

Faculty Advisor Training

March 26, 2024

PDFs referenced in this document:

[How to Access Student Lookup](#)[How to Access the Class Schedule](#)[How to View Holds](#)[How to Release a "Must Contact Major Advisor" Hold](#)[How to Use Schedule Planner](#)[How to Register for Students](#)[Accessing DegreeWorks](#)[Sample Degree Plan](#)[How to Create a What-IF?](#)

This session is for the newbie Faculty Advisor. If you've been advising students for a while, then a lot of this information may be too basic for you.

1. Registration for Summer 2024 and Fall 2024 opens on Monday, April 1, 2024.
2. Lobo Den registers all freshmen, all undeclared students, and all Texas Success Initiative (TSI) affected students. Faculty advisors advise all sophomores, juniors, and seniors who are TSI clear.

NOTE: Generation Z students want instantaneous responses to their questions and needs. Just know, if one of your students show up at Lobo Den asking for help, then Lobo Den will attempt to get the student to you. However, if you're not available, Lobo Den will help the student. Then Lobo Den will send you (and copy the student) an email telling you what they and the student talked about. If any changes need to be made, then you can do so at that time; you can also update Lobo Den on that particular issue.

3. The Lobo Den advisors are assigned to specific majors. I hope you know your Lobo Den advisor. You need to work together to best meet the needs of the students in your major(s).

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4. Before Registration opens, you might want to run an **APEX** report and pull up a list of your advisees, their holds, and their contact information. If you don't have access to APEX, then your supervisor then needs to complete and submit the Data Owner's Access Form on your behalf.
5. LoboOnline (*How to Access Student Lookup*)
 - A. Go to **MySRSU** (sign in)) and then to "*Faculty Dashboard*" (under "**my Account**").
 - B. Click on "**Student Lookup.**"
 1. Be sure to select the appropriate "Term."
 2. You can find students by their A#s (be sure to include "A00" with the rest of the number "A00XXXXX)." Click on "Submit."
 3. Click on the student's name.
 4. On the "Student Profile" page, you can find contact information ("Bio Information), "General Information," you should see your name listed as an "Advisor, "Curriculum, Hours, and GPA" information, and "Registered Courses" for the current semester.
 - C. While you're in "**Student Profile,**" you can find more information about the student by clicking on the elements in the black column on the far left side of the page.
 1. "**Prior Education and Testing**" shares information on where else the student has attended and test scores. These days, TSI Assessment II (TSIA2) scores are often the only scores that are found in this area. Students who are still TSI-affected are advised by Lobo Den.
 2. "**Academic Transcript**" shares all of the courses and grades by semester for that particular student. You'll need to click on the appropriate "Transcript Level" and "Transcript Type."
 3. "**Student Schedule**" takes you to the student's Week at a Glance, which can be printed out for the student after the student registers for his/her classes. Your students won't be able to see their schedule if they have any holds.
 4. "**Registration Overrides**":
 - a. You should not be doing any overrides.
 - b. However, sometimes you may find that a student needs to register for a class that is closed already.
 - c. In these cases, you need to send an email to the faculty member asking for permission for your student to register for that class. Be sure to copy the Registrar's Office on this email so that the Registrar's Office can get the student registered once the professor approval comes through.
 5. "**Week at a Glance**" shows what courses the student is enrolled in throughout the week.
 - a. Online courses are listed at the bottom and are often overlooked.
 - b. Be sure to print out a copy for the student as a student with holds will not be allowed to see this screen when they go into LoboOnline.
 6. "**Registration and Planning**":
 - a. You'll want to go to **Schedule Planner**, which is located under "**Plan Ahead.**"
 1. You will only be able to create a plan for a student for whom you are listed as an advisor for in Banner.
 2. You might want to ask your advisees to come in with a schedule planned. You might want to create and save a plan for your advisees and share it with them when they come in to advise.
 3. If you put in a schedule in Schedule Planner for a student, then if you're not available to a student on a particular day then Lobo Den can pull up that plan and share it with the student for you.

4. Students can then register from Schedule Planner once they have approved of the schedule.
 5. We will review how to use Schedule Planner in a moment.
 - b. If you use **“Register for Classes,”** then you need to have the students sign into Banner and input the classes that you want them to take.
 - c. **“Browse Classes”** allows you to see which courses are available.
 1. Demonstrate how to input the correct term to find the correct Schedule of Classes.
 2. **Accessing the Class Schedule** offers a different way to access the Class Schedule.
 7. **“View Grades”** shows you the student’s GPA (Institutional, transfer, and overall). This screen also shares all of the courses the student has taken in alphabetical order along with the student’s grade per course.
6. **Holds** (**How to View Holds**)
- A. When you are in the Faculty Dashboard and have brought up your student, you will want to go the top right black bar that shows the **“Holds.”**
 - B. The only hold that you are authorized to release is the **“Must Contact Major Advisor”** hold. (**How to Release a “Must Contact Major Advisor” Hold**)
 - a. You click on **“Release.”**
 - b. If notes are needed, then add them.
 - c. The hold will not go back until after the current registration season is over.
7. **Schedule Planner** (**How to Use Schedule Planner**)
- A. Schedule Planner is located in Banner Online in **“Registration and Planning.”**
 - B. You’ll want to go to Schedule Planner, which is located under **“Plan Ahead.”**
 - C. You will select the option of **“Advisor.”**
 - D. You will only be able to create a plan for a student for whom you are listed as an advisor for in Banner.
 - E. Banner only allows three plans to be saved per student.
 1. Lobo Den uses this naming protocol: Term Year LD. You might want to use a naming protocol so that Lobo Den will know where the plan(s) came from.
 - a. Student dashboard will be similar to faculty dashboard, but instead of **“plan Ahead,”** it will show **“Register for Classes or View Class Schedule.”**
 2. **NOTE:** Banner 9 can be finicky. For instance, you might find the **“View Section”** function disappears or that you might get an **“Invalid User Name”** error. Should this happen to you, just log out and log back in. That usually fixes the problem.
8. **Registration Process from the Student Perspective** (**How to Register for Students**)
1. Students will have to sign into MySRSU in the upper righthand corner.
 2. Log in using your LoboID (string of letters and numbers, NOT your A number) and password
 3. Click on **“Student Dashboard”** under **“my Account.”**
 4. Click on **“Register for Classes”** or **“View Class Schedule.”**
 5. Click on **“Register for Classes.”**
 6. Select correct term.
 7. Select **“Plans.”**
 8. Click on **“Add all”** on the top far right button.

9. Double check your schedule
10. Bottom right corner, click the grey Submit button

9. **DegreeWorks** holds the online degree plans for SRSU. (*Accessing DegreeWorks.*)
 - A. You can access DegreeWorks by going to MySRSU and then clicking on “My Degree Plan.”
 - B. You need to make a habit of checking to be sure that the degree plans for your majors that are listed in DegreeWorks are correct. Students and their parents access DegreeWorks all the time. If the information is incorrect, then students and their parents are getting incorrect information.
 - C. Also, remember that DegreeWorks is the go-to location for Lobo Den (working with freshmen) and for the Registrar’s Office. If the information on DegreeWorks is incorrect, then those offices cannot work with students correctly.
 - D. If a degree plan in DegreeWorks is not correct, then your department needs to work with the DegreeWorks specialist in the Registrar’s Office:
 1. Alpine: 432-837-8404
 2. RGC: 830-758-5007
 - E. Changes to degree plans will have to have gone through the approval process (starting with the Curriculum Council) in order for changes to be made to DegreeWorks.
 - F. You’ll need a student’s A# to access DegreeWorks.
 - G. DegreeWorks: (*Sample Degree Plan and How to Access DegreeWorks*)
 1. The circles on the left hand of the screen show where the student is at the process.
 - a. In this part of DegreeWorks, the red circle in the left-hand column means the student has not completed this element.
 - b. The blue half-circle means that the student is working on that element.
 - c. The green circle with a check means the student has completed that element.
 2. The Sections
 - a. Section One: This section shares basic information about the student.
 - b. Section Two: **“Academic”** - This section shares progress towards degree and GPA.
 - c. Section Three: Overview of Requirements – This section shows the breakouts of the degree plan.
 - d. Section Four: **“Texas Core Curriculum”** – This section shares the Core Curriculum classes needed for your majors.
 - e. Section Five: **“University Requirements”** – This section shares the courses that the university requires a student to take.
 - f. Section Six: **“Major in XXXX”** – This section lists the courses that are required for the major.
 - g. Section Seven: **“General Electives”** – Your majors may require specific courses that are technically “electives.”
 - h. Section Eight: **“In-progress”** – This section lists the courses that the student is taking this semester.
 - i. Section Nine: **“Not Counted”** – This section lists the courses that the student dropped or failed or that are dev ed.
3. Other Options in DegreeWorks (*How to Create a What-IF?*)
 - a. In Section Two, you can access the **“What-If”** option.

1. Students can look and see what courses they would have to take if they changed their major.
 2. Students can see what courses they would have to take if they were to change their catalog year.
- b. A **GPA calculator** can be found by going to the three vertical dots to the right of “Sul Ross State University Worksheets.
1. You can use the GPA calculator when students are concerned about the effects of a particular grade on their GPA. Athletic/D2 status, academic suspension issues, graduation, etc. are all reasons for students to want to see how a specific grade will affect them. The GPA calculator lets you help students game out how a specific grade may impact them.

10. **Major Change:** If students wish to change their major, then they must complete a “Change of Degree Information - Undergraduate” form

(<https://www.sulross.edu/wp-content/uploads/2023/08/Change-of-Curriculum-Undergraduates.pdf>), which can be found on the Registrar’s page, under “Forms,” under “Student Forms.”

11. **Substitutions:** If you want to substitute a course, then you must submit the “Request for Substitution of Degree Requirements” form (https://www.sulross.edu/wp-content/uploads/2020/09/request_for_substitution_of_degree_requirements.pdf).

Degree Works Quick Ref

Log in	Accessing Advisee Degree Plans
<p>Accessing Degree Works is just a few clicks away from the university website.</p> <p>To log in:</p> <ol style="list-style-type: none"> 1. Go to MySRSU above the search bar on the sulross.edu website. 2. Log in using your Sul Ross email and password 3. Click on "My Degree Plan" on upper right-hand side 	<p>There are three ways to access your advisee list</p> <ol style="list-style-type: none"> 1. Your assigned student will be populated on the main Degree Works Page under "Select Student." Note: You will only have access to this list if you are the advisor listed on Degree Works. 2. A#'s can be entered directly into the "Student ID" box. 3. To search for students without an A#, use the "Advanced Search" under the "Student ID" box and enter the criteria you know/have.
Student View - Information Block	
<p>Once the student is chosen, their information will populate into Degree Works. The information will specify the student's classification, major, minor, catalog year, and academic holds. Be sure to check the academic holds listed and see if the student needs to see another department before getting registered (e.g. NCR holds must see Lobo Den). Also check the advisor box to see if the student has been assigned to the appropriate advisor for their degree. If you see the wrong advisor listed, please contact the Registrar's Office.</p>	
Degree Block	
<p>The "Academic" tab provides a complete look at what the degree requires and the student's overall progress. Check the credits applied to see how many hours have been counted to the student's degree. The red boxes at the side will indicate if a requirement has been fulfilled or not. Use the "Legend" note at the bottom to see what the symbols mean.</p>	
<p>Note: Remember, the "In-Progress" courses will be applied here, and development course hours will not.</p>	
Texas Core Curriculum	
<p>Texas Core Curriculum are courses required by the state. Students need these courses to graduate. Pay close attention so that courses can fulfill the specific requirements for the major, and to check when courses are offered. Most core courses from other colleges will be transferred and reflected here if the Registrar approves those transfer courses.</p>	
University Requirements	
<p>These are required courses specific to the degree that the University requires. There are different requirements between the B.A., B.B.A., B.F.A., and B.S degrees. Some degree plans require science lab components and other degree plans require different math courses.</p>	
<p>Note: Catalog years will affect the courses specified in this block.</p>	
Major/Minor Block	
<p>You will find a bulk of the degree courses listed here. Within the block, student's GPA and letter grade will be tracked as most majors require a specific GPA and a letter grade NO lower than a "C." These courses are specific to the catalog year as well, so advisees may be in the same degree, but requirements may differ because of the catalog year. Keep a close eye on this in case an older degree plan requires a course that is not offered. You must follow the process with your department to change the curriculum.</p>	
Electives/ In-progress/Not Counted/ Insufficient	

1. Courses listed under "Electives' or "General Electives" block do not fulfill any core, university, major, or minor requirements. These may be transfer courses or courses from another major/minor (student changed degree).
2. Courses listed under "Not Counted" will be developmental courses, failed courses, or withdrawals.