



State University of New York  
College of Agriculture and Technology  
Cobleskill, New York

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***STUDENT ADVISEMENT***

***HANDBOOK***

2020-2021

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## From the Vice President for Academic Affairs

What does it take to succeed in college? Among the most important things you can do are go to class, study, be serious about your goals, stay informed about your degree requirements, and seek assistance when you have questions. Faculty and staff are committed to helping you complete your program, and they serve as advisors throughout your time at SUNY Cobleskill. Your advisor will help you set educational and career goals, make decisions about course selection to help you complete your degree in a timely manner, and choose experiences to make the most of your college experience.

The academic advising process involves a partnership between your advisor and you! Advising requires that you actively seek the assistance of your advisor, reflect on your educational and career goals, spend time learning the requirements of your program of study, and construct a schedule each semester that will move you toward degree completion. Your advisor can be consulted throughout the year as well as at course registration time to assist you in achieving your educational goals.

This packet of information is designed to help you navigate the academic advising process. Included in the packet are suggestions on how to create your schedule each semester as well as to understand what you must do in order to graduate. Take time to familiarize yourself with this information and make regular appointments with your advisor for assistance. Here are a few pointers to help you along the way:

- Get to know your advisor. Find his/her office and make note of posted office hours.
- Learn the degree and graduation requirements for your program, which are listed in the online college catalog.
- Locate the offices of your department chairperson and school dean. Faculty, deans, chairpersons, staff, and secretaries are all here to help you!
- To graduate in a timely manner, successfully complete at least 15 to 18 credit hours each semester.
- Be enrolled in at least 12 credits each semester to retain full-time student status. If you fall below 12 credits, you are considered part-time and will be subject to removal from residence halls and may experience changes in eligibility for financial aid and health insurance.

Please read this packet, know your program requirements, attend all your classes, study on a daily basis, take your obligations seriously – and save some time for making friends and having fun! When you need help, go to one of your instructors, your advisor, your department chair, or your dean.

Good luck in your college career. I look forward to shaking your hand as you cross the stage at graduation!



Dr. Susan Zimmermann  
Provost and Vice President for Academic Affairs

# First Year Philosophy Statement

The first year of college provides the foundation for academic success and lifelong learning. The responsibility for student learning and development is shared by all members of the campus community, and this relationship begins with the student's first interaction. SUNY Cobleskill fosters a sense of community, campus spirit, and support for its first-year students by promoting connections with faculty, administrators, support staff, and peers. Guided by the principle of "real life, real learning," first-year students are provided opportunities for growth and development.

SUNY Cobleskill commits to the following:

- facilitating new student transition to college life and providing high quality instruction
- establishing positive mentoring and advising relationships, both formal and informal
- empowering students to develop responsibility and independence
- supporting a vibrant college culture where students experience and express diverse world views
- offering a comprehensive range of activities and opportunities to enhance learning and personal growth
- evaluating the results of our efforts addressing first-year student needs

The first-year experience will afford students the opportunity to:

- pursue and support academic integrity and excellence
- practice and promote personal integrity
- embrace and respect diversity, equity, and inclusion
- respect themselves and others
- take responsibility for their actions
- respect and take pride in the campus environment; and
- demonstrate genuine concern and compassion towards others

## Communicating On Campus

Members of the college community need to know how to communicate effectively with each other. Your advisor and professors will inform you about their own preferred means of communication.

### **A. Email: *Electronic mail is the official means of communication.***

1. It is extremely important for you to activate and regularly check email for campus information. **Add your Cobleskill email account on your cell phone.**
2. Check your campus email **often**. Keep in mind that official campus communications will be sent to the Cobleskill.edu address.
3. The global address list on Microsoft *Outlook* provides email addresses for all members of the college community. It lists the phone numbers, titles, and office locations of all employees too.
4. To access email from off campus, you can access email from the home page on the college website: go to "Current Students" and then to "email."

## **B. Banner Web/Degree Works**

The Banner student information system (*Banner Web/Degree Works*) is the software that SUNY Cobleskill uses to store student information. Instructions on how to access this information are found by visiting the college website (homepage), then clicking on “*Banner Web*” and entering the secure area:

[https://bannerprod.cobleskill.edu/pls/prod/twbkwbis.P\\_GenMenu?name=homepage](https://bannerprod.cobleskill.edu/pls/prod/twbkwbis.P_GenMenu?name=homepage)

To log into *Banner Web*, please enter your User Identification Number (800#) and your 6-digit Personal Identification Number (PIN).

## **C. Moodle**

*Moodle* is a web-based course management system (CMS) that allows instructors to handle many of the functions and activities of a normal classroom but in a way that is uploaded for students to access electronically. Activities include discussion boards, tests and quizzes, drop boxes, handouts, and videos, and class lectures. **It allows access to course materials anytime and wherever Internet access is available.**

To access *Moodle*, go to the following link:

<http://www.cobleskill.edu/students/>

For instructions on how to use *Moodle* go to the following link:

<https://www.cobleskill.edu/academics/online-education/pdf/Moodle-Student-Guide.pdf>

## **D. SharePoint**

This webpage contains information about on-campus events, class cancellations, notes from student organizations, official college announcements, and links to other important sites. To access the page: SUNY Cobleskill homepage: [www.cobleskill.edu](http://www.cobleskill.edu) >> **Current Students >> Student SharePoint** or enter the following web address from any browser and sign in through *Office 365* (be sure to save this as a favorite and check it regularly): <https://livecobleskill.sharepoint.com/students/SitePages/Home.aspx>

## **E. Telephone/Video calls**

You can access available Academic Advisor telephone information through SUNY Cobleskill’s global address list on Microsoft Outlook. *MS Teams* is available for direct video communication with advisors and faculty. Screen sharing is possible through this venue.

# **ACADEMIC ADVISING**

Academic advisement goes beyond the clerical functions of scheduling classes and filling out forms. Advising is a student-centered process which assist students in exploring and clarifying their career goals and in developing educational plans to achieve these goals. Your academic advisor is a faculty member from your chosen field who will assist and support you in the coordination of your educational experience and can provide invaluable assistance. Your academic advisor can provide information and access to industry specific contacts which are paramount to internship/career connections. Students have the **ultimate responsibility** for their educational progress and success. **It is the responsibility of the student to know the requirements for graduation and the timeframe required for completion of all requirements. Check your Degree Works often.**

## **GOALS OF ACADEMIC ADVISING**

### **(Advisement Learning Outcomes)**

#### **After experiencing academic advising, a student will:**

- Know the name and contact information for their faculty advisor
- Identify and access college support services
- Develop and implement an educational plan that will support their career goals
- Manage their progress toward degree completion by utilizing *Banner Web/Degree Works* degree evaluation
- Integrate general education courses into the overall education experience
- Utilize resources within the Center for Career Development if planning to transition from college to career/continuing education
- Complete the appropriate degrees for career and life goals

#### **Students will attain a heightened awareness of the relevance of academic planning throughout their education by:**

- Acknowledging that advisement is a partnership between their advisor and themselves
- Responding to faculty and advisor emails and phone calls in a timely manner
- Understanding the importance of keeping appointments and using the campus email as the primary email address
- Understanding how to access their academic information on *Banner Web/Degree Works*
- Reviewing their academic plan regularly and making adjustments as necessary
- Understanding that they bear the final responsibility for the successful completion of a degree
- Understanding FERPA (Federal Educational Rights and Privacy Act) and its effects
- Understanding the importance of consulting with the financial aid office

#### **Students will prepare a preliminary class schedule in consultation with advisors as necessary by:**

- Reviewing program requirements from the catalog year of matriculation and making an appointment with the faculty advisor
- Using and understanding the online college catalog
- Interpreting their *Banner Web/Degree Works* degree evaluation

**Students should register for classes at their earliest designated course selection period on *Banner Web*.**

## HOW YOU AND YOUR ADVISOR SHOULD WORK TOGETHER

When you were admitted to SUNY Cobleskill, you were assigned to an academic advisor for educational guidance and advising. The following suggestions are offered to you to help enhance your experiences with your advisor:

1. You should..... Contact and keep in touch with your advisor.  
Your advisor should... Post office hours.
2. You should..... Make and keep appointments or call if it is necessary to change or cancel an appointment.  
Your advisor should... Keep appointments or call if it is necessary to change or cancel an appointment.
3. You should..... Come with specific questions in mind and come prepared with the necessary materials.  
Your advisor should... Provide accurate and specific information and provide resource materials if necessary.
4. You should..... Ask about other sources of information when appropriate.  
Your advisor should... Suggest other sources of information.
5. You should..... Be open and honest concerning course work study habits, academic progress, etc.  
Your advisor should Listen to you and suggest ways to help you succeed.
6. You should..... Make decisions concerning careers, choice of majors, and selection of courses.  
Your advisor should... Suggest options concerning careers, choice of majors, and selection of courses.

# WHAT STUDENTS SHOULD EXPECT OF ADVISORS AND INSTRUCTORS IN THE ADVISING PROCESS

## **Faculty Advisors:**

- Be available, accessible, and maintain contact with advisees
- Assist students in developing and updating their career, educational, and curriculum plans
- Assist students in understanding the SUNY Cobleskill environment
- Monitor student progress and intercede when necessary
- Refer students to appropriate resources
- Maintain and expand their knowledge and skill base related to academic advising

## **Master Faculty Advisors:**

- Serve as supplemental advisor to assigned academic advisor
- Assist students who want to change majors or add minors within or between Schools
- Act as liaison between faculty and administrative offices regarding advisement issues
- Provide professional development to their colleagues and serve as an information resource

## **Foundations for College Success (FFCS) Instructors:**

- Communicate the importance of the student's role in advisement
- Introduce the advisement system and explain the connection between college success and academic advisement to freshmen
- Emphasize the importance of communication between students and their faculty advisors
- Facilitate the development of the students' GPS Plan including their Career Plan, Educational Plan and their SUNY Cobleskill Academic Plan
- Direct students to appropriate advisement resources
- Teach students the terminology pertinent to the college advisement process
- Instruct students to utilize the technology interfaces associated with communication and advisement such as *Moodle, Banner Web/Degree Works, FOCUS, email, and SharePoint*



## SUGGESTIONS ON COURSE SELECTION AND SCHEDULING

You will develop your spring semester schedule in consultation with your academic advisor in November and your fall semester schedule in April. Notification will be posted to student SharePoint for advanced scheduling from the Registrar's Office in late October and late March. The following are a few hints will help you in making advanced scheduling a smooth, effective process.

1. Contact your advisor *early* (**at least two to three weeks prior to registration**) to schedule a meeting to discuss your proposed schedule. Also check *Banner Web* to make certain you have no "holds" which will prevent you from registering.
2. Carefully read *all* information the Registrar's Office sends via email.
3. Review the course requirements for your major in both the *Degree Works* and the *College Catalog* for the course sequencing.
4. Read the course descriptions in the online college catalog at the Registrar's website and develop a list of courses that you want to take. Be sure to check if there are any prerequisites and to make a list of alternative courses for electives. If you have questions, **make a list so that you can ask your advisor during the scheduled meeting**.
5. Using the master schedule found in *Banner Web* (a listing of times and sections of all courses), **develop a proposed schedule. Be sure to record the name, section, CRN number (course registration number) and days/times or use the College Scheduler option.** You will need this information to avoid scheduling conflicts and you will need the 5-digit course registration number (CRN number) to register in *Banner Web*.
6. Review your schedule carefully to ensure that you have not scheduled any conflicts. You may want to develop at least one alternative schedule in addition to your first preference. Be sure that sections for your alternative courses fit into your proposed schedule.
7. Register for all required components of a course. For example, many lab courses include the course, the lab, and the testing section separately. Most courses require lecture and lab to be taken the same semester.
8. Meet with your advisor to discuss your proposed schedule. Your advisor will provide the required "Alt PIN" necessary for you to register. You can find your own designated start time in Banner Web in the Registration box then click on Registration Status.
9. If you are planning to register for more than 19 credits, obtain your advisor's signature on the Add/Drop form available on the Registrar's web page under Forms.

## SUGGESTIONS ABOUT THE ADD/DROP PROCESS AND WITHDRAWAL PROCESS

Add/Drop occurs during the first week of each semester. During this time students can add and drop courses if seats are available and/or they have the permission of the professor. After the first week, if a student withdraws from a course, it will be reflected on their transcript and may impact financial aid status and eligibility for housing in the residence halls. There is no cost for withdrawing from a course, but there may be fees associated with late registering.

Students can make adjustments to a class schedule anytime between registration and the end of the Add/Drop period. Some adjustments may require consultation with an advisor.

“WITHDRAWAL” refers to official course withdrawal. A student may withdraw from a course(s) during the first ten weeks of a semester (pro-rated for modular courses) and will receive a grade of “W.” After the tenth week, students may not withdraw from courses unless the instructor, the student's advisor, and the dean in the degree program in which the student is enrolled recommend such action to the Provost/VP for Academic Affairs. The recommendations must be in writing with supportive statements as to the extenuating circumstances which warrant the withdrawal. If permitted to withdraw, a grade of “W” will be assigned. (See Section 4.11). Students may not self-withdraw from FFCS 101.

**If a student withdraws from a course a grade of “W” will appear on their transcript. In addition, withdrawing from or failing courses can delay graduating on time.**

1. You can add or drop a course during the Add/Drop period, generally the first week of classes. The first step is to discuss the changes with your advisor. You can Add/Drop online as long as there are seats available in the class and you are not registered for more than 19 credits.
2. Closed courses will require the instructor’s electronic signature on an add/drop form which must be returned to the Registrar’s Office for processing. If a course is “closed,” meaning at capacity, the professor may add students to the class at his or her discretion but is not obligated to do so. Please note, registration for some courses may be by signature of the professor ONLY.
3. If adding a course will bring you over 19 credits you will need your advisor’s signature on an Add/Drop Form.
4. If all sections of the course you want are filled and no instructor is able to sign you into the course (there just isn’t any room), you need to meet with your advisor and discuss alternatives.
5. Know your program requirements as stated in the *College Catalog* of record, from the semester you enter your degree program. **If you change your degree program you need to refer to the *College Catalog* for the semester you entered the new program.**
6. You cannot add a course or change sections after the Add/Drop period. However, you can withdraw from a course up until week 10. This is known as the free withdrawal period. The instructor’s and advisor’s signature are BOTH required on the course withdrawal form. (During COVID, this is not required.) The grade of “W” that will appear on your official transcript.

7. If there are extenuating circumstances, a professor may grant you permission to add a course after the Add/Drop period. The Registrar's Office will charge you a late registration fee per lab, lecture and/or testing section course. Please refer to the *College Catalog* for fee schedule.

<https://www.cobleskill.edu/academics/registrar/College%20Catalog%202020-2021%20for%20Web.pdf>

8. You should carry between 15-18 credits a semester if you plan to obtain your degree in a timely manner. **A minimum of 12 credits** are required to maintain full time student status and financial aid eligibility. Be careful! If you drop below 12 credits in any one semester, you will be considered part-time and will be subject to removal from the residence hall. Dropping below 12 credits may also affect your financial aid. Therefore, it is very important to take the time to get all the information you need before dropping courses. Please note that it is always wise to add a course before you drop a course because you may not have access to the course you want to add when registering for courses.
9. You must have approved extenuating circumstances in order to withdraw from a course after the specified free withdrawal period. Failing a course is NOT an extenuating circumstance. Personal medical problems are the most prevalent circumstance.

## WHERE TO FIND IMPORTANT PROGRAM INFORMATION AND GRADUATION REQUIREMENTS

1. The online *College Catalog* is your most important academic resource. When you access your degree programs in the *College Catalog*, it must match the dates you entered that degree program. If you enter a new degree program or major, including transitioning from an associate to a bachelor's degree program, **you must refer to the college catalog that matches the date that you changed your degree program.** The catalog contains all vital program information and graduation requirements. It also includes all academic policies and course descriptions.
2. All academic forms such as Add/Drop Form, Course Withdrawal, Course Selection Forms and Change of Status are available on Registrar's webpage under Forms.
3. You must satisfy the SUNY Trustee's requirements or "General Education requirements" (or "Gen Eds") as specified by the catalog year that you entered your degree program. ("Gen Eds are different from *General Electives*.) Keep in mind, different programs have different General Education requirements.  
  
<https://www.cobleskill.edu/academics/registrar/College%20Catalog%202020-2021%20for%20Web.pdf>
4. The *Degree Works* degree evaluation for your program area is the most accurate analysis of your academic progress. You should always "Refresh" and "Process New."
5. The Graduation Application process needs to be completed the semester PRIOR to your expected graduation date. You must register for classes for your final semester *first*. This form can be found on the Registrar's Office webpage.

## On Campus Health Resources

It is important to seek help BEFORE you start struggling. If you are experiencing any of the following, please contact the Wellness Center. Confidential, individual counseling sessions are available.

- Change in eating habits such as major weight loss/gain
- Change in appearance as in poor hygiene
- Difficulty relating to others, including Irritability, anger and aggressive behaviors
- Health complaints
- Self-injury
- Change in quality of work
- Sleep disturbance or sleeping in class or low energy
- Mood swings, low mood or crying or isolation such as social withdrawal

## RESOURCES AND REFERRALS

(during COVID many services may be available on-line only)

**All phone numbers begin with 518-255-\_\_\_\_\_**

SERVICE	CONTACT	PHONE	LOCATION
Academic Advising (including questions regarding course registration)	Office of your Academic Advisor	See Advisor	See Advisor
Accessibility Services	Ctr. for Academic Support and Excellence	5220	Library
Advisee Assignments	Office Ag. & Nat. Res. Office BLAS	5314 5427	School Office Secretary
Advisement Forms	Registrar's Office	5522	Knapp 101
Add/Drop (change academic schedule)	Registrar's Office	5522	Knapp 101
Adult Student Services & Commuters	Student Life Center	5300	Bouck Hall
Career Information	Ctr. For Career Dev.	5624	Library 109
Change of Major	Academic Advisor		See Advisor
College Re-Admission	Admissions Office	5525	Knapp Lobby
Counseling - (Personal Issues/Concerns including substance abuse)	Wellness Center	5225	Beard Wellness Center
Employment Assistance	Ctr. For Career Dev.	5624	Library 109
Educational Opportunity Program (EOP)	EOP Office	5836	Library
Financial Aid Information	Office of Financial Aid	5623	Knapp 118
Health related services (similar to physician's office)	Wellness Center	5225	Beard Wellness Center
Transcripts and Academic Records	Registrar's Office	5522	Knapp 101
Transfer Assistance, Information, Career Counseling	Ctr. For Career Dev.	5624	Library 109
Transfer-In Assistance	Registrar's Office	5522	Knapp 101
Tutoring, study skills, test anxiety & MERITS program	Ctr. for Academic Support and Excellence	5220	Library