

# Advising Basics at TCNJ

## Fall 2024



**TCNJ**

The Center for  
Student Success

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# Center for Student Success: Staff & Services



Kinsey Hallinger	Gina Marano	Chinasa Thorpe	Tracy Staeudle	Mary Lehr-Furtado
Pathway Student Advisor	Lead Pathway Student Advisor	Advisor for Undesignated Transitional, Upper Class Undeclared-General	Pathway Student Advisor, Transfer Student Support	Advisor for Undeclared General FY Students

- Serve as primary academic advisors for Pathway Students, Undeclared-General Students, and Undesignated Transitional Students
- Provide supplemental academic advising for any/all students
- Offer academic coaching for ALL students (time/self-management, test taking prep, study skills, goal setting, etc.)
- Facilitate student success workshops
- Peer support via our Peer Academic Coaches (PACs): help navigating PAWS, preparing for advising appointments, academic coaching
- Support faculty/staff through advising training workshops

# PEER ACADEMIC COACHES

## Roscoe West Hall

### Fall 2024 Drop In Hours

**Monday:** 11-12pm & 1-3pm

**Tuesday:** 1-2:30pm

**Wednesday:** 10-12pm & 2-3pm

**Thursday:** 11-12pm & 1-3:30pm

**Friday:** 11-12pm

### HERE FOR QUESTIONS ABOUT:

- Navigating PAWS
- Using College Scheduler (planning your schedule, exploring different class combinations, updating your shopping cart etc.)
- Academic coaching (time-management, note-taking, study skills etc.) and other academic questions

WE ONLY PROVIDE SUPPLEMENTAL ADVISING  
Questions? Contact us at [css@tcnj.edu](mailto:css@tcnj.edu)

Peer Academic Coaches provide guidance in reviewing departmental websites, understanding TCNJ policies and procedures, navigating PAWS, and preparing for departmental advising appointments. They also meet with students about time management, study skills, and more. (The PACs do NOT serve as academic advisors.)

## Extended PAC Hours

October 28th - November 15th



**Monday: 11-12 pm & 1 -4 pm**

**Tuesday: 1-3:30 pm**

**Wednesday: 10-12 pm & 1-5 pm**

**Thursday: 11-12 pm & 1 -4 pm**

**Friday: 10-12 pm**

FIND US IN  
ROSCOE WEST HALL

# Academic Advising at TCNJ

Student Cohorts	Advisor
General Admits in a Specific Major	Faculty Advisor
General Admits Undeclared in a School	Assistant Dean/Advising Coordinator
General Admits in Undeclared-General	Associate Director of the Center for Student Success
Pathway Students	Pathway Advisor in the Center for Student Success
Undesignated Transitional (dismissed from major)	Student Support Coordinator in the Center for Student Success

## Supplemental Advising for Other Cohorts w/ Additional Assigned Advisors

Educational Opportunity Fund (EOF)

Student Athletes

Bonner Scholars



# Additional Support

## Mentoring, Retention, & Support Programs

- PMP (P.R.I.D.E. Mentoring Program)
- Commitment Scholars Grant Recipients
- Cooperman Scholars
- Harcourt Scholarship Recipients
- First Generation Students
- Supplemental support for students on academic probation/intervention
  - Outreach/invitation to *Retention Resource Hour*



# Undergraduate Advising Policy & Practices

## Policy

TCNJ advising policy and practices align with the standard definition of Academic Advising, taken from *David S. Crockett, Ed. (1987). Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services. Iowa City, Iowa. ACT Corporation.*

"Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through courses and career planning and academic progress review, and an agent of referral to other campus agencies as necessary."



# Undergraduate Advising Policy & Practices

## Key Components:

- [Academic Affairs Online Directory of campus advising and support services](#)
- Advisor Training
- School/Departmental advising website
- Outreach to students
- Students are provided with (and sign) Advising Agreement
- Orientation courses for all First Year and Transfer Students (99 or equivalent)
- Students should meet with their advisors at least once a semester (could occur in group advising meeting, such as within a 99-type course).
- Assessment of the success of advising



# Academic Advising Agreement for Undergraduate Students

Student Responsibilities	Advisor Responsibilities
Be knowledgeable about degree requirements and campus resources	Help students plan their programs of study, professional development and post-graduate plans.
Schedule an appointment to see your advisor prior to the registration period. You are required to meet with your advisor(s) at least once a semester.	Listen to students' academic concerns and needs.
Be available to meet with your advisor during the times set aside for advising.	Be available to students and take an active interest in their welfare.
Consult your advisor(s) before making major changes in your academic career (but understand that you are ultimately responsible for degree completion.	Be knowledgeable about degree and College Core requirements.
Be prepared for your advising appointment.	Be knowledgeable about resources and be able to make referrals—Center for Student Success, Counseling and Psychological Services, Career Center, Accessibility Resource Center, Tutoring Center, Center for Global Engagement, Bonner Institute for Civic and Community Engagement ( e.g., CEL requirements), and Office of Records and Registration.
Consult PAWS and your TCNJ email account for important information from the College and your advisor(s). Review College policies, deadlines, and procedures and how to complete appropriate forms.	Consult PAWS and current College policies and procedures that affect advisees and be able to communicate the information to students (e.g., repeating a course, dropping or withdrawing from a class, etc.).
Visit the Career Center to explore career possibilities and goals.	Keep accurate records and maintain confidentiality.

# FERPA/Confidentiality

## FERPA: Family Educational Rights & Privacy Act

### [Records & Registration: Student Privacy Rights](#)

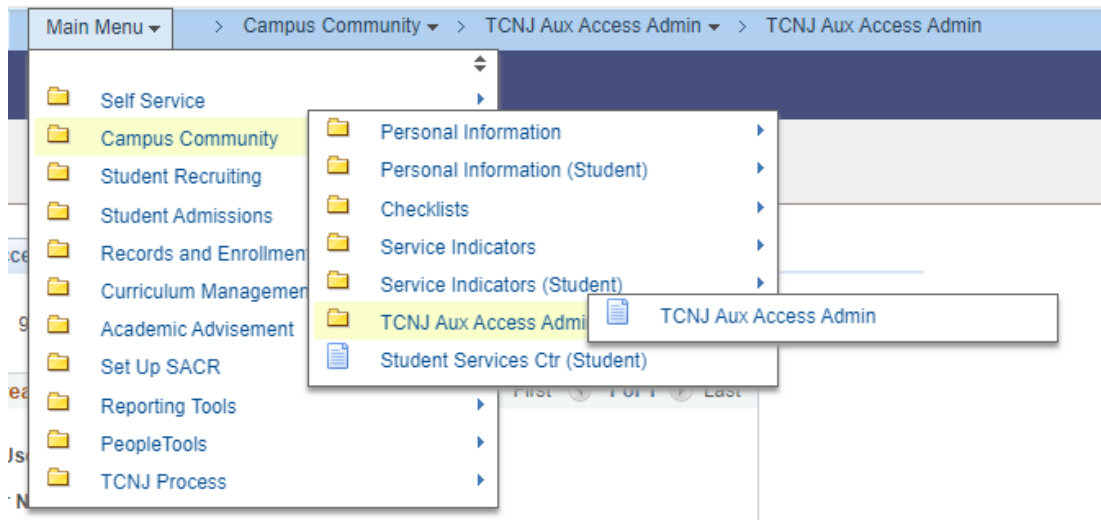
- Education Records (including grades, financial information, and disciplinary records) cannot be released to parents, guardians, or other interested parties without the specific written permission of the student.
- In order to discuss student progress with anyone other than the student, you must obtain written consent from the student or verify Authorized (Auxiliary) User Access through this link: [authorizeduser.tcnj.edu](https://authorizeduser.tcnj.edu).
- Never provide anyone with student schedules or assist anyone other than college employees in finding a student on campus. Any requests should be forwarded to Campus Police.
- If you are ever in doubt, do not release any information until you contact the Office of Records & Registration.







# FERPA/Confidentiality

## Auxiliary Account (How to Check for Access):

- PAWS → Main Menu → Campus Community → TCNJ Aux Access Admin → Plug in Student ID → Results will display Auxiliary Accounts for the student
  - User (Parent/Guardian) must provide 6-digit pin number associated with their account.
  - The below user has access to all four items; the advisor may discuss the student's education records with the parent (but they are not required to do so).



Aux Access Codes			Personalize   Find    	First  1-4 of 4  Last
	Description	Email Bill		
1	View and disclose education records.	<input type="checkbox"/>		
2	To view Financial Aid award.	<input type="checkbox"/>		
3	View the Student Bill and Account Activity	<input checked="" type="checkbox"/>		
4	View the To Do List of outstanding documents.	<input type="checkbox"/>		

# PAWS Academic Requirement Report

## Total Units and GPA

Tip: If a student is repeating a course for which they earned a “D” or higher, the prior course AND the in-progress course will appear in the “Total Units and In-Progress Coursework” until the GPA/Unit Total has been recalculated. Remember to REMOVE the repeat course from the Unit Total when advising. This information is noted in the AR Report but is sometimes overlooked.

TOTAL UNITS AND GPA (RG-0003)					
Not Satisfied: Total units and GPA requirements for graduation.					
CUMULATIVE GPA AND TOTAL UNITS (R-0009)					
Not Satisfied: All undergraduate students must meet both minimum course units and minimum cumulative GPA requirements in order to graduate.					
Cumulative GPA					
Total Units and In-Progress Coursework					
Not Satisfied: A minimum of 32 course units is required for graduation. It may be necessary to take additional coursework, electives, outside of your major, minor, and The College Core requirements in order to satisfy this requirement. When a course is repeated, only the highest grade is counted in the grade point average* along with the associated course units. The repeated course can only be counted once toward meeting graduation requirements (with the exclusion of topics courses). The repeat of course calculation process will take place at the end of the semester. Pre-Fall 2004 coursework will not appear here.					
*Except in the School of Engineering where the most current grade is the one counted in the grade point average.					
Units: 32.00 required, 6.00 taken, 26.00 needed					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ACC 201	FINANCIAL ACCOUNTING & REPORTING	0.75	2024 Fall	T	✓
TRANS UGRD	TRANSFER COURSE - UGRD	0.00	2024 Fall	TP	✓
TRANS UGRD	TRANSFER COURSE - UGRD	0.75	2024 Fall	T	✓
BIO 201	FOUNDATIONS OF BIOLOGICAL INQUIRY	1.00	2024 Fall		✖
FYC 100	FY COMMUNITY ENGAGED LEARNING	0.00	2024 Fall		✖
FYS 161	FIRST-YEAR SEMINAR: GENERAL (CLIMATE FICTION)	1.00	2024 Fall		✖
FYW 101	WRITING STUDIO	0.50	2024 Fall		✖
IDS 102	INFORMATION LITERACY PROFICIENCY	0.00	2024 Fall		✖
MAT 120	PRECALCULUS	1.00	2024 Fall		✖
SOC 101	INTRODUCTION TO SOCIOLOGY	1.00	2024 Fall		✖

Total Transfer Units					
Verification of total transfer units.					
Units: 0.00 required, 1.50 taken, 0.00 needed					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ACC 201	FINANCIAL ACCOUNTING & REPORTING	0.75	2024 Fall	T	✓
TRANS UGRD	TRANSFER COURSE - UGRD	0.00	2024 Fall	TP	✓
TRANS UGRD	TRANSFER COURSE - UGRD	0.75	2024 Fall	T	✓
View All   First 1-3 of 3 Last					
Total Test Credit Units					
Verification of total test units.					
Units: 0.00 required, 0.00 taken, 0.00 needed					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
MAT 95	INTERMEDIATE ALGEBRA	0.00	2024 Fall	T	✓
View All   First 1 of 1 Last					

# PAWS Academic Requirement Report

## Free Electives: Courses not applied to specific Major Requirements.

(This student is not a business major, which is why ACC 201 is considered free elective credit.)

FREE ELECTIVES (2006) (RG-0039)					
Courses not used in major, minor, or liberal learning. These courses count towards total units and cumulative GPA.					
FREE ELECTIVES (R-0080)					
Courses not used to meet specific requirements are free electives.					
▼ Courses Used Toward Free Electives					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ACC 201	<a href="#">FINANCIAL ACCOUNTING &amp; REPORTI</a>	0.75	2024 Fall	T	✓
TRANS UGRD	<a href="#">TRANSFER COURSE - UGRD</a>	0.00	2024 Fall	TP	✓
TRANS UGRD	<a href="#">TRANSFER COURSE - UGRD</a>	0.75	2024 Fall	T	✓
FYC 100	<a href="#">FY COMMUNITY ENGAGED LEARNING</a>	0.00	2024 Fall		⬜
FYW 101	<a href="#">WRITING STUDIO</a>	0.50	2024 Fall		⬜
MAT 120	<a href="#">PRECALCULUS</a>	1.00	2024 Fall		⬜
View All   First 1-6 of 6 Last					

# PAWS Academic Requirement Report

## Major Requirements (will be different, based on major)

- Orientation Seminar/Advising Course(s)
- Correlate Coursework
- Core Courses
- Elective/Option Courses
- Senior Capstone
  
- Major GPA

# College Core Requirements

Intellectual & Scholarly Growth
IDS 102: Information Literacy (0 credit requirement completed in first semester)
FYS: First Year Seminar
Second Language Proficiency (dependent on major)
SRP 99: Summer Reading (does not appear on Academic Requirements Report)
Mid-Level Writing-Intensive Course (some majors require a specific course for this)
Writing-Intensive Senior Capstone/Third-level Course (within major)
Social Justice
First Year Community Engagement (FYC 100; 0 credit requirement completed during first year)
Gender & Sexuality
Global Perspectives
Race & Ethnicity
Multidisciplinary Perspectives (1 unit from each Discipline)
Literary, Visual, or Performing Arts
Belief Systems
Behavioral, Social, or Cultural Perspectives
Historical Perspectives
Natural Science with Lab
Quantitative Reasoning
Additional Disciplines (Choose 1 unit from TWO of the three areas below)
Literary, Visual, or Performing Arts OR Belief Systems
Behavioral, Social, or Cultural Perspectives OR Historical Perspectives
Natural Science (with or without lab) or Quantitative Reasoning

## Quick tips:

- Per college policy, one course unit may satisfy up to one Multidisciplinary Perspective and up to two Social Justice requirements.
- Major/minor requirements may satisfy College Core requirements freely.
- Some Transfer Students and some Advanced Standing First Year Students may be waived from some/all College Core requirements (except for IDS 102). For more information, visit the [College Core website](#), and check out the [Transfer Book](#)!
- For complete information about the College Core, visit the [College Core website](#).



# Preparing for Peak Advising Season (Registration Window)



- Timing: Registration Windows take place in early-mid November and early-mid April
- A few weeks prior to the Registration Window, R&R will email students notifying them that the schedule has been posted and to begin preparing for registration:
  - Review Academic Requirements Report (or What-If Report) in PAWs. Plan next semester's courses (taking into account prerequisites/corequisites for future courses).
  - Check for Advising/Registration Holds.
  - Build/Validate Shopping Cart.

# Advisor Prep

- Reach out to students to provide registration information, how they can schedule a meeting with you, etc.
- Provide advising resources: links to any departmental or schoolwide materials (advising newsletters, check sheets, planners, suggested sequences, etc.)
- Think about how you can maximize your advising appointments
  - Students may think of advising as prescriptive (“What classes should I take next semester?”) → How can you broaden the conversation to be more holistic?
- Consider opportunities that may benefit your students:
  - Study abroad
  - Independent Study/Research
  - Internships
  - Events/workshops
  - Co-curricular engagement (clubs, organizations, honor societies, etc.)
  - External opportunities



# Advising Records

- PAWS Advising Comments: “Student Viewable Comment”
  - Sends automated email to you, your student, and Department Chair
  - Great way to “debrief” to ensure you and your student are on the same page
  - Convenient to revisit to continue conversations and track progress
  - Supports communication and accountability
  - Collaboration with EOF Advisors (to release EOF hold)
- Separate documentation
  - Spreadsheet/doc: For your own notes, to protect sensitive information/confidentiality
    - For example: Student seemed to be stressed with --
    - course and is considering withdrawing.



Comments may be viewed or added below. If you have the ability to add a new comment click "Add New Comment", type in your comment, and save. Be aware that comments are "Student Viewable" on PAWS and the student will see the comment entered as part of their student record.

Add New Comments

Comments to Students

Find | View All

First 1 of 8 Last

Comment Category

Student Viewable Comm

Comment DateTime

10/11/24 9:09:43AM

By

Mary Lehr-Furtado

Comment

Save

# Additional Advising Resources



- [Center for Student Success Advising Resources](#)
- [Records & Registration Forms](#)
- [Course Waitlists](#)
- [Bulletin](#)
- [Academic Rules & Procedures \(2024-2025\)](#)
- [Center for Student Success Course Sequencing Form](#)
- [Academic Affairs Advising & Change of Major Information](#)
- [Policy Manual](#)
- [NACADA \(The Global Community for Academic Advising\)](#)

*Check out your school/department website for additional advising resources specific to your students!*



# Campus Resources



- [Center for Student Success](#): academic coaching, Peer Academic Coaches (PACs) supplemental advising
- [Tutoring Center](#) (including writing assistance)
- [CARE Referral](#): Managed by the Dean of Students Office; you can submit a CARE Referral if you are concerned about a student (non-emergency)
- [CAPS \(Counseling & Prevention Services\)](#)

*[Campus Resources Jeopardy: How well do you know TCNJ's Campus Resources?](#)*



Center for Student Success

[css@tcnj.edu](mailto:css@tcnj.edu)