

Spring/Summer 2010 SU Faculty Advising Newsletter

Fall 09 Semester

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



Spring/Summer 2010 Registration Dates:

- | | |
|---|-------------------------------|
| Advising for 2010 Spring/Summer Registration: | • Begins Monday, October 19th |
| CAS Graduate Student Registration: | • Thursday, November 5th |
| SBS Graduate Student Registration: | • Friday, November 6th |
| Senior Priority Registration: | • Monday, November 9th |
| Junior Priority Registration: | • Tuesday, November 10th |
| Sophomore Priority Registration: | • Thursday, November 12th |
| Freshman Priority Registration: | • Friday, November 13th |

“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 and beyond:

1. Includes some open ended questions in which the faculty advisor gives an opportunity for a student to raise any problems. Some examples of open-ended questions include: How are you today? Are your classes going well? Have you been experiencing any problems in your classes? Are you feeling generally happy this semester? Are there any problems giving you trouble this semester? A good advisor will help students resolve any problems raised by these questions – either by offering advice or by referring students to others for help.

2. Assists students in program planning – helping them select courses for a particular semester and also in developing plans for future semesters. Insures each advisee is fully aware of all degree requirements and plans a schedule accordingly. Checks that students meet all core, divisional, major and minor requirements.

3. Includes discussion of special

University opportunities, such as International Study, Co-op.

4. Helps students with career planning and, if appropriate, offers advice on graduate schools and other post-graduation opportunities. Makes sure that the program of study selected at Suffolk matches long range educational and career plans.

5. Makes students aware of the support services available to them (e.g., Ballotti Learning Center, Career Services and Cooperative Education, Writing Skills Center, Library, University Media Services, Health Services, etc.) and insures that they know how to access those services. When it is determined that a referral is in order, the advisor should: A) Help the student understand why the referral is being made. B) Explain what kind of service is offered and what the student should expect from the referral service.

Certainly visit our website 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.

<http://www.suffolk.edu/college/18492.html>

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

International Student Update:

submitted by Stephanie McCormick, CIE

Faculty asking students to do work outside of the classroom, even if that work is unpaid, should direct international students to Stephanie McCormick, Director of Internationalization Services, 617.573.8154, oia@suffolk.edu. International students need to get permission from the CIE to allow them to do to this kind of work. It is a very simple process, but it must be done to avoid possible visa problems. This includes all forms of work that provide a service to a client, even if unpaid, such as tutoring, service learning, consulting, etc. Please be aware if the "Study Away" option or the "Study Tour" option is chosen, international students need to visit the Office of Immigration Advising as soon as possible because there are visa issues that need to be addressed.

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

section@suffolk.edu

Campus Cruiser/Portal: www.suffolk.edu/campuscruiser

Logging On to SAIL FACULTY:

- Access your SAIL Faculty account through Campus Cruiser at www.suffolk.edu/campuscruiser.
- Click on the **Log In** at the top right of the screen and follow login instructions on screen for assistance.
- Click on **SAIL Faculty**.
- 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 SAIL 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 SAIL 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 Social Security Number 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

FERPA

In accordance with the provisions of the **Family Education Rights and Privacy Act**, Suffolk University has adopted the regulations shown below to protect the privacy rights to its students.

Suffolk University shall consider as “**Directory Information**” subject to public disclosure the following items: name, email address, enrollment status, dates of attendance, major, minor, degrees, graduation honors, academic honors, awards received and graduation date. All other student information will not be released to students, parents, or outside agencies unless accompanied by a written release of information from the student.

Students may request that “directory” information not be released to any person by completing a “**Request to prevent disclosure of directory information**” form which are available in the Registrar's Office.