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http://senate.psu.edu/policies-and-rules-for-undergraduate-students/32-00-advising-policy/#32-30...

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Introduction

Many individuals at Penn State offer academic advising, including faculty who advise at the departmental and premajor levels, and staff professionals who work primarily with students in an advising capacity. The foundation of the philosophy of academic advising at Penn State University, and at the Abington College, is that it is a shared relationship between the advisor and advisee which is characterized by mutual respect, trust and ethical behavior. Further, this relationship is considered to be an important component of the student’s educational experience. Students are ultimately responsible for course scheduling, program planning, and the successful completion of graduation requirements. Therefore, it is important for advisors to be accessible, approachable and knowledgeable about the student, university and college policies, major policies and requirements, and career development. In this way, advisors are able to provide advisees the guidance and resources necessary so advisees are able to make educated decisions about their academic trajectory.

All students are assigned an academic advisor. Academic advisors help students evaluate their educational plans, answer questions about major fields of study, provide general information about academic policies and procedures, and assist with career preparation through the advising process. Good academic advising helps students to achieve academic and/or personal success.

Purpose

The purpose of Academic Advising is to (Senate Policy 32-00): http://senate.psu.edu/policies-and-rules-for-undergraduate-students/32-00-advising-policy/

1. Help advisees identify and achieve their academic goals
2. Promote intellectual discovery
3. Encourage students to take advantage of both in and out of classroom educational experiences and opportunities
4. Teach students to become self-directed learners and decision makers

Responsibilities of Advisors and Advisees

(Senate Policy 32-30 B-3: RESPONSIBILITIES OF ADVISORS AND ADVISEES) http://senate.psu.edu/policies-and-rules-for-undergraduate-students/32-00-advising-policy/#32-30

Here are some ways that an advisor can follow the spirit of the policy:

Advisor

1. Help the advisee to understand the academic and administrative processes and policies of the University and the nature of its academic programs. This could include the meaning
of higher education, the aims of disciplinary and interdisciplinary study, academic requirements, and expected standards of achievement.

2. Provide advice and consultation about program requirements including planning a course of study, registration, course offerings, the relationship between courses, programs and occupations, as well as the benefits of supplemental educational opportunities such as research, club membership and/or study abroad. The advisor and advisee work together to ensure prerequisites and entrance to major requirements are fulfilled.

3. Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests. The advisor assists the student in assessing progress towards his/her degree. The advisor considers the semester level of the student and provides key information based on that level.

4. Is available during office hours or by appointments to meet with students on a regular basis. The advisor responds in a timely manner to student requests for assistance. The advisor seeks to understand and address each advisee's particular concerns.

5. Refer advisees to other resources when appropriate.

6. Participate in advisor training sessions to keep informed and current about advising tools, strategies and resources.

Responsibilities of the Advisee

1. Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.

2. Seek the academic and career information needed to meet educational goals.

3. Become knowledgeable about the relevant policies, procedures, and rules of the University, college, and academic program.

4. Be prepared with accurate information and relevant materials when contacting the advisor.

5. Consult with the advisor at least once a semester to decide on courses, review the accuracy of the audit, check progress towards graduation, and discuss the suitability of other educational opportunities provided by the University.

Preparing for Your Work as an Academic Advisor

Advisors may want to create a folder in favorites entitled Advising and add links to some of the most regularly used advising links. Here are some suggested links for that folder:

- Academic Advising Portal: a resource for faculty and staff who advise
  [http://advising.psu.edu/adviser-resources](http://advising.psu.edu/adviser-resources)

- Administrative Enrollment Controls: The University's goal is to adjust to shifting student interests and to accommodate all qualified students in the undergraduate majors of their choice. When limitations of space, faculty, or other resources make this goal unattainable, the college dean responsible for the major may request administrative enrollment controls.
Bachelor of Arts Degree Requirements: http://bulletins.psu.edu/undergrad/barequirements/

Entrance to Major Requirements: http://dus.psu.edu/students/etm/requirements.html

LionPath Glossary of Terms: https://www.registrar.psu.edu/lionpath/glossary.cfm

Recommended Academic Plans: http://www.abington.psu.edu/academics/advising-center/academic-plans

Schedule of Courses: https://public.lionpath.psu.edu/psp/CSPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT

Transfer Subject Search: To view the articulation rules (course evaluations) for a particular college or university, navigate to: Records & Enrollment >> Transfer Credit Rules >> PennState XFER Subject Search

University Bulletin: http://bulletins.psu.edu/undergrad/

University Undergraduate Advising Handbook: http://handbook.psu.edu/

Wait List function for courses in LionPath: https://tutorials.lionpath.psu.edu/public/Docs/WaitListFAQ.pdf

Advisors may also want to create a folder titled Academic Advising Resources. Here are some suggested links for that folder:

- Academic Calendars for Penn State Abington: http://abington.psu.edu/academic-calendar
- Faculty Advising Resources: http://www.abington.psu.edu/academics/advising-center/faqs/faculty-advising-resources
- Division of Undergraduate Studies (DUS) Advising Center Resources: Valuable Links: http://www.abington.psu.edu/academics/advising-center/valuable-links
- Division of Undergraduate Studies homepage: http://dus.psu.edu/
General Education
http://handbook.psu.edu/content/general-education

3-6-9 Rule

In consultation with an advisor and the student's appropriate dean's representative, a sequence of 9 credits may be developed in the arts, humanities, or social and behavioral sciences by substituting 3 credits from one of the other two areas. For example, a student might develop a 9-credit sequence of courses in social sciences (GS) with SOC 001 (GS), PSYCH 100 (GS), and HD FS 249 (GS) and deduct 3 credits from arts (GA). In other words, this student's 3 credits in GA, 6 credits in humanities (GH), and 9 credits in GS would fulfill requirements in these areas.

Foreign Language Substitution
Students in majors that do not require a foreign language may take a level 003 world language course and have it substituted for a general education requirement.

CAS 100A, B, & C – Effective Speech

- **CAS 100A** – Principles of communication, implemented through presentation of speeches, with some attention to group discussion and message evaluation.
- **CAS 100B** – Principles of communication, implemented through group problem solving, with some attention to formal speaking and message evaluation.
- **CAS 100C** – Principles of communication, implemented through analysis and evaluation of messages, with some attention to formal speaking and group discussion. This course is not offered at Abington.

Students should select the one that best suits their interests and skills and/or if applicable, meets the requirement of their majors.

Academic Integration Courses (AIC)
Academic Integration Courses (AIC) are offered for students whose native language is not English. AIC courses usually have a course section number in the 400 level in LionPATH.
English 202A, B, C, D, & H – Effective Writing
ENGL 202 is a required three-credit course that Penn State undergraduates are eligible to take after attaining fourth-semester standing. Students may take only one course for credit from ENGL 202A, B, C, D, or H. Although the five 202s share common goals, they each also have important, discipline specific differences. This link will give more information on the similarities and differences: [http://composition.la.psu.edu/courses/courses/202s-similarities-and-differences](http://composition.la.psu.edu/courses/courses/202s-similarities-and-differences)

- **English 202A – Writing in the Social Sciences**: Instruction in writing persuasive arguments about significant issues in the social sciences.
- **English 202B – Writing in the Humanities**: Instruction in writing persuasive arguments about significant issues in the humanities.
- **English 202C – Technical Writing**: Writing for students in scientific and technical disciplines.
- **English 202D – Business Writing**: Writing reports and other common forms of business communication.
- **English 202H – Honors Writing in the Humanities**: Instruction in writing persuasive arguments about significant issues in the humanities.

**Academic Integration Courses (AIC)**
Academic Integration Courses (AIC) are offered for students whose native language is not English. AIC courses usually have a course section number in the 400 level in LionPATH.

**Credit by Exam**
Penn State students may earn credit for a course to fulfill degree requirements by earning a grade of C or higher on a comprehensive examination made available through the academic unit that offers the course. This examination is a substitute for completing the usual requirements of a course: [http://handbook.psu.edu/content/credit-by-examination](http://handbook.psu.edu/content/credit-by-examination)

**Credit Overload (More Than 19 Credits)**
To schedule more than 19 credits, a student must add the overload credits during the drop/add period. No additional tuition is charged.

**Foreign Language Courses**
[https://handbook.psu.edu/content/scheduling-world-language-courses](https://handbook.psu.edu/content/scheduling-world-language-courses)

Students should schedule foreign language courses based on the number of years they studied the language in high school:

- 0-1 year = Level 001
- 2-3 years = Level 002
- 4+ years = Level 003
Native speakers of a world language may want to consider a Credit by Exam of Proficiency Certification. Dr. Rosa Chism is the current Abington contact for these world language exams.

**World (Foreign) Language Admission Requirement - Language Deficiency**

[https://handbook.psu.edu/content/world-language-admission-requirement](https://handbook.psu.edu/content/world-language-admission-requirement)

Although two units of a high school world language are listed for admission into a four-year degree program, students are admitted to baccalaureate degree programs without satisfying this requirement. Students lacking two units of a world language must pass one 3- or 4-credit college-level world (foreign) language course in order to graduate from a baccalaureate degree program. Some majors may also require additional foreign language coursework.

**Academic Warning**

In Fall 2016, the university faculty senate passed a new policy on students with low grades. Its implementation begins at the start of the spring 2017 semester. The core of the new policy is “academic warning” status. This applies to a student who has earned at least 19 credits when his/her cumulative gpa falls below 2.0. The student is placed on “academic warning,” and a hold is placed on his/her registration for the semester following.

**Senate Academic Progress Policies**

[http://senate.psu.edu/policies-and-rules-for-undergraduate-students/54-00-academic-progress/](http://senate.psu.edu/policies-and-rules-for-undergraduate-students/54-00-academic-progress/)

**Senate Academic Progress Actions**

[http://undergrad.psu.edu/aappm/I-1-academic-progress-actions-for-degree-students.html](http://undergrad.psu.edu/aappm/I-1-academic-progress-actions-for-degree-students.html)

Once a student has met with their assigned faculty advisor and developed a success plan, the faculty advisor can email the Abington Registrar to request that the registration hold on their account be released.

Below is a template that can be used for this email:

Dear *(Insert name of campus registrar)*,

I have met with my advisee, **student name, student number**, and we have discussed a plan for academic success. Please remove their academic warning hold.

Thank you,

*Adviser Name*
If a student on “academic warning” receives a semester gpa above 2.0, they may continue as a PSU student. Once the cumulative gpa rises above 2.0, the student is removed from warning status.

If a student on “academic warning” receives a semester gpa below 2.0, he/she moves to “academic suspension” and will not be permitted to take courses at PSU for two semesters (including summer). Following suspension, students must re-enroll to begin taking classes again, and they remain on academic warning. If they earn a semester gpa below 2.0 upon returning from a suspension in warning status, they will then face an additional suspension. Upon return from the second suspension, a further semester below 2.0, will move a student into “academic dismissal”. They will not be permitted to take courses at PSU for a period of four calendar years, after which students may seek re-enrollment and academic renewal.

GPA Prediction

The GPA Prediction application provides Penn State undergraduates with a tool to calculate their predicted semester and cumulative grade-point averages (GPAs). This tool is available in LionPath. Select GPA Calculator from the “other academic…” dropdown menu, then hit the Go button in your Student Center, Advisor Center, or Student Services Center (Student) page.

Scheduling First Year English Courses

Scheduling first year writing courses: http://handbook.psu.edu/content/scheduling-first-year-writing-courses

Scheduling General Education Math Courses

Scheduling general education quantification courses: http://handbook.psu.edu/content/scheduling-gen-ed-quantification-courses

Scheduling Beginning Chemistry Courses

Scheduling beginning chemistry courses: https://handbook.psu.edu/content/scheduling-beginning-chem

Unofficial Transcripts

A transcript of a student's academic record is a chronological report of the student's academic work recorded at the University and a record of the student's performance in Penn State courses. Viewing an unofficial transcript is often helpful when advising. This tutorial gives instructions
on how to view an unofficial transcript in LionPath.  
https://tutorials.lionpath.psu.edu/public/UnoffTrans/ 

Transfer Credits 

When a student applies to Penn State, an initial evaluation of their transfer credits is done by the admissions office. In order for the credits to transfer, the course must be from an intuition recognized by the six regional accrediting organizations and the student must have earned a grade of “c” or higher. Students receive an “evaluation of transfer credits” document with their offer of admission. This document is also available in the LionPath Student center under “Communications”.

TRN-Transfer Pending Review  
Courses titled “TRN-Transfer Pending Review” require the submission of the course syllabus for evaluation. Directions for submitting syllabi are located on the credit evaluation letter that students receive. Syllabi are to be emailed or mailed to Penn State Admissions at University Park.

General Credit (XFRGEN)  
Courses titled “general credit (XFRGEN)” may benefit from a review by the faculty advisor (and possibly the program chair) to determine whether they may be used to fulfill degree requirements. Students should provide the faculty advisor with a course syllabus to aid in this reevaluation process.

When a course in question is to be used to fulfill a general education requirement, a faculty member who approves this substitution should contact the graduation coordinator to make the change on the student’s record. This change will update how the course is categorized on the student’s degree audit.

When a course in question is to be used to fulfill a major requirement, a faculty member who approves this substitution should contact the program chair of the major in question who will provide a second form of review of the course information. If the program chair is in agreement of the substitution, he/she will forward that information to the graduation coordinator who will make the change of the student’s record. This change will update how the course is categorized on the student’s degree audit.

The Abington graduation coordinator is only permitted to make these type of changes for Abington majors. Students pursuing a non Abington major should be directed to their academic department to discuss the course reevaluation/petition process.

This link provides more information on understanding Penn State transfer credit equivalencies:  
http://admissions.psu.edu/info/future/transfer/transfer-credit-equivalencies/
Tuition rates for upper-division students are higher. Students are considered upper division when they have accumulated 59.1 credits. For information on tuition semester classification and tuition rates, visit bursar.psu.edu

**Recommended Academic Plans**

Recommended Academic Plans provide, in table form, the courses students might schedule semester by semester as they pursue a particular degree: [https://dus.psu.edu/recommended-academic-plans](https://dus.psu.edu/recommended-academic-plans)

The plans:

- Identify normal academic progress and course offerings needed, and reveal course sequencing.
- Assist students and advisors in planning students' schedules both short-term and long-range, registrars and departments in planning course offerings, and registrars and deans in determining when students should change campus.
- Help prospective students and their families to anticipate the academic workload and courses needed to earn a degree and students to anticipate when courses will be offered in order to appropriately schedule prerequisites.
- Serve as tools to help advisors learn the curriculum.

**Penn State Undergraduate Advising Handbook**

[http://handbook.psu.edu/](http://handbook.psu.edu/)

This handbook is published by the Division of Undergraduate Studies (DUS) in consultation with offices throughout Penn State to provide user-friendly advising information regarding University-wide academic policies and procedures. It is intended to be used in conjunction with University, college, and department advising resources. Information, policies, and procedures have been cross-referenced with the relevant University sources. Although the handbook is designed for use at University Park, most information is applicable at other Penn State campuses.

**When Can I Schedule?**

The Registration Timetable provides students with the date that they can begin registering for classes: [http://www.registrar.psu.edu/Reg_Timetable/RegTimetable_Main.cfm](http://www.registrar.psu.edu/Reg_Timetable/RegTimetable_Main.cfm)

Students can also find their individual registration date in LionPath under “enrollment dates”

**University Bulletin**

This bulletin is intended primarily to provide students and advisors with Penn State academic information, including information on degree programs, minor programs, and general education: [http://bulletins.psu.edu/bulletins/bluebook/baccalaureate_degree_programs.cfm](http://bulletins.psu.edu/bulletins/bluebook/baccalaureate_degree_programs.cfm)
Entrance to Major Requirements

Administrative Enrollment Control Majors

A list of majors with administrative enrollment controls by semester pool: [http://advising.psu.edu/administrative-enrollment-controls](http://advising.psu.edu/administrative-enrollment-controls)

Entrance to Major Requirements and Procedures

All Penn State majors have entrance to major requirements. Minimum entrance requirements and procedures for each major by college/campus can be found here: [https://advising.psu.edu/entrance-major-requirements](https://advising.psu.edu/entrance-major-requirements)

Additional Academic Policies and Procedures Related to Advising

Academic Renewal (Senate policy 58-60)

Academic renewal provides an opportunity for former students to resume their academic career without being penalized by their past academic record after a four-year absence from the university: [https://handbook.psu.edu/content/academic-renewal](https://handbook.psu.edu/content/academic-renewal)

Academic Warning

Academic warning serves as official notification that a student is currently failing to meet the 2.00 minimum cumulative grade-point average for graduation: [http://handbook.psu.edu/content/unsatisfactory-scholarship](http://handbook.psu.edu/content/unsatisfactory-scholarship)

Deferred Grade (Senate policy 48-40)

If, for reasons beyond a student's control, he/she is prevented from completing a course within the prescribed time, the student may ask the instructor for a deferred grade. If the instructor agrees to this action, the instructor reports the student's grade as a DF at the end of the semester to delay issuing a grade and to allow the student more time to complete course work: [http://handbook.psu.edu/content/deferred-grade](http://handbook.psu.edu/content/deferred-grade)

Drop/Add

After registering, students may drop and/or add courses to change their schedules. The dates for the drop and add periods are listed on the Academic Calendar. The drop and add period for full-
semester courses begins on the first day of classes; however, the drop and add periods vary for part-semester courses:  http://www.registrar.psu.edu/registration/dropping_courses.cfm

Late Drop

After the drop deadline for a course, it is still possible for students to drop a course by using "late drop." For full-semester courses, the beginning of the late-drop period and the late drop deadline are on the Academic Calendar.

Note: Because the decision to late drop a course can have far-reaching ramifications, a student should consult with an academic advisor and the Financial Aid Office when considering late dropping a course; late drops may jeopardize a student's progress toward graduation. In addition, students should consider the impact of a reduced credit load.

http://www.registrar.psu.edu/registration/dropping_courses.cfm

Re-Enrollment

Re-enrollment is a procedure that allows a former Penn State undergraduate degree candidate who has interrupted continuous enrollment to resume degree candidacy:  https://www.registrar.psu.edu/returning_university/re_enrollment.cfm

Retroactive Late Drop/Withdrawal

When a student has not followed a University Faculty Senate policy or procedure and believes an exception to the policy may be warranted, he/she may submit a petition to the Senate Committee on Undergraduate Education Subcommittee on Academic Standards. A petition may be used to request an exception to any policy and/or to request a retroactive procedure. Abington students who have questions about the petition process and the types of paperwork required should be directed to Mrs. Betty Mason (224 Sutherland).

Retroactive Registration

Students who scheduled courses but did not take action on their semester tuition bill before the last day of classes for a semester/session may request a retroactive registration by following the instructions provided by the Registrar's office. The deadline for submitting this request is the end of the ninth month after the end of the semester or session for which the student seeks registration. After this deadline, students seeking a retroactive registration must petition the Faculty Senate:  http://www.registrar.psu.edu/registration/retroactive_registration.cfm

Students in Non-Degree Status

A person enrolled in a course who is not a degree candidate or a provisional student is classified as non-degree. Non-degree students schedule classes on a space-available basis after degree
candidates and provisional students have been accommodated. Students in non-degree status are not eligible for financial aid: https://www.registrar.psu.edu/registration/undergrad_nondegree.cfm

Withdrawal From the University

During a semester or session of enrollment, withdrawal is the appropriate action if a student wants/needs to drop all the credits he/she has scheduled. Withdrawal drops all courses (current and future semesters) through all delivery systems. A student may decide to withdraw for medical, military, or other reasons.

General Advising Information

Admission to Biomedical, Health Profession, and Veterinary Medicine Programs

This chart will help students get started in planning for possible admission to health professions graduate programs: http://www.hhdev.psu.edu/cms/media/studentservices/handbook/files/HealthProfessionCoursePrerequisiteMatrix.pdf

Advising Information for Students Interested in Law School

This site will help Penn State undergraduates, graduates, or alumni plan to attend law school. The pre-law support and related resources will help students find and consider the information they need to make informed choices: http://dus.psu.edu/students/prelaw/

Discussing Alternative Majors With Students

Major Quest

Major Quest helps students find majors related to their interests. Students enter a keyword or select combinations of the interest areas provided, and MajorQuest will suggest Penn State majors that include them: http://dus.psu.edu/students/majorquest/

Minor Quest

Minor Quest helps students find minors related to their interests. Students enter a keyword or select combinations of the interest areas provided, and MinorQuest will suggest Penn State minors that include them. Regardless of your campus assignment, you can complete any minor
offered by Penn State IF you can access the required courses. However, you may not change your campus for the sole purpose of accessing courses for a minor. https://dus.psu.edu/minorquest/

Entrance To and Changes in College/Major

First-semester baccalaureate students are admitted to a college (e.g., Engineering, Education, Liberal Arts) or to the Division of Undergraduate Studies. They usually seek entrance to a major during their first two years of enrollment unless they are admitted to one of the direct-admission programs. Students may change their pre-major or major if the requirements for entrance are met: https://advising.psu.edu/entrance-major-requirements

Entrance to and Changes in College/Major procedure
http://handbook.psu.edu/content/entrance-or-change-in-college-or-major

Exam Conflict
This link gives information on the procedure for handling conflicts with exams (non-finals) as well as exams (finals): https://www.registrar.psu.edu/exams/exam_overload.cfm

Filing Intent to Graduate
Students are responsible for notifying the University of their intent to graduate. At the beginning of the semester in which they will meet degree requirements and plan to graduate, they should notify the University by using the function in LionPath: https://www.registrar.psu.edu/graduation/intent.cfm

LionPath

LionPath is our student records system. LionPath will handle admissions applications, billing and accounts, financial aid awarding, course scheduling, transcripts, and advising records.

An online Help Library of tutorials is available at https://tutorials.lionpath.psu.edu. While you are welcome to explore all tutorials, please remember that you may not have access to all these functions in your role as a faculty advisor. If you have not already viewed the "Getting Started with LionPATH" tutorial, that would be the best place to begin! https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/tpc/2d5ce122-1682-4aee-8406-0775b7c3e83d/lmstart.html?dhtml&Guid=2d5ce122-1682-4aee-8406-0775b7c3e83d

Below are tutorials for the areas of LionPath that will be most frequently used by faculty advisors:
Overview of the Advisor Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing academic background:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Using the class search:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Interpreting a degree audit:

The Degree Audit application is a computer-generated analysis that enables the student and his/her advisor to assess the student's academic progress and unfulfilled baccalaureate, associate degree, or minor requirements. The audit is a valuable tool for academic planning and course selection because it matches the courses that the student has taken with the requirements of his/her degree program or anticipated program. http://handbook.psu.edu/content/degree-audit

Audits are available for anyone who has enrolled for credit as a Penn State undergraduate. This includes undergraduate students in any classification (degree, provisional, or nondegree) and former students.

https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing Student Center information in the Student Services Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing General information in the Student Services Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing Admissions information in the Student Services Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing Transfer credit information in the Student Services Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing Academics Data in the Student Services Center:
https://tutorials.lionpath.psu.edu/Publishing%20Content/PlayerPackage/data/toc.html

Viewing Unofficial Transcript: https://tutorials.lionpath.psu.edu/public/UnoffTrans/

Student Contacts
The content of student appointments is based on many factors such as is it a first appointment, are they requesting scheduling assistance, do they want a change of major or campus, are they transferring in, are they considering transferring out, are they experiencing academic difficulty, what is their semester standing, just to name a few. It is important to meet the students where they are and be ready to discuss issues associated with their needs.

At the beginning of each semester, it is a good idea for advisors to send out a welcoming email. Advisors should let students know about office hours and how to schedule appointments. Students may not always reach out to their advisor when needed. It is helpful for the advisor to try to reach out to students at various times of the academic year as a reminder that they are here to assist students.

**Starfish:**

Academic advisers use Starfish to view and record advising notes, set their appointment availability, provide students feedback on their academic progress, and close the loop on instructor-provided progress reports. Starfish supplements LionPATH, the system of record for a student’s academic progress. More info on Starfish can be found here: [http://sites.psu.edu/starfishinfo/user-roles/advisers/](http://sites.psu.edu/starfishinfo/user-roles/advisers/)

**Documenting your contacts: Starfish**

Penn State’s system for documenting advising contacts is Starfish. This link lists documentation guidelines: [http://sites.psu.edu/starfishinfo/user-roles/advisers/notes-and-meetings/documentation-guidelines/](http://sites.psu.edu/starfishinfo/user-roles/advisers/notes-and-meetings/documentation-guidelines/)

**Academic Review**

The Academic Review feature of Starfish allows advisors can use to review and evaluate the educational plans and academic performance of their advisees and to e-mail individualized progress reports to selected advisees. Ideally, academic reviews should be completed between semesters so that students can make any necessary changes. More info on that can be found here: [http://sites.psu.edu/starfishinfo/user-roles/advisers/academic-review/](http://sites.psu.edu/starfishinfo/user-roles/advisers/academic-review/)

**Flags and Referrals: Starfish**

Flags and Referrals can be initiated in Starfish at any time during the semester. They also can be made as part of the Early Progress Report process or the Academic Review process. The link below gives some information on how to respond to flags and referrals: [http://sites.psu.edu/starfishinfo/user-roles/advisers/responding-to-tracking-items-from-epr-or-academic-review/](http://sites.psu.edu/starfishinfo/user-roles/advisers/responding-to-tracking-items-from-epr-or-academic-review/)
Additional Student Supports

Academic Support

The Learning Center
The learning center provides tutoring free of charge to Abington students. The Learning Center is located in room 315 Sutherland.

http://abington.psu.edu/learning-center

Career and Professional Development

Center for Career and Professional Development
The Center for Career and Professional Development is available to assist students in crystallizing and specifying career goals; including choice of major, expanding knowledge of career alternatives, understanding effective decision making, and acquiring appropriate strategies and skills to carry out the process. The Center for Career and Professional Development is located in the second floor of the Lares Building.

Disability Resources
Students with documented disabilities (learning, physical, or psychological) may be entitled to request reasonable accommodation for their disability. A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that provides the qualified individual with a disability with an equal opportunity to attain the same level of performance or to enjoy benefits that are available to students without disabilities.

http://abington.psu.edu/disability-services

Heather van Brackel
Coordinator of Disability Services
215-881-7962
hxv15@psu.edu

Diversity, Equity & Inclusion
This office provides a network of services and programs that foster discussions related to the creation of a multi-ethnic, culturally conscious university. This office is located in the first floor of the Lares Building.

http://abington.psu.edu/diversity-equity-inclusion

Emotional Support
Counseling and Psychological Services
http://abington.psu.edu/psychological-services

Counseling & Psychological Services is located in the first floor of the Cloverly Building.

Financial Aid
http://abington.psu.edu/tuition-financial-aid

The Financial Aid office is located in room 106 Sutherland.

Food Insecurity
A food pantry was created to address the issue of hunger at Penn State Abington. The purpose is to help supplement any Penn State student's food budget by providing them with a weekly assortment of goods that are donated by community members and corporate partners. The food pantry is located in the Rydal Building.

Global Programs
Penn State Abington students have over 200 different options for study abroad through a Penn State Program. The Office of Global programs is an excellent resource to guide them through the process of choosing, applying for, and preparing for a program.

Dolores Rafter Arévalo, Ph.D.
Coordinator, Office of Global Programs
Sutherland, 320B, 215-881-7541
dar35@psu.edu

Health and Wellness
Penn State Abington Health & Wellness Center provides basic health care, counseling and psychological services and wellness programs throughout the year. These free on-campus services are covered by student tuition.

http://abington.psu.edu/health-wellness