

APRIL 30,
2009

Registrar's Updates!

The Advising Alert

2008 - 09

SPECIAL POINTS OF INTEREST:

***Advising Discussion
—Brown Bag**

***Did You Know?
New Advising Info**

***Registrar's Up-
dates—Highlights for
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***Feeling Green?
Greener Advising:
What You Can Do**

Advising Discussion—Brown Bag

Would you like to engage in discussion about changes related to Executive Order (EO) 1037 and how these changes will affect your advising? Do you need to know more about how SJSU plans to assure that all new students meet with an advisor for long term planning in their first two semesters at SJSU? Did you know that starting Fall 2009, SJSU's longstanding policy that all new students meet with an advisor within their first two semesters will be enforced? Do you need a forum to process and discuss

this new information?

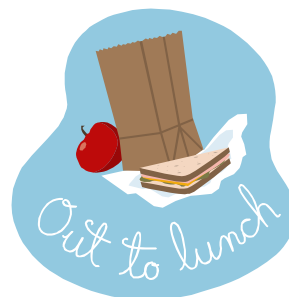
If you answered "yes" to any of the above questions, then come to the Advisor Discussion Brown Bag meeting on Tuesday, May 12, 2009 from 12:00 - 1:30 p.m. in the Engineering building room 285/287.

In this meeting, Dr. Stephen

Branz, Associate Dean, Curriculum and Director of General Education will review highlights of EO 1037 and Cindy Kato, Director of Academic Advising and Retention Services will discuss SJSU's most recent measures to promote student success.

Bring your lunch and get ready to learn and discuss the policy changes!

If you can't make it to the Brown Bag, there will opportunities for future discussion.



Did you know? New Advising Info

Advising Alert Archives Online

Have you missed any of the *Advising Alert* newsletters? Have you "accidentally" deleted one from your email, only to realize that you needed to reference it later? If so, never fear; the archived *Advising Alerts* are now posted on the Advising Hub. Simply go into the *For Advisors* section and under the *Advising Resources* heading, you will find *Newsletter Archive*. The newsletters will be posted there for your future reference. http://www.sjsu.edu/advising/for_advisors/newsletters/index.htm

Summer Students Will be Disqualified

"Beginning Summer 2009, the Registrar's Office will disqualify students at the end of the summer semester. Students who are on probation or continued probation status will be messaged on MySJSU about the process to run at the end of the term if they enroll in Summer 2009 classes and earned grades fall below the GPA threshold for disqualification."

http://www.sjsu.edu/registrar/docs/Academic_Standing_Workshop.pdf

Registrar's Updates –

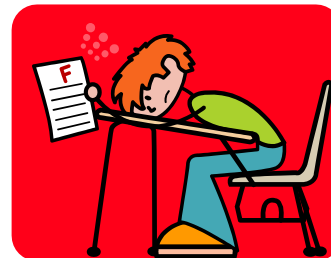
Advising Highlights for Undergraduates

Did you attend the Registrar's Office workshops about academic standing, grading and reinstatement? The workshops were a great opportunity to learn about the many upcoming policy changes. Most of the changes were related to Executive Order (EO) 1037, but in the process of explaining the updates, some of the older policies were briefly reviewed. Additionally, presenters Marian Sofish (Registrar) and Joni Talley (Associate Registrar) answered advisors' questions throughout the presentations, further clarifying the topics at hand.

If you did not attend a workshop or if you need a refresher, you should visit the Registrar's online Powerpoint presentation at http://www.sjsu.edu/registrar/docs/Academic_Standing_Workshop.pdf. Below, you will find highlights from the presentation related to Course Repeats, Withdrawals, Unauthorized Withdrawals and Incompletes.

Course Repeats

1. Currently, the term "academic renewal" refers to the repetition of courses for grade forgiveness. Beginning in Fall 2009, this process will be known as "repeat for grade forgiveness". Additionally, the term "Disregard of Previous Semesters' Work" currently refers to the removal of previous term(s) work from degree consideration through a specific petition process. Beginning in Fall 2009, this process will be known as "Academic Renewal".
2. Undergraduates and post-baccalaureate students will be able to seek grade forgiveness (the updated term for academic renewal) for up to 16 units. They may forgive up to 9 lower division units and up to 9 upper division units.
3. Grade forgiveness will be an automatic process that begins once the student registers for an eligible class. However, prior to the census date, the student may petition NOT to have a repeated course count toward grade forgiveness.
4. Undergraduates and post-baccalaureate students may repeat up to 28 units for grade averaging. These units include the allowable 16 grade forgiveness units, plus up to 12 more to be averaged.

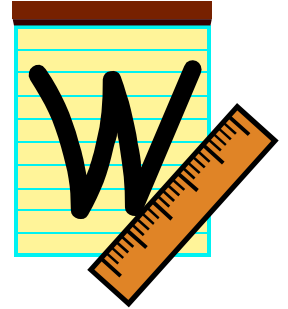


Unauthorized Withdrawals (WU)

The WU is assigned when a student does not officially drop or withdraw from a class, but stops attending the class or otherwise fails to complete the course requirements. The WU grade is equivalent to an F grade in the GPA calculations. An update to PeopleSoft will allow instructors to report the last known date of attendance by the student for future reference, if needed.

Withdrawals

1. Undergraduates may withdraw from no more than 18 semester units at SJSU. This unit limit will be enforced by PeopleSoft, which will prevent the withdrawal from additional units. A warning message about the unit limits will be built into the PeopleSoft system.
2. Withdrawals will not be permitted after the last 20% of instruction, except when there is a documented serious and compelling reason beyond the student's control, such as a serious accident or hospitalization. In such cases, the withdrawals must be approved by the instructor, the department chair and/or the dean. Under these circumstances, withdrawals will not count toward the 18 maximum allowable units.
3. Two categories of withdrawals will be indicated differently on the official transcript and unofficial transcript. A "WA" will be assigned for withdrawals due to serious and compelling reasons during the first 80% of the semester. A "WB" will be used for serious and compelling reasons that are beyond the student's control (such as with a serious accident or hospitalization) and will not count toward the 18 maximum allowable withdrawal units. The "WB" will be assigned for withdrawals granted at any time during the term or retroactively after the term ends. The "WA" and "WB" will only be seen on the unofficial transcript. Regardless of the type of withdrawal, the official transcript will only show "W", indicating that the class was dropped after the drop deadline.

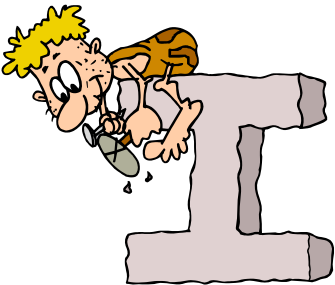


Incompletes (I)

Students sometimes do not understand that once they are assigned an Incomplete (I) grade for a class, they must earn a final grade by completing the course, rather than by re-registering for a new section of the same course. Therefore, PeopleSoft has three proposed processes to address the issue:

1. PeopleSoft will prevent students from re-enrolling in incomplete courses.
2. The Registrar anticipates a future PeopleSoft modification that will allow professors to create and post contracts when assigning an "I". That is, the modification will allow professors to save contracts they have with students to clear the "I" grades. If a professor becomes unavailable, the department chair will have access to the professor's agreement with the student regarding the terms for assigning a final grade.
3. The Registrar also anticipates a change to PeopleSoft that will allow instructors to assign temporary grades to students who will be given an "I". The temporary grade will be in a field hidden from students. This grade will allow professors to assign a grade that a student will receive if the student does not complete the "I" after one year. In such circumstances, if the "I" lapses, the temporary grade will automatically become the final grade.

These enhancements will be developed later than the Fall 2009 term. Any exceptions to the new policies must be made manually by the Registrar's office.



Feeling Green? Greener Advising: What You Can Do

Look around your office. Go ahead. What do you see? I'll bet you see lots of paper. If you are like many advisors, your work space is filled with degree audits, memos, policies, files, and folders. Dr. Eugene Cordero, Associate Professor in Meteorology, recently made a presentation at the Student Affairs Division Meeting in which he discussed the carbon footprint of the foods we eat, and how that footprint impacts global warming. This topic led to some discussion among Student Affairs professionals about how advisors can decrease their carbon footprint while performing their advising duties. That is, how can we, as advisors, execute our duties in a greener and more environmentally friendly way?

Dr. Cordero suggests advisors use less paper and less energy (for example, hibernating computers while away from them). Here are other ideas for actions you can take to minimize your carbon footprint:

1. Be careful in your printing. On at least one occasion, we have all printed documents and realized that something was incorrect that we could have easily caught by using the "print preview" feature

on our computers. Therefore, before printing, you can do a "print preview" to prevent yourself from making obvious mistakes.

2. Use both sides of your papers before discarding them. In fact, you can make a note pad by halving papers that have been used only on one side. Staple the papers in one corner and *viola!* Of course, you should appropriately handle papers that contain confidential information.
3. If possible, turn off your lights, computers and other office equipment when you leave your office.
4. Be a good role model. Dr. Cordero recommends advisors let students know that you are using home-made note pads not because of budget reasons, but because you are doing your best to go green.

We can all get involved with measures to go green. The more exposure all members of our campus community (including students, staff, faculty, and visitors) have to intentional measures to combat global warming, the more likely SJSU will make a real difference.



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