

**Academic Advising Resource Guide  
for Students  
2020-2021**

**SEATTLEU**  
**Advising Services**  
[www.seattleu.edu/advising/](http://www.seattleu.edu/advising/)

# Advising Overview

You can find the information below throughout this guide or on the Advising Services website: [www.seattleu.edu/advising/](http://www.seattleu.edu/advising/)

<b>Name &amp; SU ID</b>	
<b>Email</b>	@seattleu.edu
<b>My Major</b>	
<b>My Academic Advisor</b>	
<b>School, College, or Program</b>	<input type="checkbox"/> College of Arts and Sciences <input type="checkbox"/> College of Science and Engineering <input type="checkbox"/> Albers School of Business and Economics <input type="checkbox"/> College of Nursing <input type="checkbox"/> Premajor Studies Program
<b>Required Major GPA</b>	
<b>Required Scholarship GPA (if applicable)</b>	
<b>Advising Requirements</b>	<input type="checkbox"/> Fall quarter advising appointment <input type="checkbox"/> Winter quarter advising appointment <input type="checkbox"/> Spring quarter advising appointment
<b>Additional Major, Minor, or Program (if applicable)</b>	
<b>Plan to Study Abroad</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<b>AP, IB, Transfer, or Running Start Credits Expected:</b>	

This resource guide is designed to ease your transition to college and outline what is expected of you academically at Seattle University. You are responsible for knowing the information on this guide and all other academic policies. Reach out to your academic advisor for questions.

**To view academic requirements, visit [my.seattleu.edu](http://my.seattleu.edu) → Student Planning**

# Advising 101

Academic Advising at Seattle University is a collaborative educational process where you and your academic advisor are partners in planning your personal, academic, and vocational goals as well as in ensuring your success.

## Advising Outcomes

Below are the outcomes we expect you to get from your advising experience:

- Know who your advisor is, how to contact them, and how to make an appointment with them
- Understand your graduation requirements and academic policies
- Use the program evaluation tool to track your progress and register for classes
- Know how to troubleshoot and who to contact for class registration questions
- Utilize academic and other campus resources proactively
- Develop your professional and career goals alongside academic learning

## Graduation Requirements

**Complete all:**

- All Core or Honors/Humanities requirements (some may be waived depending on your major)
- Major requirements
- 2.00 minimum cumulative GPA (some scholarships may require a higher GPA)
- Minimum GPA in Major-required classes (Major GPAs vary)
- Final 45 credits of degree requirements must be taken at SU
- Complete General Electives (GEs) until you reach 180 total credits (some majors may not leave room for GEs)

*If you are pursuing a minor or double major/double degree, talk to your advisor about requirements.*

## Schools & Colleges

Seattle University (SU) is broken down into 5 undergraduate colleges, schools, or programs:

1. Albers School of Business and Economics
2. College of Arts and Sciences
3. College of Nursing
4. College of Science and Engineering
5. Premajor Studies Program

Every student falls into one of the colleges or programs depending on their major.

## Premajor Studies, Pre-majors, and Pre-Professional Advising

Students in the **Premajor Studies Program** have “Premajor” listed as their major until they declare a major within one of the other four colleges. These are students who typically want to take some more time to discern between several majors, students who are pretty sure what they want to study but want some extra support before officially deciding, or students needing time to complete prerequisites.

Students who have **pre-business, pre-engineering, or pre-science** listed as their major typically want time to decide what specific program to pursue, or need time to complete prerequisites.

Seattle U also has three **pre-professional advising** programs:

1. Pre-education
2. Pre-health
3. Pre-law

These programs are supplemental advising to prepare students from all majors wanting to go into those fields after graduation. Students in these areas will typically see a pre-professional advisor *in addition to* their assigned academic advisor.

<https://www.seattleu.edu/artsci/advising/pre-professional-advising/>

### Campus Advising Network

Similarly, students may work with other advisors across campus during their time at Seattle University. We see ourselves as a network of resources here to support you. For example, **Education Abroad** has advisors who help prepare you to participate in study abroad programs. **Career Engagement Office** has Career Advisors/Coaches who help you discern your interests, find internships, prepare jobs, and more.

### University CORE (UCOR)

The University Core is an important part of your SU education that goes hand-in-hand with your major classes and out-of-class experiences. It will prepare you for success as both a student and after you graduate. Some majors may have specific courses waived. Honors and Matteo Ricci students will have different Core requirements. For more detailed information, visit <https://www.seattleu.edu/core/>.

### Other Important Info

<b>Course Syllabus</b>	Your professors will have a syllabus for each class. It is an outline of what will be covered, what the expectations are, and it includes information such as how to contact your professor, when office/student hours are, and dates & deadlines.
<b>Grading Breakdown</b>	Your syllabus will usually include a grading breakdown which includes the percentages or points assigned to each part of the class. Pay close attention to this to understand how each class will be graded.
<b>Addressing Professors</b>	Most of your professors have received a Doctorate in their field. Some professors may be adjunct instructors. If you are unsure, Address them as "Dr. [Professor's Last Name] or Professor [Last Name] in emails and in class.

# Advisor/Student Responsibilities

## What we can expect from each other

Below are our expectations to you and our expectations from you. This guide will give you tools and information to help you meet these expectations.

### Advisor

- **Educational Planning** – Work with you to create your education plan
- **Discernment** – Assist you in decision-making of academic and career goals
- **Connect and Refer** – Discuss co-curricular opportunities and make referrals and connections
- **Academic Challenges** – Help you evaluate your academic performance and discover the skills necessary to achieve your goals (*Advisors can connect you to resources and will support you if you are on academic probation*)
- **Policies and Procedures** – Provide info regarding requirements and policies

### Student

- **Be Prepared** – Use advising sessions effectively by making an appointment and arriving prepared with questions or materials for discussion (*Be sure to share if you are experiencing any challenges at SU so that your advisor can refer you to resources*)
- **Use Resources** – Use mySeattleU Student Planning, your advisors, student services, and your faculty as information and support resources
- **Policies and Deadlines** – Follow SU academic policies, procedures, and deadlines (*Let your advisor know if you have questions*)
- **Degree Requirements** – Fully understand your curriculum requirements and track your own progress toward graduation with mySeattleU Student Planning and the SU Academic Catalog
- **Check SU Email** – Check your SU email frequently - Important campus information is sent to your SU email and you are responsible for knowing it (*This is also how advisors and professors communicate with you*)

### How to Schedule an Advising Appointment

Most advising centers use Bookings to schedule. Visit your advising center's webpage and find the advisor/staff page. The staff bios should have a link to schedule through Bookings. You will be required to meet with your advisor before registering for classes. Sometimes bookings are limited and preferred times may fill up fast so make sure **to schedule your appointment early!**

Some faculty advisors may not use Bookings. If you are unsure how to schedule, contact your advising center or email your advisor directly.

For more information, visit [www.seattleu.edu/advising/advising](http://www.seattleu.edu/advising/advising).

## What to Expect in an Advising Appointment

Below are some things advisors can assist you with during advising appointments:

<b>Educational Planning &amp; Graduation Requirements</b>	Assist in creating your education plan and meeting requirements. They can help you review your program evaluation, choose future classes, as well as provide info about additional majors, minors, internships, study abroad, etc.
<b>Registering for Classes</b>	Explore course options, make changes to your schedule, and address registration issues and closed (or full) classes.
<b>Academic Challenges</b>	Help evaluate your academic performance, connect you with campus resources, and help you discover the skills and resources necessary to achieve your goals.
<b>Social Connections &amp; Co-curricular Activities</b>	Feeling like you belong at SU is an important part of being a Redhawk. Advisors may refer you to ways to connect to campus clubs and activities.

Advisors care about you as a whole person, not just as a student, and may also recommend that you meet with other campus support staff. Some common referrals include Career Coaching, Learning Assistance Programs, Counseling & Psychological Services, Disability Services, Student Financial Services, etc.

**Questions for my advisor:**

# Glossary of Advising Terms

There is a lot of new terminology to understand when it comes to advising, policies, and important information on campus. Below are a few of the most common advising terms:

<b>Academic Catalog</b>	The Catalog contains the specific requirements necessary for all of the majors, minors and degree programs at SU. You are held to these requirements and policies during your time at SU.
<b>Credit</b>	Every SU course is assigned a certain number of credits. Credits represent the number of hours per week the class meets. Most undergraduate classes are five (5) credits. All students must complete a minimum of 180 credit hours of approved coursework to earn a degree. Some programs require more than 180 credits
<b>Dropping vs. Withdrawing from a Class</b>	<p>During the quarterly Add/Drop period, as indicated on the Academic Calendar, you can change your class schedule by adding or dropping courses on mySeattleU.</p> <p>After the Add/Drop period, your only option is to withdraw from the course through MySeattleU Student Planning. Your transcript will indicate a grade of a "W". This grade does not affect your grade point average, but it may affect your status as a full-time student. Student Athletes and International Students must use a Withdrawal Request Form to withdraw from a course. If you are planning to withdraw from a course, talk to your academic advisor.</p>
<b>Prerequisite</b>	A course or requirement that must be completed or met before another course or requirement can be started

You can find a complete [Glossary of Advising Terms](#) on the SU Advising Website.

# Advising Tools & Systems

Below you can find information about our most commonly used tools and systems on campus.

<p><b>Academic Catalog</b> <a href="http://catalog.seattleu.edu">catalog.seattleu.edu</a></p>	<p>The <b>Academic Catalog</b> lists all majors and minors at Seattle U and includes course requirements and descriptions. Alongside MySeattleU Student Planning, the Catalog is the official place to check for graduation requirements. Although not typical, requirements may change from year to year so make sure you are looking at the catalog for the correct academic year.</p>
<p><b>MySeattleU Student Planning</b> <a href="http://my.seattleu.edu">my.seattleu.edu</a></p>	<p><b>MySeattleU Student Planning</b> is an online tool to assist with tracking graduation requirements. You can preview degree plans, plan out future classes, and check requirements. This is also the system where you register for classes.</p>
<p><b>Canvas</b> <a href="http://seattleu.instructure.com">seattleu.instructure.com</a></p>	<p><b>Canvas</b> is the Learning Management System for campus. Most of your professors will have a Canvas page for each of your courses where you will be able to see course files, participate in discussions, submit assignments, and view grades.</p>
<p><b>Redhawk SOAR</b> <a href="http://seattleu.pharos360.com">seattleu.pharos360.com</a></p>	<p><b>Redhawk SOAR</b> is the campus tool for advising notes, early-alert, and referrals. After meeting, your advisor may submit meeting notes in Redhawk SOAR and a copy will be automatically sent to your SU email. They may also submit referrals for support or academic resources.</p>
<p><b>SU Email</b> <a href="http://www.seattleu.edu/its/collab/">www.seattleu.edu/its/collab/</a></p>	<p>Seattle University provides a single Office 365 email account (ending in @seattleu.edu) to each student. Official University communications, campus news, and other important alerts are delivered to your email account.</p>
<p><b>ITS ServiceDesk</b> <a href="http://www.seattleu.edu/its/">www.seattleu.edu/its/</a></p>	<p>SU Information Technology Services (ITS) provides troubleshooting support for issues with Canvas, email, wi-fi, Campus Card, and more.</p>



# Policies and Procedures

As a student, you are responsible for adhering to all campus policies. Academic Policies and Forms can be found on the Registrar's website. We know that these policies and forms can be overwhelming to navigate – reach out to your advisor if you need assistance.

- [Academic Policies](#)
- [Academic Forms](#)

## Advising and Financial Aid

There are several considerations to keep in mind in order to remain eligible for aid:

<b>GPA</b>	A 2.00 cumulative GPA is required to be in good academic standing. Some degrees or scholarships may require a higher GPA. Make sure you know your requirements.
<b>Pace/Satisfactory Academic Progress (SAP)</b>	To receive financial aid you must: <ol style="list-style-type: none"> <li>1. Maintain a <b>minimum cumulative GPA</b> (2.0, sometimes higher) <i>and</i></li> <li>2. Complete your degree within the maximum time frame allowed (usually 125% of required credits) <i>and</i></li> <li>3. Maintain progress toward your degree at a minimum cumulative pace (usually 80% of credits you attempt)</li> </ol>
<b>Dropping a class or dropping below full-time status</b>	To receive your full financial aid, you must be full-time (12 credits minimum). There may be exceptions, talk to SFS if needed.

**Note:** Academic advisors are not able to see your financial aid details. For questions regarding impacts to financial aid, contact Student Financial Services: <https://www.seattleu.edu/financial-aid/receiving-financial-aid/>

## Grading Information & GPA

**Grade Point Average (GPA):** Weighted average of numerical value assigned to letter grade of course and credits earned.

**GPA, Cumulative:** GPA based on all SU work, not including transfer credit.

**GPA, Major:** GPA of SU coursework specifically required within the major. CORE classes, college requirements, general electives, and transfer credit are not included in the major GPA

### Grade Point Values

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0.0

# Advising Centers

## Advising Center Links and Locations

### Premajor Advising

Bellarmine 111

206-296-2260

[premajorstudies@seattleu.edu](mailto:premajorstudies@seattleu.edu)

<https://www.seattleu.edu/premajor/>

### Arts and Sciences Advising Center

Casey 110

206-296-2840

[ASCAdivising@seattleu.edu](mailto:ASCAdivising@seattleu.edu)

<https://www.seattleu.edu/artsci/advising/>

### Albers School of Business and Economics Advising Services

Pigott 318

206-296-5700

<https://www.seattleu.edu/business/undergraduate/advising/>

### College of Science and Engineering Advising Center

Engineering 300

206-296-2500

[se-adv@seattleu.edu](mailto:se-adv@seattleu.edu)

<https://www.seattleu.edu/scieng/advising/>

### College of Nursing Advising

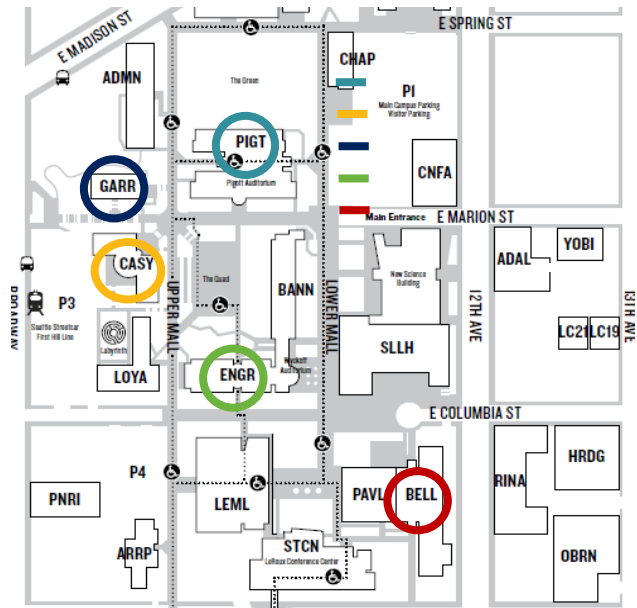
Garrand 403

[CONadvising@seattleu.edu](mailto:CONadvising@seattleu.edu)

<https://www.seattleu.edu/nursing/student-life/undergraduate-advising/>

## Registration Issues

The Advising Services website has information on Closed Class Procedures when you are trying to register for a class that is full. It also shows you who to contact for issues depending on the college or class: <https://www.seattleu.edu/advising/registration/>



# Resources

## Advising & Registration

- [Advising Services Website](#)
- [Registrar's Office](#)
- [Academic Calendar](#)
- [Academic Policies](#)
- [Academic Forms](#)
- [mySeattleU Student Planning](#)

Feeling lost and not sure where to start? Reach out to our Student Persistence Team!

[www.seattleu.edu/persistence/support](http://www.seattleu.edu/persistence/support)

## Student Success Resources

- [Student Financial Services](#)
- [Career Engagement Office](#)
- [Disability Services](#)
- [Counseling & Psychological Services](#)
- [Student Health Center](#)

## Academic Support

We firmly believe in using academic resources *proactively*, not only when struggling. Our campus partners can support you academically and help you grow as a scholar:

- [Learning Assistance Programs \(LAP\)](#)
- [LAP Tutoring](#)
- [Writing Center](#)
- [Math Lab](#)
- [Library Research Services](#)
- [Media Production Center](#)

## Getting Connected on Campus

It is important for you to feel that you belong at SU. Involvements often serve as an important part of your post-graduation success. Below are options for getting involved:

- [Center for Student Involvement \(CSI\)](#)
- [Center for Community Engagement \(CCE\)](#)
- [Office of Multicultural Affairs \(OMA\)](#)
- [International Student Center \(ISC\)](#)
- [Outreach Center \(Veterans, First-generation, Commuter, Transfer Students\)](#)
- [Student Events and Activities Council \(SEAC\)](#)
- [Student Government of Seattle University \(SGSU\)](#)

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