

Fall 2010 SU Faculty Advising Newsletter

Fall '10 Semester

Registrar's Office
41 Temple Street
Boston, MA 01864
(p) 617-573-8430
(f) 617-573-8703
(w) <http://www.suffolk.edu>



Fall 2010 Registration Dates:

- | | |
|--------------------------------------|----------------------------|
| Advising for 2010 Fall Registration: | • Begins Monday, March 8th |
| CAS Graduate Student Registration: | • Thursday, March 25th |
| SBS Graduate Student Registration: | • Friday, March 26th |
| Senior Priority Registration: | • Monday, March 29th |
| Junior Priority Registration: | • Tuesday, March 30th |
| Sophomore Priority Registration: | • Wednesday, March 31st |
| Freshman Priority Registration: | • Thursday, April 1st |

A Good Advising Session

Submitted by David Gallant, Director, CAS Undergraduate Advising Center

Please consider the following guide to good advising as you meet with students over the course of the advising period:

- Include open ended questions, such as "Have you been experiencing any problems in your classes?" "Are you feeling generally happy this semester?"
- Assist with program planning to ensure that degree requirements are met.
- Discuss special University opportunities, such as International Study, Co-op.
- Assist students with career planning and discuss long term goals.
- Discuss Campus support services (e.g. Ballotti Learning Center, Career Services, Writing Skills Center, etc.)

Certainly visit our website: (<http://www.suffolk.edu/college/18492.html>) for useful information about the academic advising process and goals of CAS Undergraduate Advising, in addition to updated information on a variety of resources including the core curriculum

and Cultural Diversity, Non-laboratory Science and Expanded Classroom Requirement offerings.

We are available at anytime via email, phone or office visit. Please do not hesitate to give us a call about the advising processes you encounter.

**CAS Office of Undergraduate Advising
Fenton 104
email, David Gallant, Director,
dgallant@suffolk.edu or 617.305.1971**

Online 2010-2011 Catalog

The 2010-2011 online catalog will be available for advising beginning Monday, March 8. The online catalog is the most up-to-date source of information on courses, major/minor requirements and policies and procedures. You can access the online catalog by visiting www.suffolk.edu and selecting "Academic Catalogs" from the link at the bottom of the page.

This year we will be publishing a limited number of printed catalogs in support of the University's sustainability efforts. The printed catalogs will only be available for staff/faculty as needed and will not be distributed to students. Please direct students to the online catalog to help support Suffolk's efforts in going green!!

To learn more about Suffolk's sustainability plan, please visit <http://www.suffolk.edu/offices/16816.html>



Advisors:

How to view Student Program Evaluations and Unofficial Transcripts through MySuffolk.

- 1) Log in to MySuffolk at www.suffolk.edu/mysuffolk
- 2) Click on the **Faculty** tab
- 3) Click on **Faculty Information**
- 4) Click on **My Advisees** and **Select Term**
- 5) Find the student whose information you wish to view and use the drop down menu under **Action**
- 6) For **TRAN**, select **UG** or **GR**
- 7) For **EVAl**, check the box next to the student's **Active Program**
- 8) Click **Submit**

Need to contact your advisee?

Information regarding student phone number, academic program, degree, advisor, and email address is available to advisors through MySuffolk

- Click the **Faculty** tab
- Click **Faculty Information**
- Click **My Advisees**
- Select term and click **Submit**
- Find student, use drop down menu under **Action**, and select **Student Profile**
- Click **Submit**

Communicating with the Registrar's Office:

When communicating requests for registration **exceptions and overrides, waivers and substitutions, graduation approvals and course section offerings**, please remember to use the below email accounts. This system has helped expedite and manage requests in a more timely fashion. If you have questions or concerns, please contact our office.

Registration Exceptions & Overrides:

Prerequisites, caps, instructor permission, etc.

reg@suffolk.edu

Waivers and Substitution:

Graduation Approvals:

eval@suffolk.edu

Course Section Offerings:

Course Creation/Cancellations, Section Creations/Changes

sections@suffolk.edu

MySuffolk/Portal: www.suffolk.edu/mysuffolk

Logging On to MySuffolk for FACULTY:

- Access your Faculty account through MySuffolk at www.suffolk.edu/mysuffolk.
- Click on the **Login** at the top right of the screen and follow login instructions on screen for assistance.
- Click on the **Faculty tab**.
- Select **from Faculty Information** on the left side of the screen. When using any of these options to get information you will be prompted for the term.

Other options available to you at MySuffolk include class rosters with photos (can only be viewed from on-campus pc's), list of advisees, program evaluations, and class schedule including final exams.

If you need assistance with login, contact the University Help Desk at: helpdesk@suffolk.edu or at 617-557-2000

Enhancements to MySuffolk include:

- **Search by course type—students and faculty can search for courses that fulfill the below requirements:**
 - Cultural Diversity (A, B, BFA, & Transfer curriculum)
 - ECR
 - MBA
 - Hum and History
 - Natural Science
 - Quantitative Reasoning
 - Social Science
- Students may check who is their Assigned Advisor
- Students may check “Holds” that will prevent registering.

Registration Advisor Approval

RA Codes for Students:

RA codes need to be entered for **each term**. Please be mindful that students may have multiple codes for previous terms.

All undergraduate **SBS** and **CAS MAJORS** are required to receive advisor approval prior to registration. .

1. At the Menu type in **PERC** (Person Restriction Codes)
2. Enter the **Student's ID#** (or Last Name, First Name)
3. Page down to the next blank line
4. Type in RA at the Restriction look-up line.
5. Update out of the record

Alerts When It Is No Longer Early

Submitted by Mike Dickinson, Director, Ballotti Learning Center

What should an advisor or a professor do if there are concerns about a student after the Early Alert deadline has passed? If you have a concern about a student as the semester progresses, you can always refer a student to an academic coach in the **Ballotti Learning Center**. Academic coaches work individually with students to assess needs, set goals, and develop an action plan. Simply call the BLC at **617-573-8235** or use the online referral form available on the 'Faculty Services' page of the BLC web site, www.suffolk.edu/ballotti.

Summer 2010

*Advising and registration for Summer I and II is ongoing.