

## **A Practical Guide to Advising**

### I. Necessary Information

#### A. Transcript Evaluation and Degree Audit Reports

1. Transcript evaluations are contained in the "Notice of Admission" prepared by UIS Admissions. Faculty may request a copy of a student's "Notice of Admission" by contacting Admissions (206-4847; [admissions@uis.edu](mailto:admissions@uis.edu); UHB1080). Transcript evaluations are particularly valuable for transfer students, but freshmen also bring in substantial credit through AP, CLEP, dual credit, and other means.
2. Degree Audit Reports constitute an unofficial audit of degree progress and includes all completed courses, as well as those currently in progress. Students should be encouraged to access their DAR through DARSweb for Students on the Records and Registration website: <http://www.uis.edu/registration/>. Ask students to bring their DAR to advising meetings. Faculty trained in using the DARSweb for Faculty may access those records by going to the Records and Registration website: <http://www.uis.edu/registration/>. Click on "Faculty Use Only" and enter your netid and password, then enter DARSweb. The Registrar's Office will be training faculty in academic programs during the Fall 2006 semester.

#### B. Advising Guides for Program or College

1. The Office of Undergraduate Education has developed First-year Advising Guides for freshmen at UIS. Those are available on the General Education website (<http://www.uis.edu/generaleducation/freshman/advising.html>).
2. The Undergraduate Advising Center is currently working with programs to develop four-year advising guides for students. As When

developed, they will be available on the General Education website (<http://www.uis.edu/generaleducation/freshman/advising.html>).

3. Many programs and the College of Business and Management have developed advising guides for their students. Please contact your program administrator, the program secretary, or the college office for more information on those advising guides.

#### C. Banner

1. Banner, our student information system, will provide you with information about your advisees. You can access Banner through the following website: <https://apps.uillinois.edu/>. Click on Student and Faculty Self-Service, then on University of Illinois at Springfield. You will need to put in your netid and password. Click on Faculty & Advisor Services, then Advisor Services. You can select your list of advisees for a given term. This section of Banner contains
  - Student Information
  - Holds
  - Test Scores
  - Transcript
  - Student Degree Evaluation
2. Program administrators and some faculty have access to Administrative Applications in Banner. Please consult with your program administrator regarding information available through this function.

#### D. Information Regarding General Education and the Honors Program

1. Please see the handout attached to this pamphlet.
2. Please explore the General Education website (<http://www.uis.edu/generaleducation/>).
3. Please use the list of approved General Education courses available on the General Education website: <http://www.uis.edu/generaleducation/curriculum/courselist.html>. It is particularly important that you use the approved list for 300 and 400-level courses. At UIS, transfer students (as opposed to students who enter UIS as freshmen) may use some 300 and 400-level courses to fulfill general education deficiencies. Please do not advise students to fulfill general education deficiencies with 300 and 400-level courses not on this list.

4. Make yourself familiar with the differences between the former UIS requirements (LSCs, PACs, and ASTs) and the new Engaged Citizenship Common Experience. Beginning this year (AY2006-07), freshmen *only* are responsible for the ECCE curriculum. Beginning next fall (AY2007-08), *all students* are responsible for the ECCE curriculum. Explore the current 2006-07 *Guide to Programs*, especially the section on General Education, which information regarding both curricula.
5. Make yourself familiar with the CAP Honors Program, since its students have different general education and graduation requirements. Those requirements will soon be posted on the honors program website: <http://www.uis.edu/capitalscholars/curriculum/index.html>. The Honors Program curriculum is currently under revision, so contact the Program if you have any questions about requirements (206-7246).

## II. Forms

- A. All campus forms are available on the Records and Registration website: <http://www.uis.edu/registration/forms/index.html>.
- B. The most frequently used forms include:
  1. Student Petition Form  
Used for Leaves of Absence, Overloads, Requests for Credit, and Waivers.
  2. Graduation Contracts  
Must be signed by program advisors. Will soon be revised to include signature of Undergraduate Academic advisors on general education requirements.
  3. Undergraduates: Selection/Change of Major/Minor and/or Advisor  
Allows a student to select or change a major or minor or select a specific advisor. These forms must be turned into the Office of Records and Registration for Banner records to be revised.