

2009-20010 BIOLOGY PROGRAM ADVISOR INFORMATION

FACULTY ADVISOR RESPONSIBILITIES

- Meet advisees to discuss academic plans and update their checklist and advising file each meeting.
- Work with students to developing career goals and professional development opportunities.
- Suggest appropriate extra and co-curricular activities such as research, internships, clinical experiences, etc.
- Support students with references for scholarships and other opportunities.
- Give out registration PINs (from Web for Advisors) each spring term or as needed. Some students such as student athletes and students with disabilities need a PIN each term.
- Review student audits and degree requirements to prepare for graduation.
- Faculty advisors are **not** responsible for course substitutions, transfer credit issues, study abroad and international internship issues (see below).

ADVISING STRUCTURE

- **Incoming freshman and transfer students:** All attend a START summer orientation. All freshman must attend the BI 198 Biology Freshman Seminar in the fall.
- **Students changing majors:** All current students changing majors to Biology must meet with Brock.
- **Freshmen and Sophomores:** A-N are assigned to Brock, and O-Z are assigned to Shawna.
- **Juniors and Seniors:** All are assigned to an advisor after meeting with Shawna or Brock. Generally, this transition occurs in winter or spring term of their sophomore year.

ADVISING CONTACTS

Biology Program Office - Cordley 3029, 737-2993

- Course substitutions and other biology advising issues:
 - Chief Advisor - Brock McLeod, 737-2245, Cordley 3022 or mcleodb@science.oregonstate.edu
 - Chair - Robert Mason, 737-2993 or robert.mason@oregonstate.edu
- Biology course registration and enrollment issues should go to the Registration Coordinator, Trudy Powell - 737-2993 or trudy.powell@oregonstate.edu.

ADVISOR TRAINING

Web for Advisors

All OSU advisors must be trained on Web for Advisors. This allows you to access all student records (transcripts, course articulations, audits, etc.), as well as the students PIN numbers you will need to give to them each spring.

The procedure to sign up for web for advisors is simple:

- 1) Print the form at <http://oregonstate.edu/dept/computing/banner/univacc.pdf>.
- 2) Fill in the information at top, go to middle of form and check box for Banner - SIS – Web for Advisor.
- 3) Sign both pages and send them to Mary Ann Matzke in Kidder 128.
- 4) Register and attend one brief training session: http://oregonstate.edu/training/course_list.php

Biology Training

All Biology advisors must attend Biology training or meet with Brock individually.

ADVISING RESOURCES

OSU Resources

- Web for Advisors – Go to Employee Online Services → Faculty and Advisors → Advisor Menu
- Advising Resources <http://oregonstate.edu/ap/academicadvising.html>
- The General Catalog and the Schedule of Classes <http://catalog.oregonstate.edu/>
- The Baccalaureate Core <http://catalog.oregonstate.edu/bcc.aspx>
- Registrar Forms <http://oregonstate.edu/registrar/#Forms>
- Campus Information (737-0123) can be called to contact any person or unit on campus.

Biology Resources

- Biology Advising Checklist http://biology.science.oregonstate.edu/files/biology/major_checklist.pdf
- Biology Program Website <http://biology.science.oregonstate.edu>
- Biology Listserve (email list) Subscribe to orst-biology at <http://www.science.oregonstate.edu/node/125>

IMPORTANT BIOLOGY ADVISING POLICIES

Transfer Courses and Course Substitutions

All transfer courses and other coursework have been evaluated when students are assigned to faculty. Any subsequent course substitution requests must be approved by Brock or Bob. Please contact one of them for approval and they will follow up with you.

S/U Grading

Students may **not** change to an S/U grade for any course used to complete the Biology major. S/U grading is acceptable for any Baccalaureate Core courses and electives until the Friday of week 7 each term.

Transfer Students and Major Changes

All students who transfer or change their major to Biology must meet with Brock. All transfer coursework will be articulated onto the Biology Advising Checklist before the student is assigned to a faculty advisor. **Graduation Audits**
All students must apply to graduate with the Registrar three terms before they graduate (fall of their senior year). Students will make appointments with you to discuss their audit which you can view online in Web for Advisors. Any courses substitutions noted in the students file will NOT show up on the audit so you will need to look through the audit and the file with the student. Specific questions about audits can be referred to Brock or Bob by phone or email - do not refer the student. More information can be found at <http://biology.science.oregonstate.edu/senior-and-graduation-issues>.

Course Substitutions for Studying Abroad or International Issues

All students studying abroad must meet with Brock at least once. All coursework from Study Abroad is approved by Brock.