



Academic Advising Handbook 2018-2019



Faculty Advising Handbook

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I. Mission, Goals, and Expectations of Advising

For any advising plan to succeed there must be a major cultural shift in campus-wide attitudes toward responsibility for advising. Faculty and staff must realize that academic advising encompasses far more than registering students for courses, it involves the students' daily interactions with the university. We must all acknowledge that advising is a normal part of our daily workload, that we must work together to achieve student success, and that we must commit whole-heartedly to achieving the goals of being truly student centered.

A. Advising Defined

While advisors help students select and register for classes, advising is a much more thorough and holistic process. The successful advisor guides students through the often complex process of clarifying career goals and developing educational plans that will help them achieve those goals. This process requires systematic, ongoing communication between the advisor and the student, with special attention to sharing information that the student needs to make appropriate educational and career choices.

With this in mind, advising may be defined as *a holistic, individualized, developmental process that assists students in clarifying their career goals and in developing and carrying out adequate plans for achieving those goals*. It is an information-sharing and decision-making process that helps students realize their maximum educational potential and prepares them for future successes.

Principles for Good Advising

- Good advising programs are characterized by clearly stated guiding principles, an advising plan, faculty and student advising guidelines, and an institutional commitment to advising as an integral part of the university's first line of responsibility.
- Advising involves multiple participants, including not only the student and the assigned advisor, but many other offices as well (e.g., Student Support Services, Technology Services, the Registrar's Office, individual departments, and athletics). These various participants carry shared responsibilities for the on-going communication and accurate exchange of information that are crucial to the success of the advising process.
- Because multiple units are involved, each person involved must take an active responsibility for insuring the success of advising, not only for individual students, but as a campus-wide activity.
- Training for faculty, staff, and student mentors is critical to good advising.
- Advising should be recognized as an integral part of faculty and professional advisors' responsibilities and should be both evaluated and rewarded in the annual performance review process.
- Faculty must be involved at all levels of the advising process. Because decisions made in many offices have significant impact on students' academic careers, decisions that have an impact on the advising process must involve advisors, whether in a consultative or a decision-making role.

- Students as well as their advisors must assume responsibility for the success of the continuous, goal-directed advising process. Faculty cannot simply dictate advising decisions and students cannot merely be passive receptors of advice.

B. Mission

The mission of advising at CSU-Pueblo is to provide students with accurate, current, and useful information and knowledgeable advice so they may make decisions that will positively affect their educational, personal, and career goals.

C. Goals

- Guide students in developing and clarifying their educational and career goals.
- Provide accurate and current information to help students select and register for courses that will help them achieve their goals.
- Evaluate students' academic progress and provide guidance that will help them become academically successful.
- Help students understand academic requirements and university policies.
- Guide students toward becoming involved in other appropriate educational experiences (e.g., internships, exchange programs, service-learning activities, special interest groups, clubs)
- Make students aware of campus resources that will help them reach their educational and career goals, resolve academic and personal difficulties, and be successful students and graduates.
- Help students make informed choices and develop a clear sense of responsibility for decisions affecting their future.

D. Expectations of Advisors and Advisees

In order to meet the goals listed above, both advisors and students must meet certain expectations.

Advisors

▪ *Office Hours*

Keep regular and predictable office hours for student advising. These may coincide with regular office hours, but it is important that these hours be scheduled Monday through Friday in order to maximize the advisor's availability to his or her advisees. Faculty advisors can also utilize starfish to post office hours. Students can schedule appointments through their Starfish accounts.

▪ *Policies and Procedures*

Be familiar with all university policies and procedures that impact their advising. This includes general education requirements (both local and state-wide), departmental requirements and suggested curricula, graduation requirements, deadlines, current course offerings, the use of

student information systems, offices that offer special assistance to students, etc. No advisor is expected to have memorized all such information, but every advisor is expected to know how and where to access the information and to seek assistance when that information appears to be unavailable, outdated, or otherwise untrustworthy.

- ***Confidentiality***

Maintain confidentiality of student academic information and personal information obtained in the advising situation. Exchange of information about advisees should be strictly on a need-to-know basis and then only with persons who have the authority to have such information.

- ***Requirements***

Help advisees better understand requirements and expectations and thus their potential for success in particular courses, fields of study, and career choices.

- ***Training***

Participate in advisor-training, update sessions, and seminars to maintain currency.

- ***Referrals***

Refer advisees to other individuals or offices when the assistance needed is beyond the advisor's knowledge or area of expertise.

- ***Records***

Maintain records in such a manner that students' progress through their degree programs can easily be tracked and that substitute advisors, if necessary, can understand the students' progress and why advising decisions have been made. This is also important when a student changes majors, because up-to-date and clear records must be forwarded to an advisor in another department.

- ***Student Expectations***

Ascertain that advisees are aware of and knowledgeable about the student's expectations and help them develop the knowledge and skills necessary to fulfill those expectations.

Students

- Know and understand university policies that affect their educational, personal, and career goals. This includes but is not limited to a familiarity with the *University Catalog*, *Student Handbook*, departmental requirements, course prerequisites, etc. While advisors can offer valuable assistance, all students must understand that they are active partners in the advising process.
- Declare a major as soon as the student knows his/her intent to major in a particular area. The major must be declared before the student completes 45 credit hours, and students are encouraged to declare sooner if possible. Research shows that students who declare majors early are more likely to be retained at the University.
- Attend advising sessions, meet individually with the advisor at least once a term, follow agreed upon advice in registering for courses, and seek additional help as necessary.

- Be aware of progress toward the degree and understand how to audit their degree using the Degree Audit Reporting System (DARS)
- Have an academic plan and appropriate courses in mind before attending an advising-registration session. Students should come to such a session aware of their requirements, course availability, prerequisites, etc. While the student may change plans during or after the session, arriving prepared and having thought through personal needs will help insure successful and efficient advising.
- Students should know their advisors and make sure their advisors know them. Because the advisor is not only a source of information and guidance while the student is in school, but also an important reference for potential jobs, internships, research opportunities, and graduate and professional schools, it is especially important that students get to know their advisors well and feel comfortable in calling upon them as necessary.
- Seek out additional information freely in various university offices as necessary rather than assuming that others carry that responsibility.

E. Student Bill of Rights

STUDENT BILL OF RIGHTS—FOUR YEAR GRADUATION AGREEMENT

23-1-125. Commission directive –student bill or rights

The General Assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights: (See page 69 in the 2018-2019 Catalog).

II. Policies and Procedures

A. Confidentiality/Federal Education Rights and Privacy Act

RIGHTS REGARDING STUDENTS' EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Pueblo's practice in regard to student record keeping and access is based on the provisions of FERPA. For specific details, visit or contact the Records Office (Administration Building, Room 202). (See Page 49 in the 2018-2019 catalog).

B. Scholastic Standards

1. US 101

A student admitted to Colorado State University-Pueblo with an index score of 86 - 81 is required to enroll in an academic skill building and success course in the first term of enrollment as a condition of admission to the University. The default course for all majors is US 101. The following courses are also acceptable: MUS 101, EN 101, EXHP 101, AIM 105, CET 101, BIOL 171, and BUSAD 101. Successful completion of the academic skill building course is a requirement of continued enrollment after the first semester.

2. Grading System (GPA Computation)

The quality of a student's work is appraised according to letter grades and grade point averages. The grading system of Colorado State University – Pueblo includes the following grades: A, A-, B+, B, B-, C+, C, D+, D, D-, F, S, U, IN, W, WN, NC, IP. Faculty use of +/- grading is optional. Course instructors should indicate on the course syllabus and/or policy statement the grading system used in the course. (See page 52 in the 2018-2019 catalog).

3. Early Alert System

The Early Semester Performance Survey identifies students with potential academic trouble and recognizes excellent student performance. By the end of the fourth week of the semester, instructors are asked to report student progress from substantive graded work in the course in order to encourage use of student support services. Students and academic advisors are notified by email of concerns. Advisors then work with their students to create success strategies. Early semester performance surveys are reported through Starfish, which is accessed through PAWS. Flags or referrals (see Appendix D) also may be entered for students at any

time during the semester. Advisors clear flags and referrals in Starfish once action has been taken.

4. Dean's List

All undergraduate students, including those enrolled in continuing education classes and those enrolled in a second baccalaureate degree program, are eligible for the Deans' List. (See page 54 in the 2018-2019 catalog).

5. Probation and Suspension

Academic Probation

Students are placed on academic probation at the end of any semester (excluding summer, and excluding first semester freshman year) in which their cumulative grade-point average falls below 2.000. (See page 54 in the 2018-2019 catalog).

Academic Suspension & Appeal Process

Students who fail to clear Academic Probation after two regular semesters (excluding summer) will be placed on Academic Suspension. (See Page 54 in the 2018-2019 catalog).

6. Academic Renewal

<https://www.csupueblo.edu/registrar/doc/forms/academic-renewal.pdf>

Undergraduate students who return to Colorado State University-Pueblo after an absence of at least three years and whose cumulative CSU-Pueblo grade point average is below 2.000, are eligible for academic renewal. (See Page 24 in the 2018-2019 catalog).

7. Repeating Courses for Academic Credit

With certain restrictions, undergraduate students may repeat a course to raise the grade. Students do not accumulate graduation credits by repeating a course: a course's credits apply toward graduation only once, no matter how many times the course is repeated. (See page 57 in the 2018-2019 catalog).

8. Course Substitutions and Waivers

Substitutions and/or waivers for transfer courses fulfilling general education requirements may be approved by the appropriate department chair and reviewed by the Registrar.

C. Adding Courses/Late Add Policy

<https://www.csupueblo.edu/registrar/doc/forms/late-add.pdf>

A student may add a course without instructor approval during the first week of the regularly scheduled semester. However, after the first week of the scheduled semester, a student can only add a course with the instructor's approval. (See page 57 in the 2018-2019 catalog).

D. Drops and Withdrawals

Dropping Courses

Courses may be dropped before 15% of the course duration has passed without a record of the dropped course appearing on the student's permanent record. Courses may be dropped officially through the Registrar's Office or processed through the Web Registration System (PAWS). The drop date of each course is printed on the student's schedule. *Students who are taking independent study courses have a separate form for drops and withdrawals which can be found on the Extended Studies website.*

Administrative Drop for Non-Attendance (No Show)

CSU-Pueblo reserves the right to administratively drop all students from the University who fail to attend an enrolled course session at least once during the first two weeks of the semester. (See page 58 in the 2018-2019 catalog).

Withdrawing from Courses

<https://www.csupueblo.edu/registrar/doc/forms/class-withdrawal.pdf>

Immediately following the end of the drop period, students may withdraw from a course according to the university policies. (See page 58 in the 2018-2019 catalog).

Faculty Initiated Student Withdrawal

Under certain specific circumstances, a faculty member or the University may withdraw a student from a course or courses. (See page 58 in the 2018-2019 catalog).

Total Withdrawal from the University

<https://www.csupueblo.edu/registrar/doc/forms/official-withdrawal.pdf>

After the end of the drop period, students who are planning to withdraw from all courses and leave the university for any reason must begin the withdraw process with the Center for Academic Enrichment (LARC 151) prior to departure. (See page 58 in the 2018-2019 catalog).

Retroactive Withdrawal

https://www.csupueblo.edu/registrar/_doc/forms/retroactive-withdrawal-request.pdf

A student may request that all grades in previous term be retroactively removed and replaced by entries of "W" on his/her transcript if he/she had experienced, during that term, health and/or personal problems so severe that he/she could not reasonably have been expected to complete the term satisfactorily. (See page 59 of the 2018-2019 catalog).

Military Withdrawal

If military obligations interrupt the academic work of a member of the armed forces registered for courses, the student may ask instructors for an early termination of his or her courses. (See page 59 in the 2018-2019 catalog).

E. Course Loads and overloads

https://www.csupueblo.edu/registrar/_doc/forms/overload-authorization.pdf

Enrollment in more than 18 credit hours in a given semester is defined as an overload. Both resident and extended studies courses are counted in the credit-hour total. (See page 55 in the 2018-2019 catalog).

F. Update of Major/Minor/Degree

https://www.csupueblo.edu/registrar/_doc/forms/undergraduate-major-minor-degree-update.pdf

Students can change their Majors/Minors through their PAWS account or they may complete an Undergraduate Major Change form and submit it to the Registrar's office.

G. Grade Change Policy/Academic Appeals

Students have the right to appeal any academic decision, including the assignment of final grades. A grade-change request should be extremely rare. It is not appropriate to change a grade because the student submitted additional work. (See page 53 in the 2018-2019 catalog).

H. Time Limitations on Credit

https://www.csupueblo.edu/registrar/_doc/forms/petition-for-posted-credit-earned.pdf

Any college credit earned more than 10 years before the date of admission or readmission is not applicable toward a baccalaureate degree desired unless it is approved by the appropriate department chair. This policy includes transfer credit previously accepted by CSU-Pueblo. (See Page 51 in the 2018-2019 catalog).

I. Guest Student- No Credit/For Credit

Applicants who wish to register as a guest (no credit) without degree-seeking status should contact the Office of Admissions for current policies and procedures. (See page 51 of the 2018-2019 catalog).

J. Returning Students

Students who have been enrolled and received a grade notation in a course, but whose attendance was interrupted for two or more regular semesters, excluding summer, are required to file an application for readmission by the admissions deadline of the semester in which they wish to enroll. (See page 24 in the 2018-2019 catalog).

K. Transfer Student's & Transfer of Credit

<https://www.csupueblo.edu/registrar/doc/forms/petition-for-approval-of-transfer-credits.pdf>

Students who have attended other colleges or universities and are seeking admission to CSU-Pueblo for the first time must submit: (See page 21 of the 2018-2019 catalog).

III. Advising and Advisors

A. Use of Major Planning Sheets (4-Year Planning Sheets)

<https://www.csupueblo.edu/registrar/planning-sheets.html>

Each academic department is encouraged to create and place all their Major Planning Sheets and four-year plans on the department websites, to be used by the advisor and the advisee. These sheets should include the required courses (perhaps in check list form) needed to complete the program and also indicates the semester/alternate even or odd years each course is offered. With this information, the advisor and advisee may jointly create a tentative semester-by-semester plan for completion of the program. This sheet will then be used as an ongoing audit sheet to monitor the progress of the student, providing an easily interpreted record, especially if the student changes advisors.

B. DARS (Degree Audit Reporting System)

DARSweb is the online program used to verify student progress toward degree based upon their declared major(s) and minor(s). Students and advisor may access DARSweb through PAWS to generate an audit indicating what degree requirements have been completed or are still needed. If an exception to a major/minor program requirement is required, advisors may submit a DARS exception in PAWS for approval by the appropriate department chair. See Appendices H and I for accessing DARSweb and reading DARS audits, and for submitting DARS exceptions.

C. Graduation Contracts

<https://www.csupueblo.edu/political-science/doc/political-science-doc/graduation-contract.pdf>

Graduation Contracts for fall and spring semesters are due no later than the fourth week of the graduating term.

Graduation Contracts for summer sessions are due no later than the third week of the 12-week summer session (See page 62 in the 2018-2019 catalog)

See Appendix K for further information on filling a graduation contract.

D. Institutional Requirements for all Baccalaureate Degrees

Candidates for the baccalaureate degree must satisfy institutional and general education requirements, as well as specific requirements for a major. (See page 63 in the 2018-2019 catalog)

E. General Education Requirements

Graduates of Colorado State University-Pueblo are lifelong learners who have developed the intellectual and ethical foundations necessary for an understanding of and respect for humanity as well as the knowledge and skills necessary to adapt to the demands of a rapidly changing society. (See Page 65 in the 2018-2019 catalog).

F. Basic Skills Assessment/CDHE Placement Guidelines

<https://www.csupueblo.edu/center-for-academic-enrichment/accuplacer.html>

The University complies with statewide policies adopted by the Colorado Department of Higher Education (CDHE). As amended for fall 2014, every public institution of higher education in Colorado is required to assess **writing and mathematics** skill levels of all first-time, degree-seeking students. (See page 20 in the 2018-2019 catalog).

G. Transcripts and How to Read

Student transcripts indicate for each course taken the department through which the course is offered, the course number, and any general education category met by that course. (SS= Social Science, ST= Science and Technology, M= Math, H= Humanities, HS= History, E= Composition.) GT indicates courses approved for the statewide general education transfer program among Colorado public institutions. The course title, credit hours, grade earned and point value are then listed. Every course is given a value based on the number of hours the student meets for the class and the grade earned. The PTS column lists the quality points the student has earned for each individual course.

Transfer credit is listed on the CSU-Pueblo transcript showing the institution from which it was earned, the title of the course and the credit hours transferred. If the course meets a general education requirement, the category of the general education requirement is indicated to the left of the course title. Transfer course grades are not included in calculation CSU-Pueblo cumulative grade point average. However, some departments may utilize grades for determining acceptance into their program (e.g. Nursing).

At the bottom of the transcript is a block that shows the scores for the student's ACT or SAT tests and the Placement Codes that are used to determine placement in Math, English, and Reading courses. A table of codes used is located <https://www.csupueblo.edu/center-for-academic-enrichment/accuplacer.html>

CALCULATING GRADE POINT AVERAGE

- 1) Calculate total quality points using the following scale of grades multiplied by the number of credits for each course.
- 2) Add up the total number of credits and the total quality points.
- 3) Divide the total quality points by the total credits. The result is the grade point average.

GRADING

Term grades are reported by letter only. The scale of grades and quality points follows:

<u>Grade</u>	<u>Quality Points per Credit</u>
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Satisfactory)	2.00
D+	1.33
D (Poor, but passing)	1.00
D-	.67
F (Failure)	0.00
S (Satisfactory)	*
U (Unsatisfactory)	**
IN (Incomplete)	**
W (Withdrawal)	**
WN (Administrative Withdrawal or Nonpayment)	**
NC (No Credit-Audit)	**
IP (In Progress)	**

* Credits not used to compute the grade-point average but counted toward graduation, excluding remedial courses.

** Credits not used to compute grade-point average and not counted toward graduation.

Credits for courses graded F and WF are used to compute GPA, but they do not count toward graduation (WF grades were not issued after Summer Session 1979).

Example:	<u>Course</u>	<u>Grade</u>	<u>Quality Points per Credit</u>	<u>x</u>	<u>Credit Hours</u>	<u>=</u>	<u>Total Quality Points</u>
	ENG 101	B+	3.33		3.0		9.99
	BIOL 100	F	0		3.0		0
	HIST 101	W	0		(3.0)*		0
	CIS 100	C	2.00		1.0		2.00
	MATH 121	A-	3.67		+4.0		+14.68
					11.0		26.67

$$26.67 \div 11.0 = 2.425$$

*Note that skill building classes, Pass/Fail classes, and classes with a grade of W are not calculated into the Grade Point Average.

Advisors: Cumulative GPA's are typically recalculated after a student has repeated a course. If a course has not been recalculated, the student must complete a GPA Recomputation Request Form. This form can be accessed from the Current Students page under Registrar. Once the recalculation has taken place the designation of RP will be listed for the course that has been taken out of the cumulative GPA calculation. The original semester GPA will remain.

H. Members of Academic Advising Council (AAC)

A uniform, current and thus successful academic advising system is dependent upon a core of AAC Advisors. AAC Advisors are the resident, trained experts on advising for their units. The overall task of the AAC Advisors is the responsibility of insuring the high quality of advising in their assigned units.

AAC Advisors will:

- Be professional staff or faculty selected by the appropriate academic unit;
- Be **well trained** and informed on curriculum, processes, forms, transfer credit issues, campus departments, and resources available to help solve student problems;
- Have a sound relationship with personnel in the Records Office, Admissions Office, Technology Services, and other campus units in order to work effectively with various student issues and problems;
- Be responsible for **training all faculty advisors in their unit** by planning and hosting a training session each semester;
- Collectively develop agenda items for the training sessions each semester for all unit advisors;

- Attend monthly meetings/advising sessions to remain current and gather information for their units;
- Receive appropriate reassigned time from teaching or other compensation for these duties;
- Be allowed to use the Lead Advisor role as an integral part of their annual performance reviews.

Faculty Advisor Training

Each college or department will have the discretion in the selection of faculty or professional staff to be advisors. The AAC Advisor in each unit is responsible for training and certifying **all faculty advisors**, with a **mandatory training session** held each semester. **No faculty or professional staff member will be permitted to advise unless that person is certified as trained by the AAC Advisor.**

Faculty advisors will:

- When offered, attend training sessions arranged by the unit's Lead Advisor. The AAC Advisor will validate the faculty advisor's ability to advise and register students by approving access to AIS and Web-based registration prior to the registration period each semester (each academic year).
- Work with the AAC Advisor to insure that a trained advisor in the unit/department is available at needed times; it is important that advisors be available in each unit for several hours each week during periods between terms and over the summer.
- Communicate with the AAC Advisor when questions and problems occur.

Expectations of Advisors and Advisees:

The advising process is a joint endeavor with responsibilities resting upon both the advisor and the advisee. Students as well as their advisors are responsible for the success of a continual, productive advising process. Faculty cannot dictate advising decisions and students should not be passive receptors of advice. (See pages 2-3 for specific expectations of both advisors and advisees.)

I. Extended Studies

<https://www.csueblo.edu/extended-studies/index.html>

The university makes available a broad array of credit and non-credit courses, seminars, and workshops through the Division of Extended Studies. Some programs are offered on campus and others at off-campus sites more convenient to persons living outside of Pueblo and southern Colorado. Permission is required for on-campus student to take Extended Studies courses. Addition of extended study courses may not cause a students' program to exceed the maximum course load allowable.

Colorado State University-Pueblo's Division of Extended Studies offers students three undergraduate degree completion programs through traditional correspondence courses:

<https://www.csupueblo.edu/extended-studies/independent-study/degree-programs.html>

J. Credit by Exam/Experiential Credit

A student may earn a maximum of 30 hours of credit by examination towards the minimum semester hours required for graduation regardless of the source type, (i.e., CLEP/DANTES, International Baccalaureate, advanced placement, and/or in-house departmental exams). Credit by Exam is not counted as hours in residence. Types and methods of earning credit by examination are as follows:

1) **Advanced Placement**

<https://www.csupueblo.edu/admissions/doc/prospective-students/ap-chart.pdf>

Colorado State University-Pueblo participates in the Advanced Placement Program of the College Entrance Examination Board. Under the program, outstanding secondary school students may take certain college-level courses in their own high schools. (See page 55 in the 2018-2019 catalog).

2) **College Level Examination Program**

<https://www.csupueblo.edu/admissions/doc/prospective-students/clep-chart.pdf>

Credit earned by the student on these exams will be accepted by CSU-Pueblo and posted on the transcript provided the student submits an official CLEP/DANTES score report and has scored at or above established benchmarks. (See page 55 in the 2018-2019 catalog).

3) **International Baccalaureate Diploma Program**

<https://www.csupueblo.edu/admissions/doc/prospective-students/ib-chart.pdf>

Colorado State University-Pueblo recognizes and encourages high school students to participate in the International Baccalaureate Diploma Program. The University recognizes the IB program as a rigorous pre-university course of study for highly motivated secondary students. (See page 55 in the 2018-2019 catalog).

4) **Credit by Examination (In-house subject area exams)**

Departmental faculty shall identify those undergraduate courses, if any, for which students may earn credit by examination.

If a student is successful in challenging a course, the title of the course, credit hours and notation of credit by examination will be recorded on the student's permanent record/transcript. (See page 55 in the 2018-2019 catalog).

5) **General Education Test-Out Policy (In-House)**

All courses satisfying general education requirements have a test-out procedure. The student does not receive a grade or credit for the course, nor does the test-out appear on the transcript. (See page 56 in the 2018-2019 catalog).

K. Independent Study/Special Project Form

https://www.csupueblo.edu/registrar/_doc/forms/independent-study-special-project.pdf

A resident student may make arrangements for a focused independent study course with a faculty member and may enroll in the course upon advisor approval. The addition of such credits may not cause the student to exceed the maximum course load allowable.

L. Extended Studies

https://www.csupueblo.edu/extended-studies/_doc/sts-program-handbook.pdf

The University makes available a broad array of credit and non-credit courses, seminars and workshops through Extended Studies. Some programs are offered on campus and others at off-campus sites more convenient to persons living outside of Pueblo. (See page 82 in the 2018-2019 catalog).

M. Double (Second) Major, Double (Concurrent) Degrees, and Degree Plus

Double (Second) Major

Students may choose to complete concurrently the requirements for two majors. Students seeking a double major must satisfy the requirements of both majors as stated by both departments involved under a single degree program. (See page 64 in the 2018-2019 catalog).

Double (Concurrent) Degrees

Students may choose to complete concurrently the requirements for two degrees. The second degree must be granted in a major area other than that in which the first baccalaureate degree is granted. (See page 64 in the 2018-2019 catalog).

Degree Plus

A second baccalaureate degree may be granted in a major area other than that in which the first baccalaureate degree was granted provided the student has met all requirements for the second baccalaureate degree, including not fewer than 30 semester hours of Colorado State University-Pueblo (resident) credit beyond the first degree with a minimum grade point average of 2.000. (See page 65 in the 2018-2019 catalog).

N. Holds/Restrictions

The types of Holds advisors may encounter:

Enrollment Deposit Hold –May appear prior to a student's first semester at CSU-Pueblo. This hold will appear if a student has been accepted, but has not paid the mandatory \$85.00 enrollment deposit. This deposit can be paid online or in the admissions office. Student's must contact the admissions office to discuss deferment to student account (must be Pell Eligible and awarded financial aid). This hold applies to transfer students as well.

Admissions Holds- May appear when student tries to register for courses or when advisor tries to clear a student to register. Student needs to contact Admissions to determine the nature of the hold and what they need to do to have the hold lifted.

Immunization Holds- May appear when student tries to register for courses or when advisor tries to clear a student to register. This hold normally means the student's immunization record at Student Health Services is incomplete or the student has not provided any shot records. Students need to contact Student Health Services to determine a correct course of action to have the hold removed.

Financial Holds- May appear when student tries to register for courses or when advisor tries to clear a student to register. Student needs to contact Student Financial Services to determine the nature of the hold and the course of action required to have the hold lifted. This hold is common for any student who owes the university more than \$500.00.

Advising Holds- May appear when student attempts to register for courses. Student has not met with advisor or the advisor has not cleared the student to register. Student needs to contact their advisor to be marked as advised.

Academic Probation Hold- Students who are readmitted or transfer to the university with a GPA below a 2.0 will have encounter Academic Probation Hold. Student are required to meet with the Associate Director in the Center for Academic Enrichment to create an Academic Improvement Plan (AIP). The Associate Director will lift the restriction after meeting with the student.

Athletic Holds- Student athletes will have a hold placed on their current schedule during the first two weeks of class. Athletes will not be allowed to change their schedule unless they complete the appropriate forms and get the approval of the NCAA Compliance Officer.

International Students Hold- During the first two weeks of classes, a hold is placed on the schedules of International Students. These students will have to talk with the Associate Director of International Programs to determine if they can drop/add a class for that semester.

Orientation Hold – All incoming freshmen and transfer students are required to complete an online orientation (Pack Preview). Student who fail to complete the online orientation will encounter an orientation hold. This will be lifted when online orientation is complete.

Types of restrictions an Academic Advisor may encounter:

Math Restrictions- This restriction may appear when a student or the advisor attempts to register for a Math course. This restriction usually means that the student has not met the necessary prerequisites for the course or the student is currently in the prerequisite course and is at risk of failing the course.

English Restrictions- This restriction may appear when a student or the advisor attempts to register for an English course. This restriction usually means the student has not met the necessary prerequisites for the course or the student is currently in the prerequisite course and is at risk of failing the course.

Remedial Restriction- This restriction may appear when a student or advisor attempts to register the student for classes or make changes in an existing schedule. This restriction means the student has reached 30 credit hours, but not completed the skill-building classes he/she was placed in by ACT/SAT or Accuplacer. The student should meet with their advisor and determine a schedule (including call #'s), but is required to register for classes/make changes to their schedule in The Center for Academic Enrichment . For more information contact The Center for Academic Enrichment , x2581.

Junior/Senior Level Course Restriction- This restriction may appear when a student or the advisor attempts to register for a 300 or 400 level course. This restriction means the student has not completed sufficient coursework to attempt upper level courses. For a 300 level course the student has to have completed 30 credit hours. For a 400 level course a student has to have completed 45 credit hours. The student does have the option of getting the permission from the instructor to register for the course. If the instructor agrees to allow the student into the course, the instructor would have to give the student a permit generated electronically.

IV. Student Populations

A. First-Year Students

Advising Guidelines for First-Year Students

Prior to Registration	<ul style="list-style-type: none"> -Verify the student has paid the \$85.00 enrollment deposit. -Advise student to complete the online Registration Authorization Form (RAF) -Encouraged the student to attend New Student Orientation and complete Pack Preview online.
Major Choice	<ul style="list-style-type: none"> -Verify the students major -If the student has declared a major, access specific major requirements. -If Undeclared, discuss areas of potential interest. (Possibly refer student to the Career Center) https://www.csupueblo.edu/career-center/index.html
Prior Progress	-Check whether the student has transfer credits, AP, IB, CLEP, STS, etc..
4-Year Planning	<ul style="list-style-type: none"> -Demonstrate how to access department website. -Discuss 4-year plan for declared majors, or first-year plan for undeclared. -Discuss academic plan and verify students understanding
Current Course Choice	<ul style="list-style-type: none"> -Direct student in course choices for first semester. <ol style="list-style-type: none"> 1. All remedial courses must be completed in the first 30 cr. 2. Verify whether Accuplacer testing is needed and direct to the Center for Academic Enrichment if necessary. 3. All Math and English Skills must be completed in the first 30 cr. 4. Start on major course requirements when appropriate. 5. Suggest exploratory courses for undeclared students.
Advisor Actions	<ul style="list-style-type: none"> -Mark student "Advised" in Student Enrollment/Permit section of AIS. -Enter notes pertaining to advising session in AIS/Starfish. -Register the student or demonstrate the registration process in PAWS. -Be aware of immunization, admissions, and enrollment deposit restrictions and direct student to proper course of action. -Verify student has an understanding of their current financial status. -Help student log into and set up profile for Starfish.
Future Student Actions	<ul style="list-style-type: none"> -Provide student with a business card/contact info, office hours, and preferred mode of contact. -Continue to discuss the students enrollment and participation with Starfish. Spring Semester: Direct the student to complete the online advising survey. -Encourage the student to contact advisor with any questions. -Remind student to utilize Starfish, Email, and Blackboard regularly.

B. Continuing Students

Advising Guidelines for Continuing Students

Major Choice	Verify student's declared major.
Prior Progress	<p>-Inquire on student's current progress in courses and towards goals, graduation and career.</p> <ol style="list-style-type: none"> 1. Suggest resources or contacts if assistance is needed. 2. Run a DARS report to help student understand his/her academic progress. 3. Discuss progress on career plans and co-curricular activities. 4. Address any concerns with Satisfactory Academic Progress, GPA Alert, Academic Probation, Financial Aid, etc. Direct Student to appropriate assistance. <p>-Review progress on completion of Gen Ed coursework.</p> <ol style="list-style-type: none"> 1. All Remedial courses must be completed in first 30 cr. 2. All Math & English skills must be completed in first 60 cr. 3. Direct to Accuplacer testing in the Center for Academic Enrichment if required.
4-year Planning	<p>-Review degree plan for declared majors.</p> <ol style="list-style-type: none"> 1. Go over course plan with student and verify understanding 2. Discuss goals, career plans and co-curricular activities important for success. 3. Discuss need for course repeats, if appropriate.
Current Course Choice	<p>-Ask student for their planned courses for the following semester. Discuss choices if appropriate.</p> <p>-Verify that chosen courses will further student's progress toward degree.</p> <p>-Verify if chosen courses are offered in the desired semester.</p> <p>-Make sure student can run a DARS audit and can register for courses in PAWS. Provide directions if needed.</p>
Advisor Actions	<p>-Mark student "Advised" in Student Enrollment/Permit section of AIS.</p> <p>-Enter notes on advising session in AIS/Starfish.</p> <p>-Direct student to PAWS for course registration.</p> <p>-Ensure student has logged into ad updated profile in Starfish</p> <p>-Determine if any DARS substitutions or exceptions are indicated and complete online.</p> <p>-Be aware of admissions and financial aid restrictions and direct the student to proper course of action.</p> <p>-Discuss the students enrollment and understanding of financial aid.</p>
Future Student Actions	<p>-Give student your business card/contact info, office hours, and preferred mode of contact.</p> <p>-Spring semester: direct student to complete online advising survey.</p> <p>-Seniors: Graduation contracts due semester of graduation. Complete the contract when appropriate and direct student to collect signatures.</p>

C. Transfer Students

Advising Guidelines for Transfer Students

Major Choice	Determine declared major and access specific major course requirements.
Prior Progress	<ul style="list-style-type: none"> -Verify student has paid the \$85 enrollment deposit and completed the Transfer Registration Authorization Form -Encourage them to complete online orientation. -Review transfer credits in AIS/DARS, and Filebound, plus any other info which the student presents. -Consider petition for credits that did not transfer or over 10 years old. -Determine what portion of Gen-Ed is completed. -Determine Placement in Gen-Ed or major courses based on previous work. <ul style="list-style-type: none"> 4. All Remedial courses should be completed in first 30 cr. 5. All Math & English skills must be completed in first 60 cr. 6. Direct to Accuplacer testing in the Center for Academic Enrichment if required.
4-year Planning	<ul style="list-style-type: none"> -Discuss 1-4 year course plan for declared majors, or exploratory courses for undeclared students. <ul style="list-style-type: none"> 4. Go over course plan with student and verify their understanding. 5. Discuss goals, career plans, and co-curricular activities important for success.
Current Course Choice	<ul style="list-style-type: none"> -Direct student in choosing courses for current semester registration. -Verify that chosen courses will further student's progress toward degree. -Verify whether chosen courses are offered in the desired semester.
Advisor Actions	<ul style="list-style-type: none"> -Mark student "Advised" in Student Enrollment/Permit section of AIS. Enter notes on advising session in AIS/Starfish. -Register student for courses or direct student to PAWS for course registration. -Determine if any DARS substitutions or exceptions are indicated and complete that paperwork. NOTE: Transfer students who are allowed to register by admissions will be marked "provisional" until Dept. Chair reviews registration. -Be aware of immunization and admissions restrictions and direct student to proper course of action. -Verify student has an understanding of their current financial status. -Encouraged student to log into Starfish and set up their profile.
Future Student Actions	<ul style="list-style-type: none"> -Give student your business card/contact info, office hours, and preferred mode of contact. -Spring semester: direct student to complete online advising survey.

D. gtPathways and Statewide Articulation Agreements

Advising Guidelines about gtPathways and Statewide Articulation Agreements

gtPathways Courses	<p>Written Communication GT-CO1: Introductory Writing Course (minimum 3 credits) GT-CO2: Intermediate Composition (minimum 3 credits) GT-CO3: Advanced Writing Course (minimum 3 credits)</p> <p>Mathematics GT-MA1</p> <p>Arts & Humanities – at least 2 courses GT-AH1: Arts and Expression GT-AH2: Literature Humanities GT-AH3: Ways of Thinking GT-AH4: Foreign World Languages (must be Intermediate/200 level or above)</p> <p>History GT-HI1 – at least 1 course</p> <p>Social & Behavioral Sciences – at least 1 course GT-SS1: Economic or Political Systems GT-SS2: Geography GT-SS3: Human Behavior, Culture, or Social Frameworks</p> <p>Natural and Physical Sciences GT-SC1: course with required laboratory (1 required) GT-SC2: lecture course without laboratory</p>
Guidelines for gtPathways Courses	All classes listed in gtPathways are guaranteed to transfer. May use gtPathways courses to meet general education requirements.
Statewide Transfer Articulation Agreements	<ul style="list-style-type: none"> Effectively utilizes AA and AS degrees in the subject of the Statewide Transfer Articulation Agreement: <u>AA in Economics</u>. (aka: “Degrees with Designation”). Enables completers to enroll, with junior status, at a receiving 4-year institution. Allows student to complete the bachelor’s degree in no more than 60 additional credits (except ECE, ELED, & Engineering). Does not guarantee admission to the school or the bachelor’s degree program. Receiving institution decides how to apply “additional required coursework.”
Current Finalized Agreements	Of the current Statewide Transfer Articulation Agreements (with “common degree programs”), CSU-Pueblo offers the following:

	<ol style="list-style-type: none"> 1. Art, Art History 2. Biology 3. Business 4. Chemistry 5. Economics 6. Elementary Teacher Education 7. English 8. History 9. Mathematics 10. Music 11. Physics 12. Political Science 13. Psychology – BA 14. Psychology – BS 15. Sociology 16. Spanish <p>http://highered.colorado.gov/Academics/Transfers/TransferDegrees.html</p>
Transfer Guides (not Articulation Agreements) for:	<ol style="list-style-type: none"> 1. Engineering 2. Nursing <p>http://highered.colorado.gov/Academics/Transfers/TransferDegrees.html</p> <p style="text-align: center;">For additional information contact:</p> <p style="text-align: center;">Dr. Helen Caprioglio Assistant Provost for Assessment, Student Learning & Effectiveness (719) 549-2207 helen.caprioglio@csupueblo.edu</p>

E. Veteran Students

Advising Guidelines Specific Veterans Receiving Benefits

Current Course Choice	-Verify that chosen courses will further student's progress toward degree and are in line with any degree completion plan that was submitted to VA previously.
Declare Major	-Student must declare a major by the start of their junior year to continue receiving full benefits.
Advisor Actions	<p>-Discuss with student their planned courses for the following semester. -Is the planned course load appropriate to maintain their VA benefits?</p> <p>-Verify student has a good understanding of their specific requirements to maintain benefits and the timeline of benefit eligibility. They should have a COE (certification of eligibility) that spells out these details, as entitlements vary among students.</p> <p>-Refer student to Veteran's Educational Benefits for assistance if required.</p>
Future Student Actions	<p>-Students must notify Veterans Educational Benefits office of any changes made to course schedules, as they can result in reduced total benefits received. This becomes more crucial with short courses, e.g. summer semester and independent study.</p> <p>-The Veterans Educational Benefits Office has information about peer groups and other resources designed to assist student veterans.</p> <p>-The VA office and AIS technicians are still working on a model to identify Veterans status and regulation of course schedule changes.</p> <p>For additional information (advisors or students) contact:</p> <p>Dana Rocha Director of VA-Veterans' Affairs (719) 549-2709 dana.rocha@csupueblo.edu</p> <p>Bob Ojeda Veterans Educational Benefits Coordinator (719)-549-2803 bob.ojeda@csupueblo.edu</p>

F. Student Athletes

Advising Tips and Considerations

- To be eligible for Competition...
 - The Student must have a 2.0 GPA and meet the 9/18/24 hour rule
 - **9** Student-athlete must have earned at least 9 hours in the most recent completed fulltime term
 - **18** Student-athlete must have earned at least 18 hours during the previous Fall + Spring
 - **24** Student-athlete must have earned at least 24 hours since the beginning of the previous Fall (Fall + Spring + Summer)

Advising Guidelines for Student Athletes (Additional Stipulations)

Grade Requirements	-If a student has declared a major and that major requires a certain grade in certain courses (e.g., C or better requirements), we cannot "count" a course they'll ultimately need to repeat. (This does not apply to undeclared students during semesters 1-4.)
Semester 5 & Beyond	-Student must have officially declared their major. All courses taken must be fulfilling a degree requirement in that major OR fulfilling a requirement for their declared minor (see Minor Courses below).
Minor Courses	-We can now "count" minor courses in a declared minor. Maximum of 6 credits in a minor per semester can be "counted." Cannot "count" minor courses taken during the summer.
Repeated Courses	-If a student plans to repeat a course in which they've received a D or better, there is a chance it won't "count" for NCAA purposes the second time. <ul style="list-style-type: none">• If it is required that the student get a certain grade in that particular course and the student hasn't achieved that yet, it will likely "count" the second time.• If it is not required that the student get a certain grade in that particular course, but the student needs a certain GPA in a certain subject area (e.g., needs a 2.0 in all science/math courses in the major), that course may or may not "count" the second time.• If the student has changed his/her major and now needs to repeat a course, that course may or may not "count" the second time.
Remedial Courses	-Remedial courses can only be "counted" during the student's first two semesters of enrollment at any institution. -A maximum of 12 credits of remedial coursework can be "counted" total. -Sophomores and beyond can still take remedial courses, they just won't "count."

G. Non-Traditional Students

Advising Tips

- Follow the same guidelines utilized when working with continuing or new freshmen students.
- Be aware that their life situation may be more complex than traditional aged students - with families, jobs and possible life transitions such as divorce or job down-sizing, etc. They are more likely to be part-time students as a result.
- Adults benefit from the same support we give all students, but may require additional advocacy or information about resources and referrals. They may not be as aware of services, but are more likely to use them.
- Non-traditional students are often highly apprehensive about college, but generally are more motivated and goal directed.
- After working with a non-traditional student you may want to refer them to the Non-traditional Student Center, located in the lower level of the psychology building. This center is an informal social and educational environment for non-traditional and commuter students, where they can become aware of the services and programs of the University and local community.

H. Working with Students from Diverse Cultures

- At Colorado State University-Pueblo, diversity is more than a symbolic gesture. We value and embrace people from all walks of life and are committed to the academic success of each student.
- The office of Diversity and Inclusion helps stimulate, promote, and support a welcoming environment for underrepresented students, faculty, and staff.
- We will positively impact our campus community by facilitating a shared learning experience that helps our campus to engage in a dialogue, challenge barriers, and build collaborative relationships.
- Should you have questions regarding how to work with diverse students, please refer to the Office of Diversity and Inclusion located at <https://www.csupueblo.edu/student-affairs/diversity-inclusion/index.html>

I. Working with Angry Students

- a. As an advisor, if you encounter an angry student, do the best you can to listen to the student and let them know you are there to help them.
- b. Allow the student to vent and let out his or her frustration. During this vent, you may be able to determine what is bothering the student.
- c. Let the student know that you are more than willing to listen as long as he or she is willing to calm down and lower their voice.
- d. Once you have determined the problem, let the student know you are there to help them and refer them to the appropriate resource.

- e. Whatever you do, do not get into an argument with the student or try to minimize the situation.
- f. Do not ignore the warning signs of a person about to explode. If you begin to see the student changing physical demeanor, make an excuse to remove yourself from the room.
- g. Offices that work directly with students should have a system in place to provide a subtle way of letting other co-workers know there is an angry student in their office, which could provide back-up to the situation.
- h. Please refer to the Student Code of Conduct located on page 43 in the 2016-2017 catalog).
- i. If you believe this student is a danger to themselves or other students, faculty, or staff, please utilize the following link to access a **Person of Concern Health and Safety Referral**.
<https://secure.csupueblo.edu/CampusSafety/person-of-concern.asp>
- j. If the student is experiencing emotional difficulties and needs a professional to talk to, refer them to the Counseling Center, located in the Psychology Building room 236. <https://www.csupueblo.edu/counseling-center/index.html>

V. Financial Aid Information

A. Financial Literacy and Managing debt

Although an advisor's primary duty is to help students succeed academically, it is important that advisors communicate life skills, including financial literacy and managing student debt. Financial aid has composed a list of the top five topics advisors should discuss with their students regarding financial decisions.

1. Do not borrow more for your degree than you will earn in your first year professionally.
2. Time is money. Invest in your retirement as soon as possible.
3. Try to avoid extra debt. Don't make credit card purchases that you can't pay off in full each month
4. Learn how to budget your income and spending while in college. This is a life skill that you will use for the rest of your life. If you have questions about budgeting, visit the Financial aid office.
5. If you don't have one yet, open a bank account. Learn how to manage your finances including depositing money, balancing your account, and paying bills

B. Satisfactory Academic Progress (SAP) Policy

As a standard for participating in any federal student aid program, CSU-Pueblo is required by the U.S. Department of Education to apply reasonable standards for measuring whether a student is making progress toward a degree. (See page 30 in the 2018-2019 catalog).

C. SAP Requirements

All students enrolled at CSU-Pueblo are evaluated for SAP at the end of each period of enrollment, after the Records office has released official grades. Students can find their SAP status within the Financial Aid menu on PAWS. Listed here you will find each status and definition on pages 30-31 in the 2018-19 catalog.

D. Appeal Procedure

All students who have their financial aid eligibility suspended may appeal to the Financial Aid Committee to receive financial aid in a subsequent period of enrollment. GPA, Pace, and Maximum time frame are all appealable. (See page 31 in the 2018-2019 catalog).

Academic Plans






All students who appeal successfully and are subsequently placed on Probation will automatically have a minimum Academic Plan consisting of at least 2.0 GPA and 75% completion rate (3.0 GPA and 100% completion rates for graduate students) within subsequent periods of enrollment. (See page 32 in the 2018-2019 catalog).

VI. Computer Advising Registration

Using AIS

Student Advisement and Enrollment Permits (AIS Instructions)

To access the Student Advisement and Enrollment Permit window;

1. Login into AIS. 
 - å Enter your User Id and Password, and press the enter key.
2. Select **Student Records** icon from the main menu. 
3. Select **Student Adv/Enrl Permit** icon from the sub menu. 
4. Enter the student's Primary Identification Number (PID) in the **Id:** field at the top of the window, without dashes, and continue to *step 5*.
 - ? If you do not know the student's PID, use the AIS Name Search facility to find the individual.
 - å Enter the student's last name in the **Last:** name field, example SMITH
 - å Enter a portion of the student's first name followed by "%" in the **First:** name field, example DAV%
 - å Select the Search button.  Located on the toolbar.
 - å This will retrieve and display all students with the last name of SMITH and with the first name beginning with DAV.
 - å If the student appears on the list, use your mouse to position and double click the student's PID. This will select the student and return you to the **Student Adv/Enrl Permit** window. Continue with *step 5*.
 - å If the student does not appear in the list, select Cancel and reenter a portion of the student's last name followed by the "%", and then enter a portion of the student's first name followed by the "%". Select the Search button  to review another list of students.
5. Once the student's PID is entered, the AIS will display all the appointments that have been assigned to the student.
 - ? If the student only has one appointment, the AIS will automatically select the semester and return you to the **Student Adv/Enrl Permit window**. Continue to *step 6*.
 - ? If the student has appointments for more than one semester, all of their appointments will appear in a list box. Using your mouse,

position and double click on the semester that you will be providing Advisement or an Enrollment Permit. Continue to **step 6**.

- ? If the student does not have an appointment, a message will be displayed indicating that the student has not been assigned an appointment and therefore cannot register. Please contact the Admissions Office to determine how to proceed. You will not be allowed to mark the student as Advised or provide an Enrollment Permit for this student. You will be placed at the **Id:** field and allowed to enter the next student's PID. Return to **step 4**.

6. To view or mark that the student is Advised, refer to Attachment A

Advisement. To view or provide a student with an Enrollment Permit(s), refer to the

Enrollment Permit. To view, print, download, or email students that have or have not been advised.

Advisement

Based on your AIS access to the **Student Adv/Enrl Permit** window you will be able to either view or mark that the student has been advised. Advisors are granted access only to those students with majors in their respective academic department(s). If the student has a major outside the advising department, the user will only be allowed to view the advising information. ***Students will not be allowed to register until they have been marked as – "Advised: YES".***

1. If you have access to mark that the student has been advised, using your mouse, position to the **Advised:** field within the Advisement block of the window. Single click on the down arrow next to the field. This will display and allow you to select from the following **options**;

Yes:

Using your mouse, single click on **Yes**. This is the recommended selection to indicate that the student has been advised and is allowed to register for courses. This will also record the **Advisor:** name, and the date and time the student was advised **On:**. Continue to **step 2**.

No:


Using your mouse, single click on **No** if you do not wish to allow the student to register for this semester. Continue to **step 2**.


Contact Advisor:

Using your mouse, single click on **Contact Advisor** if you would like the student to contact their Advisor before they Add any more courses.

This will also record the **Advisor:** name, and the date and time the student was advised **On:**. This option is used when the Advisor wants to be more active in the advisement and registration process.

The progression would be to select **Yes** to allow the student to register, and then after the student has registered, to select **Contact Advisor** to freeze the student's registration. When the student attempts to register, the registration system will notify the student that they must contact their Advisor before making any schedule changes. The student will be allowed to Drop courses and withdraw from the University. Again the **Contact Advisor** option should be used as the exception to the rule. Selecting **Yes** and allowing the student to register and arrange their schedule to meet their needs is the recommended option. Continue to *step 2*.

2. Using your mouse, select the Return button , located on the toolbar, to return to the AIS menu, or position to the **Id:** field to enter the next student's PID.

Note: If you wish to review the student's Advisement history for this semester, using your mouse, position and select the View Advisement Log button (on the left).  Located on the toolbar. This will display all advisement activity for the student for this semester, with the most current activity listed first.

Additional Fields on Window:

The **Appointment:** field indicates when the student has been scheduled to register.



The **Registered:** field identifies when the student first registered for courses.


The **Restrictions:** field provides current administrative restrictions for the student.


Enrollment Permits


Based on your AIS access to the **Student Adv/Enrl Permit** window, you will be able to either view or provide students with Enrollment Permits to register in courses. Enrollment Permits are required for those courses that are either Full or Restricted (capped at zero). Instructors are granted access to those courses for which they are listed as the Instructor of Record in the Course Bulletin. Instructors are not granted access to give Enrollment

Permits for courses offered by other Instructors, unless the original Instructor delegates their access. ***Students will not be allowed to register in a course that is Full or Restricted until an Enrollment Permit for the course has been entered.***

1. If you have access to provide an Enrollment Permit(s), use your mouse to position to the **Call No** field within the Enrollment Permit(s) block on the bottom portion of the window.
 - ? If you know the call number of the course:
 - å Enter the four-digit call number in the **Call No** field. Continue with **step 2**.
 - ? If you do not know the call number:
 - Use the AIS Course Data search facility to find the Course.
 - å Double click within the **Call No** field. This will display the standard Course Data search facility.
 - å Enter any combination of information into the fields provided to narrow down the search and then select the Search button,  on the window. For example double click within the **Dept:** field, and select a department. After selecting the Search button,  This will display all courses within the department selected. Note, the **Enrl/Max/Permits** field in the middle of the window displays the number of students enrolled in the course / maximum enrollment allowed for the course / and the number of outstanding enrollment permits for the course.
 - å From the list of courses provided, using your mouse position to the course you wish to give an Enrollment Permit and double click. This will select the course and return you to the Enrollment Permit(s) block of the **Student Adv/Enrl Permit** window. Continue with **step 2**.
2. After the call number is entered, the course information is retrieved and an Enrollment Permit is issued. This will allow the student to register in the course. The course information that is displayed also lists **Enrl/Max**, the number of students enrolled in the course / and the maximum enrollment allowed for the course. The **Outstanding Permit(s)** column identifies the number of permits that have been issued for this course, but the student(s) has not registered for the course at this time. When the student(s) registers for the course, the permit will be deleted, the outstanding permit count will be reduced by one, and the enrollment count will be increased by one. This allows the Instructor to manage the number of permits issued.
 - ? If you need to enter another permit for this student:
 - å Position to the **Call No** field on the next line and enter the next call number you wish to give an Enrollment Permit.
 - ? If you wish to remove an Enrollment Permit for this student:

Position to the **Call No** field and press the delete key followed by the tab key, or select the Delete button.  Located on the toolbar.

3. When completed, using your mouse select the Return button , located on the toolbar, to return to the AIS menu, or position to the **Id:** field to enter the next student's PID.


Note: If you wish to review the Enrollment Permit history for this semester, using your mouse, position and select the View Enrollment Permit Log button (on the right).  Located on the toolbar. This will display all Enrollment Permit activity for the student for this semester, with the most current activity listed first.

Advised Student List

The **Student Advisement List** window allows you to view, print, download or email students that have or have not been advised. The list is term specific and can be filtered by advisement status, student level, major, advisor, and potential graduate status.

1. Click the Advise Student List button  .

This will open the *Student Advisement Term* list where you can select the desired term to view by double clicking on the line.

2. The *Student Advisement List Search Options* window will allow you to enter the desired search criteria for the population of advised students. Once entered, click the search button, , to open the **Student Advisement List** window.

The default is all majors and all advisors. You can reset the search criteria back to the default by clicking the Clear button. Clicking the Close button will return you to the **Student Adv/Enrl Permit** window.

The upper left heading will change depending on the selection criteria. The detail portion of the list contains multiple rows separated into two horizontal sections. The left section contains the student's Id no, student level, name, advisement date, major, and advisor. The right section contains the student's address and telephone.

3. View or click the Download, Email, and Print buttons to download the list to a file, address an email to the list, or print the list. Optionally, use the Ctrl and Shift key along with mouse to select a "subset" list.

The lower right hand corner of this window contains four buttons, Download, Email, Print, Clear, and Close. The **Download** button opens a file save dialog window where you can specify the file name and file format type for the file. The **Email**

button will open a new blank email addressed to the list of students selected. The **Print** button will print the list of students, formatted to fit on a standard 8-1/2 x 11 sheet of paper. The **Clear** button will clear all students selected.

The Download, Email, and Print buttons by default select the entire list of students. In some cases it may be desirable to work with a "subset" of the list. You can do this by clicking the close button and returning to the *Student Advisement List Search Options* window and alter the search criteria, or use the control (Ctrl) and Shift standard window functions to select multiple students. The rows will be highlighted for use with the Download, Email, and Print buttons.

4. Click the Close button to return to the *Student Advisement List Search Options* window where you can alter the search criteria and perform another search.

Click the Close button on the *Student Advisement List Search Options* window to return to the **Student Adv/Enrl Permit** window.

VII. Appendices with Instructions

Appendix A:How to Use AIS

- Student Information System

HOW TO GET INTO AIS - Student Information System

1. Double click on the AIS icon
2. AIS screen appears and icon is blinking at password
 - a. **USER ID box - Type in your AIS user ID**
 - b. **Password box - Type in your AIS password**
3. AIS menu appears
4. Double click on Student Records icon
5. Student Records menu appears
6. To save time when navigating other icons, type in the students' PID#

TO SEE A STUDENTS TRANSCRIPT

1. Double Click Student Transcript
2. Enter a student's PID number
3. Student name will appear
4. Double click on the fourth icon listed on the top of the screen - It looks like a pair of glasses and a piece of paper
5. Student's transcript will appear on screen
6. View the transcript as needed
7. To Exit or Print go to FILE and scroll down to what you want
8. If you have Exited out of transcript type students name & PID# will remain on screen. You can enter another PID # or return to main menu
9. If you enter another PID # continue as before
10. If you want to return to main menu - Click on the blue arrow icon on the top of the screen menu
11. Your back at the main menu

TRANSFER EVALUATION

1. Click on Transfer evaluation icon
2. Type in this PID # in the ID box
3. Another Transfer Evaluation box appears on the screen - It is indicating the term the student has entered CSU-Pueblo.

4. Click on the term located in the box. If a term appears, this confirms a transfer evaluation has been completed
5. Scroll down to view evaluation. – Hint, it is easier to view if you print it
6. To print Click on the printer icon on the top of the screen menu (change the number of copies to "1". Otherwise it will print out three copies).
7. To get out click blue return arrow

TO CHECK COURSE DATA

1. On main screen, click on "Student Records" Icon in Left Hand Column
2. To the right, several options will appear; choose "Course Data"
3. The main Course Data screen will appear; immediately a box will appear in the center of the screen asking for semester parameters; following is a guide to assist in entering the correct information:

First Box (Term Code)

2=spring

3=summer

4=fall

Second Box (Year)

Enter the last two digits of the current year

Third Box (Location)

Enter "0" for on-campus course

Enter "1" if an off-campus course

1. At this point, you have two options: the user can look up each class individually or can look at multiple sections.
 - a. To look up an individual course, type in the call number in the space designated in the upper left-hand corner of the screen.
 1. To ascertain the enrollment for a class, locate the fields identified as "total enrolled" and "max"; Of course, if the value of the two fields is equal, then the course is full; however, if the total number enrolled is less than the max, then there is room in the class.
 - b. To look up multiple sections, go to the search icon (binoculars) at the top of the screen.
 1. The user can enter the parameters to search for course information by either call number or department prefix and course number.
 2. Once the parameters have been entered, click on the search icon (binoculars).
 3. When viewing the information that will appear, look across the top of the new information screen and locate "Enrl/Max/Atmpt" and view below; for each course, the user will see a representation/example as such: "15/25". This indicates that there are 15 students registered for a course with a maximum enrollment of 25.

CHECK APPOINTMENT TIMES FOR STUDENTS

1. Log into AIS
2. Click on Student Records Icon.
3. Enter student's PID#
4. Click on Appointment Icon
5. Student Registration Appointment Box Appears
6. Double Click on the semester student will be registering for
7. Student's appointment time and date should appear on screen
8. Check for any restrictions.
9. If student does not have an appointment time, you will need to determine if the student has gone through the appropriate steps with Admissions. This is another training process included in the training.

CHECKING APPLICATION PROCESS

1. Click in "Application" Icon
2. At the screen, type in students PID #
3. This screen will provide information related to student's application process and history
 - ✓ If student is accepted the term used is "Regular" (center of screen)
 - ✓ If student has been accepted on condition, the term used is "Cond."
 - ✓ If student has not been accepted, screen will be blank
 - ✓ If student is a freshman, transfer, or re-admit this will be indicated

TO CHECK STUDENT REGISTRATION

1. Click on "Registration" icon
2. Type in student PID #
3. The curser will automatically blink in the first of three boxes in the top left hand corner of the screen
4. In the first box type the year code (4=fall, 2=spring, 3=summer)
5. In the second box type the last two digits of the year
6. In the third box type "0" for on-campus registration and "1" for off-campus registration
7. The student's registration for the given semester will than appear (note: do not hit the enter key)

TO REGISTER A STUDENT FOR COURSES

1. Follow all of the steps listed above
2. To add a class type "A" in the box where the curser is blinking
3. The curser will automatically rap to the next box where the call number will be entered. The curser will then automatically rap to the next line (note: do not hit the enter key at any point in this process) and the process can be repeated
4. When the schedule is complete, hit "Ctrl A" or the red + Icon at the top. Review added

courses to ensure the correct classes have been added



- To drop a class, enter D in the first line before the call number than "Ctrl A" or red + Icon
- To register an override, hit "Shift®" then "Ctrl A" (make sure you have a signed override form from the instructor before doing this)
- You can print a schedule from AIS. Please note: PAWS can be utilized to print schedules and provides a more visually appealing schedule for the student

TO GET INTO EMAS

1. Double click on EMASPlus V7.2 icon
2. Click on OK
3. TYPE ACA
4. Password = EMAS
5. Select Student Browser
6. Select FILE
7. Select By Last Name
8. Type student last name space and first name
9. If student is in the system, his/her name is highlighted
10. Click OK or double click on the name
11. Look for the STAGE box -200 = Inquire 300=Received application 400=Accepted
500=Registered
12. Select Communication - Here you can see what the Admission's Office has received or still needs.
13. To exit-S How to Use AIS- Student Information System

Appendix B: Advisement and Enrollment Permits (AIS Instructions)

To access the Student Advisement and Enrollment Permit window;


1. Login into AIS.
Enter your User Id and Password, then press the enter key.
2. Select **Student Records** icon from the main menu. 
3. Select **Student Adv/Enrl Permit** icon from the sub menu. 
4. Enter the student's Id in the **Id:** field at the top of the window, without dashes, and continue to *step 5*.

? If you do not know the student's Id:

Use the AIS Name Search facility to find the individual.


å Enter the student's last name in the **Last:** name field, example SMITH

å Enter a portion of the student's first name followed by "%" in the **First:** name field, example DAV%

å Select the Search button.  Located on the toolbar.

å This will retrieve and display all students with the last name of SMITH and with the first name beginning with DAV.

å If the student appears on the list, use your mouse to position and double click the student's Id. This will select the student and return you to the **Student Adv/Enrl Permit** window. Continue with *step 5*.

å If the student does not appear in the list, select Cancel and reenter a portion of the student's last name followed by the "%", and then enter a portion of the student's first name followed by the "%". Select the Search button  to review another list of students.

5. Once the student's Id is entered, the AIS will display all the appointments that have been assigned to the student.

? If the student only has one appointment, the AIS will automatically select the semester and return you to the **Student Adv/Enrl Permit window**. Continue to *step 6*.

? If the student has appointments for more than one semester, all of their appointments will appear in a list box. Using your mouse, position and double click on the semester that you will be providing Advisement or an Enrollment Permit. Continue to *step 6*.

? If the student does not have an appointment, a message will be displayed indicating that the student has not been assigned an appointment and therefore cannot register. Please contact the Admissions and Records Office to determine how to proceed. You will not be

allowed to mark the student as Advised or provide an Enrollment Permit for this student. You will be placed at the **Id:** field and allowed to enter the next student's Id. Return to *step 4*.

Advisement

Based on your AIS access to the **Student Adv/Enrl Permit** window you will be able to either view or mark that the student has been advised. Advisors are granted access only to those students with majors in their respective academic department(s). If the student has a major outside the advising department, the user will only be allowed to view the advising information. ***Students will not be allowed to register until they have been marked as – “Advised: YES”.***


1. If you have access to mark that the student has been advised, using your mouse, position to the **Advised:** field within the Advisement block of the window. Single click on the down arrow next to the field.


This will display and allow you to select from the following *options*;

Yes Using your mouse, single click on **Yes**. This is the recommended selection to indicate that the student has been advised and is allowed to register for courses. This will also record the **Advisor:** name, and the date and time the student was advised **On:**. Continue to *step 2*.

No Using your mouse, single click on **No** if you do not wish to allow the student to register for this semester. Continue to *step 2*.

Contact Advisor Using your mouse, single click on **Contact Advisor** if you would like the student to contact their Advisor before they Add *any more* courses. This will also record the **Advisor:** name, and the date and time the student was advised **On:**. This option is used when the Advisor wants to be more active in the advisement and registration process. The progression would be to select **Yes** to allow the student to register, and then *after* the student has registered, to select **Contact Advisor** to *freeze* the student's registration. When the student attempts to register, the registration system will notify the student that they *must contact* their Advisor before making any schedule changes. The student will be allowed to Drop courses and withdraw from the University. Again the **Contact Advisor** option should be used as the *exception* to the rule. Selecting **Yes** and allowing the student to register and arrange their schedule to meet their needs is the recommended option. Continue to *step 2*.

2. Using your mouse, select the Return button , located on the toolbar, to return to the AIS menu, or position to the **Id:** field to enter the next student's Id.

Note: If you wish to review the student's Advisement history for this semester, using your mouse, position and select the View Advisement Log button (on the left).  Located on

the toolbar. This will display all advisement activity for the student for this semester, with the most current activity listed first.

Additional Fields on Window:

The **Appointment:** field indicates when the student has been scheduled to register.

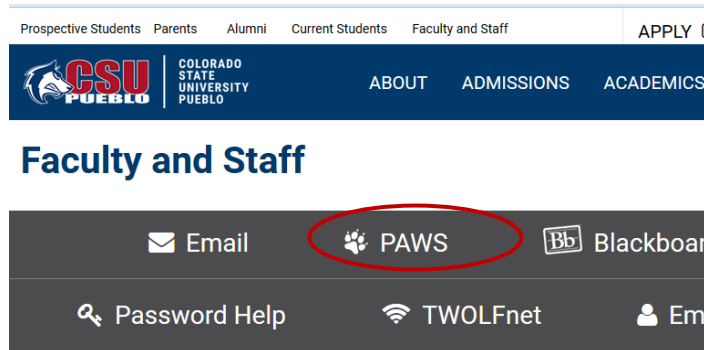
The **Registered:** field identifies when the student first registered for courses.

The **Printed Schedule:** field provides the date and time the student last printed their schedule.

Appendix C: Entering No Show (Starfish)

Note: **No Show** surveys are accessible through the semester drop date.

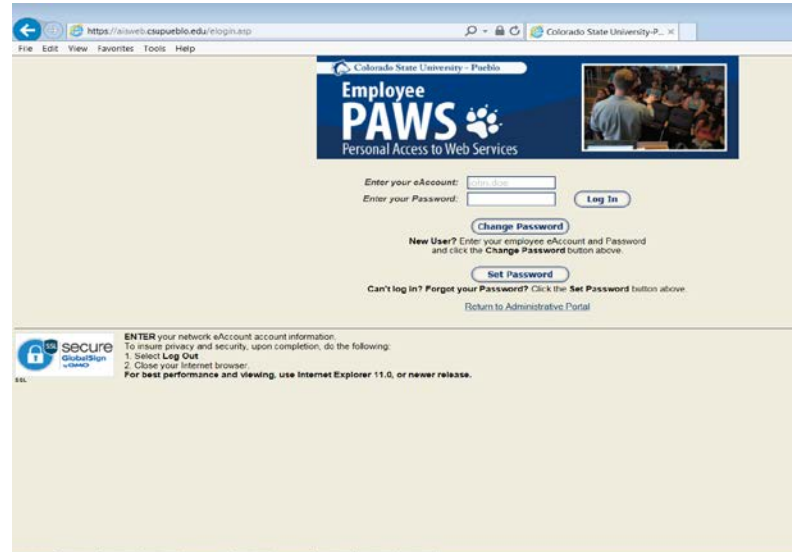
Navigate to the Faculty Staff Portal and click on the **PAWS** link



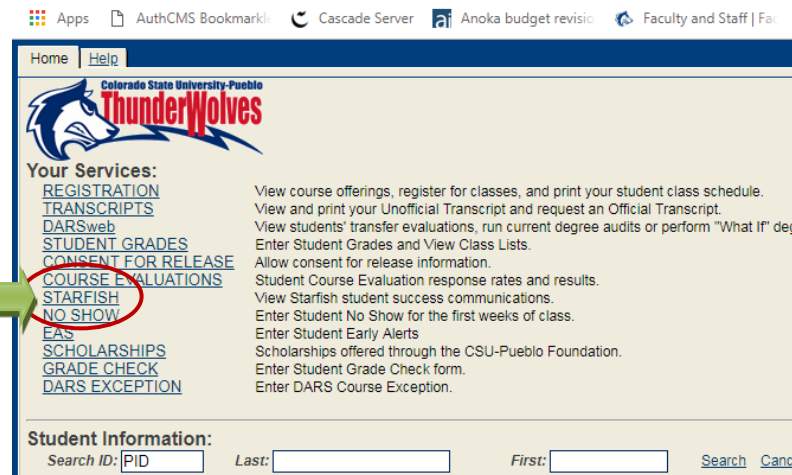
ANNOUNCEMENTS

(<https://www.csupueblo.edu/faculty-and-staff/index.html>)

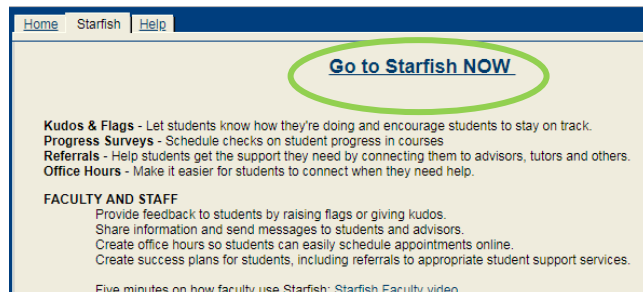
Users will need to log-in to the Employee PAWS by navigating to the following URL and using their eAccount UserID. New users will need to create a new password at <https://aisweb.csupueblo.edu/elogin.asp>.



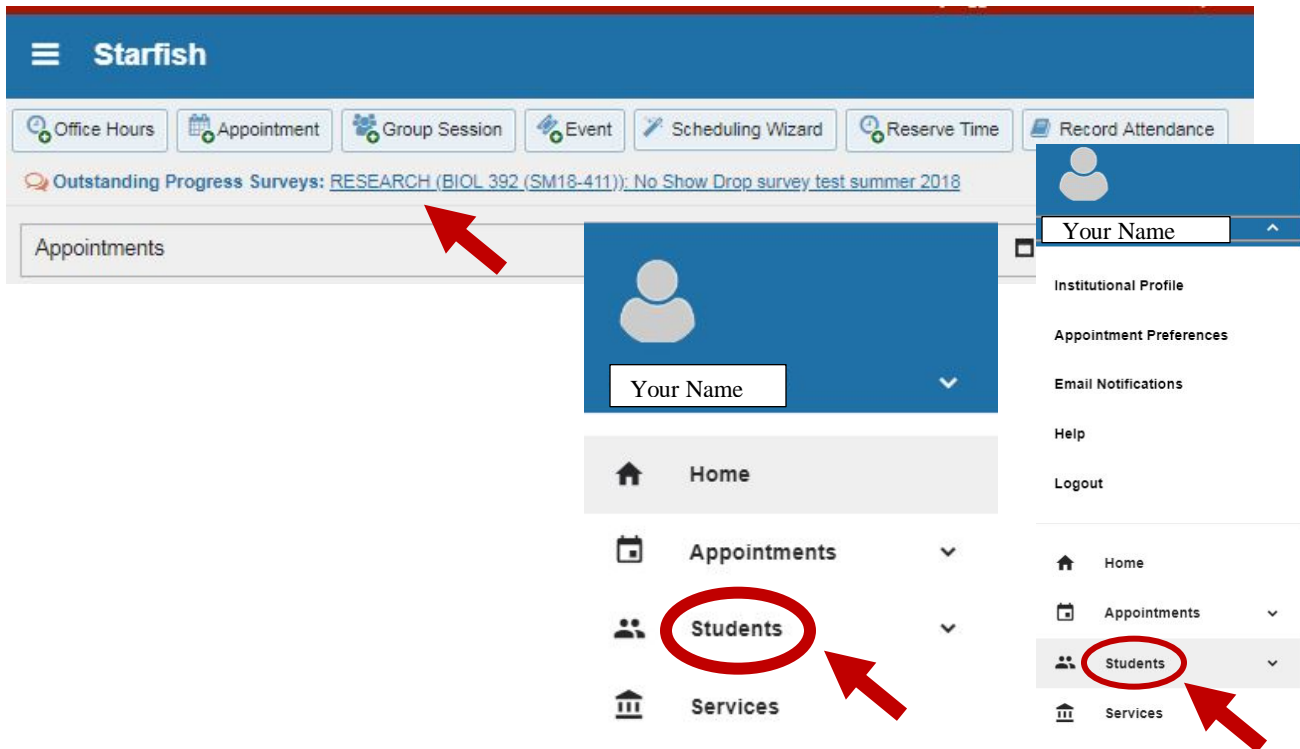
Users will see the Starfish Link located under the **Your Services** section



From the next screen select "Go to Starfish now."



Click the “Outstanding Surveys” link at the top of the home page



You can also use the Progress Survey tab located under “Student” on your user drop-down menu, where you will find a list of all surveys open to you.

Complete the Survey grid.

For No-Shows: Check the box next to the name for each student who has NOT attended or participated in class or contacted you. Comments are optional.



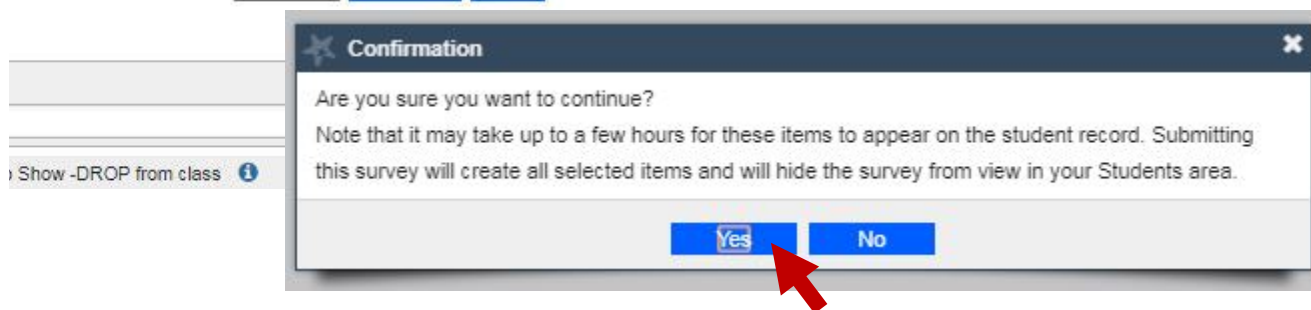
Submit Survey.

A blue rectangular button with a magnifying glass icon and the text "Search for Students".

Click the blue "Submit" button in the top right corner **ONLY** when finished. If you do not finish and have to come back, click the grey "Save Draft" button to the left.

Three buttons: "Save Draft" (grey), "Never Mind" (blue), and "Submit" (blue). A red arrow points to the "Submit" button.

Remember also to select "Yes" on the confirmation prompt that appears after you hit submit

A modal dialog box titled "Confirmation" with a close button (X) in the top right. The text inside asks "Are you sure you want to continue?" and provides a note: "Note that it may take up to a few hours for these items to appear on the student record. Submitting this survey will create all selected items and will hide the survey from view in your Students area." At the bottom are two buttons: "Yes" (blue) and "No" (blue). A red arrow points to the "Yes" button.

For No Show DROP: You will receive a confirmation email for each student to be dropped (any student marked as not attending at the end of the drop period). Students and advisors are also notified.

Appendix D: Creating Early Alert Referrals in Starfish

STARFISH

Additional training and videos are available on the CSU-Pueblo website.

<https://www.csupueblo.edu/starfish/index.html>

Creating a Flag in Starfish

1. Log into Starfish through PAWS.
2. Go to the Students page, choose the student of interest.
3. Click the + Flag tab at the top.
4. A window will open up to allow you to choose the type of flag, add course context and insert a comment.
5. Click the Save Button at the bottom to submit. The student and appropriate instructor or staff will be notified.
6. If an error was made, click Never Mind to erase the flag before saving.

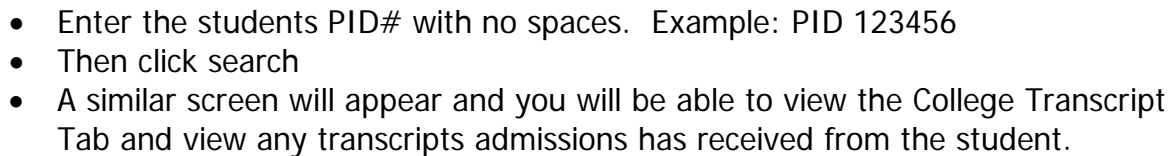
Creating a Referral in Starfish

1. Log into Starfish through PAWS
2. Go to the Students page, choose the student of interest.
3. Click the +Referral tab at the top.
4. A window will open up to allow you to choose the type of referral, select course context, indicate a due date if desired, and insert a comment.
5. Click the Save Button at the bottom to submit. The student and appropriate instructor or staff will be notified.
6. If an error was made, click Never Mind to erase the referral before saving.

Accessing and Clearing a Flag or Referral in Starfish

1. Log into Starfish through PAWS
2. Go to the Students page, choose the student of interest and click to that student's page. Choose "tracking" on the left hand menu.
3. Hover over the Flag or Referral icon for that student and a dialog window will open. Several options to edit, comment or clear the item will appear. To clear, move to the "clear" button and click.
4. A Clear window will open. Choose the reason for clearing the flag and enter comments if desired. An email message can be sent to the individual who originally raised the flag or referral.
5. Click Submit to process the clearing. If an error was made, click Never Mind to let the flag or referral stand.

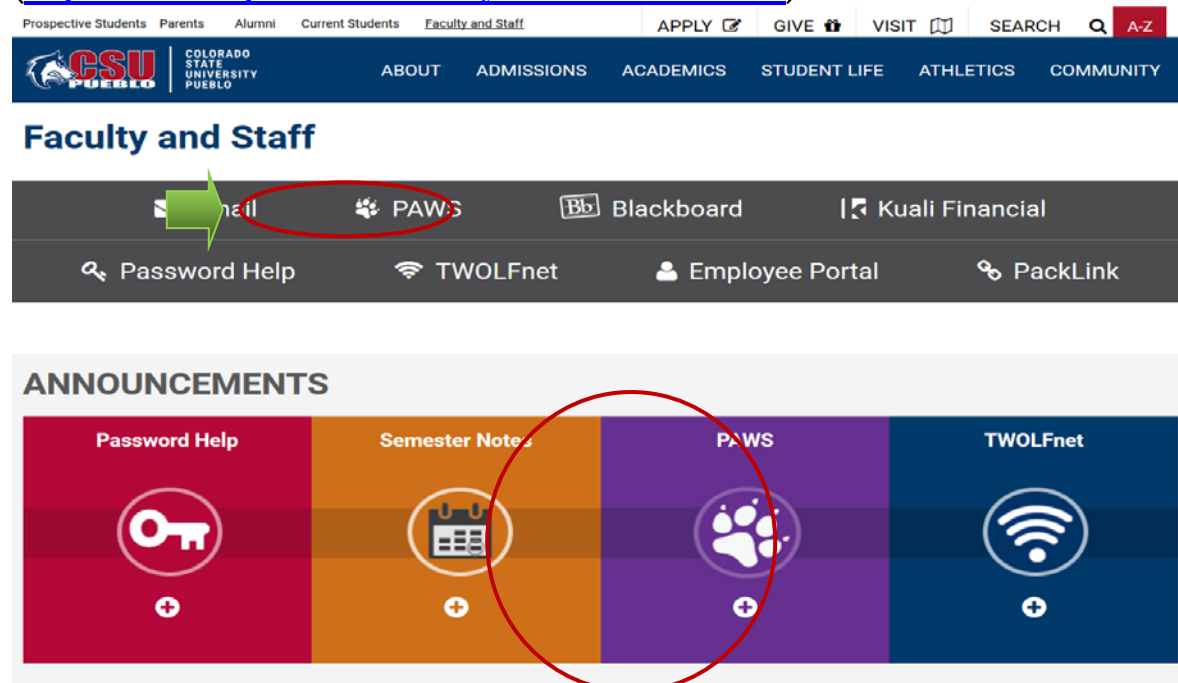
- Using your preferred web browser, log into the following webpage:
 - <http://docimage.colostate-pueblo.edu/Search.asp>
 - For convenience, save this page to your favorites.
 - The following search page will appear.



Appendix F: Starfish Progress Surveys/Grade Checks (including Athletes)

Navigate to the **Faculty/Staff Portal** and click on the **PAWS** link.

(<https://www.csupueblo.edu/faculty-and-staff/index.html>)



Users will need to Log-In to **PAWS** by navigating to the following URL and using their eAccount UserId. New users will need to use the **Set Password** facility.

(<https://aisweb.colostate-pueblo.edu/elogin.asp>)

Colorado State University - Pueblo

Employee PAWS
Personal Access to Web Services

Enter your User ID:

Enter your Password:

Log In

Change Password

New User? Enter your employee eAccount and Password and click the **Change Password** button above.

Set Password

Can't log in? Forgot your Password? Click the **Set Password** button above.

[Return to Administrative Portal](#)

secure GlobalSign by GMD

ENTER your network eAccount account information.
To insure privacy and security, upon completion, do the following:
1. Select **Log Out**
2. Close your Internet browser.
For best performance and viewing, use Internet Explorer 6.0, or newer release.

[Help](#)

Once logged into PAWS, you can go to Starfish to complete your progress surveys. Instructions on how to complete a survey can be accessed using the following link.

<https://www.csupueblo.edu/starfish/doc/how-to-complete-a-survey-2018.pdf>

Appendix G: How to Access Faculty/Staff DARSweb

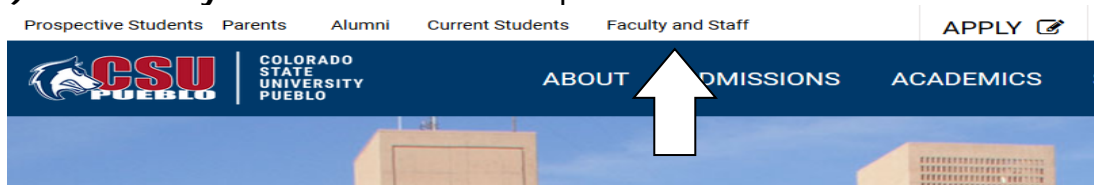
DARS is an acronym for Degree Audit Reporting System. DARS has two components, the **degree audit** and **transfer evaluation**. The degree audit is an automated process for tracking a student's academic progress toward completing an academic program. The transfer evaluation reports the courses completed at another institution and indicates their transferability.

DARS has an interactive website for advisors to access degree audits and transfer evaluations. The website is called DARSweb. Below are instructions to access DARSweb.

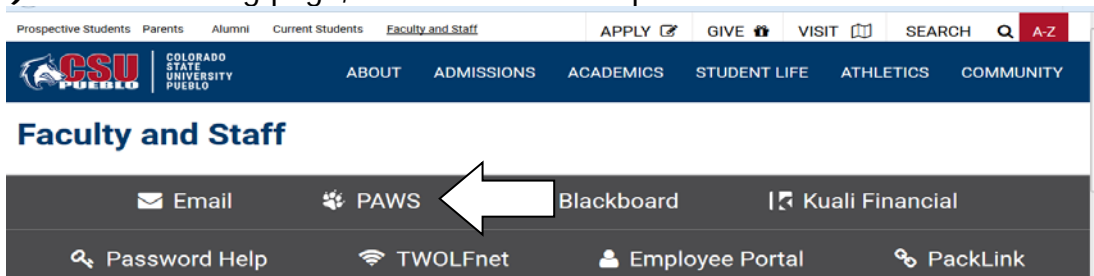
Advisors can login to DARSweb from the following portal:

<http://www.csupueblo.edu/>

- 1.) Click **Faculty/Staff Portal** on the top left hand side of the screen.



- 2.) On the following page, select the second option titled **PAWS**.



- 3.) On the sign in page of your PAWS account, type in your **User ID** and **Password** in the appropriate fields. This is the same sign on information utilized for AIS. Select the **Log In** button.



- 4.) Select the second option titled **DARSweb**.

Colorado State University-Pueblo
ThunderWolves

Your Services:

- TRANSCRIPTS
- DARSweb** ← View and print your Unofficial Transcript and request an Official Transcript.
- BILLING/ACCOUNT ACTIVITY View students' transfer evaluations, run current degree audits or perform "What If" degree audits
- FINANCIAL AID View your student bill, account activity, and COF authorization.

View your Financial Aid documents, award, disbursements and banking information.

Student Information:

Search ID: Last: First:

- 5.) This link will bring you to a general information page regarding DARSweb. You will also find some additional tools about DARSweb. Select the **Go to DARSweb NOW** link. Be aware that some Firefox browsers are not compatible with DARSweb and you may need to use a different browser.

[Go to DARSweb NOW](#) ←

Please note: Firefox is not currently supported for DARS Web access.

DARSweb is CSU-Pueblo's advising tool for transfer evaluations and degree audits. Please read below for important information.

Please note: DARSweb is for students at the undergraduate level. This advising tool is not for students that are degree plus and/or Master level programs.

- 6.) You have now accessed DARSweb. Enter the six digit **student PID#** including "PID" in the search field. (Example: **PID#####**) Select the **Continue** button. Additionally, you are able to search for the student by name. Partial names are acceptable.

Colorado State University-Pueblo
ThunderWolves

CSU-Pueblo DARS

Student Logout

Student Selection

Student PID#:

Search

First Name:

Last Name:

- 7.) The Audit Request screen displays **Degree Program**, **Degree Title**, and **catalog year**. (Example: **BA-SOC CR** is the degree program, **BA-Sociology (Criminology)** is the degree title, and **20174** is the catalog year) The last digit in the catalog year references the semester. The number 2 is Spring semester, 3 is Summer semester, and 4 is Fall semester. (Example: 20174 means this

student has the 2017-2018 Catalog designation and the fall semester) If this information is correct, select **Submit a New Audit**.

Student Number: pid999999 Student Name: X student for DARSweb

Choose Between Run Current Degree Program and Run "What if" Degree Program

☒ Run Current Degree Program:

School	Degree Program	Title	Catalog Year
	BA-SOC CR	BA-SOCIOLOGY(Criminology)	20144

☐ Run "What if" Degree Program:

School: - Colorado State University-Pueblo

Degree Prog: BA-ART

Catalog Year: 2015-2016 Catalog

[Submit a New Audit](#)

8.) Select **Open Audit** button, once the requested audit has appeared. Verify the time and date under **Run Date** and **Run Time** to be sure you are opening the most up-to-date audit if multiple audits are listed.

Audits

Student Number: PID999999 Student Name: X student for DARSweb

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

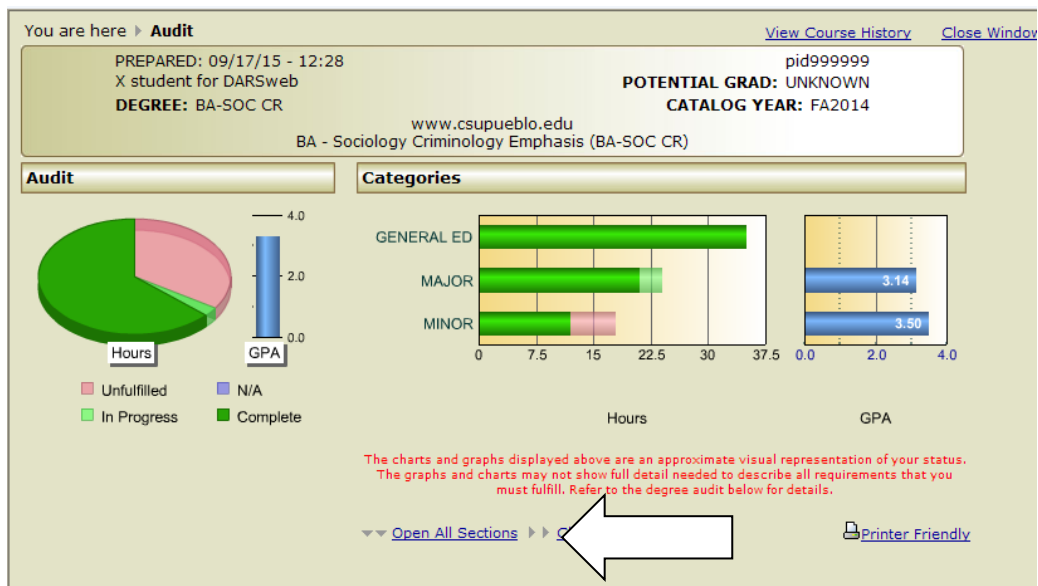
DARS Web Audits Completed for Student Number: PID999999

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	
Open Audit	BA-SOCIOLOGY(Criminology)	20074	2009-08-24	11:26:48	<input type="checkbox"/> Select for Deletion
Open Audit	EVAL REPORT	20064	2009-08-03	14:20:51	<input type="checkbox"/> Select for Deletion
Open Audit	BA-SOCIOLOGY(Criminology)	20074	2009-07-21	09:41:12	<input type="checkbox"/> Select for Deletion

[Delete](#) [Select/Deselect All](#)

9.) This new screen is the student's DARS audit. Select **Open All Sections** to view all requirements. The audit displays in this order: **Institutional Requirements, General Education Requirements, Major Requirements, Minor Requirements (optional), Elective Credits**. The **Elective Credits** section will always remain red.



OTHER USES FOR Audit Request Screen

Run an Evaluation Report or do a "What If" audit:

- To run an Evaluation Report (evaluation of student's transfer work) – Select the Run "What if" Degree Program" radio button on the right hand side. Select **Eval RPT** in the **Degree Prog** drop box field. Select the appropriate Catalog Year. Once both fields are filled, select the **Submit a New Audit** button.
- To run a "What if" audit (an audit with a hypothetical major) – Select the "Run "What if" Degree Program" radio button on the right hand side. Select the hypothetical degree program in the drop down menu next to **Degree Prog**. Select the appropriate **Catalog Year** from the drop down menu. Select the **Submit a New Audit** button.

Audit Request

Student Number: pid999999 Student Name: X student for DARSweb

Choose Between Run Current Degree Program and Run "What if" Degree Program

☒ Run Current Degree Program:

School	Degree Program	Title	Catalog Year
	BA-SOC CR	BA-SOCIOLOGY(Criminology)	20144

☐ Run "What if" Degree Program:

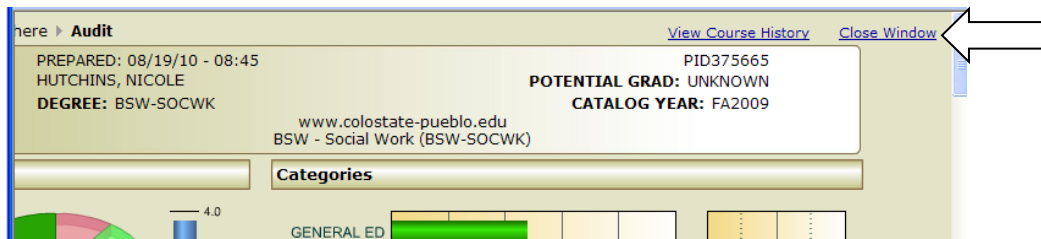
School: - Colorado State University-Pueblo

Degree Prog: BA-ART

Catalog Year: 2015-2016 Catalog

[Submit a New Audit](#)

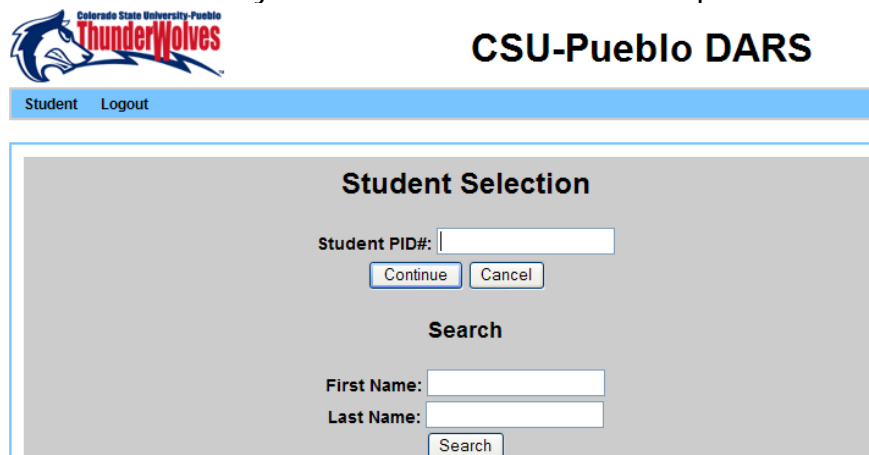
To exit DARSweb, click on Close Window. Message will display to exit; click the “Yes” icon



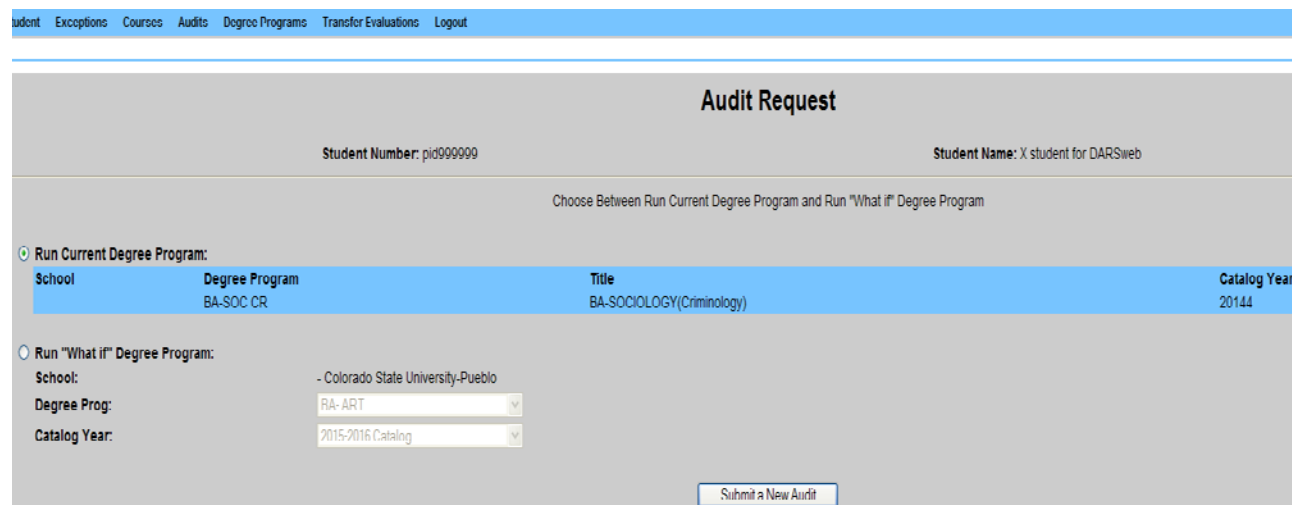
For **degree audit or transfer questions**, contact the Registrar's Office at 549-2261.

Appendix H: How to Read Faculty/Staff DARSweb

- 1.) After you have logged into and accessed the DARSweb platform, enter the six digit **student PID#** including "PID" in the search field. (Example: **PID#####**) Select the **Continue** button. Additionally, you are able to search for the student by name. Partial names are acceptable.



- 2.) The Audit Request screen displays **Degree Program**, **Degree Title**, and **catalog year**. (Example: **BA-SOC CR** is the degree program, **BA-Sociology/Criminology** is the degree title, and **20174** is the catalog year) The last digit in the catalog year references the semester. The number 2 is Spring, 3 is Summer, and 4 is Fall. (Example: 20174 means this student has the 2017-2018 Catalog designation and the fall semester) If this information is correct, select **Submit a New Audit**.



- 3.) Select the **Open Audit** button. Verify the time and date under **Run Date** and **Run Time** to ensure you are opening the most update to date audit if multiple audits are listed.

Audits

Student Number: PID999999 **Student Name:** X student for DARSweb

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

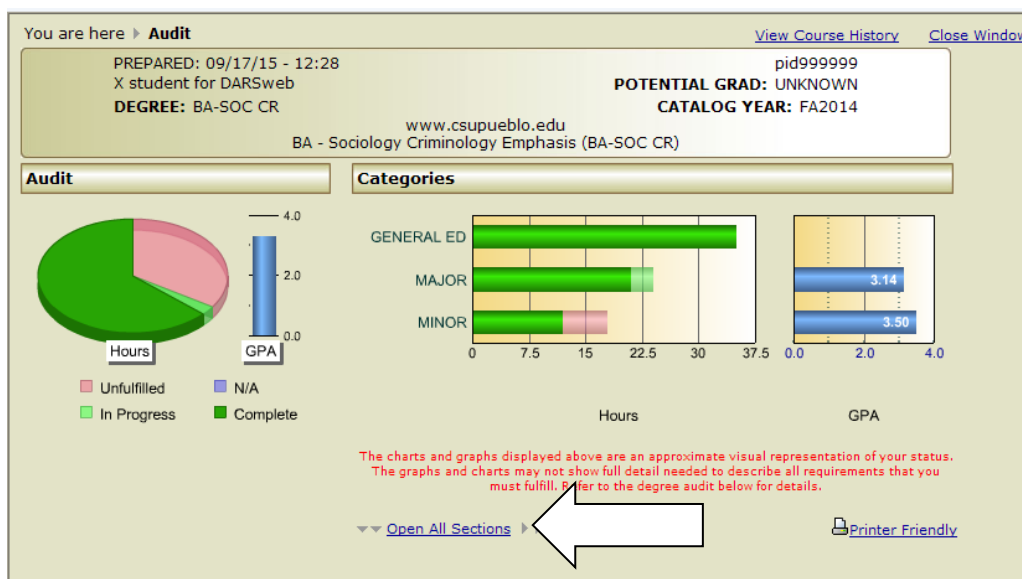
DARS Web Audits Completed for Student Number: PID999999

The "Open Audit" Button Opens the Detailed Audit in a New Window

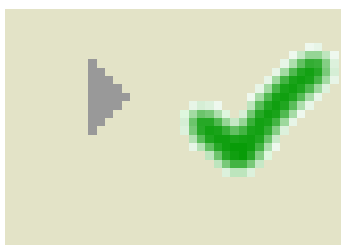
Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select	Deselect All
Open Audit	BA-SOCIOLOGY(Criminology)	20074	2009-08-24	11:26:48	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open Audit	EVAL REPORT	20064	2009-08-03	14:20:51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Audit	BA-SOCIOLOGY(Criminology)	20074	2009-07-21	09:41:12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Delete](#) [Select/Deselect All](#)

- 4.) This new screen is the student's audit. Select **Open All Sections** to view all requirements. The audit displays in this order: **Institutional Requirements, General Education Requirements, Major Requirements, Minor Requirements (optional), Elective Credits**. The **Elective Credits** section will always remain **red**.

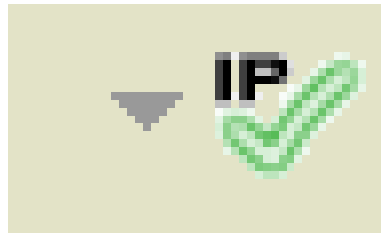


- 5.) Review all requirements. **Solid green check marks** indicate that all requirements listed in this section are complete.

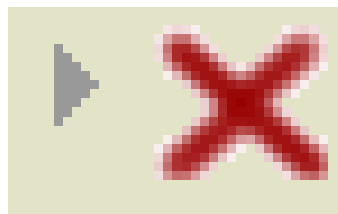


- 6.) "IP" over a **small hollowed out green checkmark** indicates that a course that the student is currently registered for or taking is assisting with competing a requirement. Please review all sub-requirements within this section for

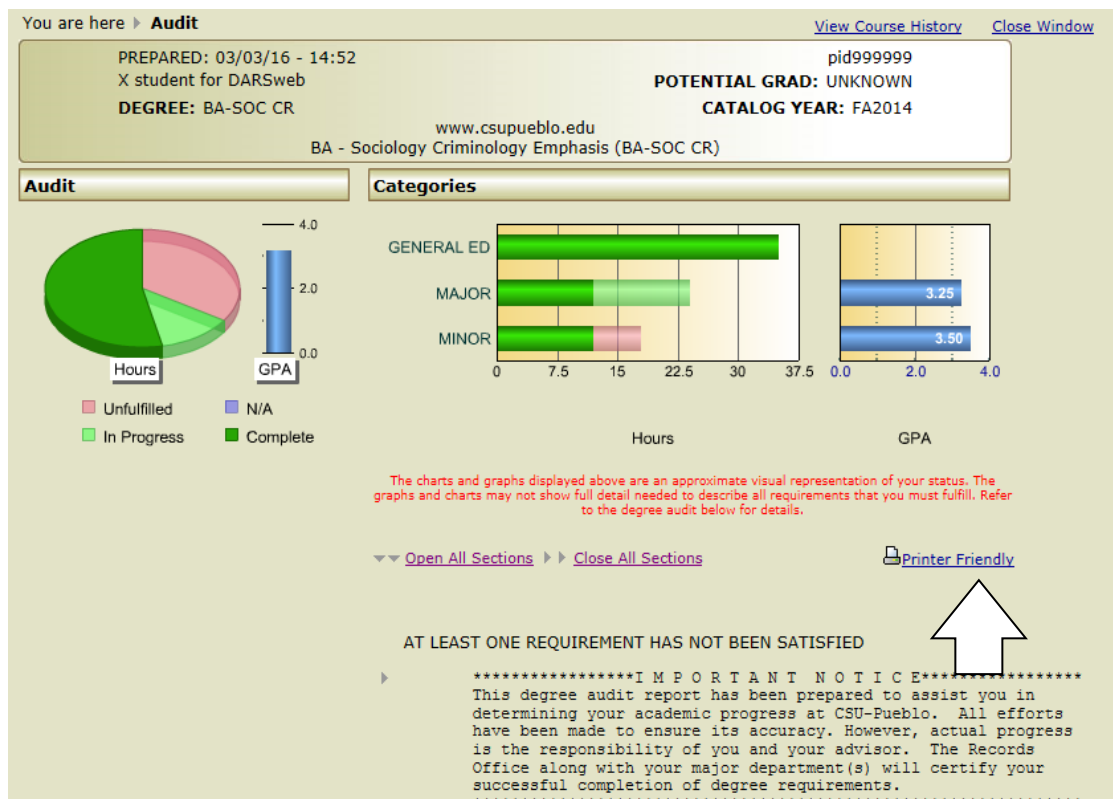
completion. A **plus sign (+)** will be listed on the left hand side of a specific sub-requirement if it is complete. A **minus sign (-)** will be listed on the left hand side of a specific sub-requirement if something else is still needed to be fulfilled.



7.) A **solid red X** indicates there are still missing requirements in this section and that courses taken or in progress are NOT fulfilling any requirements.



8.) The Audit can be printed from the browser by selecting **Printer Friendly** at the top of the requirements on the right hand side. The DARS report takes several pages to print.



Appendix I: How to Submit a DARS Exception

- 1.) After accessing your PAWS account, retrieve the student's information by entering the student's PID number under **Student Information**. You are able to search for the student by using their name as well. After inputting the student's PID number, select **Search**. Select the student from the drop down menu.

Your Services:

- [TRANSCRIPTS](#) View and print your Unofficial Transcript and request an Official Transcript.
- [DARSweb](#) View students' transfer evaluations, run current degree audits or perform "What If" degree audits
- [BILLING/ACCOUNT ACTIVITY](#) View your student bill, account activity, and COF authorization.
- [DARS APPROVAL](#) Approve DARS Course Exceptions.
- [DARS EXCEPTION](#) Enter DARS Course Exception.

Student Information:

Search ID: First:

[Search](#) [Cancel](#) [Clear Forr](#)

- 2.) After searching and accessing the student, select **DARS EXCEPTION** which is under **Your Services** on the left hand side.

Your Services:

- [TRANSCRIPTS](#) View and print your Unofficial Transcript and request an Official Transcript.
- [DARSweb](#) View students' transfer evaluations, run current degree audits or perform "What If" degree audits
- [BILLING/ACCOUNT ACTIVITY](#) View your student bill, account activity, and COF authorization.
- [DARS APPROVAL](#) Approve DARS Course Exceptions.
- [DARS EXCEPTION](#) Enter DARS Course Exception.

Student Information:

Search ID: Last: First:

[Search](#) [Cancel](#) [Clear Forr](#)

- 3.) After accessing the DARS Exception page, select the type of exception needed. Exception types are: **Course Substitution**, **Waiver**, or **Requirement Substitution**.

Course Substitution Add course in a major/minor from another CSUP or a transfer course. Example:

Major/Minor	Dept	Course No	Suffix	Substitution	Institution	All Students	Del
<input type="text" value="BSW-SOCWK"/>	<input type="text" value="PSYCH"/>	<input type="text" value="100"/>	<input type="text" value="PSY 102"/>	<input type="text" value="Pueblo Community College"/>	<input type="text"/>	<input type="checkbox"/>	Del

Waiver is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:

Major/Minor	Dept	Course No	Suffix	Comment	Del
<input type="text" value="BA-FL-SPN"/>	<input type="text" value="SPN"/>	<input type="text" value="101"/>	<input type="text" value="Spanish placement exam"/>	<input type="text"/>	Del

Requirement Substitution or combination of courses that satisfy a program requirement without a direct course equivalency. Example:

Major/Minor	Catalog Requirement	Substitution	Del
<input type="text" value="BA-ENG"/>	<input type="text" value="ENG-BA1 #3"/>	<input type="text" value="ENG354-Univ of Northern Colo"/>	Del

- **Course Substitution** – Used to substitute a CSU-Pueblo course with another course(s) from CSU-Pueblo or from a transfer school.
- **Waiver** – Used to waive a course, a minimum grade requirement, SPN placement, etc.

- **Requirement Substitution** – Used to add a course that is not already notated in an elective list.

4.) Next, select the major or minor program from the drop down menu.

Course Substitution -a required course in a major/minor from another CSUP or a transfer course. Example:
BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College

Major/Minor Choose...	Dept PSYCH	Course No 100	Suffix PSY	Substitution 102	Institution Pueblo Community College	All Students <input type="checkbox"/>	Del
--------------------------	---------------	------------------	---------------	---------------------	---	--	-----

Waiver -a course is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:
BA-FL-SPN SPN 101 Spanish placement exam

Major/Minor Choose...	Dept SPN	Course No 101	Suffix SPN	Comment Spanish placement exam	Del
--------------------------	-------------	------------------	---------------	-----------------------------------	-----

Requirement Substitution -a single or combination of courses that satisfy a program requirement without a direct course equivalency. Example:
BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo

Major/Minor Choose...	Catalog Requirement ENG-BA1 #3	Substitution ENG354-Univ of Northern Colo	Del
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5.) After selecting the student's major or minor, enter the applicable information for the exception. If you begin to input the information for the exception and need to change the type of exception, be sure to select the **Del** button on the right hand side. Once all information has been inputted, select the **Submit** button on the top right hand side.

Course Substitution -a required course in a major/minor from another CSUP or a transfer course. Example:
BSW-SOCWK PSYCH 100 PSY 102 Pueblo Community College

Major/Minor Choose...	Dept PSYCH	Course No 100	Suffix PSY	Substitution 102	Institution Pueblo Community College	All Students <input type="checkbox"/>	Del
--------------------------	---------------	------------------	---------------	---------------------	---	--	-----

Waiver -a course is waived from a major/minor requirement. NOTE: Total credit hours are still required for degree requirements. Example:
BA-FL-SPN SPN 101 Spanish placement exam

Major/Minor Choose...	Dept SPN	Course No 101	Suffix SPN	Comment Spanish placement exam	Del
--------------------------	-------------	------------------	---------------	-----------------------------------	-----

Requirement Substitution -a single or combination of courses that satisfy a program requirement without a direct course equivalency. Example:
BA-ENG ENG-BA1 #3 ENG354-Univ of Northern Colo

Major/Minor Choose...	Catalog Requirement ENG-BA1 #3	Substitution ENG354-Univ of Northern Colo	Del
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Important Information:

- After the exception has been submitted, it will be routed to the respective department chair or their delegate for review and approval.
- After exceptions are approved by the department chair or their delegate, the Registrar's Office will enter the exception into the student's DARS audit.
- Be sure to complete and submit all DARS exceptions in a timely fashion.
- All DARS exceptions should be submitted on DARSweb before the Graduation Contract is submitted.
- Submitted and approved exceptions for each active student remain in the system and may be viewed by advisors.
- Exceptions are linked to a specific major or minor, so approved exceptions will not apply if a student officially changes their major.

- Exceptions may not be submitted for Undeclared and Non-Degree students.
- Exceptions cannot be submitted electronically for Institutional, General Education or Credits over 10 Years requirements. These types of waivers must be submitted in paper form. Forms can be found on the Registrar's Office website.

Appendix J: How to Prepare and File a Graduation Contract

A graduation contract is prepared by a student in conjunction with their advisor when a student is entering their final term of enrollment. Degree conferral readiness for first time Baccalaureate students can be determined by running a current DARS audit once the student has registered for all final coursework.

All forms (graduation contracts, petitions, etc.) referenced below can be found on the Forms area of the Registrar's Office webpage:

<http://www.csupueblo.edu/Records/Forms/Pages/default.aspx>.

<u>Type of degree</u>	<u>Form(s) needed</u>	<u>Deadline for receipt in Registrar's Office</u>
<ul style="list-style-type: none"> First time Baccalaureate students (BA, BS, etc.) 	<ul style="list-style-type: none"> Graduation Contract Copy of DARS Audit with all requirements fulfilled. 	<ul style="list-style-type: none"> For Fall/Spring: due no later than the end of the fourth week of the graduating term.* For Summer: due no later than the end of the third week of the graduating term.*
<ul style="list-style-type: none"> Degree Plus (second Baccalaureate degree) 3+2 Concurrent undergraduate/graduate (BS/MS, BSBA/MBA, etc.) 	<ul style="list-style-type: none"> Graduation Planning Sheet for Degree Plus, 3 + 2 Candidates 	<ul style="list-style-type: none"> For Fall/Spring: due no later than the end of the fourth week of the graduating term.* For Summer: due no later than the end of the third week of the graduating term*.
<ul style="list-style-type: none"> Graduate (MA, MS, etc.) 	<ul style="list-style-type: none"> Graduation Planning Sheet (Master's Degree) 	<ul style="list-style-type: none"> Fall graduates: By the end of September in the graduating term.* Spring graduates: By the end of January in the graduating term.* Summer graduates: By the end of January in the term preceding graduation.*

***Late deadline extends from this date until the last day of the semester. During the late period a fee of \$25 must accompany the graduation contract when turned in to the Registrar's Office.**

For first time Baccalaureate students:

Run a DARS audit. If the following verbiage appears at the top of the audit – “ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET, IN-PROGRESS COURSEWORK USED” – audit may be printed and attached to the contract as-is.

If the following verbiage appears at the top of the audit – “AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED” – one or more of the following issues *must be addressed and resolved so that all requirements have been met **BEFORE** the contract can be turned in.*

- Student has a grade of Incomplete (IN) on their AIS transcript.
- Student has not enrolled for all required coursework.
- There are outstanding electronic exceptions (course substitutions, etc.) or petitions (credits over 10 years old, etc.) that need to be filed with and/or processed by the Registrar's Office.
- Student has outstanding transfer coursework (including CLEP, Credit by Exam, Credit for Prior Learning, etc.) that does not appear on their AIS transcript.
- Student has not met minimum GPA requirements.

Of the above issues, **only** the presence of an outstanding grade of Incomplete (IN), the student's inability to register for Extended Studies coursework, their intention to satisfy a requirement via transfer coursework or an unmet minimum GPA requirement can remain an outstanding deficiency on the audit when it is attached to the graduation contract. *Any and all other issues will result in rejection of the contract.*

Once the DARS audit is free of deficiencies (situations noted above excepted) you may “close all sections” (to print fewer pages) and print it out. This will be attached to the contract itself.

Filling out the contract:

Ensure all student information is filled out accurately, legibly, and thoroughly. Any missing or illegible information may delay conferral of the student's degree and/or timely delivery of their diploma.

All degree intent, major(s), minor(s) and emphasis information must match the **valid (not what-if) DARS** audit.

Colorado State University – Pueblo
Graduation Contract

- This form should be completed by the major/minor academic advisor(s), department chair, or student using a copy of the student's transcript and DARS Audit. *A copy of the DARS Audit must be attached when the Graduation Contract is filed with the Registrar's Office.*
- This form should be completed **after** all electronic petitions, waivers & exceptions pertaining to student's degree requirements have been filed with the Registrar's Office. *It is not to be used to document petitions, waivers & exceptions.*
- Documentation of resolved deficiencies must be received in the Registrar's Office no later than four weeks after the semester has ended.

PRINT NAME EXACTLY AS IT IS TO APPEAR ON THE DIPLOMA



FIRST _____ MIDDLE _____ LAST _____

PID Number: _____ Preferred Phone: () _____ Email: _____

Local Address: _____ City: _____ ST: _____ Zip: _____

List below the address you would like your diploma mailed to after the graduating term:

Diploma Address: _____ City: _____ ST: _____ Zip: _____

 CATALOG: The catalog in effect determines which general education, institutional, major & minor requirements are used for degree programs. 

Official Catalog Year Listed in DARS: _____

Planned semester and year for graduation: ☐ Spring _____ Year ☐ Summer _____ Year

Undergraduate Degree Intent: ☐ BA ☐ BS ☐ BSBA ☐ BSN ☐ BSE ☐ BSMT ☐ BSIE ☐ BSCT ☐ BSMT ☐ BSMT ☐ BSMT

1st Major (Emphasis): _____

2nd Major (Emphasis): _____

1st Minor: _____

2nd Minor: _____

Concurrent (double) degrees require graduation contracts for each degree and major.

For Registrar's Office Use Only - Date Graduation Contract Entered: _____ Entered By: _____

Catalog year must match student's catalog year in AIS/DARS. No “what-if” audits will be accepted.

Planned term and year of graduation should reflect **final term of enrollment** on student's AIS transcript.

Filling out the contract, p. 2

Include all Institutional Requirements that can NOT be met via the above listed reasons here, as well as how they will be resolved BEFORE the end of the term indicated on the front of the contract.

All major & minor advisor signatures, as well as the major dept. chair/head/designee must be present before the contract is turned in. Contracts with missing signatures will be returned to the major dept.

Include all Major/Minor Requirements that can NOT be met via the above listed reasons here, as well as how they will be resolved BEFORE the end of the term indicated on the front of the contract.

A current, valid (not what-if) DARS audit with accurate catalog year all applicable major(s), minor(s) and emphases must be attached.

Don't forget the student's signature!

Degree Requirement Completion Deficiencies

For each deficiency noted on the DARS Audit that cannot be resolved by filing a petition, waiver or exception with the Registrar's Office using the separate electronic exception form, please document the manner in which the degree requirement will be met (via transfer credit, credit for prior learning, credit by exam, etc.)

Institutional Requirements:

Requirement not completed (from DARS audit) <i>Example: Humanities Gen Ed not completed</i>	How requirement will be met*	How Registrar's Office will be notified
	<i>Students will transfer SPN 101 from Pueblo Community College in (term/yr)</i>	<i>Students will send transcript upon completion</i>


*Must follow criteria outlined on first page of form.


Major/Minor Requirements:


Requirement not completed (from DARS audit) <i>Example: Spanish 101 not completed</i>	How requirement will be met*	How Registrar's Office will be notified
	<i>Students will transfer SPN 101 from Pueblo Community College in (term/yr)</i>	<i>Students will send transcript upon completion</i>


*Must follow criteria outlined on first page of form.


Please obtain all appropriate signature(s) required for your degree program.

 Major Advisor Signature _____ Date _____

 Minor Advisor Signature _____ Date _____

 Dept. Head / Dean Signature _____ Date _____


 2nd Major Advisor Signature _____ Date _____

 2nd Minor Advisor Signature _____ Date _____

☒ **DARS Audit attach**

I understand if the deficiencies reflected on this planning sheet are satisfactorily fulfilled, all institutional demands are met, and all major/minor requirements are completed my degree will be conferred. I am aware that grades of "IN" on my transcript must be resolved before my degree can be awarded. I as a student of Colorado State University - Pueblo am responsible for understanding and following the academic policies and institutional requirements for the degree as outlined in the official publication of the University catalog. I understand that I am ultimately responsible for satisfying all graduation requirements.

Note: Please make a copy and retain for your records

 Student Signature _____ Date _____

Reminders: Any modifications, substitutions or updates to this supplement must be filed with the CSU-Pueblo's Registrar's Office.

Appendix K: Advisor Resources

Holds on Registration:

Immunization Hold:

Student Health Services – 2830
(Students can fax their immunization records from their high school or doctor's office to 549-2646)

Admissions Hold:

Admissions Office – 2462
(Typically they are waiting for a final transcript)

Financial Hold:

Justin Streater – 2967 / Steven Dominguez -2185

Math or English Hold:

John Sandoval – 2353
Irene Macias – 2582

International Hold:

Annie Williams – 2116

Basis Skills/Remedial Restriction:

John Sandoval – 2353
Irene Macias – 2582
Derek Lopez - 2535

Other Issues:

- Student on Probation/Suspension
- Problem with Grad. Planning Sheets
- NCAA Compliance/Athletic Hold

John Sandoval – 2353
Lou Minatta – 2774 , Melissa Kelley – 2220

Jacklyn Wallgren – 2021

Appeals for Credit:

10 + year old credits must be processed through the department chairs, unless it is general education credits. General education credits that you think were loaded to the transcript incorrectly call Carl Melin – 2427

Support for Students:

Gen Ed Tutoring Center
Humanities/Social Sciences & Writing Room
Math Learning Center
Counseling Center
HSB Learning Center
Student Support Services
CO – AMP Tutoring
Science Learning Center

Chad Pickering – 2756
Chad Pickering – 2756
Jacob Buchholz – 2271
Health Services – 2830
Sarah Mize - 2175
Brenda Trujillo-Aranda - 2111
Sendi Estrada – 2727
Abby Davidson - 2652

Academic Advising Council Advisors:

John Sandoval – CAE	2353
Peggy Foley – CEEPS	2069
Shauna Hanenberg – CEEPS	2285
Sam Lovato– CHASS	2430
Ted Taylor – CHASS	2383
Helen Caprioglio – Provost Office	2207
Sandra Bonetti – CSM	2526
Sarah Mize – HSB	2175
Jason Engel – Extended Studies	2397
Juliette Mogenson –Extended Studies	2392

Appendix L: NEW STUDENT WEB LOGIN INSTRUCTIONS

How to Sign Into PAWS Student Services

- Go to CSU-Pueblo website <<http://www.csupueblo.edu>>
- Click on Current Students Link on top of Page
- Click on PAWS

To login, enter your PID # and your Password. The initial password will be your 8 digit birthday (mmddyyyy)

You will be prompted to change the password to a new 4 character password

In PAWS Student Services, you can access:

[BILLING/ACCOUNT ACTIVITY](#)

View your student bill, Tax 1098 T, account activity, and COF authorization.

[CONSENT TO RELEASE](#)

Allow consent for release information

[DARSweb](#)

View students' transfer evaluations, run current degree audits or perform "What If" degree audits

[EMERGENCY TEXT](#)

Enroll or Update your text message phone number for Campus Emergency Alerts.

[ENROLLMENT VERIFICATION](#)

Print enrollment verification certificate and view enrollment verification information.

[FINANCIAL AID](#)

View your Financial Aid documents, award, disbursements and banking information.

[HOUSING](#)

Sign up for on campus housing.

[ID ACCOUNT BALANCE](#)

View your current printing accounts and ID Card balances for meal plans

[STARFISH](#)

View Starfish Student Success Communications

[MAJOR/MINOR CHANGE](#)

Change your major or your minor

[PERSONAL](#)

View personal information, and change your address.

[REGISTRATION](#)

View course offerings, register for classes, and print your student class schedule.

[STUDENT EMPLOYMENT](#)

View your time sheet for your work study and enter your working hours.

[SCHOLARSHIPS](#)

Apply for scholarships offered through the CSU-Pueblo Foundation

[STUDENT INFORMATION](#)

View your student demographic, high school, test scores and semester information.

[TRANSCRIPTS](#)

View and print your Unofficial Transcript and request an Official Transcript.

[eACCOUNT](#)

View your Network, Email and Blackboard user account information.

The eAccount link shows all default passwords for all student accounts
If you experience difficulties logging into PAWS Student Services, contact IT Help Desk at 719-549-2002.

Appendix M: How to Sign Into Blackboard/Email

- Go to CSU-Pueblo website <<http://www.csupueblo.edu>>
- Click on Current Students link
- Click on Blackboard
- Click on Login
- To login, enter your Username and your Password. The username is your first initial, middle initial, period, last name (Ex: jr.smith). The password will be \$, t, your 8 digit birthday (Ex: \$t02191990)

To change the password, login to Blackboard, click on Personal Information, click on Change Password

On Blackboard, you will only have access to the classes you are currently enrolled in

Not all teachers utilize Blackboard; you will have to talk to your instructor to see if they do

If you experience any difficulties with Blackboard, contact the Help Desk at 719-549-2002.

How to Sign Into WebMail (Your CSU-Pueblo E-Mail Account)

- Go to CSU-Pueblo website <<http://www.csupueblo.edu>>
- Click on Current Students link
- Click on Microsoft Office Log-In 365 Email
- To login, enter your Username and your Password. The username is your first initial, middle initial, period, last name (Ex: jr.smith@colostate-pueblo.edu). This email address is only used to log into your student campus email. The correct domain is actually @pack.csupueblo.edu. The password will be \$, t, your 8 digit birthday (Ex: \$t02191990) or the eAccount password that you would have created.

If you experience any difficulties with WebMail, contact the Help Desk at 719-549-2002.