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Introduction

Each person approaches advising differently and each student has different expectations of their advisor. Some students see advising as prescriptive, simply telling them what they need to take and when. Other students rely on their advisor not only for academic guidance but also for personal and career guidance. You have the opportunity to frame your approach to advising as you see fit. This guide is intended to familiarize you with all aspects of advising so that you can better assist your advisees and be better prepared for their myriad of requests.

FERPA

FERPA stands for the Family Educational Rights and Privacy Act. This protects the privacy and confidentiality of a student's educational record. All students at The University of Alabama are protected under this act. Per the University Registrar website:

- Information from a student's educational record may be shared among University officials who have legitimate educational interests.
- Access to a student's educational records by school officials is restricted to that portion of the record necessary for the discharge of assigned duties.
- The release of non-directory information to parties outside of the University is restricted to the appropriate educational record custodian and only if the custodian has a signed and dated authorization to release statement from the student.

Student records may NOT be discussed with parents or guardians unless the student has completed a FERPA release within their MyBama account. The Student Information option under the Faculty and Advisors folder located in the Faculty tab of MyBama will indicate if a student designated a FERPA release. A student may only grant a release to an individual listed as a student's emergency contact.

Values are:

DDR	Release to Parents
DFR	Release to Father
DMR	Release to Mother
DGR	Release to Guardian

Student Classifications

There are five classifications of undergraduate students:

Freshman – 0-30 hours

Sophomore – 31-60 hours

Junior – 61-90 hours

Senior – 91+ hours

Post-graduate – any student that has previously completed an undergraduate degree and is taking courses towards another undergraduate degree or as a non-degree seeking student

Academic Standing

There are four standings a student can be placed in based on their UA GPA:

Good Standing – any student with a UA GPA above 2.0

Academic Warning – any student with a UA GPA below 2.0 but above the Satisfactory Progress Standard (SPS)

Academic Suspension – any student that has not met the SPS based on their overall hours after the completion of the spring term

1-term – the first instance that a student falls below the SPS after the spring term

Indefinite – any instance after a 1-term suspension where the student falls below the SPS after the spring term

Reinstated from Suspension – any student that has earned a suspension but has been reinstated

Academic Standing updates at the end of each semester, however suspensions are not issued until the end of the spring term and go into effect for the following fall. Suspended students are still eligible to take summer courses.

Satisfactory Progress Standard

Credit Hours Earned*	Required University of Alabama GPA
0-30	1.50
31-60	1.70
61-90	1.90
91 or more	2.00

*Includes transferred credit

Academic Terms

Fall

- Fall (full term)
- Fall II (10-week)

Spring

- Winter Interim
- Spring (full term)
- Spring II (10-week)

Summer

- May Interim
- Full Summer
- Summer I
- Summer II

Tuition rates for these terms can differ. Please refer the student to Student Account Services regarding any questions about billing and tuition rates. For more information, visit: <http://cost.ua.edu/>.

Core Curriculum

The University of Alabama's core curriculum (also referred to as general education requirements) is laid out so students graduate with a well-rounded understanding of the world around them. The General Education requirements can be found by going to the Registrar's Office website – registrar.ua.edu - and clicking the "Core Curriculum Course Listing" link.

Minimum Grade Requirements

- General Core Courses – D-
- English Composition – C- (a grade of NC is received if below C-)
- Math Courses – C- (a grade of NC is received if below C-)

English 103

- Students in the Honors College may automatically enroll in EN 103.
- Students who are not in the Honors College but meet the requirements below will require a permit into EN 103: (this can be done by contacting the English department).
 - ACT composite 28, or ACT English 30, OR SAT composite 1250, or SAT verbal 720
- Successful completion of EN 103 (C- or higher) with correct qualifying scores gives the student three hours of credit for EN 103 and three additional hours of composition placement credit, satisfying the six hour core composition requirement.

FR/GN/SP 103

- SP 103, FR 103, and GN 103 are specifically designed for students who have had two or more units of that language within the last four years and do not require a placement test.
- SP 101, FR 101, and GN 101 are designed for students with no prior knowledge of the language. Students who have completed high school language course(s) in these languages will be dropped from the 101 course.

PINS & Holds

PINS

PINS are placed on student records within college's that require advising.

Holds

Holds are placed on student records for a variety of reasons and should only be lifted by the department that placed the hold. There are two types of holds: Registration Holds & Graduation Holds.

- **Registration Holds** will prevent a student from registering. You cannot always see who placed the hold so if you are unsure as to where to refer the student, please email your Director of Student Services to check in Banner INB.
- **Graduation Holds** prevent a student from receiving their diploma but does not impact registration. Most often times this are financial in nature.

Below is a contact list for common holds:

Hold Type	Department	Email	Phone (205)
Academic Action Hold	College Student Services Offices	College Email Addresses	
Advising Hold	College Student Services Offices	College Email Addresses	
Athletic Hold	Athletic Student Services	academics@ia.ua.edu	348-6199
Dean's Approval Required	College Student Services Offices	College Email Addresses	
Dean's Hold	College Student Services Offices	College Email Addresses	
Graduate Admissions	Graduate School	gradschool@ua.edu	348-5921
Graduate School	Graduate School	gradschool@ua.edu	348-5921
Immunization Hold	Student Health Center	immunizations@ua.edu	348-3854
International Student Office	Capstone International Center	international@ua.edu	348-4623
Nonpay Repeat Registration	Student Acct Services	studentreceivables@ua.edu	348-5350
Register only at orientation	Orientation and Special Programs	orientation@ua.edu	348-4999
Registrar's Hold	University Registrar	registrar@ua.edu	348-2020
Student Judicial Affairs	Judicial Affairs		348-0211
Undergraduate Admissions	Undergraduate Admissions	admissions@ua.edu	348-5666

Hold Type	Department	Email	Phone (205)
Veteran & Military Affairs	Veteran & Military Affairs	vma@bama.ua.edu	348-0983

Dual Degree vs Double Majors

Dual Degree

- Students working towards a dual degree must complete a total of 150 hours.
- They must complete all of the requirements for both degrees, including minors or other auxiliary requirements.
- Upon completion the student will receive two separate diplomas, one for each degree.

Double Majors

- Student working toward a double major must complete a total of 120 hours.
- Students that are double majoring are completing one degree (their primary major degree) but are choosing to complete two majors.
- Upon completion the student will receive one diploma with the degree from their primary major.

DegreeWorks

DegreeWorks is available for undergraduate students beginning with the 2006 Undergraduate Catalog. To access DegreeWorks, students should log into their MyBama account, click on the Student tab, and then click on the DegreeWorks banner in the center of the screen. Students under a catalog prior to 2006 should see their advisor for degree information. DegreeWorks is also available for a limited number of graduate programs. If your graduate program is not active in DegreeWorks, please contact your department and let them know that you would like DegreeWorks to be available for your program.

Degree Audits

Students should request a degree audit via email from their College Registrar after they have registered for their second to last semester. This will ensure that they know exactly what they have remaining and they can register accordingly.

Max Hour Limit

The maximum number of hours a student may register for in a fall or spring semester is 18 hours. If a student wishes to register for more than 18 hours in a fall or spring semester, they must request permission from their academic advisor and/or Student Services Director.

Graduation

Application

Graduation applications are available through MyBama. Once a student applies for graduation, the College Registrar will approve or deny the application. If approved, it is a preliminary approval pending

successful completion of the student's enrollment. If a student does not complete their requirements at the end of the term then the final application will be denied.

It is important that students apply for the term in which they plan on completing their requirements, not when they want to participate in commencement. There is a non-refundable graduation fee that a student has to pay and if they apply for the wrong term, they will need to pay that fee again to reapply for the correct term.

Commencement vs Graduation

Most students are not aware of the difference between commencement and graduation. If a student does not complete all of their degree requirements, they may still participate in commencement. They are not applying for commencement but rather to be conferred a degree.

Walking Out of Turn

UA requires students to participate in the commencement ceremony at the time they complete degree requirements. A student must contact the College Registrar if there is an extraordinary circumstance in which they need to walk out of turn.

Transfer Credit

How Courses Are Evaluated

The University of Alabama will accept transfer credit from any regionally accredited institution. UA will not accept courses deemed developmental or vocational.

The Office of the University Registrar (OUR) evaluates all 100 and 200 level transfer courses, whereas the colleges evaluate any upper level courses. Courses are evaluated by content only and are often based off of short course description. All equivalencies are blanket equivalencies meaning any student transferring in that specific course will get that equivalency.

Transfer Course Equivalency Tables

OUR keeps a database of all course equivalencies processed by the University. These tables can be found at <http://registrar.ua.edu/>. This allows students to see how their transfer work will be accepted into UA. If a course is not on the tables it most likely means that the course simply has not yet been evaluated. The student can email registar@ua.edu to request the course be evaluated.

Elective Credit

Transfer courses that do not have a direct equivalency will be equated to general credit within their subject area. If it is a lower level class, the course number will be 197 and if it is an upper level course, the course number will be 397.

Some courses can be considered to fulfill core requirements but UA does not have an equivalent course. These courses will populate as TRGS and the abbreviation for whichever core requirement it fulfills. For example, if a history course is transferred in and meets the requirements of core credit but is not similar to a course UA offers, it would be equated to TRGS-HI and will fulfill the student's history requirement.

Re-evaluation of Courses

Because course evaluations are often based on vague course descriptions, students may request a course be re-evaluated if they disagree with the equivalency. In order to do so, the student must email a copy of the course syllabus to registrar@ua.edu and request the re-evaluation. Courses will not be re-evaluated without the syllabus.

Letter of Transiency

It is recommended that students who plan to take courses outside of UA print a Letter of Transiency. This lets the student know how their credit will be received by UA and some institutions require a copy of the letter as part of their transient admission process. This can be found on the Student tab in MyBama.

This does not alert UA to the fact that a student is planning on taking the course(s) so the student will still need to have their official transcript sent from the outside institution to UA in order to receive credit.

Transferring Out of UA

If a student is planning on leaving UA and transferring to another institution, they are responsible for contacting the other institution to see how their credits will be received.

International Credit / Study Abroad

Evaluation Process

For students doing study abroad programs, they will need to meet with Capstone International and complete a Course Equivalency Form. That form will then be sent to the appropriate Student Services Office from Capstone International for course evaluation.

Time Frame

Both processes take an average of 4-6 weeks because it often requires multiple steps with multiple colleges/departments.

Transcript Receipt

International transcripts can take up to 3 months to receive therefore we strongly discourage students to take study abroad courses their final semester because the transcript most likely will not be received in time.

University Scholars Program

The University Scholars Program is intended for gifted and highly-motivated candidates for BA and BS degrees at The University of Alabama whose objectives include degrees at the master's or doctoral level. In participating University Scholars departments, with a closely integrated undergraduate and graduate program, qualified students begin graduate study in their senior year; such a program may lead to simultaneous completion of requirements for both master's and bachelor's degrees, each within its specified framework.

Students in the University Scholars Program are classified as undergraduates until they complete requirements for their undergraduate degrees and therefore may not hold graduate assistantships until

their classifications are changed to graduate status. At that time, University Scholars will also become eligible for graduate fellowships and scholarships.

<http://courseleaf.ua.edu/specialacademicprograms/#universityscholarsprogramtext>

Veteran's Affairs Advising Form

Students who are receiving GI Bill benefits are required to complete an advising form and have an advisor sign off on the form prior to receiving their funding. If a student brings you this form and the courses are already listed, all you need to do is verify that the student has registered for those courses. If a student asks for assistance in completing the form, be sure you put specific options so that they do not need to get a new form completed if they can't register for the exact courses. The more options, the easier it will be for the student to register and receive funding in a timely manner.

International Students

All international students enrolled in degree programs at UA have proven their English proficiency through either a standardized English test such as the TOEFL or IELTS or through the successful completion of all 6 levels of study in the English Language Institute. So, there is no reason for any adjustment to the expectations for international students.

It is recommended that faculty and advisors make sure that students are directed to resources, such as the Writing Center for assistance, or to tutors if they are available.

Registration

International students will be treated like athletes in that they will have a hold placed on their record once they have registered prohibiting them from making alterations from their registration.

If they wish to drop a course, they will need to have their advisor sign off on a form approving the drop and then they will work with CIP to get the hold temporarily lifted.

Enrollment Requirements

- Undergraduate students must be enrolled for a minimum of 12 credit hours during the fall and spring semesters to be considered full-time students.
 - **Online Course Limitations:** No more than 3 online credits per semester may count towards the "full course of study" requirement. This does not mean that a student may only take one online class; this regulation just means that only one 3-credit hour online course may count toward the full-time status requirement. Once a student has enrolled in the 12 credit hours required to be considered full-time, he or she may enroll in as many additional online or traditional courses as he or she would like.
 - **Last Semester Exception:** F-1 and J-1 students who are in their final semester of study at The University of Alabama may enroll in less than 12 credit hours of classes if they require less than full-time enrollment to graduate. This exception is only for the final semester of study. PLEASE NOTE: If the student only requires one class to graduate, it cannot be taken as an online or distance learning class.

Schedule Builder

This tool, located under the Student tab in MyBama, helps students build the best class schedule based on course preferences and preferred breaks during the week. These breaks typically consist of work, practice, or other activities that may hinder the student from being able to take a class during that time. Schedule Builder is designed to help generate class schedules that will fit the student's personal schedule.

Be sure to remind students that by placing a course in their cart in Schedule Builder, they are not reserving a seat in the course nor registering for the course. They need to import their Registration Cart into the Add/Drop system to actually register for the course.