

# Advising Connection

*A newsletter for UW Fox faculty and staff advisors*

FALL ISSUE 2007- 2008

Look for a UW Colleges catalog and Course Schedule in your mailbox.

If you need a catalog for another campus, please contact Lisa Romenesko—1

[lisa.romenesko@uwc.edu](mailto:lisa.romenesko@uwc.edu)

Direct any other inquiries or requests for information to Brenda Rickert-

[brenda.rickert@uwc.edu](mailto:brenda.rickert@uwc.edu)

***Welcome to the fall issue of Advising Connection. This communication will be used to keep you current with advising related information and issues as you advise students in majors related to your teaching discipline.***

## Early Registration— for Spring 2008 classes

**Nov. 7— 16**

Students will receive an electronic newsletter (*Be Advised*) and a follow-up postcard with information about scheduling for spring 2008 semester -sample copy attached to this newsletter. Your advisees will be contacting you soon to discuss their next semester's classes and remove their advisor holds. It would be helpful to students to post times you would be available to advise students or send out a communication via e-mail. If you need assistance, please contact Brenda Rickert in Student Services.

## New Faculty/Staff Training Meeting

If you are a new faculty or staff member who will be advising, you are asked to attend a training meeting. The training meeting is scheduled for Tuesday, October 30, 12:10—12:50 in the Library computer lab.

## Departmental News

- Math Department- the minimum grade needed in a prerequisite math class is a C (C- is not accepted) . The completion of the equivalent of one course in geometry is a prerequisite for all credit mathematics courses.

## Removing Advisor Holds

An Advisor Hold Service Indicator will be placed on all currently enrolled students who will have less than 30 completed credits at the end of the semester

- Log into PRISM
- Select Campus Community
- Under the heading, Service Indicators, select Service Indicator Data
- Enter student information— either student Id or name
- Click the Search button. (If you see more than one student with the same name, you will need to verify that student with an ID# or SS#. The student ID# is also listed on your advisement page under view advisees.
- You are now on the service indicator page for the student's information you entered. Make sure you have the Service Indicator Code = SAD and Service Indicator Reason Code= AAH. If this service indicator does not appear, click on the View All
- To remove the service indicator, click on the minus button in the appropriate box with the SAD and AAH.
- You will receive a prompt verifying you want to delete this row. Click the ok button.
- Your last step will be to click on the save button on the bottom left side.

