

Academic Advisor Training Checklist

General Policies and Procedures

- Advising Model and UAC AA/College AA/FA Roles and Responsibilities
- Advising in UAC and Colleges
- Advisement Timeline
- Admit Term
- Associate's Degrees
- General Education Requirements
- Consortium Agreements
- Deficiencies
- Intake Process for New Transfers
- Major/Advisor Declaration
- Course Evaluation Procedure
- FERPA
- Keeping notes / student records
- Academic Probation & Suspension
- SAP / Financial Aid Warning & Suspension / Financial Aid Appeals
- Academic Forgiveness / Reprieve / Renewal
- Course Overrides
- Maximum Hour Policy
- Dual Major Policies, Second Degrees
- Academic Calendar / Add / Drop / W dates
- Late Enrollment Procedures

College Resources

- Degree Programs
- Course Rotations
- Department Chairs
- Department Secretaries
- Dean / Associate Dean
- College / Department Policies and Procedures

Software

Degree Works

- Reading the Audit
- What-If Audits
- Z Reports
- XX Transfer Course Eval
- GPA Calculator
- Substitutions, Exceptions, Equivalencies
- Process for evaluating UNKN's
- Repeatable with limits
- Repeatable without limits / non-credit
- Repeat process for duplicate courses - Fridays

Banner

- SPAIDEN – General Person Identification + FERPA
- SGASTDN – General student curricular information
- SFAREGS – Student Course Registration / Major/Minor Declaration (& holds affecting registration)
- SAAADMS – Admissions Application
- SOAHOLD – Hold information
- SFASRPO – Registration permits and overrides
- SOATEST – Test Score Information
- SGAADVR – Assigned Advisors
- SFASTCA – Student Course Registration Audit
- SHATRANS – Transfer Course Information
- SFAWLPR – Waitlist Priority
- SHATERM – Course history by term / attempted/earned hours
- SHATATR – Transfer Course Articulation
- SHAGAPP – Graduation Application
- ROANYUD – Financial Aid / Satisfactory Academic Progress (SAP)

Self-Service Banner (SSB) / goNSU

- Student Information Menu
- ID Selection
- Concise Student Schedule
- Academic Transcript
- Student Information
- Course Schedules
- Waitlist
- Access to: Training materials (Argos, SSB, Degree Works)

Argos

Academic Advisor

- Faculty: Advisee List

NSU Student Quick View

- Person Info
- Majors
- GPA/Credits
- Schedule
- Course History
- Advisors
- Tests
- Holds
- Grades

Student Academic Information

- All Advisors Assigned
- Major Field of Study by Term
- Pre-Professional Health (CSHP only)

Imagio (will change to Banner Document Manager in Fall 2017)

- View Original Transcripts

YouCanBook.me

- Initial Setup
- Calendar Management

MapWorks

- Accessing
- Entering Alerts
- Lowering Alerts

M:// Drive

- Enrollment Services / Advising