ACADEMIC ADVISING HANDBOOK



Spring 2023

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Respect Professionalism Inclusivity Empowerment Integrity Commitment Caring

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Freshmen Sophomores Juniors Seniors

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Advisor Training the basics Advanced Training DEIB Academic Advisor Training

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What is Academic Advising at Kean University?

Advisement Roles (Kean University)

Pre-Enrollment Advisors (School of General Studies) Primary Advisors (CAPS, SUPERA, EOF, BTS) Faculty Advisors and Advising Administrators Advising Supervisors, Managers, and Mentors Learning Professionals, Trainers, and Researchers

Advisor Responsibilities

Advisee Responsibilities

Course Placements

Who Takes the ACCUPLACER test? Understanding writing & reading placements Math course placements ESL Course Placement

Advance Placement (AP Courses)

Equivalencies & score requirements

IB Credits

The CLEP Exam

Equivalencies & score requirements

Approved General Education Distribution Courses

Interdisciplinary courses Foreign Languages

University Catalog & Select Academic Policies & Procedures

Academic Dismissal/Appeal Academic Probation Dual Student enrollment Registrar's Form and Processes Educational Records Release FERPA Grade Recalculation Graduating with Honors SAP Taking coursework at another institution

Important Reports and Timelines

Academic Early Alert ENR Never Attended

Academic Colleges, Schools, and Departments: Overview and Contacts

College of Business and Public Management College of Education College of Health Professions and Human Services College of Liberal Arts Dorothy and George Hennings College of Science, Mathematics and Technology Michael Graves College

Academic Programs, Curriculum Guides & Academic Plans

Education Majors Michael Grave Portfolio Requirements Music Majors & Auditions Theatre Majors Dance Majors The Art BFA Nursing (RN-BSN) Speech Language Hearing Sciences

Kean Online

Policies Programs

Location Status Change Form Advising Technologies & Student Systems

Advice Kean Wise Student Planning Colleague Cougar Link

Special Populations

Athletes Bridge to Success Students EOF Students ESL Students First Gen Students International Students Supera Students Students with Disabilities Transfer Students Veteran Students

Graduate Student - General overview

Academic Technology Graduate policies and procedures

Offices and Resources

Affirmative Action Academic Affairs Nancy Thompson Learning Commons *Campus Police & Public Safety* DEI Admissions, 5 steps to enrollment Financial Aid *Registrar's Office* One Stop Service Center Student Accounting Career Services Study Abroad KUBIT OCIS Office of Student retention and educational innovation Probation SI SADI

Institutional Research Accreditation and Assessment

Student Affairs

Center for Leadership & Services Student Conduct Cougar Pantry Wellness Center Health Services Counseling Center Cougar Connections Office of Accessibility Services