A. Referrals Faculty may refer students to the Learning Center for tutoring, assistance with communications skills, and preparation for Praxis.

B. Office Hours

During the first week of classes each semester, all faculty serving as academic advisors should be in their offices as much as possible in order that advisees can see them about any necessary schedule changes. Full-time faculty are expected to schedule a minimum of 6 hours in the office each week, spread over at least 4 days. During the first week of classes, faculty are expected to post their office hours and send copies of their schedule for the term, including office hours, to the Vice-President for Academic Affairs, the Department Chair, and the Dean of the Division. The hour of 10:00 A.M. on Mondays, Wednesdays, and Fridays is reserved for convocations, supplementary events, faculty meetings, class meetings, etc.; therefore, this reserved hour should NOT be used as a scheduled office hour.

C. Interpretation of the Catalog

The Registrar is the official interpreter of the University catalog. Differences in interpretation may be referred to the Associate Dean of Academic Affairs.

D. Guidelines for Faculty Advisors

There are several general guidelines that have been developed to give coordination to the advising system. These guidelines are given below as assistance to the advisor. Faculty will also receive a copy of the Advising Manual.

1. Know the contents of the catalog and the student handbook.
2. Know the contents of the university catalog and in particular know which courses in the catalog fulfill which requirements.
3. Make certain that students fully understand the system for evaluating academic progress, including the numerical symbols which denote averages. For example, 2.0 signifies that the student has earned an average of 2.0 quality points per semester hour (SH), which is equivalent to the average (cumulative) that must be obtained in order to graduate.
4. Meet with each advisee AT LEAST two times each semester to:
   a. Provide general academic counseling. This includes discussions which help students develop their Servant Leadership portfolios.
   b. Assist with pre-registration for the next semester. Students should be appropriately counseled concerning the courses and schedule before the advisor signs the registration card.
   c. Discuss academic progress, including class work and the Cultural Program. Advisors should plan ahead with the advisee and prepare class schedules at least two years in advance.
   d. Point out “danger areas,” such as a low semester and/or cumulative average and a low rate of accumulation of Cultural Program units.
5. Maintain accurate records for each advisee. If advisors do not have adequate information, such as grade records and transcripts from other institutions, they should consult with the Registrar.

6. Have course substitutions approved through the appropriate channels. Forms for substitutions can be secured from the Registrar and substitutions must be approved by the advisor, the Head/Director/Dean of the Division, and the Vice-President for Academic Affairs.

7. Help advisees download a preliminary degree audit from my.pfeiffer to make sure that the student is on track for graduation. In addition, assists advisees with the Student Graduation Application (Degree Audit) which must be submitted to the Registrar’s Office one year prior to graduation.

8. Assist students by counseling them on career opportunities, methods for job searching, and university resources. Faculty who serve as Freshmen Mentors teach a section of Freshman Seminar or of the University Studies seminars. Mentors are expected to meet more often with students and to offer special social opportunities to freshmen. They receive a Mentoring Manual which provides information about the mentoring process.

E. Academic Forms

Advisors must be knowledgeable about the following forms used by the Registrar’s Office. The academic unit to which the form applies is noted (UG for Undergraduate, GS for Graduate Studies).

1. Registration Changes form – to be used to add or drop courses until the 6th day of the semester.

2. Application for W Grade - Students in their first semester of their freshman year at Pfeiffer - will receive a W rather than WP or WF Withdrawals from courses start on the 7th day of the semester through last day for withdraws (28 calendar days before last class). Must be preceded or accompanied by a Course Withdrawal form. WF counts as an F on record; WP and W do not calculate in GPA. “W” grades may have a negative impact at the time the University calculates the student’s Satisfactory Academic Progress.

3. Incomplete forms - to be filed at final grade report time if an “Incomplete” is requested by the student. Note that approval of the Vice-President for Academic Affairs is needed for an “I” to be issued. If an “incomplete” is not completed by the mid-point of the next semester, it becomes an “F”.

4. Suspension form - students have thirty (30) days from the beginning of classes to provide proof of immunization. The Office of Student Affairs will notify the instructor via email, to bar the student from class until in compliance with this state law.

5. Official student schedule form - this schedule lists classes and rooms for which the student has registered. The student does not receive it until other paperwork, including payment or arrangement for payment of bills, has been done. Likewise, students will not receive an approved ADD slip unless they have cleared the Business Office. Another check is the student ID card - if it has a validation sticker for the current semester, then the student is in good standing. **This step is in the process of being updated**

6. Class rosters are available at my.pfeiffer. Faculty must use the official online rosters to take attendance every day. Rosters also show any students in “waitlisted” status. Instructors must contact the Registrar with a decision to allow waitlisted students in the course or to drop them. If the student’s enrollment status on the roster is Current, the student is fully enrolled in the class.

7. On the 10th day of the semester, instructors are required to print their class rosters from my.pfeiffer, and identify students who have never attended the course. The Registrar sends instructions at the beginning of each semester explaining how to complete this Roster Verification Process.

8. Application for Degree - Student Graduation Application (Degree Audit) form must be submitted to the Registrar’s Office one year prior to graduation.

9. Course Substitution - Lists substitutions for a required course in major/minor. This step must be done as soon as it is determined that a course substitution will be necessary, and before the
student registers for the intended substitute. All Course Substitutions must be approved by the VP of Academic Affairs or designee. A limit of 6crs may be substituted in any student program.

10. Directed Study/Independent Study - 2 parts – a form and regular sized piece of paper listing requirements and signatures needed for approval.

11. Official Withdrawal – The Registrar’s Office will notify to appropriate faculty and advisor that a student has officially withdrawn from school. Instructors will be required to answer with a last date of student’s attendance.

12. Transcript Request form - Students make on-line request (required by The Privacy Act) to send their academic record elsewhere, at www.getmytranscript.com.

13. Transcript - The academic record for students. There are two (2) versions: the official and an unofficial. Unofficial transcripts are available only to students currently enrolled and only at my.pfeiffer.