

## Advising Information for Fall 2021

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To: ULM AES List Serv <AES@ulm.edu>

Dear Advisors:

Advising for the Fall 2021 semester will begin **Monday, March 15th**. Please keep in mind that this advising period also includes summer sessions.

Please refer to the University Advising website for advising notes, advising form, and other corresponding information: <https://www.ulm.edu/studentsuccess/advising/index.html>. These advising forms can also be found on the CAES Faculty Advising website: <https://www.ulm.edu/caes/advising.html>.

**All advising forms should have appropriate signatures and an updated degree sheet attached upon receipt in the Dean's Office.**

### 1. Degree Sheets:

- a. Make sure you have an updated degree sheet for each of your advisees (your administrative assistant should provide you with one).
- b. Please remember to advise via the degree sheet as well as Flightpath.
  - i. If you find that a course is showing up as credit on Flightpath but not on the degree sheet, most often the degree sheet is correct. If you are unsure or have questions, please feel free to call or send me an email.

### 2. Flightpath:

- a. An updated list of advisees for each advisor can be found in Flightpath (see "Advisees" tab).
- b. Use Flightpath to print the advising sheet for each student to sign and then give to your administrative assistant.
- c. Please be sure to **leave a comment** in Flightpath after each advising appointment.
- d. Please be sure to review your advisee's midterm grades and advise for the upcoming semester accordingly.
- e. Please remember that you should note in Flightpath if a student is interested in pursuing a minor.
- f. Please make sure you are documenting in Flightpath that you have discussed graduation with your advisees and have told them how to apply for graduation.

### 3. Graduation:

- a. If a student plans to graduate in August or December, please be sure to have them complete a graduation application online. A link to the graduation application and a list of important dates can be found on the Registrar's website: <https://www.ulm.edu/registrar/>.

### 4. Developmental Requirements:

- a. Louisiana Delta Community College course offerings for developmental Math and English are forthcoming and will be updated on the University Advising website.

### 5. Advising Holds:

- a. Advising holds will be placed on all students the morning of **March 30th**. Advisors should keep a list of students advised before this date so that their hold can be lifted

on the 30th.

**6. Other Information:**

- a. Due to the ongoing pandemic, faculty members are permitted to advise students via email, phone, or Zoom. If you choose to advise your students virtually, please be sure to follow regular advising procedures.

If you have any other questions, please feel free to contact me.

Happy Advising!

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