School of Science and Engineering
Advising Expectations and Best Practices

The Provost has clearly stated that advising is part of teaching. To properly advise students, faculty are expected to have an in-depth understanding of the programs in their area. Some understanding of programs in adjacent areas, familiarity with requirements for the general education program, other graduation requirements and appropriate opportunities available for students in their field.

There are four main objectives that we should achieve through the advising process:

1) Help students select courses to get started on a major as well as general education courses. For students who may have started out in the wrong major, it is important to inform student where to seek advice on alternate majors such as the advising office and other departments.

2) For students who have committed to a major, the advisor should assist them in taking the courses they need in a timely manner and advise them on navigating the New Paltz bureaucracy when necessary. This requires familiarity with programs and course offerings, especially in cases where there are required courses with prerequisites that are not offered every semester. Faculty are expected to be familiar with procedures for add/drop, S/U options, withdrawing, transferring credits, repeating courses, starting workflows to correct Progress Reports problems, etc.

3) Give students useful career advice. This can include advice on looking for internships, research opportunities and jobs after graduation. The Career Resources office can be of significant help.

4) Be able to send students to the different offices on campus such as Advising, Student Affairs, Student Health Service, Academic Support, etc. where they can get help for personal and academic problems which are generally beyond the scope of what faculty can typically deal with.

The SUNY New Paltz bureaucracy is complicated, if we don't understand it, we can't expect our students to understand it.

Advising for Preregistration
This is typically the best chance to make sure that students are on track. The following procedure is recommended:

1) Email all of your advisees from my.newpaltz.edu 3-4 weeks before registration starts. Tell them to print out their Progress Report, note anything in red and make a proposed schedule based on unfilled requirements. Some departments (Biology and Engineering) have a worksheet students need to complete. Ask them to make an appointment with you to discuss your schedule. It is helpful to put a signup sheet on your door with times where you are available if you have large numbers of advisees.

2) When you meet with students, make sure of the following:
    a. They are taking the courses that are absolutely necessary to make it through the major. Since many of our programs have long pre-requisite chains and courses that are not offered every semester, this is critical. If the program has been changed so it doesn't match what is officially listed, file the workflow to correct the student's Progress Report.
    b. The student is making progress through the GE requirements. It is not necessary or desirable in most programs to finish the GE requirements in the first two years.
    c. Make sure that any courses that the students thinks he/she will get credit for from high school or another college are transferred in and assigned to the right New Paltz course. The student needs to deal with getting transcripts to Records and Registration, it is our responsibility to assign the credit once it is on the Progress Report through a workflow.
    d. All students must complete 30 credits in residence (NP courses). For transfer students, make sure they have/will complete as least 50% of the courses on the major

plan at New Paltz (you don't need to count cognates) and will not transfer more than 70 credits from a 2-year school of 90 credits overall. Note that credit by examination and SUNY Learning Network credits are not considered in residence.

e. If they are close to graduating, remind them to file the Application for Undergraduate Degree.

f. For students in secondary education, make sure they have discussed the education part of their schedule with the proper advisor in the SED.

Do not release the advising registration hold on students without talking to them first. If a student asks for a release because they have "switched majors", tell them to get it from their new department. It is neither in the student's nor the college's interest to let students avoid the advising process.

Procedures

Transferring Credit – Students should check out the College Course Equivalencies database via the Undergraduate Admissions webpage at:

https://www3.newpaltz.edu/transferequivalencies/

BEFORE taking the course. Ideally, they should check with you or your department chair if they have any questions about transferability. NOTE: Whatever the database says regarding transferability, we must follow, so if you discover a mistake in the database, let the Deans' Office know.

Also note:

"Newly matriculated transfer students have until the mid-point of their first semester at New Paltz to submit to the Office of Undergraduate Admission all final college transcripts, AP exam scores, IB exam scores, CLEP exam scores, and other pertinent collegiate coursework. Pre-matriculation credits will not be accepted by New Paltz after this deadline.

Newly matriculated freshmen will have until the mid-point of their first semester at New Paltz to submit to the Office of Undergraduate Admission official college transcripts, AP exam scores, IB exam scores, and other pertinent collegiate coursework. Pre-matriculation credits will not be accepted after this deadline."

Threepeats – If a student is requesting to take a course for a third time for credit (W counts as an attempt), they need to fill out the Threepeat Form which requires signatures from chair of major department, department where the course is offered and dean/associate dean. Note that grades for attempts beyond two will be averaged in with grades for all attempts. Students should be actively discouraged from threepeating a course in which they have already earned a C- or better. Such requests will not be approved by the dean's office.

Excess Credit – A student may register for 19 credits. Beyond that requires permission of the dean.

Help for Advisors

Start here: https://www.newpaltz.edu/advising/faculty-advising-guide/

But check this out:
https://www.newpaltz.edu/advising/faculty-advising-guide/academic-policies-for-advising-/

Course Transfer Equivalencies:
https://www3.newpaltz.edu/transferequivalencies/

Financial Aid Pitfalls:
https://www.newpaltz.edu/advising/faculty-advising-guide/financial-aid-tips-for-faculty-advisors/

General Education:
https://www.newpaltz.edu/ugc/ge.html

Threepeat Approval Worksheet:
https://www.newpaltz.edu/media/school-of-science-and-engineering/for-sse-faculty-/Threepeat%20new.pdf

College-Wide Degree Requirements

Only those students who have been formally admitted to the College through the general admissions process are considered to be degree candidates.

No student may graduate under college-wide requirements obsolete more than 10 years.

The following are the degree requirements for students who entered the College as freshmen in the Fall of 1993 and after and for students who entered as transfers in the Fall of 1994 and after.

1. Completion of 120 academic credits.

2. Completion of the General Education Program.*

3. Completion of a minimum number of liberal arts credits:

90 for the Bachelor of Arts degree 60 for the Bachelor of Science degree 30 for the Bachelor of Fine Arts degree 48 for the Bachelor of Science in Art Education degree

Most courses offered by the College are liberal arts courses. Liberal arts courses are designated in the Schedule of Classes with an "LA". Courses which are technical or skill oriented are called "Non-liberal Arts" courses and have no designation in the Schedule of Classes. Transfer credits, which are evaluated as liberal arts, are applied to this requirement.

The difference between a Bachelor of Arts (BA) and a Bachelor of Science (BS) degree is the number of credits completed in liberal arts courses.

4. Completion of a minimum of 45 credits of upper division courses:

Any course at the 300 or 400 level satisfies this requirement. The course level number is the first number in the alpha/numeric code. For example, ECO303, a 300-level course in Money and Banking, is listed in the Schedule of Classes as ECO303. The three letters denote the department; the three numbers are the course code. Freshmen may take only lower division courses, unless they are placed into an upper division course due to proficiency. Transfer credits, which are evaluated as upper division, are applied to this requirement.

5. Completion of a minimum of 30 credits in residence.

Work taken "in residence" comprises courses offered by SUNY New Paltz or in an overseas program sponsored by SUNY New Paltz or any SUNY-funded overseas program. Residence credit also includes courses taken while enrolled as a non-matriculated student at the College. SUNY New Paltz courses offered at locations other than the main campus (eg. Middletown) are considered residential credits. Transfer credits and credit earned through examination are not residential credit. New Paltz courses offered on-line are considered residency credits, but on-line courses taken elsewhere, including the SUNY Learning Network, are considered transfer credits and therefore do not count towards residency.

6. Completion of academic major requirements:

Students will be expected to fulfill the major requirements that are in effect at the date of the declaration or redeclaration of their major. One-half of the major credits must be taken in residence, as defined above. No student may graduate under major requirements obsolete more than eight years.

7. A minimum cumulative grade point average of C (2.00 on a 4.00 grading scale):

For information on how to compute a cumulative average, see the section of the Advising Handbook on GPA calculation.

8. A Writing Intensive course taught at New Paltz as well as a Diversity (DIVR) course taught at New Paltz.

This applies to **all** New Paltz students, including transfer students, except those who are pursuing a second Bachelors degree.

* Students who leave New Paltz and are readmitted within six semesters of their departure will continue under the general education requirements which were in effect upon their departure. Students who are readmitted after a six-semester absence will be under the general education requirements that are current upon their readmission. Students who are readmitted after a dismissal will be subject to the general education requirements in effect upon their readmission.

Name:	
Major:	Major Advisor:
Minor (if applicable):	Minor Advisor:
Expected date of graduation:	

I have been to the department website to see my degree options and requirements.	Yes No

Where I am now in my college career (you MUST use your progress report on my.newpaltz.edu to answer these questions):

GE Courses I still need to take (don't list courses, just the categories, like USST):

Do I still need to take a Writing Intensive (WI) course? *Yes No* If yes, I've taken:	**Have I taken the following courses (circle)?** *MAT181 MAT251 ENG170*		
Total number of credits completed *Find "credits required for graduation" on your progress report and add the number of credits you are taking this term	**Total number of credits remaining** (Generally 120 credits are required)	**Upper division credits completed** *The number on your progress report includes courses you are taking this term	**Number of upper division credits remaining** (Generally 45 UD credits are required)

Things in my progress report that don't seem right, and/or things I don't understand.

Courses I would like to take next semester:		Total Credits:
Course # (e.g., BIO201)	Course Name (e.g., Gen Bio I)	Reason for taking the course (e.g., satisfies major elective or satisfies USST GE or personal interest)

When I finish at SUNY New Paltz, I want to…

The steps I have taken to work toward my post New Paltz plans are… found or completed internships, shadowed a professional, explored how to take GRE/MCAT/other standardized tests for graduate school, became involved in a research project, searched for careers by…).

Questions I want to ask my advisor during our meeting: