

FALL 2019 ADVISING TIP SERIES

10-23-19

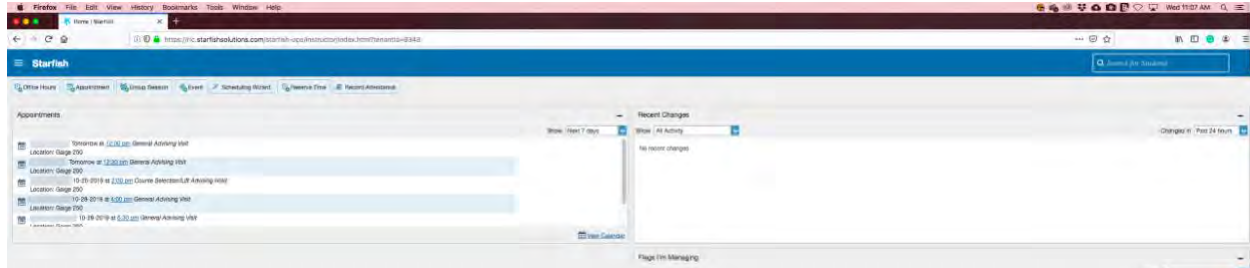


Advising Tip of the Week - #1

Using Starfish to Schedule Your Advising Appointments

The Spring 2020 schedule is available, priority registration begins November 6th, and registration for degree students opens on the 12th. **If you haven't reached out to students to have them schedule advising appointments, now is a good time.**

Starfish offers an easy-to-use **appointment scheduler**. To set up your schedule, you'll need to logon to Starfish. For the time being, the link to Starfish is found on the OASIS webpage. Here's the direct link: <https://ric.starfishsolutions.com/starfish-ops/support/login.html?tenantId=9348>. Just use your RIC credentials. You will come to your homepage (the screenshot below shows a list of appointments scheduled by my advisees thus far).



There are two ways to set up your appointment schedule:

OFFICE HOURS: If you click on **Office Hours**, you'll get this:

✕
✕

Add Office Hours

Never Mind
Submit

*** Title**

*** What day(s)?** Weekly Repeats every 1 week(s)

Repeat on: Mon Tue Wed Thu Fri Sat Sun

*** What time?** to

*** Where?** Gaige 250

*** Office hours Type** Scheduled And Walk-ins

Take either scheduled appointments or walk-ins

*** How long?** 15 minutes minimum appointment length

15 minutes maximum appointment length

*** Appointment Types** Select the types of meetings you will have in these office hours.

Academic Advising Course Related

Instructions

Start/End Date

These will be sent to anyone who makes an appointment.

* Required fields

Never Mind
Submit

You are able to easily set up recurring hours (whether for office or advising) this way. I use this feature to schedule my entire semester's worth of office hours.

SCHEDULING WIZARD: This is great if you just want to create some special blocks of appointments. I use this to schedule my advising appointments over three weeks. It will walk you through the steps.

Scheduling Wizard

The Scheduling Wizard makes it easy for advisors and instructors to schedule multiple office hours blocks for multiple days in a single week. This is useful for setting up your calendar for advising rush periods and other times when you book several blocks of time for seeing students. To get started, specify the title, location, and other settings for the office hours blocks you are setting up. Continue to step 2 in the wizard to setup the days and times for the week's office hours.

Enter the information that should be applied to the office hours blocks. Note that all blocks created in step 2 of this wizard will use the information you specify here.

* **Title**

* **Where?**

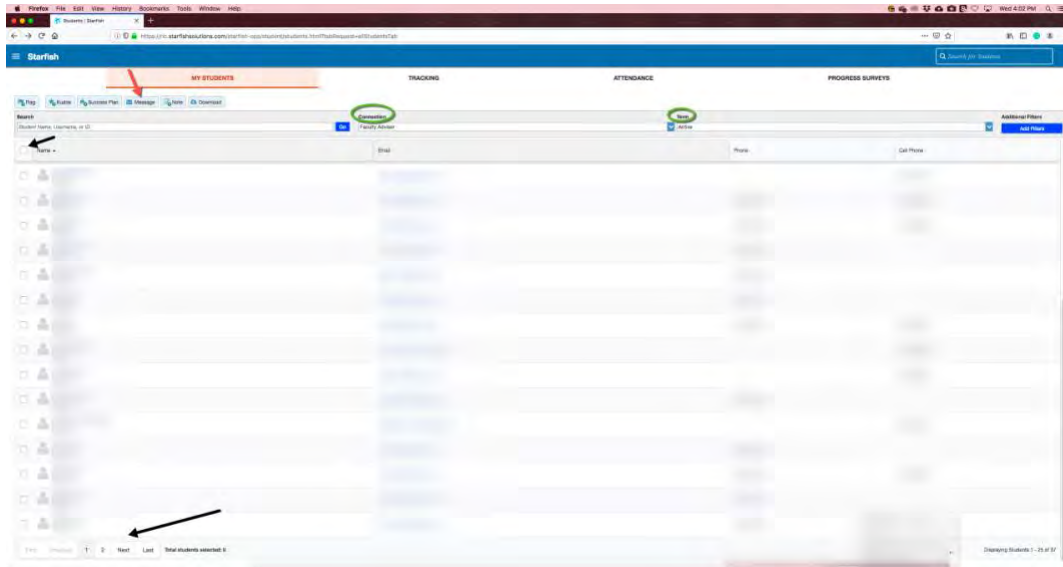
* **How long?** minimum appointment length
 maximum appointment length

* **Appointment Types** Select the types of appointments that can be made in these office hours.
Note: You can select multiple non-recurring appointment types but only one recurring appointment type.
 Academic Advising **Course Related**

Instructions
 These will be visible to anyone who makes an appointment

Once you've set up your advising appointments, you should receive emails that allow you to accept or decline the appointments. The appointment slots will automatically go to your Outlook calendar.

You are now ready to email your advisees and have them log into Starfish and make an appointment.* You can email them through MyRIC or Starfish. If using Starfish, click on the hamburger and select Students. Then, make sure that Faculty Advisor is chosen as the "Connection," and that the Term is "Active." You can then click on the top box next to Name to send an email to all advisees. If you have more than 25 advisees, you'll have to go to the next page (and the next, if necessary) and click on the top box near the word Name on each page.



You can then click on the Message tab, and fill out the subject and box, and then submit.

Send Message

An email or text message will be sent depending on the student's email notification preferences. If many recipients will receive the message via text messaging you may want to enter a shorter text version below.

* **Subject**

* **Email**

Send copy to yourself

* Required fields

As your advisees make appointments, you'll receive emails that allow you to accept or decline each appointment. It is also easy for either party to cancel an appointment if necessary.

*Here is possible language for an email/message to your advisees:

Starfish Student Log in (use your RIC credentials):

<https://ric.starfishsolutions.com/starfish-ops/support/login.html?tenantId=9348>

To create an appointment with me:

- Log into Starfish (using above link, or the link that's on the OASIS page: <http://www.ric.edu/oasis/Pages/Starfish-at-RIC.aspx>);
- After you log into Starfish, you can navigate to the My Success Network page (you can also make this the default page in your profile settings);
- Click on your faculty advisor's name (that's me!). It will bring up a few different ways to communicate;
- Click "Schedule" to see my available times;
- Select a time that works for you.

For more information about graduation, please go to this Records page: <http://www.ric.edu/recordsoffice/Pages/Graduation.aspx>.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facadvisingdirector@ric.edu.

Don't forget: Faculty Advising Guide, past semesters' Advising Tips and more are available at: <https://www.ric.edu/advising/faculty.aspx>. Just click on Faculty. You can find Advising FAQs at: <http://www.ric.edu/advising/Pages/Frequently-Asked-Questions.aspx>.

10-25-19



Advising Tip of the Week - #2

Checking Midterm Grades in Starfish

If you don't already, consider checking your advisees' midterm grades before or during advising appointments. You can go through MyRIC to access grades, but Starfish also makes it easy.

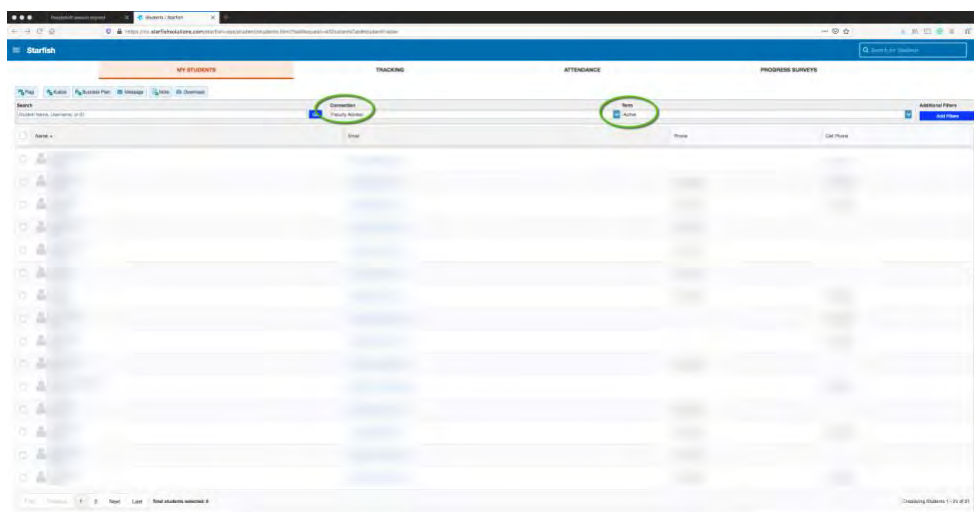
For the time being, the link to Starfish is found on the OASIS webpage. **Here's the direct link:** [https://ric.starfishsolutions.com/starfish-](https://ric.starfishsolutions.com/starfish-ops/support/login.html?tenantId=9348)

ops/support/login.html?tenantId=9348. Just use your RIC credentials. You will come to your homepage (the screenshot below shows my homepage with a list of appointments scheduled by my advisees thus far).

At the homepage, click on the hamburger and then select Students.



Make sure that Faculty Advisor is chosen as the "Connection," and that the Term is "Active."



Click on a student's name, and then click on "Courses."

PeopleSoft session expired

Students | Starfish

https://ric.starfishsolutions.com/starfish-ops/student/students.html?tabRequest=allStudent

Starfish


Kudos Message Note Appointment

Overview

Student Information

Info ✓ Student Age:

Success Plans

Courses 

Tracking

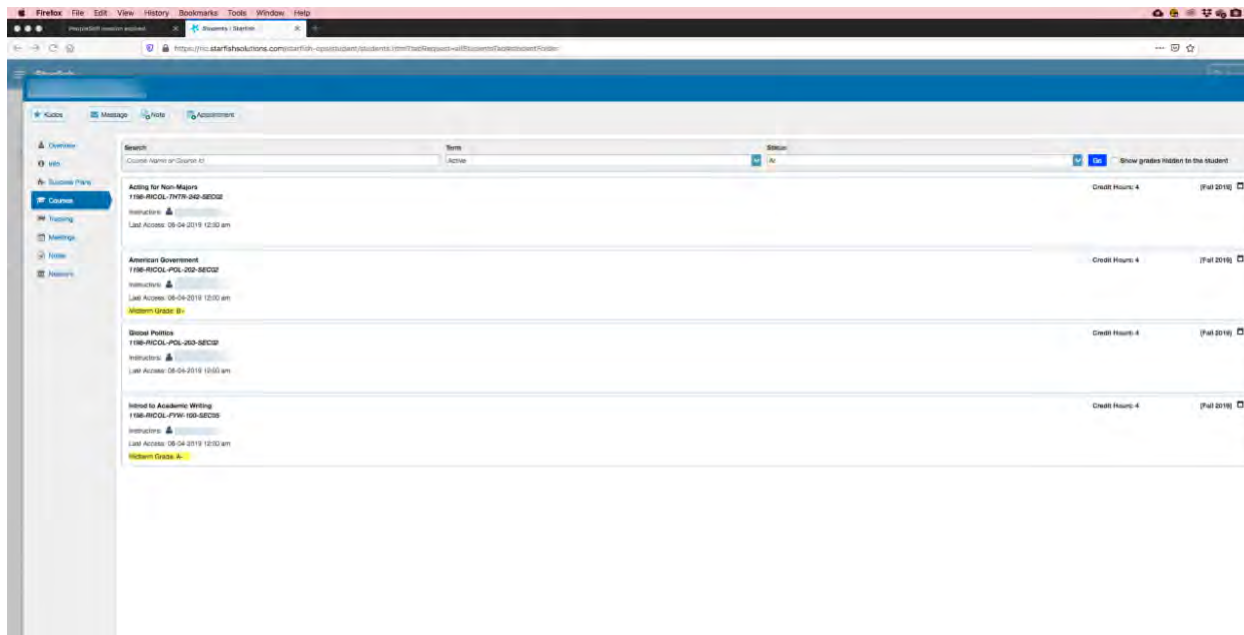
Meetings

Notes

Network

FERPA standards protect student data.

You will then see the student's courses, instructors, and midterm grades (if they've been posted).



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10-31-19



Advising Tip of the Week - #3

When the Academic Advising Report is Wrong

OK, so, I'm using a dramatic title to grab your attention. The fact is, the AAR is rarely incorrect, and, generally speaking, it's a super-helpful advising tool! That said, earlier this semester I personally discovered a problem with earned credit hours (and have since learned of two similar cases). An advisee's AAR showed that they would complete

120 credits this fall. The transcript showed that they would be three credits short at the end of the semester. This problem, while rare, can have significant repercussions for the student (e.g. delaying a planned graduation)! 😞

Why does this happen? It has to do with holds that are placed on the student's record (e.g. course holds, study abroad holds, financial aid holds). The AAR erroneously calculates the earned credits under these conditions.

The best way to avoid this potential disaster is to always double-**check a student's** earned credits using their unofficial transcript. You can then add the credits for the current term. Hopefully, it will be exactly what the AAR shows you, but if not, know that the transcript is correct.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facadvisingdirector@ric.edu.

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11-1-19



Advising Tip of the Week - #4

Last Day to Withdraw without Permission

Today is the deadline for students to **withdraw themselves from courses. If you haven't already, you might want to contact students who haven't been attending or who can't possibly pass your courses to remind them of this.** After today, only you can withdraw a student from your course, and only under extenuating circumstances (not because they **know they're going to get a bad grade**). **Extenuating circumstances would likely affect all of their courses.** In this case, the student should speak to the Office of Student Life about withdrawing from all courses for the semester.

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11-6-19



Advising Tip of the Week - #5

Has Your Advisee Been Dismissed?

Here's something that may be confusing. Let's say you pull up an advisee's Academic Advising Report and you can't find their major. This is likely because, under the new academic probation policy, the student has been dismissed. You can double-check by going to their transcript. If you see this:

Academic Program History

Program: Non-Degree Undergraduate (01/15/2019 - Active in Program) (Career Nbr 1)
Plan: Continuing Education Major

then your advisee has been dismissed and is now a non-degree student (referred to as a Continuing Education Major). Nondegree students are not required to receive academic advising; however, some students will continue to see their advisors--out of habit, a desire for guidance, or ignorance. You'll note that while they may show up on your MyAdvisees list, they won't have had a UAD hold placed on their account. If you *do* end up advising a dismissed student, ask them if they have seen their academic coach in OASIS. If not, they will have another hold that will prevent registration.

Questions? Want screenshots? Please contact Michelle Brophy-Baermann at facadvisingdirector@ric.edu.

Don't forget: *Faculty Advising Guide, past semesters' Advising Tips and more are available at: <http://www.ric.edu/advising/Pages/For-Faculty.aspx>. You can find Advising FAQs at: <http://www.ric.edu/advising/Pages/Frequently-Asked-Questions.aspx>.*

11-8-19



Advising Tip of the Week - #6

Understanding Mathematics Placement

Here's a tip coming from Dr. Stephanie Costa, Chair of Mathematics and Computer Science. I am also attaching a pdf so you can easily print it.

All incoming freshmen are required to take a mathematics placement exam during summer orientation. The placement exam is adaptive and aims to optimize student success by placing students into a course for which they have the mathematical background to succeed.

Upon completion of the placement exam, students are placed into one of five levels numbered 0 - 4. Placement into level 1 or higher guarantees the student has met the **College's Mathematics Competency Requirement**.

Students who place into level 0 have not **satisfied the College's Mathematics Competency Requirement** and would need to do so before being allowed to register for a Mathematics, Computer Science, or Lab Science course, among others. There are a few ways to satisfy the Mathematics Competency Requirement. Many students do this by successfully completing Math 010: Basic Mathematics Competency. More details on the requirement can be found in the college catalog.

Students placing into level 1 or higher are prepared for General Education Mathematics courses like Math 139: Contemporary Topics in Mathematics or Math 240: Statistical Methods I.

Students whose majors require them to take courses needing strong algebra skills like Math 177, Math 209 or Math 212, would need to place into levels 2,3, or 4, respectively to meet the course prerequisites via the Mathematics Placement Exam.

The table below outlines lower-level mathematics course prerequisites.

Course	Prerequisite
Math 010	None
Math 120, 139*, 143, or 240*	Completed college mathematics competency or level 1 placement or higher.
Math 177*	Math 120 or level 2 placement or higher.
Math 209*	Math 120 or level 3 placement or higher.
Math 212*	Math 209 or level 4 placement.

All courses marked with an asterisk above **satisfy RIC's General Education Mathematics Requirement.**

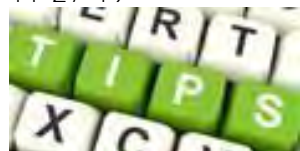
The Mathematics Placement Exam is administered through the Mathematics Learning Center. Please see their webpage for a link to a practice test as well as testing dates, time, and registration information: <http://www.ric.edu/oasis/Pages/Mathematics-Learning-Center.aspx>.

Questions about the college's Mathematics Competency Requirement or the Mathematics Placement Exam should be directed to Megan DiBonaventura in the Mathematics Learning Center (mdibonaventura@ric.edu). All other related questions should be directed to Dr. Stephanie Costa, chair of the Mathematics and Computer Science Department (scosta@ric.edu)

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11-27-19



Advising Tip of the Week -

Catch-all Clearing Up Confusion about Applying for Graduation, the CMC, FYW, and RIC 100

Surely, you've met with the bulk of your advisees, but I wanted to send out one last tip about some areas where there seems to be some confusion. Just for fun, let's call these myths.

MYTH: Students should apply for graduation in their last semester.

FACT: **Students should apply for graduation in MyRIC once they've reached 90 credits.**

MYTH: Students who have successfully completed their Math Gen Ed without fulfilling the College Math Competency (CMC) **don't have to take it.**

FACT: Nope, they still need to pass the Math Placement exam or take MATH 10 (you won't see this often, but it does sometimes happen with transfer students).

MYTH: **Students don't need to take First Year Writing (FYW) after their first year.**

FACT: **Wrong, just wrong.... All students need to fulfill their College Writing Requirement, even if they have to do it their senior year! It's called First Year Writing because we want students to take it in their first year!**

MYTH: **Students don't need to take RIC 100 after their first semester or first year.**

FACT: Any student (starting in Fall 2019) with fewer than 24 credits must take RIC 100, even if they have to do it their senior year!

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