

STUDENT SUPPLEMENTAL RESOURCES PACKET



**WELCOME TO
AUGUSTA UNIVERSITY**

FROM YOUR ACADEMIC ADVISING TEAM

ADVISING SYLLABUS

There is an "US" in Syllabus

ACADEMIC ADVISEMENT

Summerville Campus

University Hall, Suite 262

Website: <https://www.augusta.edu/advising/>

Email Address: academicadvisement@augusta.edu

Telephone Number: 706-731-7979

Office Hours: Monday – Friday, 8:00 am – 5:00 pm

- Appointments are welcomed, but require a **24-hour advanced notice** in order to adequately prepare for your appointment.

At Augusta University, academic advisement provides students with the opportunity to build a relationship with their advisor that empowers students with the necessary information to make well-informed decisions based on their career goals and academic plans while reinforcing institutional and University System policies and values.



AUGUSTA
UNIVERSITY

ADVISOR AND STUDENT RESPONSIBILITIES

Augusta University is committed to providing quality academic advisement to students in all academic programs. Attaining this goal requires that both advisors and students understand and embrace their respective roles in the advising process.

Students should ...

- **Be prepared** to discuss goals and educational plans during an advising session
- **Ask questions** if something is not clear during an advising session
- **Be open and willing** to consider advice given during an advising session
- **Accept responsibilities** for decisions made during the advising process
- **Review transcripts** using JagTrax each semester and monitor academic progress
- **Commit to an academic plan** that supports degree completion and/or successful transfer
- **Become knowledgeable** of campus policies, procedures and resources
- **Respond in a timely manner** to emails/texts from advisors
- **Keep scheduled appointments** or give ample notice for rescheduling

Academic Advisors should ...

- Understand and effectively communicate curriculum and program requirements
- Assist students in selecting courses based on educational and career goals
- Ensure students are part of the decision-making process and have a clear understanding of expectations
- Encourage and support students as they navigate through their academic careers

LIMITATIONS ON ACADEMIC ADVISOR RESPONSIBILITIES

The Academic Advisor serves as a facilitator and role model. However, there are limitations to an Advisor's responsibilities.

An Academic Advisor:

- can NOT make decisions for an advisee, but can be a sympathetic listener and offer alternatives to consider
- can NOT alter the native abilities of a student, but can encourage maximum development of talents
- can NOT change college policy or academic requirements, but can inform and recommend a course of action
- can NOT serve as a personal counselor, but can be a resource for referrals to appropriate professional personnel

TIPS FOR ACADEMIC SUCCESS

- Take ownership of your college experience
- Read and manage your Augusta University email regularly
- Attend class regularly and be on time
- Understand the limit of five (5) withdrawals throughout your time at AU
- Create a balanced course load each semester that is suitable and progressive
- Ask questions and seek advisement often

ACADEMIC ADVISING CHECKLIST

<p>PRIOR TO ENROLLMENT <i>Preparing for your first semester</i></p>	<ul style="list-style-type: none"> ○ Login to your JagTrax account and review your degree audit <ul style="list-style-type: none"> ● http://www.augusta.edu/advising/documents/jag-trax.pdf ● Are AP credits and transfer credits showing? ○ Clear any remaining holds on your account An "Academic Advisement Advisee (AU)" hold will remain on your account until you have earned 60 hours or been accepted into your program of study. This hold will not block you from obtaining your transcripts, viewing your grades, accepting financial aid awards or registering for future terms. ○ Explore Campus Resources and visit these websites: <ul style="list-style-type: none"> ● Academic Advisement – http://www.augusta.edu/advising ● Academic Calendars - https://calendar.augusta.edu/site/academic/ ● Career Services - http://www.augusta.edu/careerservices/ ● Undergraduate Catalog – http://catalog.augusta.edu/ ● Reese Library – http://www.augusta.edu/library/reese/ ● Registrar's Office – http://www.augusta.edu/registrar ○ Get in the habit of checking your Augusta University email account several times a day
<p>YEAR 1 <i>Transitioning and Adjusting to College Life</i></p>	<ul style="list-style-type: none"> ○ Meet with your Academic Advisor to discuss courses for the upcoming semester ○ Check your Augusta University email account for an appointment link to schedule a "Next Term Advisement" appointment <ul style="list-style-type: none"> ● Students who have an "Academic Advisement Advisee" hold on their account are advised in the Office of Academic Advisement (see PRIOR TO ENROLLMENT for an explanation of this hold) ○ Review major requirements via JagTrax ○ Create a resume and attend major exploration and career fairs ○ Explore interests, strengths and careers/Visit Career Services Recommended early in your first semester ○ Learn about campus activities and student organizations
<p>YEAR 2 <i>Academic & Career Exploration and Personal Development</i></p>	<ul style="list-style-type: none"> ○ Meet with your Academic Advisor to discuss courses for the upcoming semester <ul style="list-style-type: none"> ● Students who have an "Academic Advisement Advisee" hold on their account are advised in the Office of Academic Advisement. ○ Continue exploring interests, strengths and careers/Revisit Career Services ○ Explore internship, co-op, research and study abroad opportunities
<p>YEAR 3 <i>Academic Enhancement and Career Goal Setting</i></p>	<ul style="list-style-type: none"> ○ Meet with faculty advisor to discuss courses for the upcoming semester <ul style="list-style-type: none"> ● Students who have an "Academic Advisement Advisee" hold on their account are advised in the Office of Academic Advisement ○ Network with faculty in your major ○ Attend Career Services and Graduate School workshops for career planning ○ Develop career goals ○ Participate in co-op, internship, research and study abroad opportunities ○ Update resume and attend career fairs
<p>YEAR 4+ <i>Transitioning out of college into career or graduate school</i></p>	<ul style="list-style-type: none"> ○ Meet with faculty advisor for final degree audit before graduation ○ Finalize career/graduate school plans ○ Apply for graduation

*Remember, **YOU** are responsible for your educational outcome, so take personal responsibility!*

AUGUSTA UNIVERSITY

CAMPUS SUPPORT SERVICES

Academic Success Center

A designated study space that offers tutoring, academic coaching, and success workshops

- University Hall, Room 156
- Phone: (706) 667-4777
- Email: asc@augusta.edu
- Website: <https://www.augusta.edu/academicsuccess/>

Business Office

Process all tuition and fee payments for students as well as promptly deliver information regarding student bills, important dates, and refunds

- Payne Hall, Summerville Campus
- Phone: 706-737-1767
- Email: business_office@augusta.edu
- Website: <https://www.augusta.edu/finance/controller/businessoffice/>

Career Services

Offers on-and off-campus employment sources, résumé critiques, and mock interviews and hosts job fairs and workshops

- University Hall, Suite 263
- Phone: (706) 737-1604
- Email: careercenter@augusta.edu
- Website: <https://www.augusta.edu/careerservices/>

Financial Aid

Assist students by providing information about federal, state and institutional loans, grants, scholarships, and work study programs

- Fanning Hall, Summerville Campus
- Phone: 706-737-1524
- Email: osfa@augusta.edu
- Website: <https://www.augusta.edu/finaid/>

Housing

Unique experience that provides opportunities for students to meet new people and to explore new ideas and ways of relating to others

- Oak Hall, Housing and Residence Life Office
 - 830 Spellman Street, Augusta, GA 30912
- Phone: 706-729-2300
- Email: residencelife@augusta.edu
- Website: <https://www.augusta.edu/housing/>

Libraries

Provide print and electronic sources and assistance with student research

Summerville Campus: Reese Library

- Phone: (706) 737-1744
- Website: <https://www.augusta.edu/library/reese/>

Health Sciences Campus: Greenblatt Library

- Phone: (706) 721-3441
- Website: <https://www.augusta.edu/library/greenblatt/>

Tutoring in Science and Math

- Health Sciences Campus – Science & Math Building, Room 1046
- Academic Success Center – University Hall, Room 156
- Website: <https://www.augusta.edu/scimath/scimath-tutoring-center.php>

Open Paws Food Pantry (two locations)

- Summerville Campus – Bellevue Hall (8-5 pm)
- Health Sciences Campus – Second Floor of Student Center (8-5 pm)
- Phone: (706) 737-1411
- Website: <https://www.augusta.edu/student-affairs/open-paws.php>

Registrar's Office

Maintains and preserves student academic records, supports academic progress and provides academic certification

- Rains Hall, Summerville Campus
- Phone: 706-446-1430
- Email: registrar@augusta.edu
- Website: <https://www.augusta.edu/registrar/>

Student Counseling & Psychological Services

Offers assistance with personal, developmental, and mental health concerns

- Summerville Campus: CE-2A
- Health Sciences Campus: DA 2014
- Phone: (706) 737-1471
- Website: <https://www.augusta.edu/counseling/>

Student Health Services

For a list of services offered, visit the site: https://www.augusta.edu/shs/clinical_services.php

- Pavilion II-AF 1040, 1465 Laney Walker Blvd.
- Phone: 706-721-3448
- Email: studenthealth@augusta.edu
- Website: <https://www.augusta.edu/shs/>

Campus Recreation Center

Offers physical activity and fitness services

- Health Sciences Campus: DA1000—Student Center, 1488 Laney Walker Blvd.
- Phone: (706) 721-6800
- Website: <https://www.augusta.edu/campus-recreation/>

Testing and Disabilities

Offers special accommodations, testing arrangements, disability-related assistance, and assessments for admission into undergraduate and graduate programs

- Summerville Campus, Galloway Hall
- Phone: (706) 737-1469
- Email: tds@augusta.edu
- Website: <https://www.augusta.edu/tds/>

Center for Writing Excellence

Offers one-on-one writing and multimodal composition consultations

- Summerville Campus: Allgood Hall, Room N204
- Health Sciences Campus: Closed in Spring 2021
- Phone: (706) 737-1402
- Email: cwe@augusta.edu
- Website: <https://www.augusta.edu/cwe/index.php>

ADVISING LINGO AND TERMINOLOGY

Majors

A major is an academic course of study, with specific requirements within an academic department. The major comprises roughly one-half (60 hours) of a degree program. To graduate, students must have a major.

Minors

A minor is a secondary area of academic emphasis and usually requires 18 hours of academic coursework beyond the major of interest's coursework. There are a variety of reasons why a student may add a minor to their degree plan.

INQR 1000

INQR 1000 is a one credit hour, seminar course designed to engage first and second year students in the discovery, exploration and analysis of ideas. Students should take INQR 1000 within the first two years of a student's undergraduate career. INQR 1000 is not required for students who transfer to Augusta University with more than 60 credit hours.

Academic Standing

A policy that governs students whose institutional GPA falls below a 2.0, the GPA necessary for graduation. Students will be placed on Academic Probation or Suspension based on several factors. The academic standing policies can be found in the University Catalog under *Academic Regulations*.

Catalog

Source for information about all of the university degree and program requirements, including course descriptions, pre-requisite information, and academic policies and procedures. Students should utilize the catalog associated with their most recent admissions term as policies can change from year to year.

Co-Requisite

Courses that must be taken together in the same term are co-requisites. Courses that require co-requisites are noted in course descriptions printed in the Catalog.

Add/Drop

A period at the beginning of each semester during which students are able to drop courses for which they have previously registered and/or add any additional available courses to their schedule. The add/drop dates are generally noted in the university's Academic Calendar.

Full-Time

Students taken 12 or more credit hours are considered full-time; however, students should take 15 to 17 credit hours each Fall and Spring semester in order to graduate in four years. *Note: 15-17 hours may not be attainable for the student with dual enrollment, advanced placement or transfer credit.*

Grade Point Average (GPA)

A measure of academic performance on a 4-point scale. A student's GPA can be viewed in JagTrax, the student degree audit.

Pre-requisite

A course that must be satisfactorily completed prior to taking another course. For example, before taking ENGL 1102, a student must first pass (with a minimum grade of C) ENGL 1101. Prerequisites may be found at the end of course descriptions in the Catalog.

POUNCE

POUNCE is the University's online student information system. Maintained by the Registrar's Office, it includes information about registration, student information and records, student fees, financial aid, and more.

Withdrawing from a Course

Withdrawing from a course means exiting a course after add/drop concludes. Withdrawing from a course can create significant problems for financial aid and delay graduation. Students are always encouraged to speak to the professor of the course they wish to drop regarding whether a withdrawal is necessary. Students should also consult the Office of Financial Aid to determine the implications of withdrawing from a course after the add/drop deadline. Students are required to complete a withdrawal form which can be accessed via the Registrar's website and are required to get the signature of their professor and Academic Advisor before the form can be processed by Records.

To receive a "W" the withdrawal form must be completed and turned into the Registrar's Office prior to the close of business on the 10th business day after the midterm date posted on the academic calendar. 10 business days after midterm a student will be assigned a "WF" unless a grade of "W" is approved by the Department Chair of the course.

More information about a withdrawal can be found on the Registrar's "[Withdrawal](#)" webpage.

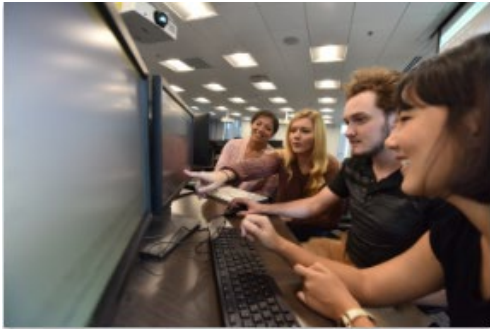
Graduation Requirements

All candidates for the bachelor's degree at Augusta University must satisfy the following conditions:

- Students must earn 39 or more hours in upper level courses.
- Students must complete all requirements for a major with a grade of C or better in each course.
- Together with the core curriculum, minor (if applicable), and electives, these requirements must total at least 120 hours, not including credits for the wellness requirement.

Specific graduation requirements for each program can be found in the [University Catalog](#).

WHAT IS JAGTRAX?



The screenshot shows the JagTrax 'Worksheets' page. It includes a search bar with a student ID and name, a GPA calculator, and a degree progress section for a Bachelor of Arts degree. The degree progress shows 54% completion and an overall GPA of 2.40. A legend at the bottom explains the symbols used in the audit report.

Worksheets

Date refreshed: [refresh icon]

Student ID: [input field] Name: Student, Test Degree: Bachelor of Arts

Advanced search

Level: Undergraduate Semester Classification: Senior-Semester Major: Integrated Studies Program: IBA-INTS College: College of Arts, Hum, Soc Sci

Academic Standing: Good Standing Overall GPA: [input field] Institutional GPA: [input field] Regents GPA: [input field] Overall Hours Earned: [input field]

Admissions Term: [input field] Campus: Main Campus Attribute: No Attribute Sport: [input field] Holds: No Holds

Advisor(s): [input field]

Academic What-If [refresh icon] View historic audit

Format: Student View Degree progress: 54% Overall GPA: 2.40 PROCESS

Requirements

Degree in Bachelor of Arts [INCOMPLETE]

Core Curriculum A - E [INCOMPLETE]

Credits required: 42 Credits applied: 40 Catalog year: Academic Year 2017 - 2018

Major in Integrated Studies, BA [INCOMPLETE]

Legend

- Complete
- Complete (with classes in-progress)
- Prerequisite
- Repeated class
- Not complete
- Nearly complete - see advisor
- Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. The degree audit report should not be used in place of advising. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

JagTrax is a web-based advisement tool that helps advisors and students “audit” academic progress towards degree completion and “plan” future coursework. The *JagTrax* audit provides information about degree requirements. Your audit is a planning tool and *not* an official certification of graduation.

To access JagTrax, log into jagtrax.augusta.edu using your AU username and password. You will be prompted to approve DUO via your preferred settings. JagTrax will open in a new window.

For help with navigating JagTrax, see [Navigating the Degree Audit](#) on the Registrar’s website.

If you have questions about your JagTrax degree audit, contact your Academic Advisor for assistance.

WHAT IS CORE?

WHAT IS CORE CURRICULUM?

The basic course of study required of all students seeking a bachelor's degree at Augusta University is referred to as the "core."

The attainment of general education learning outcomes prepares responsible, reflective citizens who adapt constructively to change. General education includes opportunities for interdisciplinary learning and experiences that increase intellectual curiosity, providing the basis for advanced study in the variety of fields offered by today's colleges and universities.

In addition to 18 credit hours from Area F (major specific) and the other courses required to satisfy the major, students **must take 42 credit hours from Areas A-E courses outlined in the table to the right.**

Students should become familiar with the core curriculum, especially Area F by:

- consulting with their Academic Advisor
- reviewing their major's track sheet frequently
- studying the program's [catalog](#)
- using JagTrax

HOW MANY CLASSES SHOULD I TAKE?

Students should plan to earn 15-16 credit hours each semester, keeping in mind academic strengths and weaknesses as you select course combinations and course loads. Most classes are 3 credit hours, but some may be 1, 2, or 4 hours. To be considered a "full time" student, you need to take at least 12 hours per term.

Taking 15-16 credit hours per semester, ensures that a student is on track for on-time graduation. Students must earn a **minimum of 120 credit hours** towards their degree in order to graduate.

WHAT IS THE PHYSICAL EDUCATION REQUIREMENT?

Students pursuing a baccalaureate degree must complete three courses in Physical Education (WELL).

- 2 Credit Hour "Wellness" course (WELL 1000)
- 2, 1-credit hour "Activity" courses

*Waived for JR/SR Transfers

A R E A	ENGL 1101	Grade of C or better required in ENGL 1101 & ENGL 1102. BOR/ADU policy - must successfully complete Area A as freshman.		3 hours
	ENGL 1102			3 hours
	NON-SCIENCE TRACK Choose one: *discuss math w/advisor		SCIENCE TRACK Required course:	MATH 1113*
A	MATH 1111*	MATH 1001*		
Total Semester Hours required for Area A = 9 hours				

A R E A	COMM 1100	Credit should be earned in first terms for Communications/Speech and Introduction to Academic Inquiry.	3 hours
	INQR 1000		1 hour
B	INST	Total Semester Hours required for Area B = 4 hours	

A R E A	Choose two different Area C subject areas.		ENGL 2121/2122/2130	PHIL 2010/2020/2030	3 hours + 3 hours
	ART 2010	FILM 1100	HUMN 2010	MUSI 2320	
	THEA 1100	ARAB*	CHNS*	FREN*	
C	GRMN*	SPAN*	*foreign language 1001/1002/2001/2002		
Total Semester Hours required for Area C = 6 hours					

A R E A	NON-SCIENCE TRACK*		SCIENCE TRACK*		8-11hrs	
	Choose any two or three:			Choose a sequence:		
	ASTR 1000	BIOL 1107	BIOL 1107 & BIOL 1108			
	BIOL 1101	BIOL 1108				
	BIOL 1102	CHEM 1211	CHEM 1211 & CHEM 1212			
	CHEM 1151	CHEM 1212				
	CHEM 1152	PHYS 1111	PHYS 1111 & PHYS 1112			
	GEOG 1112	PHYS 1112				
	GEOL 1121	PHYS 2211	PHYS 2211 & PHYS 2212			
	GEOL 1122	PHYS 2212				
PHSC 1011	SCIE					
Choose one or zero:			Choose one:			
MATH 2210	CHEM 1100*	MATH 2011		0-3 hrs		
MATH 1113	PHYS 1010*	MATH 2210~				
MATH 2011	*selected topics - no lab	~option: Biology majors only				
*HEALTH SCIENCE TRACK has math & science sequence level options - discuss with advisor.						
Total Semester Hours required for Area D = 11 hours						

A R E A	HIST 2111 / 2112	EITHER CLASS satisfies GA&US History legislative requirements.		3 hours	
	POLS 1101	Satisfies GA & US Constitution legislative requirements.		3 hours	
	Choose one:	ANTH 2011	PSYC 1101	3 hours	
		ECON 1810	SOCI 1101		
	Choose one not chosen above:				
	ANTH 1102	HIST 1111	PSYC 1101	3 hours	
	ANTH 2011	HIST 1112	PSYC 2150		
	ECON 1810	HIST 2111	SOCI 1101		
	ECON 2106	HIST 2112	SOCI 1160		
	ECON 2105	POLS 2401	SOCI 2241		
GEOG 1111					
Total Semester Hours required for Area E = 12 hours					

PROGRAM PATHWAYS

At Augusta University, we help students find their path and align their goals to prepare them for success in their future endeavors. From day one, students are supported through enriched learning inside and outside of the classroom and encouraged to explore.

By engaging and capitalizing on their **momentum**, Augusta University students will develop a sense of purpose and seek a bright future.

WHY FOCUS?

- Explore self to grow and make the choice that is right for you.
- Develop a personalized pathway to the career of your dreams.
- Graduate on time and be better prepared for the future.

Majors at Augusta University are clustered into groups that have a shared focus; we call them academic focus areas. Through focus areas, students explore majors and careers that fir their interests, abilities, knowledge and purpose.

Augusta University's focus areas are listed below. A brief description of each focus area can be found on the Augusta University Academic Advisement website under the *Find Your Path* tab.

ACADEMIC FOCUS AREAS:

- Arts and Humanities
- Business
- Computing
- Education
- Health Professions
- Science and Mathematics
- Social and Behavioral Sciences