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Auburn University Undergraduate Advising Manual



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Auburn University Advising Manual

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Advising Overview

Advisors at Auburn University

College/School Advisors are responsible for advising all students in all majors of a particular College or School.

Academic Counseling and Advising Center advisors are responsible for the academic advising of students who are in academic jeopardy or who are ineligible to progress in their current major. Students must be recommended by their native College or School before they can utilize the Academic Counseling and Advising Center services.

Honors College advisors are responsible for advising Honors students concerning the Honors College requirements. The advisors do not advise students on requirements for their particular academic major.

Departmental Advisors are responsible for advising all the students in a particular department. They specialize in one department of a college or school.

Faculty Advisors are full-time faculty members with a teaching load who are also responsible for advising students in their particular area of specialization.

Peer Advisors are specially trained undergraduate students who assist the advising offices in some colleges with the responsibility of advising their fellow students. Their responsibilities vary.

Tiger Advisors are specially trained undergraduate students who provide general academic information to other undergraduate students through the Tiger Advisor@ The Library program.

Purpose of Academic Advising

The Auburn University Advisors and Counselors Caucus and the Academic Associate Deans have approved the following Mission Statement for undergraduate academic advising:

Academic advising at Auburn University is a student-centered, collaborative process which engages students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process intended to promote academic, personal, and professional development, while considering diverse interests, abilities, and goals. It is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.

In other words, advising, in its broadest sense, is the continuing conversation between advisor and advisee that centers on academic matters, career plans, clarification of goals, information on internships, additional educational opportunities, and other related topics. In this conversation, the advisor serves as a guide and mentor, drawing upon other campus resources for assistance with this responsibility.

One important part of this type of advising includes the planning of an academic program and the keeping of accurate records of the student's progress towards completion of that program. It is important, therefore, that academic advisors and faculty advisors be familiar with both the core requirements and the major requirements for their units. The Auburn University Bulletin, curriculum models, and experienced advisors are valuable resources.

Advising Outcomes

Concurrent with the approval of the advising mission statement quoted above, the following advising student outcomes were developed and form the foundation of ongoing advising assessment efforts at Auburn:

Student Advisement Outcomes, derived from the Mission Statement

- a. Students will understand their responsibility in developing their academic plans and career choices.
- b. Students will view their advisors as well-informed and supportive partners in the development of their academic and career plans.
- c. Students will view their advisors as individuals who will refer them to other sources of information.
- d. Students will understand the AU academic policies that govern their academic progress.
- e. Students will understand how to obtain academic information.
- f. Students will understand requirements to make progress towards completing their degree program.
- g. Students will complete their registration for the next semester in a timely manner.
- h. Students will understand the student services available to support student success.
- i. Students will understand how alternative career plans may affect academic plans.

Advisors' Responsibilities

Faculty and academic staff who serve as advisors are responsible for:

- providing accurate and timely information about institutional policies, procedures, resources and programs consistent with the needs and characteristics of their advisees
- making advising readily available
- maintaining necessary files on advisees for monitoring progress toward student's educational goals, including maintaining electronic notes of advising meetings with their advisees
- conveying information on academic requirements, policies, and procedures
- assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities
- helping the student
 - examine course offerings in the major and relate these to courses in the student's broader field of study and career plan
 - understand the graduation requirements for the chosen curriculum
- tailoring the advising approach to individual students and making referrals appropriate to their needs and interests
- being responsive to discussions of student's personal values and goals as they relate to academic and career-related needs
- being sensitive to issues relating to the student's retention at Auburn University, and making appropriate referrals when necessary/possible

Goals for Academic Advising

Academic advising at Auburn University has the potential to be a powerful educational intervention impacting student persistence and success. While the ultimate responsibility for making decisions about goals and educational plans rests with the student, the advisor facilitates the student's decision-making process and

helps identify and assess alternatives and consequences of decisions. Because this decision-making process is vital for the student's success at the university, those involved in advising must be properly developed, recognized, supported and evaluated.

The primary purpose of academic advising is to assist students in the development of meaningful educational plans compatible with their goals, focusing on the following activities:

- assisting students in developing and evaluating an educational plan and progress toward life goals and objectives
- assisting students in
 - decision-making skills that pertain to educational, career and personal goals
 - accessing campus and community resources that will enhance educational success
 - self-understanding of abilities, interests, aptitudes and limitations
- providing accurate and timely information about institutional policies, procedures, resources and programs

Academic Advising Effectiveness

Effective academic advisors:

- recognize that academic advising is an extension of the teaching/learning process
- engage in academic advising that develops a student's ownership of their overall academic success rather than just semester course scheduling
- are available and in contact with advisees often, during registration periods and during other times throughout the academic year
- monitor student progress and suggest appropriate correction or re-evaluation of academic goals
- invest time in learning how to assist students with academic, career and personal decisions that will lead to student success
- learn about University policies, programs and procedures that will contribute to student success
- convey this information to students and make appropriate referrals when needed
- stay current with all policy changes and new information pertaining to students' academic decisions and success

Family Rights and Privacy Act (FERPA)

Definition of Law

The Family Rights and Privacy Act of 1974 (also known as the Buckley Amendment) is a Federal law that protects the privacy and accuracy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

As such, FERPA grants the following rights to eligible students:

1. The right to inspect and review their educational records maintained by the school.

Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.

2. The right to request the amendment of inaccurate or otherwise inappropriate educational records.

If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. The right to consent to disclosure of certain portions of their educational records.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information see: Policy on the Confidentiality of Student Records

[https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyontheConfidentialityofStudentRecords\(FERPA\).pdf](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyontheConfidentialityofStudentRecords(FERPA).pdf)

University Grade System

Grade Definitions

Final passing grades

A, superior

B, good

C, acceptable

D, passing (except in English Composition course work and other specific courses by college)

S, satisfactory

Grades of SA and SN may be assigned in certain specialized classes in which progress to the next level of a program depends on performance in the class. In such cases, a grade of SA in a particular course may be required for advancement. A grade of SN will give the student appropriate earned credit, but will not allow the student to advance in that program.

Final failing grades

- F, failure
 - FA, failure for excessive absences
 - U, unsatisfactory
 - WF, officially dropped with permission of the student’s dean but failing at time of withdrawal
- “F”, “FA”, and “WF” grades are calculated into the GPA as “F” grades

Other final grades

- W, withdrawal (See ‘Drop Policy’ section of this Manual for additional information)
- IN, incomplete
- NR, no grade reported

For more information see: Auburn University Bulletin; Grades
<http://bulletin.auburn.edu/undergraduate/generalintroduction/academicpolicies/grades/>

How to Calculate GPA

From the Auburn University Bulletin:

A 4.0 grade scale is used at Auburn University. An A equals 4.0; B, 3.0; C, 2.0; D, 1.0; and F equals 0.0. Only course work attempted at Auburn University is used in determining the grade point average and continuation- in-residence requirements.

S and U grades do not enter into grade-point computations.

GPA = quality points ÷ the number of hours attempted for a letter grade

4-hour class	3-hour class	2-hour class	1-hour class
A = 16 quality points	A = 12 quality points	A = 8 quality points	A = 4 quality points
B = 12 quality points	B = 9 quality points	B = 6 quality points	B = 3 quality points
C = 8 quality points	C = 6 quality points	C = 4 quality points	C = 2 quality points
D = 4 quality points	D = 3 quality points	D = 2 quality points	D = 1 quality points
F = 0 quality points	F = 0 quality points	F = 0 quality points	F = 0 quality points

Sample GPA Calculation:

- ‘A’ in 3-hour MATH 1000 = 12 quality points
- ‘B’ in 2-hour COMP 1000 = 6 quality points
- ‘B’ in 3-hour ENGL 1100 = 9 quality points
- ‘A’ in 4-hour BIOL 1000 = 16 quality points
- ‘A’ in 1-hour UNIV 1050 = 4 quality points
- ‘S’ in 1-hour BUSI 1010 = quality points not applicable

GPA = 47 ÷ 13 = 3.615

S/U grading option

A junior or senior with a minimum overall grade point average of 2.5 on at least 20 hours of credit earned at Auburn University may elect any course to be graded on the S-U option, except for courses required in the Core Curriculum or for required courses as defined by the student's curriculum. A total of 12 S-U credits may be earned at the rate of one course per term. Students will receive credit toward a degree for these courses, provided credit is normally accepted in their curricula for these courses. U grades are not counted towards a student's GPA.

A graduate student may enroll in undergraduate courses, except for 6000-level courses taken for graduate credit, under the S-U option on the major professor's recommendation.

Students are not permitted to change from S-U grading to conventional grading or vice versa after the 15th class day.

For more information see: Auburn University Bulletin; Grades

<http://bulletin.auburn.edu/undergraduate/generalintroduction/academicpolicies/grades/>

Request for Permission to Schedule Satisfactory/Unsatisfactory Option form can be found at

http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html

Completed forms should be sent to the Registrar's Office, 100 Mary Martin Hall

Auditing a Course

Auditing of courses is restricted, but when faculty and facilities are available, individuals who do not seek admission for course credit may audit a lecture course or the lecture portion of a course upon approval by the Admissions Office (new students only), the dean and the head of the department offering the course. Although listed on class rolls, auditors are not required to take part in classroom discussions, tests, examinations, or reports, and they receive no grade or credit; however, students who attend the audited course rarely or not at all will have non-attendance of the course indicated on their records. A student enrolled in other courses for credit will be granted permission to audit a course only on the approval of the dean and the head of the department of the course involved.

Students may not change from audit to credit after classes begin, but may change from credit to audit within the first four weeks of classes (seven class days in any summer session).

No refund of fees will be made except for changes made during the first three weeks of classes in accordance with University policy.

For more information see: Admission of Auditors

<http://bulletin.auburn.edu/undergraduate/generalintroduction/academicpolicies/policiesandproceduresforadmissions/>

Request for Permission to Audit a Course form can be found at

<https://fp.auburn.edu/registrar/forms/audit.pdf>

Completed forms should be sent to the Registrar's Office, 100 Mary Martin Hall.

Repeating Course Work

No student may repeat a course for credit in which the student has previously earned a grade of A, B, or C without written permission by the student's academic dean. Courses specifically designated as repeatable in the Auburn University Bulletin are exempt from this regulation. Students may repeat courses in which they earn a grade of D or F. Grades and hours for both attempts will be included in the calculation of the GPA unless the grade adjustment policy has been invoked for the first attempt. (See the previous section for limitations and procedures). If the grade adjustment policy is not invoked in the case of the repeat of a D grade, then the course credit hours may count only once toward graduation unless the course is designated as repeatable.

Generally, the Registrar's Office will monitor any repeat course work and will make any appropriate notations in Banner. When reviewing a student's SHATERM information, the 'Repeat' column of the 'Term GPA and Course Detail Information' screen will indicate if the course hours and/or quality points have been excluded from the student's earned hours and/or GPA.

For more information see Undergraduate Course Repeat Policy:

<https://sites.auburn.edu/admin/universypolicies/Policies/UndergraduateCourseRepeatPolicy.pdf>

Grade Adjustment Policy (GAP)

All regularly admitted undergraduate students, who were enrolled during fall 2000 or after, may invoke the Grade Adjustment Policy (GAP) for a maximum of three (3) course grades of D or F (including FA) associated with their undergraduate degree program from the computation of their cumulative GPA. Exclusion of grades from the computation of the cumulative GPA is not available to professional students in audiology, pharmacy and veterinary medicine. Grades and credit considered as transfer credit, courses earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct are excluded from this policy. Courses where a grade of F is earned for academic honesty may not be gapped.

This policy does not offer exemption from academic requirements for Auburn University degrees; adjustment only applies to grades in individual courses. **All core and major requirements must be met for graduation. Students should be aware that D or F/FA/U grades in required courses may be excluded from the computation of the cumulative GPA prior to a repeat, but the required course must be repeated at Auburn University before graduation.** Where a specific course is required for the core or a major, that course must be repeated to replace the excluded grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the academic dean, be replaced by any course accepted for that requirement, where applicable. All courses for which a grade is awarded at Auburn University will remain on the transcript. Courses for which a grade has been excluded from the cumulative GPA will have the grade recorded and a notation on the transcript that the grade has been excluded from the earned hours and the cumulative GPA. Students may submit a written request for grade adjustment to their academic dean's office at any time prior to graduation. Once a request for exclusion of a grade has been granted and that grade has been removed from the calculation of the cumulative GPA, the grade and credit cannot be restored.

Students should follow guidelines for the repeat of courses in which grades of A, B, or C have been awarded. However, all grades will be used for determining all academic honors.

All Auburn University transcripts will include two GPAs: a semester GPA, and a cumulative GPA. The transcript will carry an appropriate notation that the cumulative GPA may not include grades for all courses attempted.

Note that a student may not GAP a course in a degree program once that program is complete and the degree earned.

GAP requests are processed through the Workflow tab on AU Access. If Workflow is not functioning or some other obstacle prevents the Workflow structure to be initiated for a student, the GAP process can default to the original paper/campus mail structure if necessary. The original GAP form can be found at http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html.

The completed paper copy of the GAP form should be sent to the Registrar's Office in Mary Martin Hall.

Note that gapped grades will be seen by graduate schools and professional programs and they may use ungapped GPAs in the selection process.

For more information see Undergraduate Grade Adjustment Policy (GAP):

<https://sites.auburn.edu/admin/universitypolicies/Policies/UndergraduateGradeAdjustmentPolicy.pdf>

Faculty Policy on Grade Changes (includes NR; Excludes IN)

1. Grade should be accurate when posted.
2. Any change of letter grades (A, B, C, D, F, S, U, FA, and NR) should be made only in extraordinary situations.
3. Any grade changes must be completed within 6 months of completion of the course.
4. Any grade changes outside of this timeframe must **also** be approved by the Provost

See also: Faculty Policy on Grade Changes:

<https://sites.auburn.edu/admin/universitypolicies/Policies/FacultyPolicyonGradeChanges.pdf>

The grade revision form may be located at

http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html

Policy on Grade Assigned Due to Academic Dishonesty

A grade of F and/or additional penalties may be assigned for academic dishonesty. See the Student Academic Honesty Code section in the e-policy handbook for further information.

<https://sites.auburn.edu/admin/universitypolicies/Policies/AcademicHonestyCode.pdf>

Faculty Policy on Assigning Grades of Incomplete (IN)

(Excludes Distance Education courses)

1. Student (or appropriate representative) must contact the instructor in writing prior to the submission of final course grades to request a grade of Incomplete due to documented reason (illness/ death in family/ etc.).
2. If a student does not request an IN, the instructor should grade the student based upon the percentage of course work completed to date and using a 0 for any exams/ assignments not completed.
3. To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.

4. The instructor must fill out the Incomplete Grade – Memorandum of Understanding form indicating:
 - reason for the IN
 - percent of course work currently completed at the time of submission and the grade average on that work
 - detailed information about the additional work needed to complete the course, timeline to complete the work (6 months maximum; preferably sooner)
 - grade the student should be assigned if the additional work is NOT completed by the deadline set for the completion of the work; the missing work is calculated as a 0
5. Grades of Incomplete automatically become the grade identified by the instructor, if not cleared within 6 months.
6. If the instructor assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former instructor and then assign a grade based upon the work presented by the student and the information provided on the Incomplete Grade--Memorandum of Understanding form.
7. Once an IN has been changed to another grade it may not be changed, in the future, to a different grade without approval of the Provost.
8. Documentation of class work must be maintained by the student; the Incomplete Grade- Memorandum of Understanding form must be maintained by the student, faculty and the Office of the Registrar. For instructors who submit the IN Grade forms to the Office of the Registrar prior to course grades being rolled to academic history, the IN will be reflected on the electronic grade roster; faculty will be unable to change that grade on the electronic grade roster.
9. Instructors should NOT enter a grade on the electronic course roster for those students who are to be assigned the IN grade but leave the grade blank. The system will automatically convert blanks to NR. Once the IN Grade form is received by the Office of the Registrar, that office will convert the NR to the IN grade.
10. It is the responsibility of the instructor to send a copy of the Incomplete Grade—Memorandum of Understanding form to the Office of the Registrar.
11. When the student has completed the outstanding work, it is the responsibility of the instructor to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal to the Office of the Registrar.

The Incomplete Grade – Memorandum of Understanding form can be found at http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html

GPA Designations

Dean's List

The name of every eligible student who meets certain scholastic requirements for a given semester is placed on a list prepared for the dean of the student's college or school. This honor is also noted in the student's permanent record.

To meet Auburn University's requirements for inclusion on the dean's list, the student must be enrolled for 12 credit hours exclusive of any S-U option courses, pass all courses attempted for the semester, have no D or XD grades that term, and earn a GPA of at least 3.75 (on the 4.00 system). All grades, including those excluded by the grade adjustment/ course repeat policy, are used for determining academic honors.

The special requirements, applied in addition to the university regulations, are listed as follows:

College of Architecture, Design and Construction: 3.75 average; only if an S-U graded course is required in the student's curriculum may it be included in the 12-hour minimum total.

School of Nursing: 3.75 average, only if S-U graded courses are required in the student's curriculum may they be included in the 12 hour minimum total if and only if an S grade is earned in these courses.

Graduation Honors

Requirements for undergraduate students who graduate with Honors are as follows:

1. GPA distinctions*:
 - Minimum 3.40 - 3.59 overall GPA = Cum Laude
 - 3.60 - 3.79 overall GPA = Magna Cum Laude
 - 3.80 or higher overall GPA = Summa Cum Laude
2. The grade average for graduation honors must be achieved on Auburn University course work.
3. At least 60 hours in residence at Auburn University are required for graduation honors.
4. All grades, including those excluded by the grade adjustment/course repeat policy, are used for determining academic honors. (Grades of S or U and non-credit courses are not used in the calculations.)
5. Students earning a second baccalaureate degree must earn the minimum overall grade average required for honor distinction on the additional hours completed for the second degree. Those additional hours must total at least 60 credit hours.

*** This distinction of high academic achievement is placed on the student's diploma and on his or her transcript.**

Academic Warning

Academic Warning status is imposed at the end of any term for which the student's cumulative GPA on Auburn course work is below 2.0.

Academic Suspension

Any student who is on Academic Warning status will be placed on **Academic Suspension** if both of the following conditions apply:

- (1) the term GPA is below 2.2, and
- (2) the cumulative GPA on Auburn course work is below that required for the designated number of hours earned as follows:

Hours Earned	Required Minimum Auburn Cumulative GPA
0-30.999	1.50
31-60.999	1.80
61-90.999	1.90
91 or more	1.97

All students, whether beginning freshmen or transfers, are not subject to suspension until they have received one semester warning.

Terms of Suspension

A student who incurs a First Academic Suspension may not enroll in the university for a minimum of one semester. Summer term does not count as a semester for terms of suspension. A student may not take coursework at Auburn University or at another institution of higher education during the period of suspension and apply the credit to an Auburn University degree. A student returning from academic suspension will be on Academic Warning status.

A student who incurs a Second Academic Suspension may not enroll in the university for a minimum of two semesters.

A student who incurs a Third Academic Suspension will be expelled from the university.

A student who has incurred two academic suspensions will be placed on Last Warning upon readmission at the end of the suspension period. A student on Last Warning who does not achieve at least a 2.2 in the current academic term or reach the overall GPA target listed above will be expelled from the University.

A student on suspension may not take coursework at Auburn University or at another institution of higher education during a summer term or during the semesters of suspension and apply the credit to an Auburn University degree.

Suspension for Resigning Students

The academic dean will review all grades for the semester in which a student who is on Academic Warning resigns after mid-semester (or term). If the student's GPA in that term's course work results in the student's cumulative GPA being below the minimum cumulative GPA required, the student will incur Academic Suspension.

Appealing Academic Suspension

Students who incur Academic Suspension or Expulsion under the rules detailed in the AU Bulletin may appeal the decision to the Academic Appeals Committee if they believe extraordinary circumstances merit an exception to the rules. Information regarding the appeal process can be viewed at

http://www.auburn.edu/administration/registrar/helpful_resources/enrollment/Academic_Appeal_instructions.pdf

Study Smart Programs

Study Smart Seminar

The Study Smart program is for any student who has been suspended. The program will focus on developing the behaviors and skills necessary to be academically successful.

Details concerning student eligibility to take Study Smart and the costs to do so can be found on the Study Smart website. Please consult the website for the most current information and registration.

http://www.auburn.edu/academic/provost/undergrad_studies/support/academic_support/studysmart.html

Special note for advisors:

When a student is returning to Auburn after serving the suspension period, s/he must contact the Registrar's Office to get 'readmitted'. The Registrar will set a HOLD which requires the student to meet with his/her academic advisor prior to registering.

More information regarding appealing a suspension or expulsion is available at Undergraduate Policy on Appeals of Suspension:

<https://sites.auburn.edu/admin/universitypolicies/Policies/UndergraduatePolicyonAppealsofSuspension.pdf>

Information regarding readmission is available at Policy on Readmission:

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonReadmission.pdf>

Student Registration

Time Tickets

Before students register in Banner, they will be assigned specific days and specific times at which they may begin registration. These individual times are referred to as "**time tickets.**" Time tickets will be assigned to student records approximately one week before registration begins. **Once the assigned time ticket begins, students may register until registration is turned off for everyone. Time tickets include all hours earned plus current Auburn hours for which a student is registered. This includes any transfer hours that have been posted by the date that time tickets are set.***

*As a general rule, the Registrar's Office does not change time tickets after they are set. Students are responsible for ensuring their transcripts arrive prior to the start of the semester.

How will a student know the assigned time ticket?

Students will be able to check their time by logging into AU Access. Specific time ticket information is located at "Check your Registration Status" on the *tiger i* tab.

What if students need help?

Registration instructions for Banner will be posted under the *tiger i* tab in AU Access. During the registration period, registration assistance will be available through the Office of the Registrar by calling 334-844-6435.

Early Time Tickets

Each semester, the Provost Office elects a small group of ‘test’ students to register before the general student population begins registering.

This group is the test group whose registration allows the Registrar’s Office to ensure the Banner registration system is working properly each semester. These students must follow advising procedures set by their individual college in order to take advantage of the early registration.

Priority Registration

Priority Registration is given to groups of students who fall under certain categories, such as, students with disabilities, varsity athletes, and Honors College students. The priority status must be recognized by the Registrar’s Office when the time tickets are set in order for the student’s special registration status to be activated.

Waitlists

Students who wish to be added to a course that is full at the time of their time ticket should utilize the waitlist function in Banner. Information concerning the waitlist is located at http://www.auburn.edu/administration/registrar/helpful_resources/courses_and_grades/waitlisting.html

Policy on Change of Major or Curriculum

Students must meet eligibility requirements in order to change their major or curriculum. Students should confirm the requirements with the desired college/school prior to initiating the change of major process. <https://sites.auburn.edu/admin/universypolicies/Policies/PolicyonChangeofMajororCurriculum.pdf>

If the student is eligible to change to the desired major, the student obtains a Curriculum Change Form and his/her permanent folder from his/her current college. The permanent folder and form is to be delivered to the new college/school along with the Curriculum Change Form. The new college will process the form and enter the change of major into Banner.

The Change of Curriculum Form is available on the Office of the Registrar’s website. http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html

Graduation Procedures

Each semester, each academic unit submits information to the Registrar's Office on behalf of their graduating seniors. As such, graduating seniors are asked by the Office of the Registrar to complete the Diploma On-Line Application. This information is emailed to the graduating senior by the Office of the Registrar.

The graduation section of the Registrar's Office determines the university-wide deadline for submission of the diploma applications each semester. Each academic unit should determine their timeline in which to perform credit checks. Each academic unit deadline should accommodate the university-wide deadline. Some colleges elect to perform these credit checks as early as course registration month for upcoming graduating seniors.

Academic units should provide a listing of all graduating seniors who are pursuing a double major or concurrent degrees.

2 -3 weeks prior to mid-semester, a list is sent to all academic units indicating all students who have not completed their diploma application. Prior to the mid-term list being provided, colleges should be checking the UNIV 4AA0 class roster to insure all potential graduating seniors are enrolled.

At mid-semester, the graduation section of the Registrar's Office will send a preliminary listing of potential gradutors, including student schedules, to all applicable academic units. Each academic unit will review the schedules and preliminary listing to determine if any changes need to be made and to insure the graduating senior has not dropped a course requirement from the current schedule. Each academic unit will report any needed changes/deletions to the graduation section of the Registrar's Office.

At any point during the semester AFTER preliminary changes have been reported, all additions, deletions, and/or changes to the graduation listing should be reported immediately to the graduation section of the Registrar's Office.

One month prior to graduation, each academic unit will receive the preliminary commencement program. Each unit should check the spelling of the student's name, major, hometown, and Honors notation, to ensure that all information has been reported correctly to the graduation section of the Registrar's Office. All needed changes should be reported by the stated deadline each semester.

Graduation section of the Registrar's Office:

Mary Martin Hall T: (334) 844-2542 F: (334) 844-2538

Important Graduation Process Dates

First Day of Classes –(term & year) Diploma On-Line Application turned on for students enrolled in the (term & year) UNIV-4AA0 graduation course.

Mid-Term – Deadline for enrolling in UNIV-4AA0 course.

5 working days after Mid-Term – Deadline to fill out Diploma On-Line Application for commencement program (booklet) printing information. (Still have the ability to submit information on the application after this date for diploma data.)

Graduation Day or the 2nd day of spring ceremonies – Deadline to submit Diploma On-Line Application for diploma data (name on diploma and diploma mailing address.)

One business day after grading is turned off - Minor Forms Due

10 Working Days after Graduation – Must finalize any outstanding work (transient work, Incomplete and/or NR grades, etc.) needed to meet degree requirements for (term & year).

DegreeWorks

DegreeWorks is an online degree auditing and tracking tool that compares academic achievement to major requirements as identified by the Auburn Bulletin. Students and advisors can utilize the program to track academic progress. The program can also be used to determine how previously completed courses would fit into a new major using the “What If” option. DegreeWorks has a planner tool allowing students to make a future plan of courses to complete.

Advisors are strongly encouraged to use DegreeWorks as an aid to the advising process. All course substitutions should be recorded in DegreeWorks in order to provide their advisees with the most complete and accurate information about their academic progress. Advisors should also maintain electronic advising notes either in DegreeWorks or in SARS.

Additional information concerning DegreeWorks can be located at http://www.auburn.edu/administration/degree_works/

University Schedule Adjustments

Course Add Policy

Through the fifth day of classes each fall and spring semester, students can attempt to add themselves to a course through Tiger i. After the fifth class day, students who wish to add a course need to go directly to the relevant academic department with that request. The University allows each department the ability to add students to courses though the 15th day of classes. However, departments are allowed to determine their own “cut-off” day (up to the 15th class day) of adding students to courses. As a practical matter, if a student wishes to add a course, it is strongly recommended that s/he do so no later than the first day of the semester.

Drop Policy

In the University’s academic calendar, http://www.auburn.edu/main/auweb_calendar.html, three periods of each fall and spring semester are noted. Those time periods and their relevance to the University’s Course Drop Policy are shown below.

First 15 days of the semester (Does not equal first 15 class meetings) COURSES DROPPED WITHIN FIRST 5 DAYS NO PENALTY COURSES DROPPED DAYS 6-15 SUBJECT TO \$100 PER COURSE DROP FEE	Day 16 - Mid-semester WITHDRAW TRANSCRIBED WITH PENALTY	After Mid-semester SEE FURTHER EXPLANATION ON THE FOLLOWING PAGE
<ul style="list-style-type: none"> ➤ Courses dropped during this period do not become a part of the permanent transcript. ➤ Any applicable refunds can be processed only during this time period. ➤ Keep in mind that students need to maintain a schedule with 12 or more hours in order to receive financial aid, to receive scholarship awards, and to participate in selected campus activities. Students need to complete an average of at least 15 hrs/sem. in order to complete a BA/BS in 4 years. ➤ Students may drop courses on-line (tiger i). 	<ul style="list-style-type: none"> ➤ Courses dropped during this period are recorded on the permanent transcript as 'W'. ➤ No refunds are available. ➤ Keep in mind that students need to maintain a schedule with 12 or more hours in order to receive financial aid, to receive scholarship awards, and to participate in selected campus activities. Students need to complete an average of at least 15 hrs/sem. in order to complete a BA/BS in 4 years. ➤ Students may drop courses on-line (tiger i). 	<ul style="list-style-type: none"> ➤ Courses may not be dropped after mid-semester except in cases of extremely unusual circumstances. Examples include serious illness and unexpected personal emergencies. ➤ Documentation is required for all attempts to drop after mid-semester. ➤ If permission to drop is granted, a grade of 'W' or 'WF' will be recorded on the permanent transcript. If a 'WF' is recorded, it is considered the same as an 'F' and will be calculated into the GPA as such.

Additional information concerning the Schedule Adjustment Policy is available at
<https://sites.auburn.edu/admin/universitypolicies/Policies/ScheduleAdjustmentPolicy.pdf>
<https://sites.auburn.edu/admin/universitypolicies/Policies/UndergraduateCourseWithdrawalPolicy.pdf>

Policy on Resignations and Withdrawals/ Resignations after Midterm

Withdrawal

- Withdrawing from a course or some courses after the 15th class day but in the end student maintains enrollment in more than 0 credit hours.
- An Auburn University Schedule Adjustment Form must be used. The completed form should be sent to the Registrar's Office unless directed otherwise. The form is available on the Forms Page of the Registrar's Office website.
http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html
- No grade penalty is assigned for dropping a course on or before mid-term. A student who withdraws from a course prior to the 15th class day will have no grade assignment; however after the first 15 days a W (withdrawn passing) grade will be recorded for the course. For the summer terms, all withdrawals with no grade assignment must be processed prior to the fifth class day.

Resignation

- Dropping all courses--end result 0 credit hours
- An Auburn University Student Term Resignation Form must be used. The completed form should be sent to the Registrar's Office unless directed otherwise. Blank forms can be obtained at the Forms Page of the Registrar's website.
http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html
- Students may withdraw without penalty of failure if they resign on or before midterm.

Retroactive dating

- Establishing an effective date for withdrawal or resignation prior to the date that one is filling out the form—often, prior to midterm. There must be a valid reason that the forms were unable to be filed at the requested effective date.

For more information see policies below:

<http://bulletin.auburn.edu/undergraduate/generalintroduction/academicpolicies/withdrawalsresignation/>

<https://sites.auburn.edu/admin/universypolicies/Policies/RetroactiveandAfterMidtermWithdrawalsandResignationsPolicy.pdf>

<https://sites.auburn.edu/admin/universypolicies/Policies/WithdrawalandResignationPolicy.pdf>

Resignations after Midterm

I. **AFTER MIDTERM *MEDICAL* WITHDRAWAL/ RESIGNATION:**

All requests, after midterm, for **medical withdrawals** (physical and/or psychological issues) must be submitted to the Office of Accessibility.

The Office of Accessibility will contact the student's professors and ask for any additional information about the student's progress in the class/ classes— and to determine the student's grades.

II. ***ALL OTHER* WITHDRAWALS/ RESIGNATIONS (NON-MEDICAL) AFTER MIDTERM:**

After midterm, non-medical, withdrawals are not permitted.

In rare situations, extenuating circumstance-related exceptions should be submitted from the student's Associate Dean, with the student's professor's recommendation, to the designee from the Office of the Provost (if the student is an undergraduate student) or to the Dean of the Graduate School (if the student is a professional or graduate student) for review. The Undergraduate Studies Office (or Graduate School) will contact the faculty member for final notification of decision.

Personal withdrawals after midterm should only be recommended in cases where there is documentable university error or documentable personal circumstances that clearly impede the student's ability to maintain the existing course load. Instructors should be aware they do not have the authority to promise students after midterm personal withdrawals as these must be approved by the associate dean and the designee from the Office of the Provost. Poor performance in a class, with the absence of documentable extenuating circumstances is not grounds for withdrawal after midterm.

A request for a **resignation which is non-medical**, should be forwarded from the student's Associate Dean, with the student's professor's recommendation and supporting documentation, to the designee from the Office of the Provost (if the student is an undergraduate) or to the Dean of the Graduate School (if the student is a professional student or graduate student) for approval.

III. **RETROACTIVE (EFFECTIVE DATE EARLIER THAN DATE OF REQUEST)**

a. **WITHDRAWALS/ RESIGNATIONS:**

Retroactive withdrawals/ resignations are most frequently initiated when a student has documentation from a health professional (doctor/ psychologist, etc.) verifying a medical condition which is confirmed by the Office of Accessibility.

When a student initiates any retroactive withdrawal/ resignation, the Associate Dean must determine if the retroactive withdrawal/ resignation is based on a medical or non-medical justification/ explanation.

If the retroactive withdrawal/ resignation is **based upon a medical justification/ explanation**, the Associate Dean follows the procedures described above for medical withdrawals/ resignations. The medical documentation must identify why the student was so impaired that he/she was unable to withdraw/ resign in a timely manner.

If the retroactive withdrawal/ resignation is **based upon a non-medical justification/ explanation**, the Associate Dean follows the procedures described above for all other (non-medical) withdrawals/ resignations (i.e. submit to designee from the Office of the Provost or Graduate Dean). The designee from the Office of the Provost or Dean of Graduate School will review the documentation to determine why the student was unable to resign in a timely manner and if an earlier effective date is warranted. Non-medical retroactive withdrawals/resignations must be initiated no later than the student's next term in residence at Auburn.

All requests for withdrawal/resignation after mid-semester and for retroactive dating must include input from the student's instructors regardless of the cause. All requests must also include an explanation as to why the withdrawal/resignation was not handled during the allotted time during the term. Even in cases where students notify their advisors on or before mid-term with a request to withdraw from the courses, the advisor must still receive input from the instructors if the resignation or withdrawal is not processed in Banner until after that date. HOLDS prevent students from withdrawing from the courses until 11:59.

If the student's faculty member has left AU, s/he should be contacted by email, by the individual recommending the retroactive withdrawal/ resignation, for information. If the faculty member does not respond, the department head/chair should respond on behalf of the faculty member.

Retroactive withdrawals/ resignations should not be undertaken if more than two calendar years have passed since the course(s) was/were taken, without review and approval of the Provost.

The Office of Accessibility, designee from the Office of the Provost, Graduate School Dean, and Provost (depending upon the situation) have the responsibility for final decisions.

Certifications and Signatures

Certifying Varsity Athletes

Varsity Athletes are certified by the college in which they are registered. One or more representative from each college performs the certifications, and must adhere to all NCAA guidelines to which varsity athletes must comply.

Certification information is submitted to representatives from the AU Registrar's Office who maintains all reported certification information for all varsity athletes on campus.

College representatives will evaluate athletic 'green sheets' each semester along with the athletic progress report for each varsity athlete. The 'green sheets', progress report grid, and instructions are sent to college representatives at the end of each semester. Questions concerning athletic 'green sheets' and/or athletic progress reports should be directed to the eligibility specialists in the Office of the Registrar.

Auburn University Bulletin:

In addition to meeting the general academic requirements of the university, student athletes must meet all academic requirements, including those relating to satisfactory progress toward a degree, set forth in the legislation of the Southeastern Conference (SEC) and of the National Collegiate Athletic Association (NCAA).

Certifying Veteran's Affairs Students

Veterans Affairs pays VA Educational Benefits for eligible students who are degree seeking and taking core, major or approved elective courses in their declared major. A student cannot receive VA benefits if he/she is a provisional student or is auditing classes. Students who are "undeclared" or who are in a "pre-degree" program must declare a major as soon as possible to meet the degree seeking criteria. There are currently six (6) VA programs that pay a VA living stipend fund to qualified students for use in paying tuition, fees, housing, food, books and other school and living expenses. Additionally, there are two (2) VA educational programs that pay the University directly for expenses related to tuition and fees.

To initiate VA benefits, students meet with one of the VA Certifying Officials in the Veteran's Resource Center, 217 Foy Hall. The VA Certifying Official will provide the student with course and major verification paperwork to give to the college representative, who completes the paperwork and returns it to the Veteran's Resource Center. Additionally, each semester, course work is verified by the college representative prior to mid-semester and forwarded to the Veteran's Resource Center.

To receive full-time Veteran's Affairs Benefits, students must maintain a minimum of 12 semester hours of course work in the major each semester. In order for a course to be verified for benefits, it must be required in the student's declared major. In most circumstances, course work taken to earn a minor, double major or concurrent degree (unless required as part of the primary major) cannot be verified for Veteran's Affairs Benefits. Questions concerning VA verification should be directed to the one of the VA Certifying Officials in the Veteran's Resource Center.

Auburn University Bulletin:

All VA eligibles (Chapters 30, 31, 32, 35 and 106), in addition to meeting the general academic requirements set forth by the university, must maintain satisfactory academic progress as approved by the State Approving Agency of the State of Alabama, Department of Education. Such standards are as follows: Any undergraduate VA eligible must have a 2.0 GPA after the student has earned 120 hours at Auburn University. This would be checked at each term's end and the VA benefits of any VA eligible not meeting this requirement would be terminated. Separate standards of progress apply to graduate students as outlined in the Graduate School section.

Dean's Signature Authority

For all academic issues requiring Dean's signature, only Deans or Associate Deans may sign. (No signature stamps. Any paperwork with a signature stamp will be returned.) If Deans need to delegate signature

authority to any other individual (Director of Student Services, for example), a letter must be on file with the Registrar and Provost.

Internal Course Credits

Advanced Placement (AP) Credit

The most recent AP credit information is listed on the office of the Registrar's website.

http://www.auburn.edu/administration/registrar/helpful_resources/enrollment/ap-ib-clep-information.html

International Baccalaureate (IB) Credit

The most recent IB credit information is listed on the office of the Registrar's website.

http://www.auburn.edu/administration/registrar/helpful_resources/enrollment/ap-ib-clep-information.html

Earning AP Credit without taking an AP course or AP examination

ENGLISH COMPOSITION

- ACT (English) with a score of 30-34 will receive 3 hours credit for ENGL1100 (English Comp I).
- ACT (English) with a score of 35-36 will receive 6 hours credit for ENGL1100 & ENGL1120 (English Comp I & II).
- SAT (Verbal) with a score of 680-710 will receive 3 hours credit for ENGL1100 (English Comp I).
- SAT (Verbal) with a score of 720 and above will receive 6 hours credit for ENGL1100 & ENGL1120 (English Comp 1 & II).

FOREIGN LANGUAGE

- Students who begin Foreign Language studies above the 1010-level will have the opportunity to earn up to 8 hours of AP Foreign Language credit.
- Students who begin in FL 1020 and earn a 'C' or better will earn 4 additional AP hours for FL 1010.
- Students who begin in FL 2010 and earn a 'C' or better will earn 8 additional AP hours for FL 1010 and FL 1020.
- The credit will be manually entered by the Office of the Registrar who must be notified by either the academic advisor or the Foreign Language Department.

Policy on Credit for Directed Studies

Policy on Credit for Directed Studies is available at

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonCreditforDirectedStudies.pdf>

The university policy on directed studies was approved effective August 2006. Auburn University offers directed readings courses, also referred to as special problems courses or independent studies, in accordance with established policy. Directed readings courses allow in-depth study of a particular subject by a student who is well into her or his major and, in extraordinary circumstances, accommodate scheduling issues when no other remedy is available. Directed readings courses should not normally be used as replacements for required courses or as a solution to routine scheduling problems.

Eligibility-To be eligible to take a directed readings course a student must be at junior level or above, and the course must be taken for credit toward the student's major or minor; exceptions may be approved as follows:

- Exceptions concerning junior standing or higher, or concerning credit toward the student's major or minor, must be approved by the instructor and the offering department head/chair (or dean, if the instructor serves as department head/chair or associate dean), and by the dean of the college in which student is enrolled, if different from the offering college
- A student must have the approval of her/his dean and the provost to take more than 9 hours of directed readings coursework for credit over the course of her/his degree program.
- Approval to teach a directed studies course: A standard Approval for Independent Study/Directed Readings Form, available through the Office of the Provost Web site, will specify the necessary approvals and serve as the vehicle for obtaining them.

Policy on Military Science Credits

Policy on Military Science Credits is available at

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonMilitaryScienceCredits.pdf>

An undergraduate student shall be allowed a minimum of 6 credits in military science courses toward graduation, either as substitutions in his or her curriculum model with departmental approval, or as elective hours. In addition, undergraduate students may count additional hours of military science credits toward graduation if their curriculum model provides for additional free elective hours.

Policy on Physical Education Credits

A student may be allowed four credits of physical education activity courses toward graduation. A student who has served on active duty in the Armed Forces may receive physical education credits as follows: for less than six months of service, no credit; for six months to less than a year, two hours of credit for Physical Education; for one year or more in the service, three hours of credit. Application for credit for military experience should be submitted to the Office of the Registrar.

Course Work from Other Institutions

Statewide Transfer and Articulation Reporting System

The Statewide Transfer & Articulation Reporting System (STARS) is specifically designed to guide Community College students through their first two years of coursework and to prevent loss of credit hours when they

transfer to a public four-year university in Alabama. The STARS transfer guide is specific to institution and major.

Students can obtain transfer guides at this site: <http://stars.troy.edu/>
Administrators and faculty can obtain transfer guide information at this site.
<http://stars.troy.edu/agsc.html>

When working with transfer students, it is not a specific piece of paper that determines transfer credit but whether students have followed the guide for a specific major. We therefore endeavor to use the spirit of the guide in working with all transfer students, including out-of-state students and those from private institutions. For these students, the articulated courses on the student's transcript can be assessed against the Auburn equivalents to see if the student meets the spirit of the STARS guide.

It is, however, important to note that if a student fulfills the STARS guide for one Auburn major, and then transfers to another one, that the new major is not obligated to accept all the credits under the guide for the old major if these credits are not the same as those required in the new major.

Evaluation of Transfer Credit

All applicable transfer credit for Auburn University students is applied to the students' records and must be articulated for Auburn University equivalency.

How to check for prior articulation

- (1) Students who have already completed transfer course work and had the transcript sent to Auburn University will have an articulation notation within the SHATERM form in Banner.

The notation will specify the Auburn University equivalent, or one of the following notations will be listed:

PEND 0000 = no request for articulation has been submitted

PEND 1111 = an articulation request has been submitted

PEND 8888, 9999 = Older courses, must be manually updated on the student's record

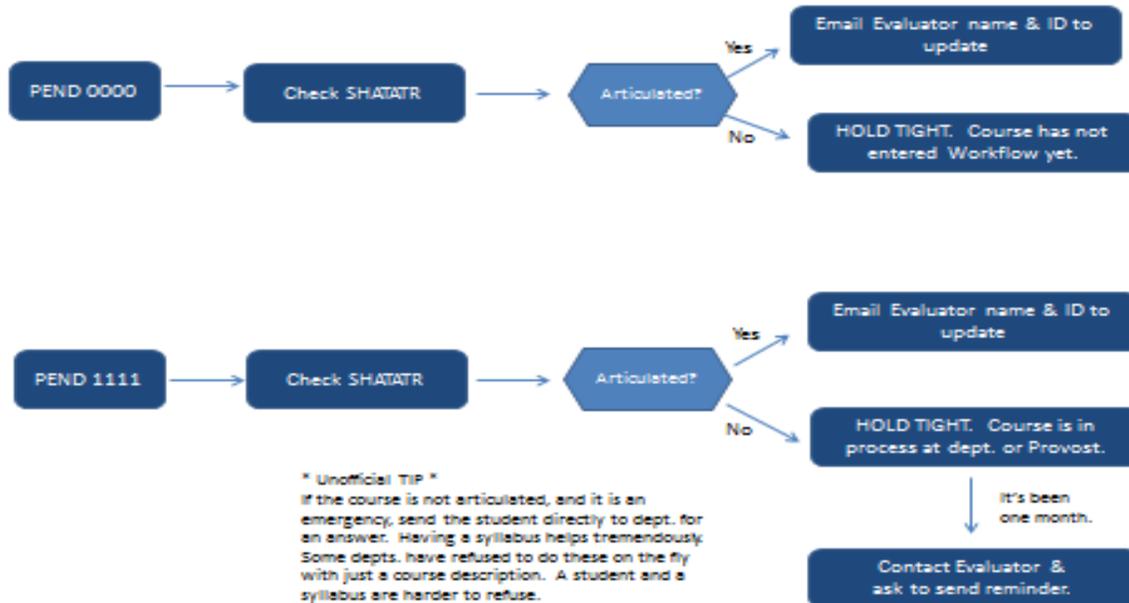
- (2) If SHATERM information is not available, advisors can review the SHATATR form to check for course articulation.

To use the SHATATR screen, click on the ▼ beside the 'Institution' block. Click on SOISBGI from the option list that appears. Enter the name of the school on the next screen that appears. (TIP: If the proper school name is not entered or if capitalization is not used appropriately, the school in question will not appear. Use the wildcard symbol "%" discussed in the 'Banner Tips' section of this manual. If the course in question has been articulated or is PEND 1111, then no further action by the advisor needs to take place.

If the course in question cannot be found, then the advisor needs to initiate the articulation process with the transfer credit evaluator.

Special Note: Effective 2010, all **Science and Math evaluations** are automatically initiated by the Registrar's Office through Workflow.

Pending Credit Flow Chart



WHAT IS AN EVAL HOLD?

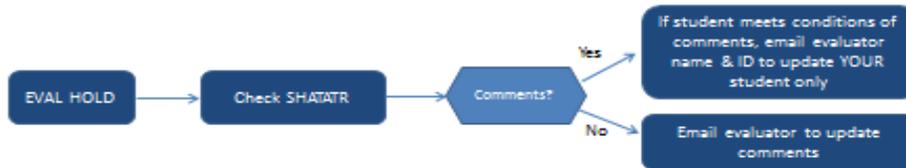
It's used when the transfer course will work in some cases, but not others. That student has a HOLD on the evaluation until we confirm the conditions are met.

Typical Cases:

- multiple courses at transfer school equal single course at Auburn (science/lecture/lab)
- performance courses
- special topics or research
- Microbiology from a 2 year school (acceptable in NURS only)

EVAL HOLD is generally at least GEEL with one exception: Microbiology from 2 yr. schools is acceptable only in Nursing. It is NOCR (No Credit) in any other college, because it is a 3000 level course at AU.

EVAL HOLD Flow Chart

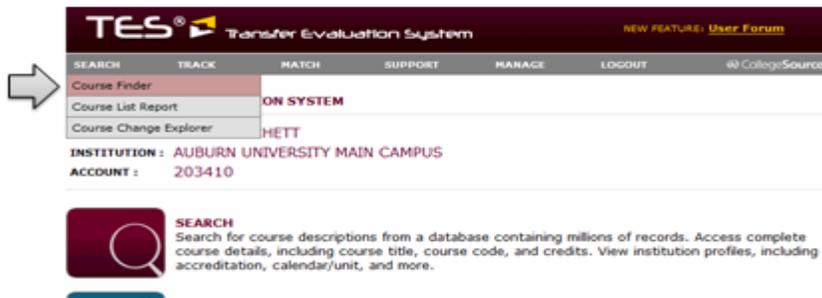


Transfer Evaluation System –TES

TES® the Transfer Evaluation System from CollegeSource is the premier interactive database of course data from institutions of higher education. TES® empowers users to quickly locate course descriptions; route and track the evaluation process; store, manage, group, and publicize the resulting equivalencies; and employ powerful algorithms to generate lists of likely equivalencies between institutions.

Log in credentials may be obtained by contacting the Associate Registrar.
TES can be accessed at <http://tes.collegesource.com/>

1. Log on to the Transfer Evaluation System (TES) at <http://tes.collegesource.com/>
2. Click on Search option and then Course Finder



3. Enter the name of the institution the student attended.

TES® Transfer Evaluation System

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT @ CollegeSource

COURSE FINDER 1

SEARCH FOR AN INSTITUTION BY NAME:

University of West Florida [Alternate Search](#)

U.S. Schools Non U.S. Schools All

SEARCH RESULTS:

THE UNIVERSITY OF WEST FLORIDA	PENSACOLA	FL
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4. Select institution from search results by clicking on the arrow beside it.

5. Several ways to view course descriptions:
- Select the course description data set from the drop down list
 - Enter the course prefix and number directly in the Course Search
 - View the entire PDF Catalog
 - Access the school's website

TES® Transfer Evaluation System

SEARCH TRACK MATCH SUPPORT MANAGE LOGOUT @ CollegeSource

COURSE FINDER 2

FIND NEW: INSTITUTION

INSTITUTION: THE UNIVERSITY OF WEST FLORIDA PENSACOLA, FL

SELECT A SPECIFIC COURSE DESCRIPTION DATA SET:

UNIVERSITY OF WEST FLORIDA 2011-2012

COURSE SEARCH: (Search across ALL course description data sets of the institution)

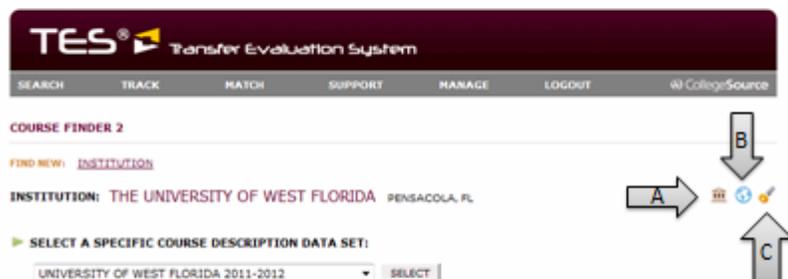
COURSE CODE

COURSE TITLE

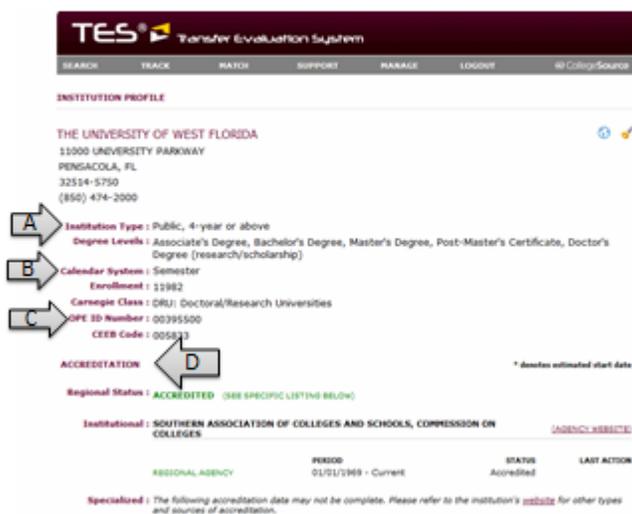
VIEW PDF CATALOG:

UNIVERSITY OF WEST FLORIDA 2011-2012

6. From this screen you can also access the institution profile (A), the school's website (B) or the transcript key (C) by clicking on the corresponding icon.



7. The institution profile provides institution type (A), calendar system (B), institution code (C), and accreditation status (D).



8. The transcript key offers information about the grading legend and course types. This key can also be helpful if you need to know when a school transferred from quarter to semester hours.



E-Mail Evaluator when:

- You get an articulation directly from a department that needs to be added to SHATATR.
- You find a mistake in SHATATR (or what looks like a mistake).
- A student would like to challenge the Auburn equivalent given for a transfer course.
- A student's record needs to be manually updated, i.e. EVAL HOLDS, international transfer credits, older coursework
- You have a question about an enrolled student's articulation.
- ** Kristin Maas (kym0002@auburn.edu) handles eligibility for transfer athletes. Evaluator is not involved in that process, and can't help until they are enrolled. **

Please provide the student's 90# and the institution code if you have it (or name of institution if not).

Transient Students

An Auburn student in good standing may be approved to take courses at another institution on a transient basis for one term only (meaning no *consecutive* transient terms).

Credit will only be accepted from regionally accredited institutions where there are reasonable course equivalencies. It is the responsibility of the student to determine the accreditation status of any institution where they intend to take courses as a transient student. Students will be given transfer credit for those approved courses listed on the Transient Form provided a grade of D or better is earned (with the exception of courses which require a C or better such as English Composition).

(1) Students may obtain a Transient Approval Form on the tiger i tab of AU Access. Using the *Main Menu* selection, a student can locate the form on *Transient Enrollment for Auburn Students at Other institutions*. Some institutions also require a "Letter of Good Standing". This may be obtained by accessing "Letter of Good Standing" in this same menu.

(2) If the desired course is not available for selection on the online transient form, the student's dean's office advisor can issue a "Transient Student Form". This form can be found on the Registrar's Office 'Forms' webpage at

http://www.auburn.edu/administration/registrar/faculty_and_staff/forms.html

- The advisor then lists courses and credits approved to be taken elsewhere.
- The student then takes the Transient Student Form to the Auburn University Registrar's Office located in 101 Mary Martin Hall. A representative of the Registrar's Office will provide the Registrar's approval and the Auburn University seal.
- The completed form is taken or mailed (by the student) to the intended university prior to course enrollment.

Credits earned elsewhere without a fully executed Transient Student Form may not be accepted for credit at AU. Students may not take courses for transfer credit at another institution while on suspension or expulsion from AU. Additionally, students may not enroll in courses at another institution for which they have not met the AU prerequisites if the intent is to transfer these courses back to AU. Students may not receive transfer credit from another institution for AU courses which have been "gapped" at Auburn University.

Information related to transient coursework is available on the links below:

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonTransientStudents.pdf>

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonthePercentageofCourseWorkEarnedinResidenceatAuburnUniversity.pdf>

<https://sites.auburn.edu/admin/universitypolicies/Policies/TransientStudentApprovalPolicy.pdf>

Residency Policy

Residence Policy = Percentage of Course work Earned in Residence at Auburn University

- A minimum of 25% of the total semester hours required for the baccalaureate degree must be earned in residence at Auburn University.
- A minimum of 50% of the course work in the major must be earned in residence at Auburn University.

These hours must be taken in the final year (final 25%) and in the school/college curriculum of graduation. The student's dean may waive the final year's residence and may also allow course credit to be earned at another institution during the final year.

Policy on Number of Final Exams in One Day

Policy on Number of Final Exams in One Day is available at

<https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonNumberofFinalExamsinOneDay.pdf>

Policy Statement

- Auburn University students are provided the conditional right to take no more than two (2) final exams in a single calendar day if the student provides the designated timely notice to the affected faculty members.

Procedures

- The designated deadline for student requests to reschedule final exams with affected faculty members, under this policy, is the Mid-Semester Day (midterm in the summer).
- Students with three or more final exams scheduled on one calendar day should contact instructors on or before the designated deadline to request rescheduling so that no more than two final exams fall on any calendar day.
- Any Auburn student unable to get any instructor(s) to voluntarily move the exam(s) will present this situation to the Associate Dean of the student's major college and, after verification, that Associate Dean will contact the faculty member(s) scheduled for the middle exam period(s) of the student's scheduled finals to arrange to reschedule the exam(s).
- Each student must contact the appropriate Associate Dean within one week following the mid-semester date, either to report the rescheduled exam(s) or to ask for assistance in rescheduling

Undergraduate Course Load Policy

Undergraduate Course Load Policy is available at

<https://sites.auburn.edu/admin/universypolicies/Policies/UndergraduateCourseLoadPolicy.pdf>

The maximum load for students in undergraduate curricula is 18 hours during the semester, 7 semester hours during the 5-week session, and 14 hours during the 10-week session or any combination of summer sessions. International Students and Scholars are required to be enrolled as full-time students during the academic year and are subject to special full-time enrollment regulations. They may NOT drop below the full-time course loads without prior written authorization from the Office of International Programs. Dropping below full course loads without prior OIP approval can subject international students to USDHS termination of their immigration status therefore international students and academic advisors must check with OIP PRIOR TO modifying full-time course loads for international students. An undergraduate must enroll for 12 or more hours during a semester or summer term to be considered full-time for athletic, financial aid, loan and insurance purposes.

The maximum load may be exceeded under the following circumstances:

1. On approval of the dean, students may schedule overloads not to exceed 22 hours during the semester or 17 hours during the summer terms or 9 hours during a 5-week session. To be eligible for an overload, students must have passed all work attempted and earned a GPA of 2.5 or higher during their last residence semester at Auburn University in which they carried 15 or more hours (10 or more in their last summer).
2. Students who have scheduled fewer than 15 hours during an intervening semester (or semesters) will retain the overload privilege if all work carried was passed with a minimum GPA of 2.5 in each intervening term. In special cases the dean may make exceptions to the 2.5 requirement, by electronic notice to the Office of the Registrar.
3. Students who register for course work in excess of the approved load may be required by the dean to drop the overload during the Schedule Adjustment period. See course load requirements in the Graduate School.

Satisfactory Academic Progress

Satisfactory Academic Progress Policy is available at

<https://sites.auburn.edu/admin/universypolicies/Policies/SatisfactoryAcademicProgressPolicy.pdf>

In order to receive federal financial aid, students must make satisfactory academic progress toward a degree. Auburn University Student Financial Services reviews academic records at the end of each term to determine SAP status which affects aid eligibility. Emails are sent to students who are not meeting requirements.

SAP Requirements

Qualitative - GPA: Students must meet the University's policies for continuation of enrollment.

In addition, students must maintain a 2.00 AU cumulative GPA (unadjusted). Please note that GAP courses cannot be taken into account when determining SAP status. Transfer credit is not included in the GPA calculation.

Quantitative – Passing Percentage: Students must achieve a passing rate of at least 67% of all hours attempted. F and W grades count against the passing percentage. Transfer credit, if applicable, is included in the passing percentage calculation.

Time frame – Maximum Attempted Hours: Undergraduate students cannot receive aid after they have attempted 192 semester hours of academic work. Students in Architecture and Pharmacy are allowed 260 semester hours of academic work. Students in Veterinary Medicine are allowed 232 semester hours of academic work. Transfer credit is included in the time frame calculation.

SAP Evaluation

SAP is evaluated at the end of the term for each student. The policy allows for one warning term. For students who do not meet the SAP standards, the evaluation process will be as follows:

Students who fall below the SAP standards will be placed on 'SAP Warning' status. Students on 'SA Warning' status are eligible for aid.

Students on 'SAP Warning' status who fail to meet SAP standards again will be placed on 'Failing SAP' status. Students on 'Failing SAP' status are not eligible for aid. Students who are placed on academic suspension or expulsion by the University will automatically be placed in 'Failing SAP' status.

Appeal Guidelines

Students on 'Failing SAP' status may appeal if they have extenuating circumstances. Every effort will be made to give careful and timely consideration to each appeal. Decisions are rendered within 3-5 business days of receipt. Appeals, if granted, are for one term only. Appeal approvals, if applicable, will come with a condition that the student must meet certain academic criteria for the appeal term in order to be eligible to appeal for a future term.

Appeals should be in writing and addressed to: Financial Aid Appeals Officer, 203 Martin Hall, Auburn University, AL 36849, faxed to 334-844-6085, or emailed to tofinaid7@auburn.edu.

Appeal letters must include:

-Why the student failed to make SAP

-What has changed that will allow the student to make SAP at the next evaluation (after the following term)

Minors

While Auburn University offers minors that are discipline specific, interdisciplinary minors are also available. A complete list of minors and requirements are available at <http://bulletin.auburn.edu/undergraduate/minors/>

From the Auburn University Bulletin

A minor is an organized sequence or cluster of courses, including both lower- and upper-division courses, offered by a department or interdepartmental program. It is more restricted in scope than the major but may also have a somewhat different focus and objective that make it appropriate for students whose principal concentration is in another discipline. Not all departments or interdepartmental programs offer a minor. At Auburn University, the term minor designates those sequences or clusters of courses that have been formally proposed as minors by departments or interdepartmental programs and approved by the University Senate Curriculum Committee. The minimum number of semester hours in a minor is 15. Of these, six hours may be lower-division courses. The remaining semester hours in the minor (a minimum of nine hours) must be courses numbered 3000 or above. At least nine semester hours required for the minor must be completed at Auburn University. Courses a student has taken in fulfillment of the university Core Curriculum, the school/college core curriculum (if any) or the courses designated as “in the major” (e.g. counting toward the GPA “in the major”) may not be used to fulfill a minor. Elective courses (not in the major) and required supporting courses (e.g. required courses in the academic program that are not used to fulfill the university Core Curriculum or the school/college core and which are not counted toward the GPA in the major) may be used toward a minor. Some academic programs may require students to earn a minor. Students whose academic programs do not require a minor are free to earn one, though in such cases they should recognize that fulfilling the requirements for a minor may delay their graduation. No academic program is required to allow for a minor in its curriculum model. Students must follow announced university procedures and deadlines for declaring a minor. In addition, students may not be awarded a minor after the degree for the major has been awarded. **No course taken under the S/U option may be counted toward a minor. Students must earn a minimum overall grade average of C (2.0) on all course work in the minor. Individual colleges, schools and departments may have higher grade-point requirements.**

The phrase “supporting course work” designates courses that are required for the completion of a specific academic program but not included in the University Core Curriculum, the major, the school or college core curriculum (if any), the minor (if required), and free electives. At Auburn University, academic programs may require courses that are not specific to the major but support the general education and preparation of students in that program. Because these courses are usually outside the department of the major area of study, departments must have approval of the departments offering the courses they designate as required supporting course work. Supporting course work may be used in satisfying the requirements for a minor if a minor is not required by the academic major.

Majors

Concurrent Degrees	Double Major
<p>To earn a second baccalaureate degree, a student must complete all the additional requirements for the second degree (including course work in the major field, college/school core requirements and courses in support of a major). At least 30 semester hours of the second degree must be unique to the second degree and may not be used as major, supporting or core courses for the first degree. In addition, the total number of hours to complete both degrees must total at least 30 additional semester hours. If 30 unique hours or 30 additional hours cannot be identified, the student is not eligible to receive a second baccalaureate degree. Students who are completing a second degree must comply with all the same grade point requirements and residency requirements as other students. Students may elect to pursue and to receive the two degrees simultaneously if college and departmental requirements can be met simultaneously.</p> <p>Not all colleges allow students to receive two of the same degree from the same college, e.g., Business. All students should consult with their advisor concerning eligibility for a second degree, and if eligible, complete appropriate paperwork to declare the second degree. It is recommended that students declare the second degree prior to the beginning of the senior year. It is the student's responsibility to file a graduation application for each degree being sought. If the two degrees are in the same college, the student must file two applications with his/her dean's office. If the student is completing degrees in different colleges, one application must be filed with each dean's office. <i>Students completing a second or two degrees concurrently receive a diploma for each degree.</i> The transcript will list each degree and each major.</p> <p>Eligibility for graduation with academic honors for the second baccalaureate degree requires a minimum of 60 semester hours above the requirements for the first baccalaureate degree. Students earning the second baccalaureate degree must earn the minimum overall grade average required for the honors distinction on the 60 additional hours for the second degree and must be achieved on Auburn University courses. Honors calculations for the second baccalaureate degree follows the same procedures as graduation honors for the first degree (see 'Graduating with Honors' section of this manual).</p>	<p>To earn a double major, a student must complete all the major courses in the second major (courses bolded in the curriculum model) and meet all the requirements for majors (field of study) such as grade point requirements, the department, school or college core, etc. The minimum number of hours required for an undergraduate major is 30 semester hours. Of these major courses, at least 20 hours must be unique, not courses that have been used as major, supporting, or core courses in the first major. If at least 20 hours of unique courses do not exist between the two majors, a student is not eligible to complete a double major. The student in a double major is not required to complete the college/school core requirements or the courses in support of the second major. The student will designate which major is the primary field of study and which is the secondary field of study. The student must complete all degree requirements in whichever curriculum he/she designates as the primary field of study.</p> <p>If the two majors for the double major leads to the same degree, e.g., BS or B.A, both majors will appear on the diploma and on the transcript. However, if the two majors for a double major lead to a BA and a BS, the degree will be determined based on the primary field of study and that will dictate which baccalaureate major will appear on the diploma. The student must complete the appropriate forms declaring the double major to the Office of the Registrar and to the dean's office in his/ her college(s). The student who completes the requirements for a double major receives a degree from the college of his/her first or primary field of study and has the successful completion of the secondary major entered on his/her transcript. A double major does not result in two degrees – <i>only one diploma will be received.</i> Students should consult with their advisor concerning this option and, if eligible for a double major, complete the appropriate paperwork prior to the beginning of the senior year. If a student changes his/her decision to pursue a double major, it is his/her responsibility to notify the Office of the Registrar and the dean's office of his/her college(s). A double major may not be awarded after the degree for the primary major has been granted.</p>

Accelerated Bachelor's Degree Plan

The Accelerated Bachelor's / Master's Degree Plan allows Auburn students in some academic programs to count up to nine approved hours (in a 30-hour master's program) or 12 approved hours (in a 36 hour master's program) toward both a bachelor's and a master's degree. These hours must be at the graduate level.

To be considered for admission, students must have completed at least 45 credit hours and no more than 96 credit hours, including advanced placement credits. Transfer students must have completed at least 24 credit hours at Auburn University. All students must have a cumulative grade point average of 3.4 / 4.0 or higher on course work completed at Auburn. Individual graduate programs may set higher standards or require additional criteria for admission to the accelerated degree program.

Students must complete an "Application for Admission to the Accelerated Bachelor's / Master's Degree Plan," and work with a graduate advisor in the degree-granting department to complete an approved Plan of Study, including: a) a list of the courses that count toward both the undergraduate and graduate degree; and b) the projected dates for the completion of the bachelor's and master's degrees. Students in the Honors College remain eligible to graduate with Honors while participating, and should consult with an Honors advisor.

Students must maintain a cumulative grade-point average (CGPA) of 3.4 / 4.0 or higher on Auburn University coursework; if the student completes the bachelor's degree requirements with a cumulative GPA of less than 3.4 / 4.0 at Auburn, the student cannot double-count credit hours and is terminated from the program.

Students must apply for admission to the Graduate School by the prescribed deadline. Admission to the Accelerated Degree Plan does not guarantee admission to the Graduate School. Students cannot opt to bypass the bachelor's degree.

Students may withdraw voluntarily from the Accelerated Plan at any time. Students must notify, in writing, the graduate program officer and the coordinator/director of undergraduate studies in their respective departments. Students who withdraw from the program voluntarily or because they do not meet program requirements will not be awarded graduate credit for double-counted courses.

Information concerning the Accelerated Bachelor's/ Master Degree program can be found at this site:
<http://grad.auburn.edu/abm.html>

Accelerated Bachelor's Degree students are advised by their undergraduate advisors until the student completes his or her undergraduate degree and graduates. Undergraduate advisors will perform the graduation check for the undergraduate degree.

Interdisciplinary University Studies

<http://bulletin.auburn.edu/undergraduate/interdepartmentalandinterdisciplinarycurricula/#IDSC>

Interdisciplinary University Studies (IDSC)

The Bachelor of Science in Interdisciplinary University Studies allows students to attain a broad education and acquire diverse skill sets unique to a profession they desire to enter. Students seeking an Interdisciplinary University Studies degree have the opportunity to create a personalized academic program, by customizing a curriculum that demonstrates proficiency in broad skills as well as discipline-specific knowledge.

Students admitted to the Interdisciplinary University Studies degree program prior to August, 2013 will have a degree plan consisting of the Core Curriculum, supporting courses in IDSC (UNIV 2190, COMM 1000, COMP 1000, ENGL 3040, 3080 or 4000, and UNIV 4930 or 4980), and 36 hours of major coursework. The major coursework will be organized into two (each with 18-hours) or three (each with 12-hours) areas of emphasis. Each area of emphasis must be approved by the faculty advisor in the specific area of study. Students must complete any pre-requisites required for courses in their areas of emphasis. Students may use free electives to reach the minimum 120-hours of coursework required once all other requirements have been fulfilled. These students will have a faculty mentor who approved the curriculum plan prior to submission to the program. This mentor also serves as the instructor for the UNIV 4930 or 4980 capstone course.

For students applying to the IDSC degree program beginning Fall Semester, 2013:

Admission is determined by application. For admission, a student must first complete Foundations of Interdisciplinary University Studies (UNIV 2190) with a grade of C or better and complete a program application that includes an application essay and an approved individualized plan of study. In the Foundations course, students learn about interdisciplinary studies in general and also craft an individualized degree plan. Students must have an overall Auburn University GPA of 2.0 or higher, or a GPA of 2.2 or higher on the most recent semester's coursework at Auburn University to be eligible for admission. Students must have completed at least 30 hours of coursework prior to being admitted. Students with more than 90 hours of coursework must receive special permission to be admitted to the major.

Students who have completed Foundations of Interdisciplinary University Studies (UNIV 2190) with a grade of C or better may submit an application. Students admitted to the major must also earn a grade of C or better in Public Speaking (COMM 1000), and in one written communication class to be selected from Technical Writing (ENGL 3040), Business Writing (ENGL 3080) or Advanced Composition (ENGL 4000). Students may elect to use COMM 1000 to meet 3 hours of the Humanities Core requirements. All students must also complete a capstone experience (UNIV 4930 or UNIV 4980) with a grade of S in UNIV 4930 or a grade of C or better in UNIV 4980. In the capstone experience, students integrate acquired knowledge through a research project (UNIV 4930), service learning project (UNIV 4980), or an internship program (UNIV 4980). Students must earn 3 hours of capstone credit and may earn a maximum of 6 hours of capstone credit. Students electing to take the capstone course twice must use elective hours for the additional three hours. There must be at least one semester between the time the student takes UNIV 2190 and either UNIV 4930 or 4980.

The student creates two or three identifiable areas of emphasis using coursework from two or three different Schools or Colleges. The major must have a total of 45 hours of approved coursework. If a student elects to have two areas of emphasis they must have at least 21 hours of coursework in one emphasis (the majority of which is from one college or school) and up to 24 hours in the other (the majority of which is from the second college or school) for a total of 45 hours. If a student elects to have three areas of emphasis they must have 15 hours of coursework in each emphasis. Students with three areas of emphasis may use existing minors as emphasis areas or they may work with the faculty advisor in a specific area to develop an emphasis. Twenty-five of the 45 hours in the major must be at or above the 3000 level. If a student elects to use existing minors and a minor requiring more than 15 hours is selected the student must complete the entire minor. Minors used as emphases become part of the Interdisciplinary Studies degree and will not be listed on the official transcript or the diploma.

Additional information about the major can be found at

http://www.auburn.edu/academic/provost/undergrad_studies/IDSC.

Returning Students

Students who have previously attended Auburn and who wish to re-enter must secure permission to register from the Office of the Registrar if they have not been enrolled at AU during the preceding 12 months or if they have been academically ineligible to be enrolled. Undergraduate students who have not been enrolled at Auburn University for a period of five years or more and who are returning to the same curriculum may be subject to different university, college, school, or departmental requirements than those which existed at the time of their initial entry, as well as those which existed at the program level when continuous enrollment ceased. The university, college, school, or department reserves the right to review a former student's completed work, and if deemed appropriate, may require any readmitted student to meet graduation requirements as listed in the catalog in effect at the time of re-entry. In addition, each college/school may have more specific requirements for readmitted students. A student seeking readmission who has attended another college since being enrolled at Auburn University must (1) be eligible to re-enter the last institution attended and (2) have a 2.0 average overall in course work attempted at other colleges if they have been enrolled elsewhere for two or more terms. Two official transcripts from each institution attended must be furnished to the Office of the Registrar. Students who have been away from the University for more than one term must re-establish their right to residency. They will initially be classified as a non-resident and be required to produce normal documentation.

Program Elimination: In the event that program elimination affects a re-admitted undergraduate student, the Associate Dean of the School or College shall determine whether the student is capable of completing his or her degree with coursework available or reasonable substitutions. If it is deemed possible, the Associate Dean shall work with the Office of Undergraduate Studies to request that the Office of the Provost petition the President to allow special re-opening of the program for the candidate, for the purpose of receipt of the diploma.

In the event that the Associate Dean determines it is not feasible to complete the original degree, the student will need to identify a different degree program. Interdisciplinary University Studies may be an option for some returning students faced with elimination of their previous programs.

Orientation Programs

Camp War Eagle (CWE) and Successfully Orienting Students

CWE is Auburn's 2-day, 1-night orientation experience for incoming freshmen. While at CWE, students are introduced to Auburn's academic programs, services, and traditions. Students also register for fall semester courses with the help of camp counselors and academic advisors.

Each summer, Auburn hosts 10 sessions of CWE that run from late May to early July. CWE session dates can be found at the Freshmen Year Experience website:

www.auburn.edu/academic/provost/undergrad_studies/fye/cwe/

Math Placement Test (MPT)

All incoming students are required to complete an on-line Math Placement Test prior to coming to Auburn for CWE or SOS.

Effective for fall 2010 freshmen, the MPT was restructured into two tests - an algebra test and a trig test. Students must have a requisite score on the MPT in order to register for a specific math class at CWE. The registration will be controlled in Banner, and students will not have the ability to register for a higher math class than their MPT score indicates, unless they have met one of the other pre-requisites (transfer credit, AP/IB, etc). The Math Department will be very inflexible in allowing any exceptions to this.

Students are made aware of this through a letter in their CWE confirmation packets.

The goal of this effort is for students to know their math placement before summer school starts. If the student places into a math class that is lower than the lowest required math class in his/her curriculum, the student will know this in time to take steps to address that over the summer. For example, if the first math in an Engineering student's curriculum is calculus, but the student's MPT places him/her into pre-cal, then the student could take pre-cal over the summer in order to start in calculus in the fall at Auburn.

There are two web sites you can look at for more information.

1. http://www.auburn.edu/~tamtiny/Placement_test.html

This is the main page for the MPT.

2. <http://www.auburn.edu/academic/cosam/departments/math/mathexam/>

This is the site walks the student through the process of understanding what the MPT score is, what math is required for each major, and what math the student will be placed into. There is additional information on the individual math classes, placement into classes, and ways to achieve the desired placement.

Successfully Orienting Students (S.O.S.)

S.O.S. is a one-day orientation for students who are transferring to Auburn University from another institution. Students meet with their academic advisor individually and/or in groups (as designated by each unit on campus) to discuss transfer credits and registration for classes. In addition to focusing on their academics, transfer students are also introduced to University services.

Transfer students who submit all completed Auburn University application paperwork, including the Transfer Student Plan of Study and college transcripts, AND submit their deposit by the designated deadline will be pre-registered by their Auburn University academic advisor.

For transfer students who are entering Auburn during a summer or fall term, the designated deadline for submitting application paperwork and the deposit will generally be in early February. The deadline for students who are entering Auburn in a spring term will generally be in early September. All deadlines will be communicated by the A.U. Admissions Office and/or Freshman Experience Office.

Advisors will use the WebXtender document system to view and print images of Transfer Student Plans of Study, college transcripts and other accompanying letters or documents.

Transfer students need to register for an S.O.S. session by using directions from the following website:

http://www.auburn.edu/academic/provost/undergrad_studies/fye/sos/howtoregister.html

Additional information about S.O.S. can be found at:

http://www.auburn.edu/academic/provost/undergrad_studies/fye/sos/

Recruiting Events

Auburn University hosts several student recruiting events throughout the year in which academic advisors are involved. While each academic unit on campus may host additional recruiting events, the following lists University-sponsored recruiting events.

I. ON-CAMPUS RECRUITING EVENTS

War Eagle Days (WED) take place in various months throughout the year. September, October and November WED's are attended by current high school seniors; March and April WED's are attended by current high school juniors; and June WED's are attended by rising high school seniors. The minimum ACT requirement to receive an invitation for this event is a 24, equivalent to a 1090 on the SAT.

TALONS days are typically held in the months of January and February. Those invited are recipients of the University, Heritage, Founders and Charter Scholarships.

Presidential Scholars Days (PSD) are held in November and February. These events are for students accepted to Auburn University for the next academic year and who have been offered a Presidential Scholarship.

I. OFF-CAMPUS RECRUITING EVENTS

Participation in off campus recruiting is determined by each academic unit. The events most attended by academic advisors are the Area Receptions. These typically take place during the month of September and are located in Montgomery, AL, Mobile, AL, Birmingham, AL, Auburn, AL, and Atlanta, GA.

In order to receive an invitation to an Area Reception, the minimum ACT requirement is a 24, equivalent to a 1090 on the SAT.

Resources for Students

I. ACADEMIC RESOURCES

1. Academic Advisor
2. Faculty Advisors, where applicable (some campus units do not offer faculty advising)
3. Office of Accessibility
4. Miller Writing Center <https://fp.auburn.edu/writing/writingcenter.aspx>
5. Ralph Brown Draughon Library <http://www.lib.auburn.edu/>
6. Auburn University Bulletin <http://bulletin.auburn.edu/>
7. Auburn University website^(A) AND academic unit website^(B)

A. Students can link to numerous areas throughout the University via the AU website <http://www.auburn.edu/>

B. Students can link to numerous areas within their academic unit via that unit's website

Start at <http://www.auburn.edu/>

Click on 'Academics' in the left bar

Click on the appropriate college/school/unit

8. Auburn University Academic Support

A. Academic Coaching and Counseling

http://www.auburn.edu/academic/provost/undergrad_studies/support/academic_support/academic_coaching.html

B. Study Partners

http://www.auburn.edu/academic/provost/undergrad_studies/support/study_partners/

C. Study Smart

http://www.auburn.edu/academic/provost/undergrad_studies/support/academic_support/Instruction%20for%20Registering%20for%20SS%20Summer%202013.pdf

D. Supplemental Instruction (SI)

http://www.auburn.edu/academic/provost/undergrad_studies/academic_support/si/

E. Tutoring Website

http://www.auburn.edu/academic/provost/undergrad_studies/support/study_partners/makeappt.html

F. UNIV1000: The Auburn Experience

http://www.auburn.edu/academic/provost/undergrad_studies/fye/fys/univ1000.html

G. UNIV1050: Success Strategies

http://www.auburn.edu/academic/provost/undergrad_studies/fye/fys/univ1050.html

H. UNIV1100: First-Year Seminar

http://www.auburn.edu/academic/provost/undergrad_studies/fye/fys/univ1100.html

I. Private Tutoring Website

http://www.auburn.edu/academic/provost/undergrad_studies/support/academic_support/privatetutoring.html

J. Academic Support Resources

http://www.auburn.edu/academic/provost/undergrad_studies/support/

II. SARS

SARS GRID On-line Appointment System is available to students to make appointments with many units on campus. Advising offices, as well as Academic Support, uses the system to allow students to make appointments online at their convenience. A link to the appointment system is located on the unit's website if the appointment system is utilized by the unit or office.

SARS also provides advisors with the capability to make electronic notes in a student's advising file. Additionally, it provides advising offices with the ability to generate various statistical reports which may be merged with Banner reports to produce more robust analyses of advising services.

III. DEGREEWORKS

DegreeWorks is an online degree auditing and tracking tool that compares academic achievement to major requirements as identified by the Auburn Bulletin. Students and advisors can utilize the program to track academic progress. The program can also be used to determine how previously completed courses would fit into a new major using the "What If" option. DegreeWorks has a planner tool allowing students to make a future plan of courses to complete.

Advisors are strongly encouraged to use DegreeWorks as an aid to the advising process. All course substitutions should be recorded in DegreeWorks in order to provide their advisees with the most complete

and accurate information about their academic progress. Advisors should also maintain electronic advising notes either in DegreeWorks or in SARS.

Additional information concerning DegreeWorks can be located at http://www.auburn.edu/administration/degree_works/

IV. MEDICAL AND PSYCHOLOGICAL RESOURCES

1. Auburn University Medical Clinic <https://cws.auburn.edu/aumc/>
2. Student Counseling Services <http://www.auburn.edu/scs/>

V. CAREER RESOURCES

1. Career Development Services <http://www.auburn.edu/career/>
2. Co-Op Program <http://www.auburn.edu/co-op/>

VI. STUDENT POLICY E-HANDBOOK http://www.auburn.edu/student_info/student_policies/

VII. TIGER ADVISOR @ THE LIBRARY

Tiger Advisor @ The Library is the result of a partnership between the Provost's Office and the SGA. Its mission is to assist students in locating the proper resources necessary to answer general advising questions and questions related to their academic progress. Tiger Advisor @ The Library provides guidance on university policies and procedures; provides training and assistance in negotiating the Tigeri Registration system, the DegreeWorks online degree audit system, the Auburn Bulletin, and the Student Policy eHandbook. Tiger Advisor @ The Library does not replace a student's Academic Advisor, but rather helps students learn how to find the information they need through existing online resources or direct students to the proper campus office that can address their concern or need.

http://www.auburn.edu/academic/provost/undergrad_studies/tiger_advisor/index.html

VIII. STUDENT ORGANIZATIONS http://www.auburn.edu/student_info/student_affairs/involvement/cso/

IX. LEARNING COMMUNITIES AND FRESHMAN INTEREST GROUPS

http://www.auburn.edu/academic/provost/undergrad_studies/learning_communities/

Learning communities are sponsored by Educational Support Services, every college/school at Auburn, and various departments on campus. Each learning community consists of 20-25 students who are pre-registered for several classes fall and spring semester of their freshman year. These classes are focused around a central topic or theme including a University course. University courses address ways to successfully transition to college and are taught by professors and instructors who are involved in the Learning Community and take special interest in each student's success.

For college/school specific learning communities, is the student required to be in that college/school to join?

In many instances the answer is yes. However, there are exceptions such as when a student is considering minoring with a different college/school or when a student's major college/schools learning community is full and a learning community in a different college/school is a logical fit. Other LCs are grouped by themes and are not college specific. These are open to students from any major.

Can a student participate in both the Honors College AND a learning community? Absolutely! We have many students who choose to do both. A learning community offers the additional advantage of being

integrated into the student's college/school or with a topic of their choice during their freshman year. Classes associated with learning communities are not honors sections. Students wishing to do an honors section should drop the learning community course and pick up the honors section on their own.

What if a student has credit for one or more of the classes that are a part of the learning community through AP credit, ACT scores, or dual enrollment? The standard policy is for students to remain in a learning community they must stay enrolled in the UNIV class and at least one of the other learning community classes. An exception is made for Honors students, allowing them to only remain in the UNIV course. If a student has credit for both core classes, encourage them to consider a different learning community with a different curriculum lineup.

Can a student change his or her learning community once they join? Joining a learning community is a commitment for the entire freshman year. Core curriculum classes were intentionally selected in most cases in anticipation of some students changing majors. Students have the option to drop their learning community classes in the spring if they wish but are encouraged to stay in as they still need those core courses.

How do students sign up for learning communities? The application is located online through AU Access and is opened annually at the end of January. Students may visit the learning community website at www.auburn.edu/lc to sign up for notifications of web updates and application release information. When students log into the application they simply select their top three choices. All students who have signed up by May 1 will be notified via their Auburn email account of the learning community they were placed in. After May 1, students will be notified as they sign up. After Camp War Eagle has started, the online application will no longer be available. At that time students may sign up by calling 334-844-5721 or by signing up during Camp War Eagle.

Do students have to live with their learning communities in on campus housing? It is not a requirement for students to live with their learning community. In fact, if students sign up after April 1 they will not even have that option. It is important to remind students they must have **guaranteed housing**, which is obtained by applying for housing before the waitlist is started. Also, students wishing to live with specific roommates must BOTH have requested to live with their learning community in the same area to be placed together.

Resources for Advisors

IA. BANNER FORMS

Admissions

SAAADMS Admissions Application form
SAADCRV Admissions Decision form
SOATEST Test Score Information
SOAHSCH High School Information
SOAPCOL Prior College
SOAPCOQ Prior College Summary

Catalog

SCACRSE Basic Course Information
SCAETL Course Detail Information SCARRES

Course Registration Restrictions SCAPREQ Catalog
Prereq/Test Score Restrictions SCARRES Course Registration
Restrictions

Schedule

SSASECT Schedule
SSAETL Schedule Detail
SSAPREQ Schedule Prereq/Test Score
Restrictions
SSAMATX Building/Room Schedule SSARRES
Schedule Restrictions SSAXLST Cross-listing

Form

Registration

SFAREGS Student Course Registration
SFAREGQ Registration Query
SFASTCA Student Course Registration Audit
SFASRPO Student Registration Permit-Override
SPAAPIN Alternate Personal Identification Number
SFAALST Class Attendance Roster
SFASLST Class Roster

General Student SGASTDN General Student
SGASTDQ General Student Summary
SGAADVR Multiple Advisors
SOACURR Curriculum Rules
SGACLSR Student Classification Rules

General Person

SPAIDEN General Person Identification
SPAPERS General Person
SOADDRQ Address Summary
SPATELE General Person Telephone
GOAMAL E-mail Address
SOAHOLD Hold Information

Academic History

SHAINST Term Course Maintenance
SHATERM Term Sequence Course History
SHACRSE Corse Summary
SHADEGR Degree and Other Formal Awards
SHADEGQ Degree Summary
SHAGRDE Grade Code Maintenance
SHAGRDE Grade Substitution Maintenance
SZFSHTM Un-GAP'd GPA
SHATRNS Transfer Course Information
SHATATC Transfer Institution Catalog Entry
SHATATR Transfer Course Articulation

Person Search forms

SOAIDEN Person Search

Housing(Building/Room Information)

SLABLDG Building Definition
SLARDEF Room Definition

Validation Tables

STVCLAS Class Code Validation
STVDEGS Degree Code Validation
STVDEGS Degree Status Code Validation
STVDEPT Department Code Validation
STVESTS Enrollment Status Code Validation
STVGMOD Grading Mode Validation

STVHLDD Hold Type Code Validation
STVLEVL Level Code Validation
STVMAJR Major, Minor, Conc Code Validation
STVMEET Meeting Time Code Validation
STVSBGI Source/Background Institution Validation
STVSCHD Schedule Type Code Validation
STVSTAT State/Province Code Validation
STVSTST Student Status Code Validation
STVSTYP Student Type Code Validation
STVSUBJ Subject Code Validation
STVTELE Telephone Type Validation
STVTERM Term Code Validation
STVTESC Test Code Validation

Reports

SZP4030 Student Term Report with GPAs
SZP4031 Student Term Report no GPA
SZOGSEN Graduating Senior Report
SZOGDRC Grade Distribution by course
SZOGDRI Grade Distribution by instructor

]

IB. USAGE TIPS

Rule Tables/Control Forms

SFAESTS Enrollment Status Control Form

Drop Codes

- DD until 1st class date
- W1 1st class date thru 15th class date
- W2 15th class date to Mid-term
- CA to cancel whole class/email students

SFARSTS Course Registration Status Form

SOATERM Term Control

Next Block to Part of Term/Web Registration Controls

How to set up and use Quick Flows

GTVQUIK- lists quick flows; enter new quick flow

Select "RECORD, INSERT" to get a new line, enter quick flow name and description, SAVE

GUAQUIK- enter objects in quick flow

Search using search box or enter objects on right side of form, SAVE

To use quick flow-

At main menu/GO TO...., enter quick flow name; "X" out of each object to go to next object

Banner Naming Conventions

Banner Admin forms are seven characters. Student forms begin with an "S" and General Forms begin with a "G". The 2nd character relates to a module; the 3rd character is the form type and the 4th-7th characters describe the function.

Example: SSASECT

Module; (2nd character)

Form: (3rd character)

C-Catalog

A-Application

F-Registration

V-Validation Table

H-History

Q-Query

S-Schedule

O-Overall

T-Tables

Z-Locally created

Wildcard Symbol % Banner uses the "%" sign as a wildcard.

This means that any value can be used in a particular instance.

For example, when searching for names, if the user entered:

"Sm%", the Banner query would return last names "Smaldino,

Smith, and Smothers" or "%Ma%" "Macon", Madden, and

Martin". When using it in certain parameter values for running

reports, the report will run for all acceptable values to be used.

In the GO TO...box, if SF%, then press enter, a dialog box

would appear with a list of all the objects/forms starting with

SF, as SFAREGS, SFAREGQ. SFASTCA, etc. for selection

Banner Term designation (use ending term of academic year)

Example: Academic Year 2008-2009

Fall 200910

Spring 200920

Summer 200930

Getting Help in Banner INB

- ❖ *Help Center*- found on GUAGMNU General Menu on top right
- ❖ *AHL*-Auto Hint Line starts on bottom left on forms
- ❖ *Dynamic Help Query*-put cursor on field, select Help on menu
- ❖ *Online Help*- select Help on menu, then Online help

Using Data Extract in Banner INB

Select Help from menu, then select, if available, "Extract Data with key" or "Extract Data No Key" Data will be presented in Excel spreadsheet.

Advisor access to SSB

Sign into AUAccess, Faculty Services tab, Self Service, Advisor menu

- Faculty/Dept advisor-must be linked to each student on SGAADVR, then can only view the academic records of those students
 - Advisee Listing shows students linked to on SGAADVR
- Professional/ college advisor- can see all students' academic records (do not use Advisee Listing unless have been linked to students on SGAADVR)

Schedule of Courses via link in AUAccess

Go to Employee Services tab, scroll down to Quick Links, select Schedule of Courses. To select multiple or all courses, hold down the shift key (it may take a while to return data).. Copy from top left corner through all of display, paste into an Excel spreadsheet, if desired.

Class Rolls/Class E-mail via Course Toolkit

Go to www.auburn.edu, Employees, Course Toolkit, log in, select Class Rolls/Class E-mail, enter Term, select Dept and course number, select Search. Select course section(s) from list and either View Class Roll(s) or Send E-mail to Selected Classes.

Still need Help?

Registration issues- call Office of Registrar

Scheduling issues- call Office of Registrar

Grading issues- call Office of Registrar

Class not in Canvas- call IMG

Security issues or any other problem- contact Banner Student

Security at bstusec@auburn.edu or 4-9927

IC.BANNER STUDENT SYSTEM HELP

Desk Calls

Student Calls

- **Registration**
 - Class closed or special permission needed: see course department
 - Cannot add or drop course: contact the Office of the Registrar
 - Holds: view holds under Tiger I, contact listed department
 - Registration schedule: see Registration Information on Tiger I
 - Other registration problems: contact the Office of the Registrar
- **Time ticket, Alternate pin**
 - Cannot find time ticket: look at **check your registration status** on Tiger I
 - Time ticket schedule: see **registration information** on Tiger I
 - Missing time ticket: contact the Office of the Registrar
 - Alternate pin does not work: contact advisor to reset the Alternate Pin
- **Transcripts and Grades**
 - Unofficial transcript does not work: contact the Office of the Registrar
 - Unofficial transcript is incorrect: contact the Office of the Registrar
 - Cannot see grades at end of term, Current term not available: first look at the transcript since grades may not have been recorded.
 - Incoming transcripts from another institution
- **All other student calls about registration, grades, schedules, or transcripts:** contact the Office of the Registrar

Faculty Calls

- **Problem entering mid-term or final grades:** contact the Office of the Registrar.
- **Error in class roster:** contact the Office of the Registrar.
- **Class does not show in Canvas:** contact IMG (45181)
- **Help with Canvas:** See Help at
 - AU Homepage→Employees→HELP (orange link next to Canvas) and/or
 - <http://www.auburn.edu/img/canvas/help/index.html>
 - Contact IMG (45181)
- **Need to see class roster**
 - Method A: Self-Service Banner to Faculty Services tab; select Class list
 - Method B: AUAccess faculty services tab; My courses window; select Course toolkit
 - This also provides access to photo roster and to class email
 - Method C: AU homepage→Employees→Course Toolkit

Help with Class Scheduling—creating section in Banner, assigning instructors, finding rooms, cross-listing sections, linking section, TBA situations: Contact the Office of the Registrar

Any other problems concerning Banner Student, please have the caller contact Mary Helen Martin 4-9927 at Banner Student Security (bstusec@auburn.edu) or martimh@auburn.edu. Backup is backsni@auburn.edu (49316).

II. COMMONLY USED ABBREVIATIONS

AP	Advanced Placement
AUACC	Auburn University Advisors and Counselors Caucus
COSAM	College of Sciences and Mathematics
CWE	Camp War Eagle
FERPA	Family Educational Rights and Privacy Act
GAP	Grade Adjustment Policy
GPA	Grade Point Average
MMH	Mary Martin Hall
NACADA	National Academic Advising Association
NCAA	National Collegiate Athletic Association
SOS	Successfully Orienting Students
VA	Veterans Affairs
WED	War Eagle Day

III. AUBURN UNIVERSITY ADVISORS AND COUNSELORS CAUCUS

The Auburn University Advisors and Counselors Caucus (AUACC) is an organization of Academic Advisor and Counselors dedicated to the overall concerns of students and to improving advising and counseling services for all students on the Auburn University campus.

AUACC promotes, encourages, and supports the professional development of academic advisors and counselors at Auburn.

AUACC strives to increase and improve academic support services for all Auburn students, but particularly those from underrepresented groups.

The caucus serves as a forum that facilitates cooperation and exchange of information amongst advising and counseling professionals from the various colleges and departments around our university.

New employees in an academic advising or counseling role are members of AUACC as a part of their employment and can begin participating in meetings immediately.

The AUACC Listserv

New members can be added to the listserv by completing the Membership Registration Form

http://www.auburn.edu/academic/societies/advisors_counselors_caucus/Becomeamember.html

The AUACC website can be found at http://www.auburn.edu/academic/societies/advisors_counselors_caucus/

IV. WEBXTENDER

WebXtender is the University's imaging system that allows anyone with access the ability to view academic paperwork for AU students. Any paperwork (such as transient forms, GAP forms, external transcripts, Study

Abroad paperwork, admissions applications, transfer student plans of study, AP scores, letters, resumes,, etc...) that has filtered through the Registrar's and/or Admissions offices can be viewed using the WebXtender system.

Advisors can access WebXtender by going to <https://xtender.auburn.edu/AppXtender/Login.aspx>

Questions concerning WebXtender training and usage should be directed to WebXtender specialist at Xtender@auburn.edu.

V. SARS

SARS GRID On-line Appointment System is available to students to make appointments with many units on campus. Advising offices, as well as Academic Support, uses the system to allow students to make appointments online at their convenience. A link to the appointment system is located on the unit's website if the appointment system is utilized by the unit or office.

SARS also provides advisors with the capability to make electronic notes in a student's advising file. Additionally, it provides advising offices with the ability to generate various statistical reports which may be merged with Banner reports to produce more robust analyses of advising services.

VI. DEGREEWORKS

DegreeWorks is an online degree auditing and tracking tool that compares academic achievement to major requirements as identified by the Auburn Bulletin. Students and advisors can utilize the program to track academic progress. The program can also be used to determine how previously completed courses would fit into a new major using the "What If" option. DegreeWorks has a planner tool allowing students to make a future plan of courses to complete.

Advisors are strongly encouraged to use Degreeworks as an aid to the advising process. All course substitutions should be recorded in Degreeworks in order to provide their advisees with the most complete and accurate information about their academic progress. Advisors should also maintain electronic advising notes either in Degreeworks or in SARS.

Additional information concerning DegreeWorks can be located at http://www.auburn.edu/administration/degree_works/

VII. TRANSFER EVALUATION SYSTEM – TES

TES® the Transfer Evaluation System from CollegeSource is the premier interactive database of course data from institutions of higher education. TES® empowers users to quickly locate course descriptions; route and track the evaluation process; store, manage, group, and publicize the resulting equivalencies; and employ powerful algorithms to generate lists of likely equivalencies between institutions.

TES can be accessed at <http://tes.collegesource.com/>

VIII. AUBURN UNIVERSITY BULLETIN

<http://bulletin.auburn.edu/>

IX. STUDENT POLICY E-HANDBOOK -- The official handbook of Auburn University

http://www.auburn.edu/student_info/student_policies/

X. USEFUL CONTACTS FOR ACADEMIC ADVISORS

Academic Support
0176 RBD Library
844-5972

Pharmacy
Inside Medical Clinic
844-4641

Tiger Card and Tiger Club Accounts
2103 Student Center
844-4507

Student Financial Services Mary
Martin Hall
844-4634

Public Safety
543A Magnolia Ave
844-8888

Tiger Transit System
844-4757

Campus Bookstore
Haley Center
844-4241

Ralph B. Draughon Library
College and Roosevelt
844-1738

Career Development Services
303 Mary Martin Hall
844-4744

Registrar's Office
101 Mary Martin Hall
844-4367

Diversity and Multicultural Affairs
M.W. Smith Hall
381 Mel Street
844-4184

Reserved Officer's Training Corps
(ROTC) All branches located in
W.F. Nichols Center
844-4000

Miler Writing Center
3183 Haley Center
844-5749

Safe Harbor Women's Clinic
AU Medical Clinic
844-7233

Financial Aid
203 Mary Martin Hall
844-4367

Student Counseling Services
AU Medical Clinic
844-5123

Freshman Year Experience
189 Foy Union
844-4501

Academic Counseling and
Advising Center
113 Katherine Cater Hall
844-7727

Housing and Residence Life
Burton Hall
844-4580

Office of Accessibility
1244 Haley Center
844-2096

Medical Clinic
400 Lem Morrison Drive
844-4416

Study Partners Tutoring Service
176 RBD Library

Campus/Office Safety

Each unit on campus is encouraged to have an 'in-house' emergency plan. For some offices, this may include having a special emergency code or system that only members of that office know.

Three Simple Rules for Personal Safety

Stay alert and tuned in to your surroundings.

Be aware and prepared.

Stand tall and walk confidently, do not show fear. Do not look like a victim. Trust your instincts, if you do not feel comfortable in a place or situation, leave.

Campus Security Authorities NOTE: Area code for all numbers is (334)

City of Auburn Department of Public Safety Emergency	911
City of Auburn Department of Public Safety Non-Emergency	501-3100
Melvin Owens, Executive Director, Auburn University Public Safety & Security	844-8888
Bob Ritenbaugh, Assistant Vice President for Auxiliary Services	844-4190
Amy Hecht, Assistant Vice President, Division of Student Affairs	844-1326
Division of Student Affairs	844-5751
Assistant Director of Housing & Residence Life	844-4580
Susan McCallister, Associate Director of Public Safety Information and Education	844-4876

Campus Services

Auburn University Public Safety & Security	844-8888
Executive Director - Melvin Owens	844-2262
Emergency Management – Chance Corbett, Associate Director	844-4808
Public Safety Information/Education - Susan McCallister, Associate Director	844-4876
Public Safety/Security Services – Randal Cerovsky, Associate Director	844-7400
Campus Security Shuttle	844-7400
AU Threat Assessment Team (24 Hours)	844-5010
AU Medical Clinic	844-4416
Student Counseling Services	844-5123
Safe Harbor/Sexual Assault Services	844-SAFE
Facilities Emergencies 24 Hours	844-HELP
Housing and Residence Life	844-4580
Affirmative Action	844-4794
Office of the VP of Student Affairs	844-1304
Office of International Education	844-5001
Foy Student Union Information 24 Hours	844-4244

Community Services

Auburn City Police Department (Administration)	501-3110
Lee County Sheriff's Office	749-5651
Crisis Center 24 Hour Hotline	821-8600
East Alabama Mental Health Center	749-3346
East Alabama Medical Center Emergency Room	528-1150
Rape Counselors of East Alabama, Inc.	Office 741-0707
	24 Hour Pager 705-0510

Procedure for Reporting Emergencies or Crime on Campus

All emergencies including crimes in progress, fire and medical emergencies should be **immediately reported to 911** on and off-campus.

Emergency callers should be prepared with the following information:

- Name
- Exact location of the incident
- Description of the scene
- Description of any suspects
- Description and license numbers of any involved vehicles.

All members of the Auburn University community should also **immediately notify the Auburn University Department of Public Safety & Security at 844-8888 of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of the campus community.**

Community members, students, staff, faculty and guests are encouraged to report all crimes and public safety related incidents to the City of Auburn Police Division (911 for emergencies, or 501-3100 for non-emergencies) and the Auburn University Department of Public Safety & Security (334-844-8888) in a timely manner.

To report non-emergencies or suspicious activities, call the City of Auburn Department of Public Safety at 501-3100. Auburn University maintains a daily crime log that is available for review at the Auburn University Department of Public Safety & Security office located at 543 West Magnolia Avenue.

Campus Emergency Notifications

The City of Auburn Public Safety Department has the primary responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document emergencies on campus. In addition, the City of Auburn Public Safety Department has the responsibility to determine if the situation does, in fact, pose a threat to the community.

In the event of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of members of the Auburn University community, the University has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of a confirmed immediate threat to the Auburn campus community. These methods of communication include the following:

AU ALERT

AU ALERT is an emergency notification system that notifies faculty, staff and students of critical information and situations affecting campus through the use of text and voice messages to multiple phone numbers, email, messages via social networking and RSS feeds. Sign up for AU ALERT by logging into AU Access and clicking on the AU ALERT tab located on the Campus Life tab. This system makes immediate notifications across campus without delay. Visit www.auburn.edu/aualert for more information.

Outdoor Warning Sirens

Outdoor warning sirens are in place around campus to alert people of severe weather. Once the sirens are activated, members of the campus community should seek shelter and tune to radios or television for updates and instructions. These sirens could also be used in the event of other emergencies. However, activation will still require seeking shelter from the outdoors. Locations of designated severe weather

shelters on campus can be found at www.auburn.edu/emergency/severe_weather.html.

Tone Alert Radios

Tone alert radios have been placed in all regularly occupied campus buildings. The radios broadcast a warning tone and then specific information such as severe weather warnings or other pertinent information regarding emergencies on campus. Radio stewards have the responsibility for sharing this information with occupants of their building.

Emergency Preparedness

Emergencies can occur at any time, often without warning. Auburn University's emergency guidelines can help you deal with many emergency situations appropriately. Your judgment often determines whether an incident is an emergency. If in doubt, err on the side of safety. Visit the AU Emergency Management website for more information on emergency preparedness and management: www.auburn.edu/emergency.

What to Do in the Event of a Campus Emergency?

If you have an EMERGENCY requiring police, fire or ambulance, call 911 without delay.

When you call 911 for emergency services, stay on the line and give the following information:

- Your name, telephone number, and exact location.
- The location of the emergency.
- The nature and extent of the emergency (e.g. Are there injuries and how many?)

Be informed and prepared in advance. Do not wait until an emergency strikes to know what to do.

Be aware of your surroundings, and report any suspicious activities.

Know where the fire alarm activation pull stations are located in your building and how to evacuate your building if the alarm is set off.

Emergency call boxes have been installed in different locations around campus. The call boxes call 911 when activated. Call boxes are equipped with a blue light for identification. Locations are shown online on the campus map under "options" at <https://oitapps.auburn.edu/campusmap>.

Questions or suggestions regarding the procedures and response on campus should be directed to:

- AU Emergency Management – emergencymanagement@auburn.edu
- AU Executive Director of Public Safety & Security – publicsafety@auburn.edu

Emergency Response and Evacuation Procedures

Written emergency response and evacuation procedures are maintained on the University's emergency management website at www.auburn.edu/emergency, and are distributed in written form periodically. The Auburn University Department of Public Safety & Security coordinates tests of emergency response and evacuation procedures at least annually, via announced and/or unannounced tests, to evaluate the University's response.

Campus Security Shuttle, Security Escort Services and Other Night Transportation

Campus Security Shuttle Van Service

Destination: On-Campus

The Night Security Shuttle Van Service offers a safe ride from any on-campus location to any on-campus location 6 p.m.-7 a.m. seven days a week while classes are in session, except for home football game evenings and official Auburn University holidays. To obtain service, call (334) 844-7400.

Security Escort Service

The Auburn Department of Public Safety – Police Division offers, without charge, an on campus security

escort service when the Campus Security Shuttle is not in operation. If you need an escort, phone ADPS at 501-3100. An officer will respond to your location and escort you to your campus destination. The Security Escort Service is available during university holidays and semester breaks.

Threat Assessment Team

The mission of the Threat Assessment Team is to assist in the safety, health and welfare of the university community through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention and management of situations involving members of the university community that pose, or may reasonably pose, a threat to the safety and well-being of themselves and/or other members of the university community, or are of substantial disruption to university activities.

Threat Assessment Team Phone (334) 844-5010

Threat Assessment Team Email autat@auburn.edu

Emergency Situations

In cases where a person may pose an immediate risk of violence to self or others please call 911 to reach the City of Auburn Police Department.

Additional information can be found at

http://www.auburn.edu/administration/public_safety/campus_safety_guide.html#phone

Professional Development for Academic Advisors

I. AUACC

The AUACC provides professional growth and development opportunities to advisors through areas such as webinars, program subcommittees, monthly brown bag 'lunch and learn' meetings, and end-of-the-semester business meetings.

Advisors who wish to serve the caucus in a leadership capacity may do so in the secretary, chair-elect, or chair role. By-laws set forth for these officer positions can be found on the AUACC website.

http://www.auburn.edu/academic/societies/advisors_counselors_caucus/

II. NATIONAL ACADEMIC ADVISINGADVISORS ASSOCIATION (NACADA)

The National Academic Advising Association (NACADA) is an association of professional advisors, counselors, faculty, administrators and students working to enhance the educational development of students.

NACADA's mission is to:

- Champion the educational role of academic advisors to enhance student learning and development in a diverse world
- Affirm the role of academic advising in student success and persistence, thereby supporting institutional mission and vitality
- Anticipate the academic advising needs of twenty-first century students, advisors and institutions

- Advance the body of knowledge on academic advising
- Foster the talents and contributions of all members and promote the involvement of diverse populations

As a member of NACADA, you receive NACADA Highlights, a monthly e-letter discussing association events and activities and NACADA Academic Advising Today, the quarterly e-publication covering the advising profession and current issues in advising. (All NACADA communication is done ELECTRONICALLY; therefore, it is essential we have your email address for you to receive the NACADA Highlights, NACADA Academic Advising Today, or other communication.)

Members will also receive the NACADA Journal, a semi-annual publication devoted to showcasing new research and best practices in academic advising.

Click the appropriate membership type listed under "Membership Types" at <http://www.nacada.ksu.edu/Membership/index.htm> to print an application form.

Completed membership forms with payment should be mailed to:

National Academic Advising Association
2323 Anderson Avenue, Suite 225
Manhattan, Kansas 66502-2912

-OR-

Fax your form with complete credit card information to: (785) 532-7732

Some Colleges/ Schools or Departments pay for yearly membership for their advisors. New NACADA members should check with their supervisor College/School or Department.

III. ADVISING CAREER LADDER

The Career Ladder set in place for Academic Advisors allows promotions to Academic Advisor II and Academic Advisor III.

In order for candidates to be considered for promotion, they must submit a dossier to be reviewed by the current Peer Review Committee. In addition to outlining academic advising experience, student-related reviews, and supervisor reviews, the dossier must also outline three specific areas of activity that are above and beyond the daily academic advising responsibilities. These areas are:

1. Continuing Education and Professional Involvement
2. Creative and Professional Development
3. Outreach and Professional Service

The dossier outline can be found in the following area of the AUACC website

http://www.auburn.edu/academic/societies/advisors_counselors_caucus/newmembers.html