

Information on the College Advising Policy Enforcement Pilot Project

Buffalo State College is implementing a pilot project to enforce the college's advising policies for undergraduate students as described in the April, 2004, College Bulletin. (The online version of this issue of the bulletin can be found at: http://bscintra.buffalostate.edu/bulletin/archives/03_04/april15_04.html).

This memo is intended to help staff members understand some of the more important parameters of the pilot project and to provide information on how to answer questions they may receive from students.

Those students who are in the programs participating in the pilot project must see their advisor prior to registration for spring 2010. Their advisor will give them a six-digit number called an "Alternate PIN" that the student must use to add or drop courses in Banner. The Alternate PIN is not required to view all other information in Banner, such as Financial Aid, Student Accounts or academic information.

Students who must have their Alternate PIN in order to register in Banner include all undeclared students as well as students in the participating programs who meet any the following criteria:

- Is in a pre-major program
- Has a cumulative GPA less than 2.0
- Will have earned 90 credit hours upon completion of the fall 2009 term

The programs participating in the pilot project are listed in Appendix A

Students will be able to find their advisor's name in Banner under the "View Student Information" section (under "Student Records"). Students should look in the latest term available for the latest information.

On the Banner page where a student receives the message that he or she must enter the Alternate PIN, there will be informational text directing them to the View Student Information page to find their advisor's name.

Students with a declared major who do not know who their advisor is or for whom no advisor has been entered in Banner should **contact their major department**.

Undeclared students who do not know who their advisor is or for whom no advisor has been entered in Banner can visit the **Academic Advisement Center** web site at <http://www.buffalostate.edu/academicsupport/x937.xml> to find out who their advisor is or visit the center located in South Wing 100 (716-878-5223).

Any Buffalo State staff member who receives questions about the advising requirement from students should direct the student to his or her academic advisor for instructions.

A handout that can be copied and given to students is included at the end of this document.

Note: Only advisors will provide alternate PINs to students.

Advisors with questions about advising in general can visit the Advisement Center's Advisor Information page at <http://www.buffalostate.edu/academicsupport/x976.xml> .

A description of what Academic departments are doing to facilitate the advising pilot project is included in Appendix B of this document.

General information and updates to the overall advising pilot project will be posted online at the Advising Pilot Project Web site at <http://www.buffalostate.edu/cio/advisingpilot.xml>. Feel free to contact the Advising Pilot project manager, Don Erwin, at 878-3424 or erwindf@buffalostate.edu if you have any questions.

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Appendix A - Advising Pilot Project Participating Programs

NSS

Banner Program	Banner Major code	Description
BA-NS	BIO	Biology
BS-NS	BGS	Biology 7-12, Gen Sci 7-12
BS-NS	BGX	Biology 5-12, Gen Sci 7-12
BA-NS	GEO	Geology
BS-NS	EAS	Earth Science & Science Ed.
BS-NS	EGS	Earth Science 7-12, Gen Sci 7-12
BS-NS	EGX	Earth Science 5-12, Gen Sci 7-12
BA-NS	GEG	Geography & Planning
BS-NS	URP	Urban Regional Analysis & Planning
BA-NS	PSC	Political Science

UC

Banner Program	Banner Major code	Description
BS-UC	INS	Individualized Studies
PREMAJ-UC	UNC	Undeclared
PREMAJ-UC	CEDW	Undeclared - Childhood Education
N/A	N/A	EOP Students
N/A	N/A	SSSP Students

A & H

Banner Program	Banner Major code	Description
BA-AH	COM	Communication
BA-AH	JBS	Journalism
BA-AH	MDP	Broadcasting
BA-AH	PCM	Public Communication
BA-AH	TFA	Television Arts
BA-AH	TVA	Television Arts
BA-AH	ENG	English
BS-AH	ENS	English Education
BA-AH	WRT	Writing
BA-AH	ARH	Art History
BA-AH	ART	Art
BFA-AH	PHO	Photography
BFA-AH	PRT	Printmaking
BFA-AH	PTG	Painting
BFA-AH	SCL	Sculpture
BFA-AH	INT	Interior Design
BA-AH	FRE	French Language and Literature
BS-AH	FRS	French Education
BA-AH	SPA	Spanish Language and Literature
BS-AH	SPS	Spanish Education
MUSB-AH	MUE	Music Education
BA-AH	MUS	Music
BA-AH	PHI	Philosophy
BA-AH	THA	Theater

SoE

Banner Program	Banner Major code	Description
BS-ED	CED	Childhood Education
BS-ED	CEN	Childhood Education & English 7-9
BS-ED	CFR	Childhood Education & French 7-9
BS-ED	CIT	Childhood Education & Italian 7-9

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BS-ED	CMT	Childhood Education & Mathematics 7-9
BS-ED	CSH	Childhood Education & Spanish 7-9
BS-ED	CSS	Childhood Education & Social Studies 7-9
BS-ED	ECC	Early Childhood & Childhood Education
BS-ED	ECE	Early Childhood Education
PREMAJ-ED	ELEW	Pre-Exceptional Education

SoP

Banner Program	Banner Major code	Description
BS-SP	BSA	Business Administration
PREMAJ-SP	BSAW	Pre-Business Administration)
BS-SP	CRJ	Criminal Justice
PREMAJ-SP	CRJW	Pre-Criminal Justice
BS-SP	SLP	Speech-Language Pathology

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Appendix B – What Academic Departments are doing for the Advising Pilot Project

Academic departments participating in the Advising Pilot Project will contact their students who have received an Alternate PIN in Banner to let them know that they should contact their advisor prior to adding or dropping courses for spring 2010.

Advisors assigned to students can retrieve the alternate PIN via Banner SSB and provide it to the student during the advisement session. Only the primary advisor can see the Alternate PIN in Banner SSB.

The departments have made every effort to assure that each student receiving an Alternate PIN will have an advisor listed in Banner. If there is not an advisor listed in Banner, students should seek guidance from the department chair of their primary major, who will arrange advisement for the student. The department chairs have access to all students' Alternate PINs.

If a student's advisor is not available, they should seek guidance from the department chair of their primary major who will arrange advisement for the student. The department chairs have access to all students' Alternate PINs.

Academic departments have the ability to add, modify and delete advisors assigned to students through Banner. They also have the ability to add and remove Alternate PINs for individual students.

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Help For Students With Questions About Advisement

Why do I have to enter an Alternate PIN in order add or drop courses in Banner?

You have met the criteria for advising according to the college advisement policy (viewable online at http://bscintra.buffalostate.edu/bulletin/archives/03_04/april15_04.html) and you are in a program that is participating in a pilot project to use Banner to enforce the advisement policy.

Where do I get the Alternate PIN so I can register?

Your advisor will give it to you at your advisement session.

Who is my advisor?

Look in Banner in the "View Student Information" section (under "Student Records") to find your advisor. Select the latest term available.

What if my advisor is not listed in Banner?

If you have a declared major, contact your major academic department to find out who your advisor is.

If you are undeclared, look up your advisor on the **Academic Advisement Center** web site at <http://www.buffalostate.edu/academicsupport/x937.xml>. You can also visit the center located in South Wing 100 or call 716-878-5223.

What if my advisor is not available?

Advisors should be available according to their posted hours. If your advisor is unavailable, contact your major academic department for other arrangements.

Note: It is recommended that you attempt to see your advisor as soon as possible. Waiting until the last moment to see your advisor could put you in this situation.

Do I need the Alternate PIN to see any other information in Banner?

No. The Alternate PIN will not affect your ability to view any other information in Banner such as Financial Aid Student Accounts or even academic information. It only prevents you from adding or dropping courses.

Will I need to remember my Alternate PIN the whole term?

No. After you use the Alternate PIN and attempt to add or drop a course, you will not need to use it again.

Can I get my Alternate PIN from anyone besides my advisor?

No. Only your assigned primary advisor or department chair can give you the Alternate PIN.