

Important Advising Information for the Spring 2023 Semester

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Dear Advisors,

Advising for the Spring 2023 semester as well as Wintersession will begin on **Monday, October 10th**. Since advising holds will not be set until after the **November 2nd** deadline, you should keep a list of students whom you advise prior to this date so that your Administrative Assistant can lift their advising holds on the 2nd.

You can refer to the University Advising website (<https://www.ulm.edu/studentsuccess/advising/index.html>) for advising notes, advising forms, and other corresponding information.

Please make sure you are using **updated advising forms** as found on the University Advising website and the CAES Faculty Advising Aid website: (<https://www.ulm.edu/caes/advising.html>).

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

A. **Degree Sheets:**

- a. Make sure that 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 something 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, feel free to send me an email or call.

B. **FlightPath:**

- a. Use FlightPath to print the advising summary for each advisee to sign and then give the sheets to your Administrative Assistant (this is how the student's advising hold will be lifted).
- b. Please be sure to **leave a comment in FlightPath after each advising session**. Your comment can be as simple as: "Advised Jane Doe (1001001) into the following courses during the Spring 2023 semester: BIOL 1010, ENGL 1002, MATH 1007, ART 1009, and PSYC 2001. Total advised hours for Spring: 15 hours."
- c. If your advisee is interested in pursuing a **minor**, please make a note of that in FlightPath as well.
- d. Please be sure that you are documenting in FlightPath that you have discussed **graduation** with your advisees and have told them how to apply online.

C. **Graduation:**

- a. If your advisee is planning on graduating in May, please have them complete an online graduation application. 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/>).

D. **Other Advising Information and Reminders:**

- a. Please be sure to choose the **correct term** during your advising sessions (either Spring or Winter). If your advisee plans to take courses during the Spring semester and Wintersession, please print and send a copy of both advising summary sheets to your Administrative Assistant.
- b. Undergraduate students who schedule **12 of more hours** for credit during a term are considered full-time students; however, **15 hours is recommended** for both Fall and

Spring semesters. (*) **The maximum amount of hours that a student can take per semester is 18 credit hours. A course load over 18 credit hours requires Dean's approval.**

- c. If your advisee has TOPS or ULM Scholarships, they must meet the following criteria in order to maintain their award(s):
 - i. Earn a minimum of 24 credit hours during each academic year, defined as all terms from Fall through Summer, August through July.
 - ii. Enroll in a minimum of 12 credit hours each Fall and Spring semester in order to meet the 24-hour requirement per academic year.
- a. Students should not be advised into 3000/4000 level courses until their developmental and CORE requirements are completed.
- b. Please **complete and sign** university forms, such as substitution requests, overload requests, change of catalog requests, etc., with your advisee **during** their advising appointment.
- c. Please remind your advisees to check their Banner account for any outstanding holds that could prevent them from registering on time. Holds can be accessed by clicking on the "Student" tab in Banner and then clicking on the "Student Records" option. The "View Holds" tab will be the very first option on that page.

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

Happy Advising!

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