

From: McKenzie Cramer <cramer@ulm.edu>
Sent: Wednesday, February 23, 2022 9:32 AM
Subject: Important Advising Information for the Fall 2022 Semester

Dear Advisors,

Advising for the Fall 2022 semester as well as Summer terms will begin on **Monday, March 7th**. Since advising holds will not be set until after the March 21st 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 22nd.

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. An updated list of advisees for each advisor can be found on FlightPath (click on the tab that says "Advisees").
- b. Use FlightPath to print the advising summary for each advisee to sign and then give the advising summary sheets to your administrative assistant (this is how the student's advising hold will be lifted).
- c. 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 Fall 2022 semester: BIOL 1001, ENGL 1001, MATH 1011, MUSC 1091, and SOCL 1001. Total advised hours for Fall: 15 hours." Additionally, please remember that you can toggle between the visible to "Anyone (including students)" and/or "Faculty/Staff only" comment option.
- d. If your advisee is interested in pursuing a **minor**, please make a note of that in FlightPath as well.
- e. 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 either August or December, 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. **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. Please refer to

the ULM Catalog for information regarding developmental Math and English corequisite requirements if necessary

(<http://catalog.ulm.edu/content.php?catoid=36&navoid=4206#developmental-and-math-english-corequisite-requirements>).

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

- a. Please be sure to choose the **correct term** during your advising sessions (either Summer I, Summer II, or Fall). If your advisee plans to take courses during the Summer and Fall semesters, 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).
- 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. For all CAES advisors except those in Education, selecting the "Display by Type" option in FlightPath will allow you to view your advisee's FlightPath in a way that more closely resembles their physical degree sheet.
- d. 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.
- e. If you and your advisee are looking at potential course options in Banner, please be sure not to accidentally advise them into an eULM online course. Any course that says "Web Based 100% Online" is acceptable for face-to-face students. Below is an example of how you can tell the difference between a regular online course and an eULM online course:

Sections Found

UNITED STATES HISTORY I - 63505 - HIST 2001 - 0

100% Online

Associated Term: Spring 2022

Registration Dates: Nov 09, 2021 to Dec 16, 2021

Levels: Undergraduate

Attributes: Electronic Course Fee, Open Education Resources Used, Wintersession Course

Main Campus Campus


Lecture Schedule Type

Web Based 100% online course Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA	TBA	Dec 13, 2021 - Jan 14, 2022	Lecture	Jeffrey E Anderson (P.) 

Sections Found

UNITED STATES HISTORY I - 62945 - HIST 2001 - 0

Reserved for ULM Online Students

Associated Term: Spring 2022

Registration Dates: Nov 09, 2021 to Jan 14, 2022

Levels: Undergraduate

Attributes: Electronic Course Fee, Open Education Resources Used

Main Campus Campus


Lecture Schedule Type

ULM Online Degree Program Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA	TBA	Jan 10, 2022 - Mar 11, 2022	Lecture	Michael Alan Lee (P.) 

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

Happy Advising!

McKenzie K. Cramer, M.A. (she/her)

College Advisor for CAES

College of Arts, Education, and Sciences

University of Louisiana Monroe

Office: Walker Hall, 1-45

Phone: (318) 342-1368

Email: cramer@ulm.edu