strengths and potentials rather than limitations.
15. Seek out advisees in informal settings.
16. Monitor advisees' progress toward educational goals.
17. Determine reasons for poor academic performance and direct advisees to appropriate support services.
18. Be realistic with advisees.
19. Use all available information sources.
20. Clearly outline advisees' responsibilities.
21. Follow up on commitments made to advisees.
22. Encourage advisees to consider and develop career alternatives when appropriate.
23. Keep an anecdotal record of significant conversations for future reference.
24. Evaluate the effectiveness of your advising.
25. Avoid being critical of other faculty or staff to advisees.
26. Be knowledgeable about career opportunities and job outlook for various majors.
27. Encourage advisees to talk by asking open-ended questions.
28. Do not betray confidential information.
29. Categorize advisees' questions; are they seeking action, information, or involvement and understanding?
30. Be yourself and allow advisees to be themselves.
31. Keep updates, and comprehensive written records of significant academic decisions, needs, etc. of your advisees in their folders.

Procedural Steps for Advising Addendum to Advising Handbook

A key to retaining students is proactive advising. This procedural handbook was developed with tools to assist in the advising process and answer basic questions about advising steps to take so that you can be a proactive advisor.

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INTRODUCTION

A key to retaining students is proactive advising. This procedural handbook was developed with tools to assist in the advising process and answer basic questions about advising steps to take so that you can be a proactive advisor. The handbook addresses (a) the student file, (b) student initiated contact points, (c) advisor initiated contact points, and (d) advising administration tips.

STUDENT ADVISING FILE

Every student entering Midway College through the Women's Day College, Online College, or School for Career Development is assigned a faculty advisor. The delegation process is initiated by Academic Affairs (AA). AA notifies the Division that new student files have been received. The Division then assigns the advisor by transferring the electronic student file to the appropriate advisor file folder on the network drive. Notification of the advisor assignment will be sent to the advisor, the student, and the Registrar.

Each faculty advisor will have a folder on a network drive where electronic advising files will be kept. This folder will contain an individual folder for each of the advisees and should include records from admissions such as the following items:

1. Transfer transcripts
2. Official transcript evaluation signed by the Registrar as a PDF
3. Soft copy of transcript evaluation
4. Other documents obtained from admissions

STUDENT INITIATED CONTACT POINTS

REQUEST CHANGE OF MAJOR

A change of major can be completed via paper form or email.

Paper Form. Academic Petition forms are located in the Registrar's office. Change of major is option C. The student should complete the form indicating their current major (FROM) and the new desired major (TO). See below.

MIDWAY COLLEGE
ACADEMIC ADVISOR'S HANDBOOK

- ACADEMIC PETITION FORM -

Office of the Registrar
MIDWAY COLLEGE
MIDWAY, KENTUCKY 40347
(859) 846-5340

Print clearly with ballpoint pen
You are making three copies-PRESS HARD

DATE _____ TODAY

FR. SOPH. Student No. _____

Full Legal Name _____ JR. SR. Major _____
Last First Middle

Day Phone _____ Planned Date of Graduation _____

I (Check One)

A. Petition to substitute a graduation requirement, or

B. Other request concerning my academic record. (Must explain under II or attach documentation)

C. Notice of change of major - FROM _____ TO _____
MAJOR PREV ADVISOR MAJOR NEW ADVISOR
SIGNATURE SIGNATURE SIGNATURE SIGNATURE

II Detailed Explanation:

III

Advisor's Signature _____ Date _____ *DISPOSITION _____ Approved _____ Disapproved

Signature, Dean of the College _____

DATE _____

Student Signature Required _____

Copies First (White) - Registrar
Second (Yellow) - Advisor
Third (Pink) - Student

THE STUDENT IS RESPONSIBLE FOR COMPLETING ALL INFORMATION

5/96

Email. If a student informs you via email that they would like to change majors, as the current advisor, send an email to the Registrar indicating your advisees request to change majors. The suggested best practice is to **forward** the student's email to the Registrar's email box (registar@midway.edu) in the following format.

Step 1 – Change the subject line to -

FW: Change of Major - Student Name or ID#

Step 2 – Include the following in the body of the email –

Please change the Major of Student's Name

From: _____

To: _____

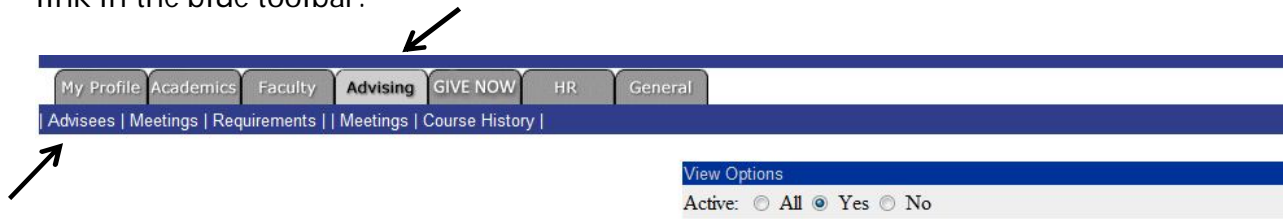
The Registrar will process the request and notify AA that the student needs a new advisor. Academic Affairs will then assign the student a new advisor or forward the information to the Division for advisor assignment.

REQUEST OF UPDATED TRANSCRIPT EVALUATION (TE)

Transcript evaluations should be updated by the advisor after each semester. Advisors will have a network folder that will include files for all of his or her advisees.

How to update a TE: The information needed to update a TE is available in CampusWeb. You can logon to CampusWeb through the portal on www.midway.edu by entering your employee ID number and password.

Find your advisees by clicking on the gray "Advising" tab, and then the "Advisees" link in the blue toolbar.



Your Advisees

ID Number	Name	Div	TT	Cohort	ACT	GPA	HRS
-----------	------	-----	----	--------	-----	-----	-----

Find the student you wish to update and select the dropdown menu on the far right in that student's row to choose "Student Course History." A full list of all courses on record is provided.

Con1	Type	Active	Hold	
	ADV1	Y	N	Go to: [dropdown]
	ADV1	Y	N	Go to: Advisee Detail
	ADV1	Y	N	Student Course History
	ADV1	Y	N	Meetings
	ADV1	Y	N	Advisors
	ADV1	Y	N	Student Schedule

Use the course history information to fill out/update the transcript evaluation. Each transfer student should have an initial TE on file that includes the accepted transfer courses. The equivalent Midway College course that should be used on the TE is the Course Number and associated course name listed in the **Requirement** Column. The requirement column indicates the course accepted by the Registrar as equivalent. If you have any questions about which requirement a course may fulfill, please contact the Registrar's office. The name of the course can be found by clicking on the Course Number labeled in blue.

MIDWAY COLLEGE
ACADEMIC ADVISOR'S HANDBOOK

Term	Course	Requirement	Hours	Q Pts	Grade	Status
2011-2012 Fall	BA 313 A S WMAIN Business&Organizational Communic		3.00	.0000		P
2011-2012 Fall	BA 331 A O ONLIN ONOBB Managerial Accounting	OM 331	3.00	.0000		P
2011-2012 Fall	CS 235 A S WMAIN Application Software	CS235	3.00	.0000		P
2011-2012 Fall	SM 220 A S WMAIN Budget and Finance in Sport	SM 220	3.00	.0000		P
2011-2012 Fall	SM 405 A S WMAIN Communication In Sport	SM 405	3.00	.0000		P
2010-2011 Fall	ART 101 A O ONLIN Art Appreciation and Experience	ART101	3.00	9.0000	B	H
2010-2011 Fall	BA 210 A S WMAIN Principles of Accounting I	BA210	3.00	6.0000	C	H
2010-2011 Fall	BA 330 A S WMAIN Principles of Management	BA330	3.00	6.0000	C	H
2010-2011 Fall	SM 320 A S WMAIN Legal Liability In Sport	SM 320	3.00	9.0000	B	H
2010-2011 Fall	SM 330 A S WMAIN Marketing In Sport	SM 330	3.00	6.0000	C	H

The Course History also provides the credit hours awarded for the course and the grade earned. The status column indicates if the student has completed (H), pre-registered (P), or currently taking (C) the course listed. The courses are listed in reverse chronological order starting with the most recent course at the top.

How to Save a TE: To save the TE, type your name at the bottom of the TE followed by “unofficial” (i.e. Your Name – Unofficial) indicating that the only official TE’s are signed by the Registrar. Also include the date you complete the TE after your name. Each time you update an evaluation, please be sure to save the changes in the Network Folder for your advisee. If an administrative assistant works with your student and updates the TE, the changes will also be saved to your advisee’s folder. Always check for the most recent TE in the advisee folder.

**** Please make each advisee aware that they should keep their own record of their progress.****

COMMUNICATE FINANCIAL AID ISSUES

Students often contact their advisor if they have the following issues:

- Lacking funds from financial aid for books
- Business Office Hold preventing Registration
- Attempting to Contact Financial Aid regarding applying for Financial Aid
- Attempting to Contact someone regarding letter about Financial Aid allotment
- Dropping or withdrawing from a course

All financial aid questions should be directed to the Financial Aid department at Financialaid@midway.edu or 859-846-5410, with the exception of dropping or withdrawing from a class. If a student has or is considering dropping a class without adding a replacement course, they should contact financial aid to determine if their financial aid will be affected.

If the student wishes to replace the course with the same number of credit hours, no communication to Financial Aid is required. Note that as their advisor your role is to advise the student on possible courses to take that are still available for that term.

If a student drops a course and does not pick up replacement hours for that term some funds may be required to be returned. The advisor should inform students that it is their responsibility to inform Financial Aid of drops. Drops that cause the student to change from full-time to part-time status should be communicated immediately to financial aid.

Note that if a student withdraws from a course their financial aid is not affected for that semester, but the withdraw could affect future eligibility for financial aid or enrollment in college depending on the number hours earned and GPA achieved for those hours.

COMMUNICATE ISSUES WITH INSTITUTION OR INSTRUCTOR

Students may contact their advisor if they have the following issues:

- Issue with instructor
- Grade dispute
- Grievance with Academic Affairs or Institution

These issues are often unique and should be handled professionally by requesting that the student take responsibility in addressing the issue.

When students have issues with an instructor they should be directed to use the following steps:

- Discuss the issue with the instructor and propose a reasonable solution for both parties
- Reflect continued unresolved issues in the instructor's evaluation completed at the end of the course
- Unresolved issues impacting the student's grade can be addressed through the Academic Grievance process.

When students have a grade dispute they should be directed to use the following steps:

- Discuss the discrepancy with the instructor with evidence of basis for dispute

If dispute not resolved with the instructor:

Contact the Division Chair and attempt to resolve the issue

Grade Grievances must be filed with the appropriate Dean **by the student** within **7 days** after the final grade is posted

The Grievance should include a detailed explanation including the basis for dispute

When students have an issue with Academic Affairs or the Institution as a whole, direct the students to the Deans or Student Affairs.

REQUEST TO REGISTER FOR CLASSES

Registering for classes in Campus Web is the student's responsibility. Review the procedures for Notice of Pre-Registration in the Advisor contact points to ensure proactive advising prior to registration deadlines.

A registration instructions handout is provided at that end of the Procedural Handbook for your reference and will be included in advising files available on the network. Please provide students with a copy of these instructions for their reference.

Note for Women's Day College-Women's Day College Students who need to take an evening or online course need a recommendation from the advisor and approval from the appropriate Dean in order to complete registration. The form below should be filled out by the student, signed by the advisor, and taken to Academic Affairs for approval. An email with the appropriate information sent by the advisor to Academic Affairs for approval and then forwarded to the Registrar will also complete the process. If approved, the Registrar will then enroll the student in the class.

**SCHEDULE WAIVER
-EVENING AND EXTENSION CLASSES ONLY-**

Office of the Registrar
MIDWAY COLLEGE
MIDWAY, KENTUCKY 40347
(859) 846-5728

Print clearly with ballpoint pen
You are making four copies - PRESS HARD

Students Full, Legal Name				Student ID Number	
I request permission to take the following course:					
Code	#	Course Title	Credit	Module/Sem.	Day
Fr _____	So _____	Jr _____	Sr _____	Major	Cum. GPA
Reason for requesting permission to take evening course:					
Student Signature		Recommended by Advisor (Signature)		Date	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Vice-President for Academic Affairs		Date	

ALL INFORMATION MUST BE COMPLETED BY THE STUDENT! RETURN TO THE REGISTRAR!

Copies: **White** - Registrar, **Canary** - Business Office

INQUIRE ABOUT REGISTRATION HOLDS

Students who are unable to register for classes using Campus Web may have a hold preventing registration. Students with holds will be able to search for courses on Campus Web but will not be given the "Add" option to the left of the course listed. There are several reasons a student may have a hold on their account. Depending on the type of hold the student should be directed to contact the appropriate party but in some cases a general message to contact their advisor will be given while trying to register.

Students may see the type of registration hold on their "Account" tab in CampusWeb. The list of registration holds are provided below to assist the student in determining the next step needed to clear the hold.

The following is a list of ALL types of holds at the college:

Can be overridden by the Registrar:

- OL = Online Maximum Hours
- OR = Orientation Assessment
- RG = Registrar's Hold
- SC = Admission Incomplete
- SG = Staff Grant
- SS = Standard Services Hold
- TE = Test Required
- TR = Missing Transcript

WS = Work Study
 XX = Do Not Hold
 AC = Academic Hold
 AD = Admissions Hold
 AV = Advisor Hold
 FA = Missing Financial Aid Documents

CANNOT be overridden by the Registrar:

BE = Business Office Hold
 BK = Business Office Hold
 BO = Business Office Account Issues
 WO = Business Office Hold
 PA = Pay Agreement
 PB = Previous Balance

AV - As an advisor, you have the ability to place an Advisor Hold (AV). This prevents students from registering for classes until you give them permission (usually after you meet with them about their upcoming semester).

To place an advising hold on a single student, follow the instructions below:

1. Enter CampusWeb through the portal on www.midway.edu by inputting your employee ID number and password.
2. Find your advisees by clicking on the gray "Advising" tab, and then the "Advisees" link in the blue toolbar.




Your Advisees

3. Select the student and use their dropdown menu on the far right to choose "Advisee Detail".

Maj1	Con1	Type	Active	Hold	
BUS		ADV1	Y	N	Go to: <input type="text"/>
SPORT		ADV1	Y	N	Advisee Detail <input type="text"/>
UNDEC		ADV1	Y	N	Go to: <input type="text"/>
SPORT		ADV1	Y	N	Go to: <input type="text"/>
BUS		ADV1	Y	N	Go to: <input type="text"/>
SPORT		ADV1	Y	N	Go to: <input type="text"/>
UNDEC		ADV1	Y	N	Go to: <input type="text"/>

4. Check the box for Registration Hold.

G	
Active	<input checked="" type="checkbox"/>
Registration Hold	<input type="checkbox"/>
Begin Date	<input type="text"/>
End Date	<input type="text"/>



The hold can be removed the same way. If you would like to place or remove holds for ALL advisees at once, please click on the links at the bottom of your Advisee list. They read:

- “Click here to set holds for all advisees assigned to you”
- “Click here to clear holds for all advisees assigned to you”

ADVISOR INITIATED CONTACT POINTS

NOTICE OF PRE-REGISTRATION

There are two main pre-registration periods each academic year:

- Early November for Spring Semester
- Mid-April for Summer and Fall Semesters

Academic Affairs gives information to faculty/advisors regarding specific dates before each registration period. It is the advisor's responsibility to relay this information to students.

Approximately two weeks before the pre-registration period, the advisor should email all students, giving the date and time registration opens. Included in this email should be a reminder to look over their updated transcript evaluation to ensure they sign up for the necessary courses. A request to meet with students prior to their registration is suggested and at this time an advising hold can be placed on advisees to ensure proper advising occurs prior to registration.

Advisors may also include the class registration instructions (previously mentioned in this handbook) at this time.

NOTICE OF DEAN'S LIST AND PROBATION

Advisors will receive an email from Academic Affairs informing them of their advisees who have either been named to the Dean's List or placed on Academic Probation. The advisee will receive notice of the probation from the appropriate Dean's office. The advisor should contact the advisee under both circumstances.

Advisees being named to the Dean's List should be adequately congratulated by their advisor. Advisees placed on academic probation should be contacted by the advisor to discuss the appropriate course load for the next semester. Students placed on academic probation cannot exceed 13 credit hours in the next semester or two modules. During that timeframe the student must show improvement in GPA and progress towards their degree to prevent academic and or financial aid suspension.

Included with this handbook are template letters that can be sent to the Dean's List advisees as well as the advisees who have been placed on academic probation. The letter can be adapted to email format.

NOTICE OF CHANGE IN PROGRAM OR COHORT OFFERINGS

Any changes in program, cohort, or course offerings will be relayed to the student by the respective Division.

If a student has any questions regarding these changes, please refer them to the Division administrative assistant.

NOTICE OF NEARING GRADUATION APPLICATION DEADLINE

A student approaching the completion of the graduation requirements within one to two semesters requires three actions that involve the advisor:

1. Verification of graduation requirements
2. Notification of Graduation Application deadline
3. Verification of courses required for graduation with available course offerings

To ensure advisees meet the graduation application deadline, advisors should keep updated transcript evaluations to identify and verify the students one to two semesters away from graduation. Once those students have been identified by the advisor they should be notified of the remaining courses required and the application deadline.

Advisors should ask the student to make sure the courses they need to graduate are on the schedule. Any courses not being offered in their final semesters for graduation should be communicated to appropriate division administrative assistant.

Students must file an application for degree with the Office of the Registrar. The applications are typically due to the Registrar for December and May graduates by the middle of the fall semester.

Students must complete the application form located at <http://www.midway.edu/academic-programs/registrar-office> . The form must be signed by the advisor signifying verification of graduation requirements and anticipated graduation date. The complete form must be submitted to the Business Office with payment of the \$100 graduation application fee. A template letter has been included with this handbook for this notification and request for degree requirement verification.

ADVISING ADMINISTRATION

ADVISING LOG

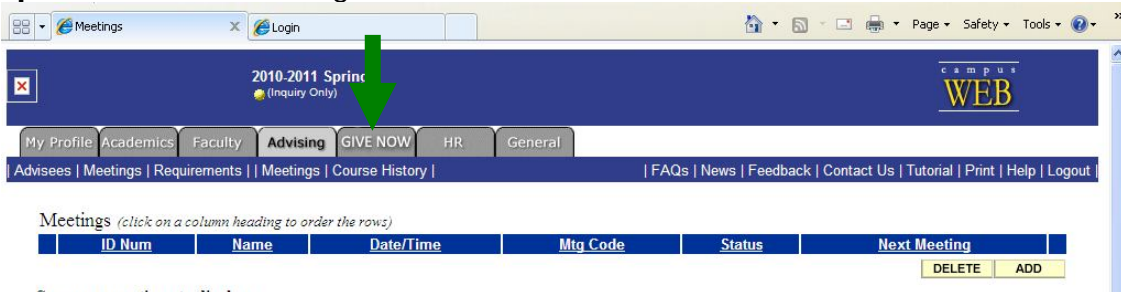
The advising log function within CampusWeb provides a tracking tool for advisee information, appointments, and tasks. It is recommended that all contact with advisees be logged in the system.

Items to log in the system:

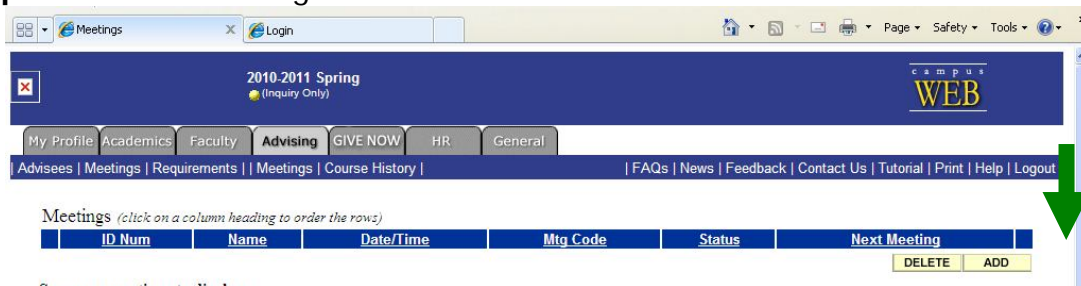
- Transcript evaluation review or update
- Phone call
- Meeting
- Email conversation
- Completed Form (i.e. add/drop, request for approval)
- Registrar inquiry
- Graduation advising (transcript evaluation and application)
- Notification of dropped course and action taken
- Notification of poor progress in course and action taken

To log contact with an advisee follow the steps below:

Step 1: Select the Advising Tab



Step 2: Add a contact log item.



Step 3: Enter the Meeting Detail

The screenshot shows a web form titled "Meeting Detail". It contains several input fields: "ID Num" with a dropdown menu showing "353642 - Adams, Melissa Ann"; "Date/Time" with a text box and a calendar icon; "Meeting Code" with a dropdown menu; "Status" with a dropdown menu; "Next Meeting" with a text box and a calendar icon; "Comments" with a text box; and "Notes" with a large text area. A yellow "ADD" button is located at the bottom right of the form.

ID Num – Select the advisee from the drop down menu.

This screenshot shows the "Meeting Detail" form with the "ID Num" dropdown menu open. The menu lists several advisee names and their IDs, such as "353642 - Adams, Melissa Ann", "341604 - Arnold, Bettina M", "370798 - Bailey, Courtney Brooke", "369698 - Baldwin, Laura Lynn", "53912 - Beckham, Jennifer Renee", "363164 - Black, Delmar Ann", "364184 - Brown, Merinda Kaye", "304607 - Burgess, Shannon Denise", "366038 - Burroughs, Jonathan Patrick", "365831 - Carroll, Krystal Rose", "370737 - Cottrell, Romonda Joe", and "316355 - Dixon, Susan L". A green arrow points to the dropdown menu.

Date/Time – Click the calendar icon to select date and time of contact.

This screenshot shows the "Meeting Detail" form with a green arrow pointing to the calendar icon next to the "Date/Time" field.

Select appropriate date and time and click "Finished"

This screenshot shows a date and time selection window. At the top, there are dropdown menus for the month ("NOV") and year ("2010"), followed by a "Go" button. Below this is a calendar grid for November 2010. The date "29" is highlighted in blue. At the bottom of the window, there are dropdown menus for the hour ("12"), minute ("00"), and period ("pm"), followed by a "Finished" button. Green arrows point to the calendar, the time dropdowns, and the "Finished" button.

Note: The month and year can be selected from the drop down at the top of the window and the time can be selected from the drop down menus at the bottom of the window.

Meeting Code – Select appropriate meeting code.

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ACADEMIC ADVISOR'S HANDBOOK

Meeting Detail	
ID Num	353642 - Adams, Melissa Ann
Date/Time	<input type="text"/> MM/DD/YYYY HH:MM am/pm
Meeting Code	<input type="text"/>
Status	AD06S - Advising Spring 2006-07
Next Meeting	AVGEN - Advise General Education AVGRD - Advise Graduation AVMAJ - Advise Major MISSD - Missed Advising Meeting
Comments	<input type="text"/>

Note: If appropriate meeting code is not available you may leave this blank.

Status – Indicate if the contact or action is complete or incomplete.

Meeting Detail	
ID Num	353642 - Adams, Melissa Ann
Date/Time	<input type="text"/> MM/DD/YYYY HH:MM am/pm
Meeting Code	<input type="text"/>
Status	<input type="text"/>
Next Meeting	C - Complete I - Incomplete
Comments	<input type="text"/>

Next Meeting – Select meeting date/time for next appointment if known.
Follow same procedures as Date/Time.

Comments – Describe contact purpose. The comment can be a brief statement regarding the purpose of the contact if not identified by the meeting code.

Notes – Provide brief summary of the meeting and/or actions taken.

Step 4 – Finalize the entry by clicking Add.

Meeting Detail	
ID Num	353642 - Adams, Melissa Ann
Date/Time	<input type="text"/> MM/DD/YYYY HH:MM am/pm
Meeting Code	<input type="text"/>
Status	<input type="text"/>
Next Meeting	<input type="text"/> MM/DD/YYYY HH:MM am/pm
Comments	<input type="text"/>
Notes	<input type="text"/>

ADD

Log Maintenance

To ensure effective use of the advising log please use the following two functions:

Order By: The log can be ordered based any of the column headings (i.e. ID, Name, Date/Time). To order by a column heading click the column heading.

2010-2011 Spring
(Inquiry Only)

My Profile | Academics | Faculty | **Advising** | GIVE NOW | HR | General

Advisees | **Meetings** | Requirements | Meetings | Course History | FAQs | News | Feedback | Contact Us | Tutorial | Print | Help | Logout

Meetings (click on a column heading to order the rows)

ID Num	Name	Date/Time	Mtg Code	Status	Next Meeting
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DELETE ADD

Sorry, no meetings to display

Delete: It is recommended that after each academic year the contents of the advisee log that have been completed be deleted from the log. To delete a log item click the box to the left of the item (green check will appear) and then click Delete.

2010-2011 Spring
(Inquiry Only)

My Profile | Academics | Faculty | **Advising** | GIVE NOW | HR | General

Advisees | Meetings | Requirements | Meetings | Course History | FAQs | News | Feedback | Contact Us | Tutorial | Print | Help | Logout

Meetings (click on a column heading to order the rows)

ID Num	Name	Date/Time	Mtg Code	Status	Next Meeting
<input checked="" type="checkbox"/>	383642 Adams, Melissa Ann.	11/29/2010 2:00 PM		C	TBA Detail/Notes

DELETE ADD

ADVISING FILE CONTENTS

The advisee files starts in admissions and should include copies of transcripts, official transfer credit transcript evaluation in PDF format (if transfer student), and any necessary information collected by admissions. Once the student file has been assigned to the advisor, the advisor should update the file as necessary with the following items:

- Updated transcript evaluation
- Copies of any important emails with a student
- Copies of any official advising forms (scanned, if applicable)

*Note: hard copies of all important registration/academic forms are kept by the Registrar's office.

KEY ACADEMIC POLICIES

A few key academic policies that may need to be reviewed with advisees during any of the above advising situations are listed below.

- Graduation requirements
 - Cumulative GPA 2.0 or higher

MIDWAY COLLEGE
ACADEMIC ADVISOR'S HANDBOOK

- Grade of "C" or higher in ENG 101, ENG 102, COM 205, and in at least six hours (two course) of either Critical Thinking, Arts and Humanities, or Social Science
 - 124 hours earned, of those 36 hours must be upper division (300-400 level)
- Residency requirement
 - Associates degree - 27 of the last 30 hours earned must be earned from Midway
 - Baccalaureate degree – 36 of the last 40 hours earned must be earned from Midway
- Reinstatement requirements
 - Students sitting out for one semester must re-enter under the newest catalog unless the reinstatement is granted by the appropriate Dean prior to re-admission.