



# Welcome: New Faculty Training



# Hello!

## from the Office of Academic Services & Advising

instagram & twitter: @StonehillOASA

**DROP-IN HOURS M-F, 1:00-3:00PM**

[academicservices@stonehill.edu](mailto:academicservices@stonehill.edu) • 508-565-1306



# Our Office

- **Shannon Balliro** – Interim Director of Academic Services & Advising
- **Clare Morrison** – Assistant Director of Academic Services & Advising
- **Donna Myles** – Office Manager of Academic Services & Advising and Office of Accessibility Resources
- **Courtney Ruggles** – Assistant Director of Academic Services & Advising

**Duffy 104 (First Floor, next to Hemingway Theater)**

**Monday – Friday 8:30am – 4:30pm**

**[academicservices@stonehill.edu](mailto:academicservices@stonehill.edu) \* 508-565-1306**

# Academic Advising

Academic advising at Stonehill spans all four years of the student's education. At its core, advising is a learning process in which students are guided towards discovering meaning and purpose in their academic and co-curricular lives.

**Think, Act, Lead...**

# Academic Advising



## ACADEMIC SERVICES & ADVISING

- Outreach
- Academic Support
- Recovery
- Processes
- Programming

## FACULTY ADVISING

- Advising within a major
- Course selection support and approval

## MENTORING

- Cornerstone Program
- Built on course connections
- Research, other learning opportunities inside and out of classroom

# Sample Advising Topics

- Course selection
- Major Exploration
- Assistance with creating a 4-year academic plan
- Academic success strategies
- Curriculum and policy interpretation
- Referral to on-campus resources for academic support
- Connecting with other offices and departments

# Academic **Support** On-Campus



## **Academic Skills Sessions**

Note-taking, study skills, test prep;  
Time management; Utilizing resources;  
Self-advocacy



## **Academic Coaching**

Ongoing support for students on probation  
or in academic jeopardy;  
Time management; Executive function;  
Goal setting



## **Center for Writing and Academic Achievement**

Subject-specific tutoring and support;  
writing support; peer-led academic  
coaching

# Other **Support** On-Campus



## **Mental Health**

In-person appointments and 24-hour support through Counseling Services contact line: 508.565.1331



## **Campus Ministry**

Resources for faith formation, service, social justice, inequity through guidance, engagement, and opportunities.



## **Athletics**

Faculty Athletic Representative (FAR) works in partnership with Athletic Department





# Advising & PINs



# Academic Calendar

- Key Dates:
  - **Add/Drop** deadline (10<sup>th</sup> day of class) – Sept 2<sup>nd</sup>
  - **Pass/Fail** declaration (3<sup>rd</sup> week) – Sept 9<sup>th</sup>
  - **Major/Minor/Advisor change**, to be effective for upcoming registration – Oct 4<sup>th</sup>
  - **MSAs** due from faculty (week 8) – Oct 13<sup>th</sup>
  - **Advising Period Begins** (week 9) – Oct 20<sup>th</sup>
  - **Course/College Withdrawal** deadline (week 12) – Nov 5<sup>th</sup>

# Registration Calendar

- **Schedule Posted:** Fri., Oct. 8<sup>th</sup>
- **Advising Weeks:**
  - Oct. 20 – 29<sup>th</sup>: 2022 and 2023
  - Oct. 27 – Nov. 5<sup>th</sup>: 2024 and 2025
- **Registration Dates:**
  - Mon., Nov. 1<sup>st</sup>: Class of 2022
  - Wed., Nov. 3<sup>rd</sup>: Class of 2023
  - Mon., Nov. 8<sup>th</sup>: Class of 2024
  - Wed., Nov. 10<sup>th</sup>: Class of 2025

Registration times: 7:00am honors program & athletes, 9:00pm all other students

# Advisee List

## Course Information

Select a Term for My Classes  
My Class Schedule and Class Lists  
Course Listing Search  
Grade Entry

## Student Information

Student Profile  
Select a Term for My Advisee Lists  
Advisee List and Email  
Advisee Grade Summary  
Approve US Internship  
myAudit

## Faculty

Academic Program Review Process and Timeline  
The Office of Academic Services and

Current advisee list and contact

The powerpoint presentation attached (includes audio) gives an overview of

Check advisee grades/MSAs

Look up past semester lists or past semester grades

dropdown on the right to refine your search

All items

Academic Program Review Process and Timeline

The attached document describes the process of preparing for an academic external program review and expectations. Attached is also the...

Career Development Center

Career Development Center

For job and internship searching, or to book an appointment with the Career Development Center, please...

Data on Tenure and Promotions

The attachment below shows the number of tenure and/or promotion decisions

Annual Departmental Report template

The attached document contains the information that must be included into the department's annual report.

Conboy Award

Department Chairs may nominate one Faculty member who needs to advance their research in order to apply for tenure and/or promotion. Nominations (paper or electronic) are due at the...

Definition of Assessment

The systematic collection and analysis of information from educational programs

# Mid-Semester Assessments

- Indicator of current progress and are not final grades.
  - Guide students towards improvement and success
  - Required for all students, from all courses
- Direct, specific feedback from faculty
- Invitation for follow up with professors

# Mid-Semester Assessments

S1	Satisfactory, currently performing at an A or A- level
S2	Satisfactory, currently performing at a B+ or B level
S3	Satisfactory, currently performing at a B-, C+ or C level
C-1	Passing; C- level performance due to the lack of quality in assessed course work
C-2	Passing; C- level performance due to excessive absences and/or lack of class participation
C-3	Passing; C- level performance due to lack of quality in assessed course work and excessive absences and/or lack of class participation
D1	Passing; poor performance due to the lack of quality in assessed course work
D2	Passing; poor performance due to excessive absences and/or lack of class participation
D3	Passing; poor performance due to lack of quality in assessed course work and excessive absences and/or lack of class participation
F1	Failing; unsatisfactory performance due to the lack of quality in assessed course work
F2	Failing; unsatisfactory performance due to excessive absences and/or lack of class participation
F3	Failing; unsatisfactory performance due to lack of quality in assessed course work and excessive absences and/or lack of class participation

# Mid-Semester Assessments

- MSAs due from faculty October 13th, posted in myHill a few days later.
- Faculty enter through myHill
  - myHill > Faculty > Resources > Grade Entry > Mid Term Grades
- Students will access through **Student Profile**:
  - myHill > Students > Academics > Student Profile

# Requirements & myAudit



# Course Selection:

## Degree Requirements

- **Credits:** 120 credits total
  - Average 30 credits per year
- **GPA:** 2.0 cumulative, major, and minor
- **Program requirements:** Cornerstones, major courses

# Course Selection: Cornerstones

- **Introductory courses:**
  - Religious Studies, Philosophy – *typically first year*
  - Literature, History
  - FYS – double-dipped with any introductory cornerstone
- **Upperclass courses:**
  - CIT, Moral Inquiry, Writing in Disciplines
- **Distribution courses:** Natural Science, Social Science, Statistical Reasoning – *no set year, many double-dip in majors*

# Advising tool: **myAudit**

- Accessible through myHill
- Tracks student progress toward graduation
  - Credit pacing
  - Class year, major, minor, advisor
  - Cornerstone program
  - Major and/or minor progression
- **What if Audit:** shows projected path, not formal change or declaration

# myAudit



- **Access through myHill: Students > Academics**

The screenshot shows the Stonehill College myHill website. The top navigation bar is purple with the college logo and links for Home, Campus, Employees, Faculty, Library, Students, and Quicklinks. A 'Sign Out' link is also present. Below the navigation bar, there is a teal banner for 'Updates on COVID-19' and a white banner with links for Student Home, Academics, Finances, and Clubs & Organizations. The main content area is divided into three columns. The left column, titled 'Student Information', contains links for My Profile, Health Portal, and a 'Classes and Registration' section. The 'Classes and Registration' section is highlighted with a pink box, and a pink arrow points to the 'myAudit' link within it. The middle column, titled 'Academic Resources', contains links for Academic Services, CWAA: Center for Writing and Academic, and Enrollment or Degree Verification. The right column, titled 'Academics', contains a link for Acadeum. A search bar with a dropdown menu labeled 'All items' is located at the top right of the main content area.

**STONEHILL COLLEGE** Home Campus Employees Faculty Library Students Quicklinks Sign Out

Updates on COVID-19 Student Home Academics Finances Clubs & Organizations

Click the **All Items** dropdown on the right to refine your search

**Student Information**

- My Profile
- Health Portal
- Classes and Registration**
  - myAudit**
  - Add or Drop Classes
  - Course Listing Search
  - Schedule Planner

**Academic Resources**

- Academic Services
  - Welcome to the Office of Academic Services and Advising.
  - Seeking extra help with study skills, note taking or time management? Seeking guidance when deciding on a...
- CWAA: Center for Writing and Academic

**Academics**

- Acadeum
  - Acadeum is an online Education Service that contracts with numerous colleges and universities throughout the United States in an effort to expand on-line course options for students. Stonehill has pre-approved the courses that are available to our students, so there is...
- Enrollment or Degree Verification

# myAudit: What can I see?

- **Different blocks:**
  - Cornerstones, Major, Concentration, Minor
- **Each block details:**
  - Number of courses required within program
  - Courses that will fulfill requirement
- **Major, Concentration, and Minor blocks detail:**
  - GPA requirement via checkbox
  - Calculated GPA
  - Classes or credits remaining

# myAudit: What can I see?

## Personal information

- Name
- ID
- Class Year
- Advisor(s)
- Overall GPA
- Honors Program Status

<b>Student View</b> WA058J3D as of
<b>Student</b>
<b>ID</b>
<b>Class Year</b>
<b>Advisor</b>
<b>Overall GPA</b>
<b>Honors Scholar</b>

## Degree information

- Degree
- Major(s)
- Concentration (if applicable)
- Minor(s)
- ROTC Status

<b>Status</b>	Active
<b>Degree</b>	Bachelor of Arts
<b>Major</b>	History
<b>Concentration</b>	
<b>Minor</b>	Biology
<b>ROTC</b>	



# myAudit: What can I see?

## Progress and Legend



### Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number

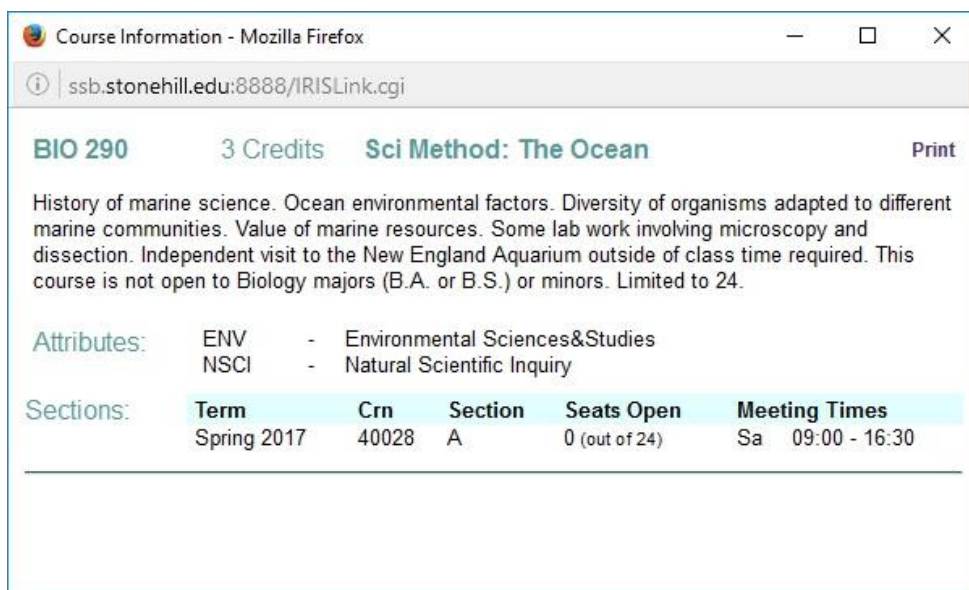
<input type="checkbox"/> Bachelor of Arts		Catalog Year: 2019-2020	Credits Required: 120
		GPA:	Credits Applied: 79
<input type="checkbox"/> Minimum of 120 Credits		Still Needed:	120 credits are required. You currently have 79 credits completed or in progress. You still need 41 more credits.
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> Cornerstone Requirements		Still Needed:	See <b>Cornerstone Requirements</b> section
<input type="checkbox"/> Major Requirements		Still Needed:	See <b>Psychology B.A.</b> section
*** Only 50% of the required classes in a major may fulfill the requirements of any other major.			
<input type="checkbox"/> Minor Requirements		Still Needed:	See <b>Minor in Speech-Language Pathology</b> section
*** Only 50% of a minor's requirements may fulfill the requirements of any major or a second minor.			

Cornerstone Requirements				Catalog Year:	2020-2021	Classes Applied:	8
Unmet conditions for this set of requirements: See below							
✓ FIRST YEAR SEMINAR	PHL 118	CS: Question Culture & Value		3		Spring	2021
✓ HISTORY CORNERSTONE	HIS 131	CS:Med., Health, Soc. in Eur.		3		Spring	2021
Elementary Education students need to verify appropriate History Cornerstone selection with your Education advisor							
✓ RELIGIOUS STUDIES CORNERSTONE	RST 111	CS: Religions of the World		3		Fall	2020
✓ LITERATURE CORNERSTONE	ENG 113	CS: Machine Culture		3		Spring	2021
✓ PHILOSOPHY CORNERSTONE	PHL 118	CS: Question Culture & Value		3		Spring	2021
✓ CATHOLIC INTELLECTUAL TRADITIONS	VPM 243	Hear Her Voice!		3		Sum I	2021
☒ MORAL INQUIRY	RST 247	TOP: Gender and Religion	IP	(3)		Fall	2021
DISTRIBUTION REQUIREMENTS							
✓ NATURAL SCIENTIFIC INQUIRY	CHM 113	General Chemistry I		4		Fall	2020
☒ SOCIAL SCIENTIFIC INQUIRY	Still Needed:	1 Class in <b>ANT</b> 105 or 200 or <b>CRM</b> 120 or <b>ECO</b> 110 or 113 or 176 or 178* or <b>EDU</b> 102 or <b>LC</b> 241 or 316 or <b>POL</b> 123 or 347* or <b>PSY</b> 101 or <b>SOC</b> 101 or 212 or 222 or 232 or <b>WRI</b> 210					
☒ STATISTICAL REASONING	Still Needed:	1 Class in <b>BIO</b> 261* or <b>BUS</b> 206 or <b>CHM</b> 331* or <b>COM</b> 206* or <b>CRM</b> 311* or <b>ECO</b> 241 or <b>EDU</b> 301* or <b>ENG</b> 221 with Attribute STRE or <b>HCA</b> 203 or <b>HIS</b> 425* or <b>MTH</b> 145 or 207 or 225 or 395 or 396* or <b>PHY</b> 321* or <b>POL</b> 210* or <b>PSY</b> 261 or <b>SOC</b> 311*					
☒ WRITING IN THE DISCIPLINES TAKEN IN JUNIOR YEAR	Still Needed:	1 Class in <b>BCH</b> 345* with Attribute WID or <b>BIO</b> 211* with Attribute WID or <b>BUS</b> 352 with Attribute WID or <b>CHM</b> 441* with Attribute WID or <b>COM</b> 441 with Attribute WID or <b>CRM</b> 310* with Attribute WID or <b>CSC</b> 400 with Attribute WID or <b>ECO</b> 242* with Attribute WID or <b>ENG</b> 301 with Attribute WID or 304 with Attribute WID or 306 with Attribute WID or 367 with Attribute WID or 390 with Attribute WID or 392 with Attribute WID or <b>ENV</b> 201* with Attribute WID or 202* with Attribute WID or <b>GRM</b> 490 with Attribute WID or <b>HCA</b> 410 with Attribute WID or <b>HIS</b> 420 with Attribute WID or <b>HSC</b> 350 with Attribute WID or <b>ITA</b> 490 with Attribute WID or <b>JRN</b> 101* with Attribute WID or <b>LC</b> 235 with Attribute WID or <b>MTH</b> 191* with Attribute WID or <b>NEU</b> 301* with Attribute WID or <b>PHL</b> 243 with Attribute WID or 255 with Attribute WID or 267 with Attribute WID or 285					



# myAudit: Course Information

- Courses listed are hyperlinks
- Links to individual pop-up window with course information, including meeting time information



Course Information - Mozilla Firefox

ssb.stonehill.edu:8888/IRISLink.cgi

**BIO 290**   3 Credits   **Sci Method: The Ocean**   [Print](#)

History of marine science. Ocean environmental factors. Diversity of organisms adapted to different marine communities. Value of marine resources. Some lab work involving microscopy and dissection. Independent visit to the New England Aquarium outside of class time required. This course is not open to Biology majors (B.A. or B.S.) or minors. Limited to 24.

**Attributes:**

ENV	-	Environmental Sciences&Studies
NSCI	-	Natural Scientific Inquiry

**Sections:**

Term	Crn	Section	Seats Open	Meeting Times
Spring 2017	40028	A	0 (out of 24)	Sa 09:00 - 16:30

# myAudit: Audit Notes

- **Important information about considerations and invalid combinations**

\*\*\* Secondary Education minors may not declare a double minor in: Early Childhood Education, Elementary Education, or Education Studies.

\*\*\* Psychology majors may not declare a double major in: Neuroscience. \*\*\* Psychology majors may not declare the following minor: Secondary Education.

\*\*\* Students who are English majors and plan to double major in the following major are responsible to be sure that no more than 50% of the classes double major form is reviewed and approved: American Studies.

\*\*\* Biology majors may not declare a double major in: Biochemistry, Chemistry, Environmental Science, Environmental Studies, or Neuroscience. \*\*\* Biology majors may not declare the following minor: Biochemistry.

# myAudit: What if Function

- View requirements and individualized progressions for majors or minors different from your current record

Format: Student View Process What-If Save as PDF

Select your primary area of study

Catalog Year: 2015-2016

Campus: Stonehill College

Program: Bachelor of Science  
(pick a Program)  
 Bachelor of Arts  
 Bachelor of Science  
 Bachelor of Science Business  
 Undeclared

Level:

Degree:

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Select your addit

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Add

Chosen Areas of study

Remove

# myAudit: What if Function

- Choosing more than one major or minor

Format: Student View Process What-If Save as PDF

**Select your primary area of study**

Catalog Year	<span>2015-2016</span>	Major	<span>History</span>
Campus	<span>Stonehill College</span>	Concentration	<span>(pick a Concentration)</span>
Program	<span>Bachelor of Arts</span>	Minor	<span>Arabic</span>
Level	<span>Undergraduate</span>		
Degree	<span>Bachelor of Arts</span>		

**Select your additional areas of study**

Major	<span>(pick a Major)</span>	<span>Add</span>
Concentration	<span>(pick a Concentration)</span>	
Minor	<span>(pick a Minor)</span>	

Chosen Areas of study

MAJOR : Arts Administration

MINOR : Business

CONC : Arts Admin. - Museum Studies

Remove

# myAudit: What if Considerations

- Does not allow to change class year
- Does not account for invalid combinations
- May not pull all classes into correct areas
  - Pass/Fail courses
  - Transfer credits
  - Double dips
    - Courses **may** satisfy multiple degree requirements
    - Credits for these courses **do not** count more than once
- Should not replace a conversation with advisor
- Any questions, edits, or overrides should be sent to the **Registrar's Office** for manual entry



# Course Approvals

# Course Approvals

- Most **common reasons** for course approvals:
  - Course requires permission
  - Unmet prerequisite
  - Repeating failed or withdrawn course
  - Class year or Major/minor restriction
- Full list of reasons on Registrar's website:



# Course Approval Process

1. Fill out online form
2. Receive email approval or signature from faculty member (most course approvals require this)
3. Return/Forward the signed form to the Registrar's Office a few days before registration date
4. Course will be pre-coded to allow student to register for the course or the waitlist, if the class is full





# Thanks!

## from the Office of Academic Services & Advising

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