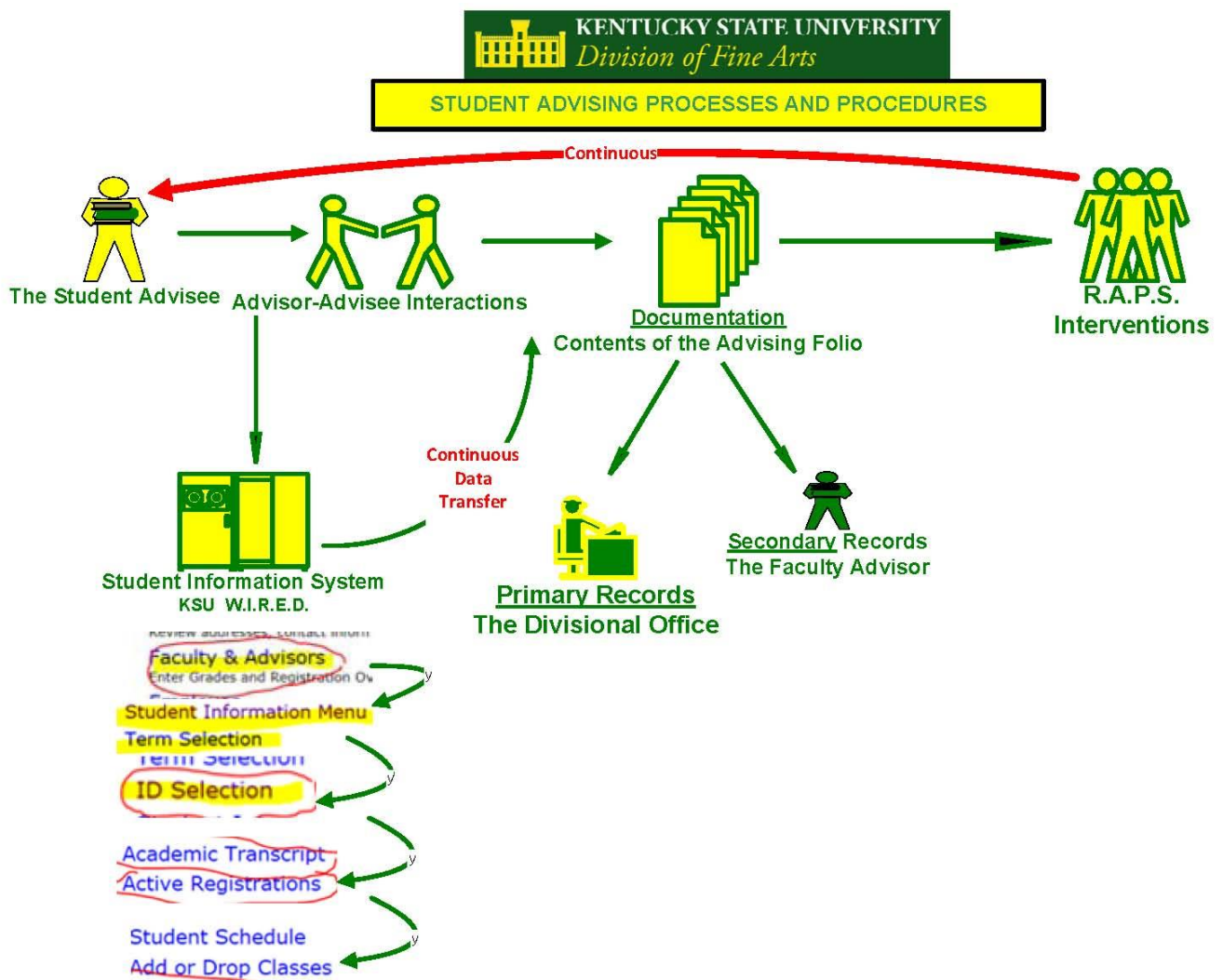


Student Advising Handbook

This primer is not intended to replace formal institutional policies or procedures. It is provided as an assistive device for maintaining the comprehensive advisement portfolio and for utilizing the various data portals necessary for effective student advisement.

Process Map: DOFA Student Advisement



The Student Advisee Folio

The initial and most critical requirement for the effective advisement of our students within the Fine Arts is the thorough understanding and maintenance of appropriate records, of the Student Advisee Folio. Individual folios are:

1. Officially maintained within the Divisional Office.
2. Reflect the most current academic and behavioral progress of each advisee
3. Reviewed and updated each semester.
4. Under the direct purview and responsibility of the assigned faculty advisor.

Following are the basic mandatory components of DOFA's Student Advisor Folio:

Student Name: _____

Advisor: _____

General Records:

Current and Updated Curriculum Guide Sheet

Records of Course Drop/Add Forms

Additional Formal Correspondence

Specialty Records:

Field Experience Verification Forms (Music Education only)

TEC Application with relevant Test Scores

Applied Music:

Applied Music Repertoire Forms for Each Active Semester

Applied Music Jury Forms for Each Active Semester

Applied Music Seminar/Laboratory Programs for Each Active Semester

Sophomore Applied Music Proficiency Examination Results from Each Adjudicator

Applied Music Recital Hearing Results from Each Adjudicator

Applied Music Recital Program

Terminal:

Rising Junior Verification

Application for Degree

Curriculum Ladders

Each advisee is advised and prescribed course enrollment consistent with the unit's and the institution's placement policies, as they respectively regard applied studies, music theory, math and reading. The former discipline specific placement criteria are adjudicated by the unit and its faculty; while the later categories are institutional requirements and placements. Nevertheless, advisors are accountable for implementing advising activities that are in accord with all of these placement criteria.

This process is advanced through the utilization of official Curriculum Ladders. Those ladders indicate a prescribed program of study, for each respective semester, and accommodates the ability of each student to complete degree requirement within a typical eight semesters. Factors that influence the eight semester standard are those associated with the placement prerequisites detailed above, as well the various factors that influence student persistence. Each faculty member is provided with electronic copies of all relevant curriculum ladders, to be maintained and utilized within this process. This includes, in addition to the mandatory **Student Advisee Folio** components detailed above, ensuring that student placements and curricular progress are appropriately notated and continually updated on individual ladders for each respective advisor, and on file within the Divisional Office.

Review of Academic Records

Faculty advisors have direct access to various portals that will allow the survey of individual advisee academic records. Following are several of those portals with instructions for direct access:

W.I.R.E.D. (or Banner Self-Service)

Most of the records required for the effective survey of student academic records will be directly available to faculty members through the WIRED portal. Remember that:

- The User ID is your KSU your faculty id number.

- The initial PIN is your birthday in the format of mmddyy. yy is the last 2 digits of the birth year; for example, a birth date of February 3, 1991 would be entered as 020391.

If you cannot log in, please contact the IT help desk at (502) 597-7000, helpdesk@kysu.edu or www.kysu.edu/helpdesk.

- Note: It is extremely important that you change all PIN's or passwords after you first log in.

Once you are logged into the system:

1. Select the Advisor role:

Thanks,
Office of Vice President Finance & Administration
Bursar's Office

[Personal Information](#)
Review addresses, contact information or marital status; review name or social security number; Change your

[Faculty & Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Employee](#)
Enter hours on Time Sheets; Request Time off; View your benefits information; View your leave history or bala transfers; Query budget & encumbrance data; Approve Documents; View Document details and more.

[WebCT.com, The e-Learning Hub](#)
Find online help, research tools, discussions, and more!

2. Select the desired term, and THEN select the student information menu

Faculty and Advisors

- 2 [Student Information Menu](#)
- 1 [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Midterm Grades](#)

3. If you do not know, SEARCH the data base by Student ID or NAME.

Student Information

[Term Selection](#)

[ID Selection](#)

[Student Information](#)

[Student Address and Phones](#)

[Student E-mail Address](#)

[Student Schedule](#)

[Add or Drop Classes](#)

[Academic Transcript](#)

[Active Registrations](#)

[Registration History](#)

[Advisee Listing](#)

[View Test Scores](#)

[View Holds](#)

[Concise Student Schedule](#)

[Student Week at a Glance](#)

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:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

4. Once determined, review the students comprehensive transcript, current registrations or any of the following data:

Student Information

- Term Selection
- ID Selection
- Student Information
- Student Address and Phones
- Student E-mail Address
- Student Schedule
- Add or Drop Classes
- Academic Transcript
- Active Registrations
- Registration History
- Advisee Listing
- View Test Scores
- View Holds
- Concise Student Schedule
- Student Week at a Glance

RELEASE: 8.7

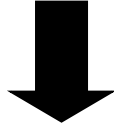
Please note that some of these data will be only available to you as the officially assigned Advisor of Record, and it is critical that the registrar has appropriately identified you as such. Please contact the chairperson if that is not the case.

5. Review the data and transfer pertinent academic data to the student's individual Advising Curriculum Ladder form.

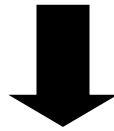
INSTITUTION CREDIT -Top-								
Term: Fall 2011								
College:		Kentucky State						
Major:		Undeclared						
Student Type:		Continuing						
Academic Standing:		Good Standing						
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and Dates
ENG	101	North	UG	English Comp I	B	3.000	9.000	
VAT	111	North	UG	Contemporary Mathematics	C	3.000	6.000	
VUA	161	North	UG	Major Applied I/Lab	B	1.000	3.000	
VUP	386	North	UG	Concert Choir	A	1.000	4.000	
VUS	099	North	UG	Fundamentals of Music	B	3.000	9.000	
VUS	103	North	UG	Freshman Orientation in Music	A	3.000	12.000	
PHE	125	North	UG	Team Sports I	B	1.000	3.000	

6. Follow these same steps to perform any of the required advisor actions, e.g., Student Registration.

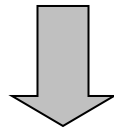
Student Advisement Flow and Recommendations



Entering Freshman and Transfer Students



Assignment of Advisor



Gateway Mechanisms

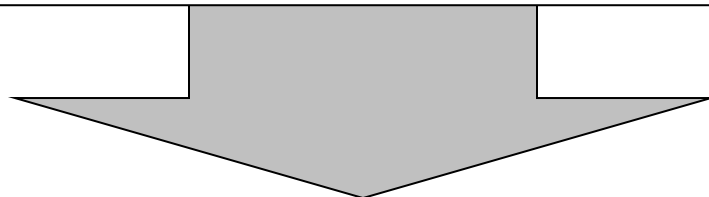
Contact Mechanisms and Strategies

Initial Conference: When, How, Results

Secondary Conference: When, How, Results

Continuous Conferencing: When, How, Results

(Telephone, E-mail, etc.)



Assurances

Initial Conference:

Secondary Conference:

Continuous Conferencing:

(Telephone, E-mail, etc.)

