Salisbury University

Academic Advising

Faculty Mentor Resource Guide

Salisbury UNIVERSITY

Academic Advising Resource Guide

Click on any topic to go directly to that section.

- Academic Advising at SU
- Registration Timeline
- Faculty Mentor's Role
- Program Planning Information & Materials
  - Term Activation
  - Academic Checklists
  - Curriculum Guides
  - Academic Requirements Report
  - **General Education Requirements**
    (Including 2024 General Education Curriculum information)
  - Transfer Credit Report
  - Graduation Requirements
- Navigate User Guide
- Academic Advising Center Information
- Additional Advising Resources

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Academic Advising at Salisbury University

Academic Advising at SU

Academic Advising at SU is Shared/Split

- First-year (freshmen) students are pre-loaded into their first semester of courses and advised by an Academic Advisor within the Academic Advising Center during their first year at Salisbury University.

- Some departments also assign Faculty Mentors to first-year students, so the advising responsibility is shared between the Academic Advisor and Faculty Mentor.

- First-Year students transition to a Faculty Mentor within their major during their second year.

- All transfer students are assigned directly to a Faculty Mentor within their program upon admission.

- The Advising Services Coordinator pre-loads transfer students into their first semester of courses; however, students will meet with their Faculty Mentor during Program Planning and throughout their undergraduate career.

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Registration Timeline

Registration Timeline

- **Program Planning** – The period of the enrollment cycle when students meet with their Faculty Mentor or Academic Advisor before registering for classes during Pre-Registration. **All students must meet with their advisor to be activated for Pre-Registration.**

- **Pre-Registration** – The period of the enrollment cycle that immediately follows Program Planning. All current students **who have met with their advisor** and been activated can register during their enrollment period.

- **Open Enrollment** – The period of the enrollment cycle when all current students can enroll in courses, regardless of having met with their advisor. Students must not have any holds on their accounts to register for classes.

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Registration Timeline

Student classifications and enrollment dates are set according to the number of credits the student has **EARNED**. Therefore, the credits they are currently enrolled in this semester do not count toward their class standing.

- **Spring 2026 Pre-Registration: (ends November 7 @ 4 P.M.)**

• **Special Populations/Priority Students**	**October 22 – November 7, 2025**
• **Senior Special Populations (90+ earned credits)**	**October 23 – November 7, 2025**
• **Seniors (90+ earned credits)**	**October 24 – November 7, 2025**
• **Junior Special Populations (60 – 89 earned credits)**	**October 27 – November 7, 2025**
• **Juniors (60 – 89 earned credits)**	**October 28 – November 7, 2025**
• **Sophomore Special Populations (30 – 59 earned credits)**	**October 30 – November 7, 2025**
• **Sophomores (30 – 59 earned credits)**	**October 31 – November 7, 2025**
• **Freshman Special Populations (0 – 29 earned credits)**	**November 3 – 7, 2025**
• **Freshman (0 – 29 earned credits)**	**November 4 – 7, 2025**

- **Spring 2026 Open Enrollment:**
  November 17, 2025 – January 25, 2026

Click **HERE** or **HERE** for more information about Registration Dates.

- **Winter 2025 Enrollment (all students) appointments opens on October 17 @ 7AM**

Faculty Mentor's Role

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Faculty Mentor's Role

- Develop an advising relationship that is collaborative, where each advisee feels a sense of connection, support, and guidance.

- Understand University requirements and guide students in developing a program outline (to include internships, co-ops, study abroad, practice, and other options that are specific to the major)

- Assist advisees in reading degree audit - Academic Requirements Report in GullNet.

- Meet with students during **Program Planning** and discuss course selections, requirements, and other academic matters before registration each semester.

- Connect students to support resources on campus, if needed (Center for Student Achievement, Chemistry Support Center, Math Emporium, University Writing Center, SU Cares, Academic Advising Center, etc.).

- Learn and use the associated technology supporting advising and registration (ex. GullNet, Navigate, etc.).

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Program Planning Information & Materials

Program Planning

- **Program Planning** is the time of the enrollment cycle when students meet with their Faculty Mentors or Academic Advisors before enrolling in the next semester's classes during pre-registration.

- All students **must** meet with their Faculty Mentors or Academic Advisors to be term activated for enrollment/registration; otherwise, students will need to wait until **Open Enrollment**, which is later in the semester and open to all students regardless of having met with their advisors.

- **Holds** may block registration, so students need to resolve any on their account prior to enrolling.

- More information about Program Planning is on the Academic Advising Center Faculty Mentor Resources website.

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Program Planning Advising Meeting

Academic Advising Steps for Faculty Mentors

Before Advising Appointment:

- Invite advisees to schedule a Program Planning advising appointment with you using the Navigate "Campaign" function
- Remind them to bring a filled-in Program Planning Worksheet

During Advising Appointment:

- Review student's selected outstanding requirements
  - Academic Requirements Report in GullNet
- Review student's selected courses for the upcoming semester
- Review transfer, AP, or CLEP credit, if applicable
- Discuss holds that may impede upon registering, if applicable
- Answer any questions the student may have about internships, research, study abroad, etc.
- Review and sign the Program Planning Worksheet (save an electronic or physical copy that can be scanned for the advising file in Navigate)

After Advising Appointment:

- Record your interaction with the advisee and upload any pertinent information, such as the Program Planning Worksheet, in Navigate ("Report on Appointment" or "Add a Note")
- Follow up with student via email, if needed

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Program Planning Worksheet

- A **Program Planning worksheet** is a helpful tool for making successful progress toward graduation and capturing what is discussed during the advising meeting.
- Students are encouraged to come to their Program Planning appointment with a worksheet in hand and ready to discuss course options with their Academic Advisor or Faculty Mentor.
- Once acceptable courses, and alternative courses are identified, both the student and advisor can sign.
- The student should keep a copy and an electronic copy should be uploaded in Navigate.
- An electronic version of the Program Planning Worksheet can be found HERE.

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Program Planning Worksheet

Name: Robert Example ID Number: xxxxxxx

Phone Number: Registering For: Fall X Spring Year: 2018

Major(s): *HISTORY* Minor(s): *ART*

Current Student Classification: *FRESHMAN*

Subject	Course Number	Course Title	Credit Hours	Gen Ed Group Major/Minor Elective
HIST	101	WORLD CIVILIZATIONS	4	GEN ED IIA OR IIB
GEOG	104	EARTH & SPACE SCIENCE	4	GEN ED IVA OR IVB
ENGL	221	LITERATURE & FILM	4	GEN ED IB
FINA	104	PERSONAL FINANCE	3	GEN ED IIIB OR IIIC
HIST	102	WORLD CIVILIZATIONS	4	GEN ED IIA OR IIB
CHEM	101	PHYSICAL SCIENCE	4	GEN ED IVA OR IVB
SOCI	201	SOCIAL PROBLEMS	4	GEN ED IIIB OR IIIC
		ALTERNATIVES		

Notes:

Student was advised to register for a total of 15 Credit Hours

****Advisement was based on Degree Progress Report/Academic Requirement Report*

Student Signature Date: Thursday, October 05, 2017

Advisor Signature Date: Thursday, October 05, 2017

Student may register starting @

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Guidance for Students – Course Enrollment Process

Students have been given the following instructions for Program Planning:

1. View **Academic Requirements Report** (in GullNet) to identify appropriate courses for next semester

2. Use a **Program Planning Worksheet** to plan courses for next semester

3. Find your **enrollment date** in GullNet

4. Identify and **meet** with your Faculty Mentor or Academic Advisor (listed in GullNet)

5. Enroll in courses for the upcoming semester (refer to How-To Video to add a course and use Sea Gull Scheduler)

6. Check your Academic Requirements Report again

7. Follow up with campus resources, as needed

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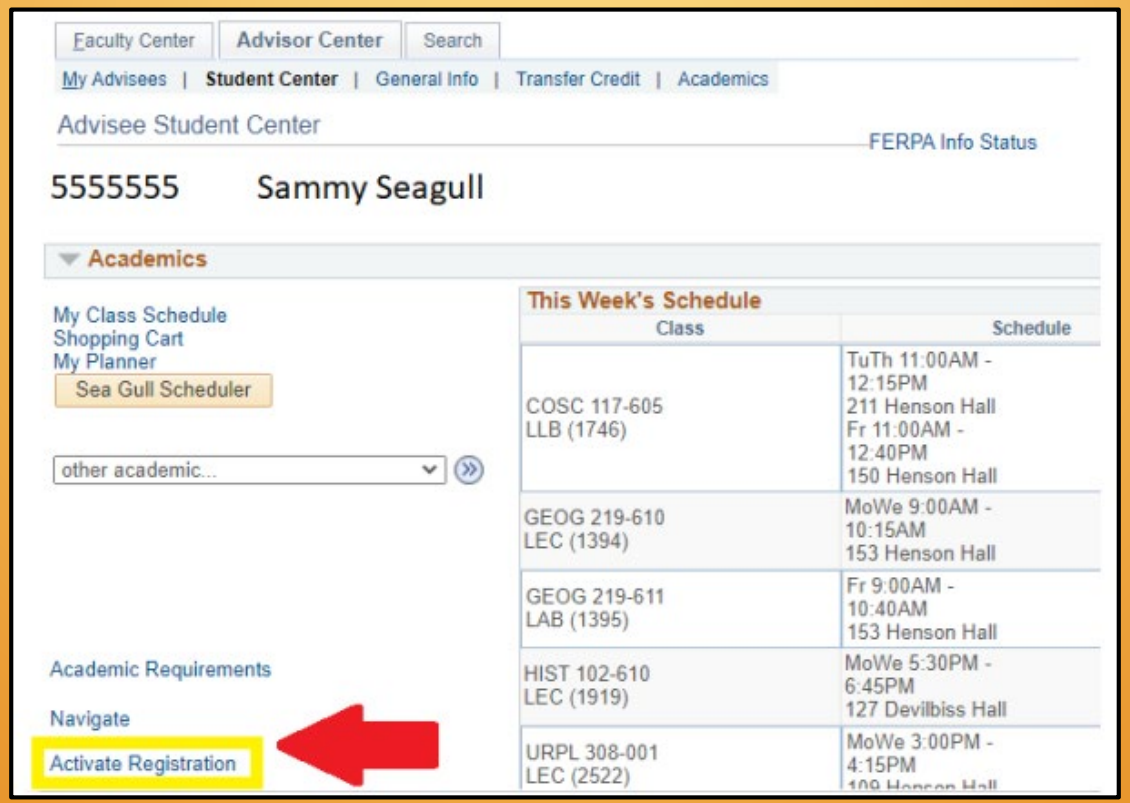
Term Activation

After students meet with you for Program Planning, follow the below steps to term activate their account in GullNet. Doing so allows students to view their specific enrollment date and time in GullNet, and may prevent issues when they begin registering for classes on their assigned date.

- In the Advisee's Student Center, click on Activate Registration (Main Menu – Self Service – Advisor Center – My Advisees – Advisee Student Center).
- Click the "Activate Registration" on GullNet Advisee Student Center.



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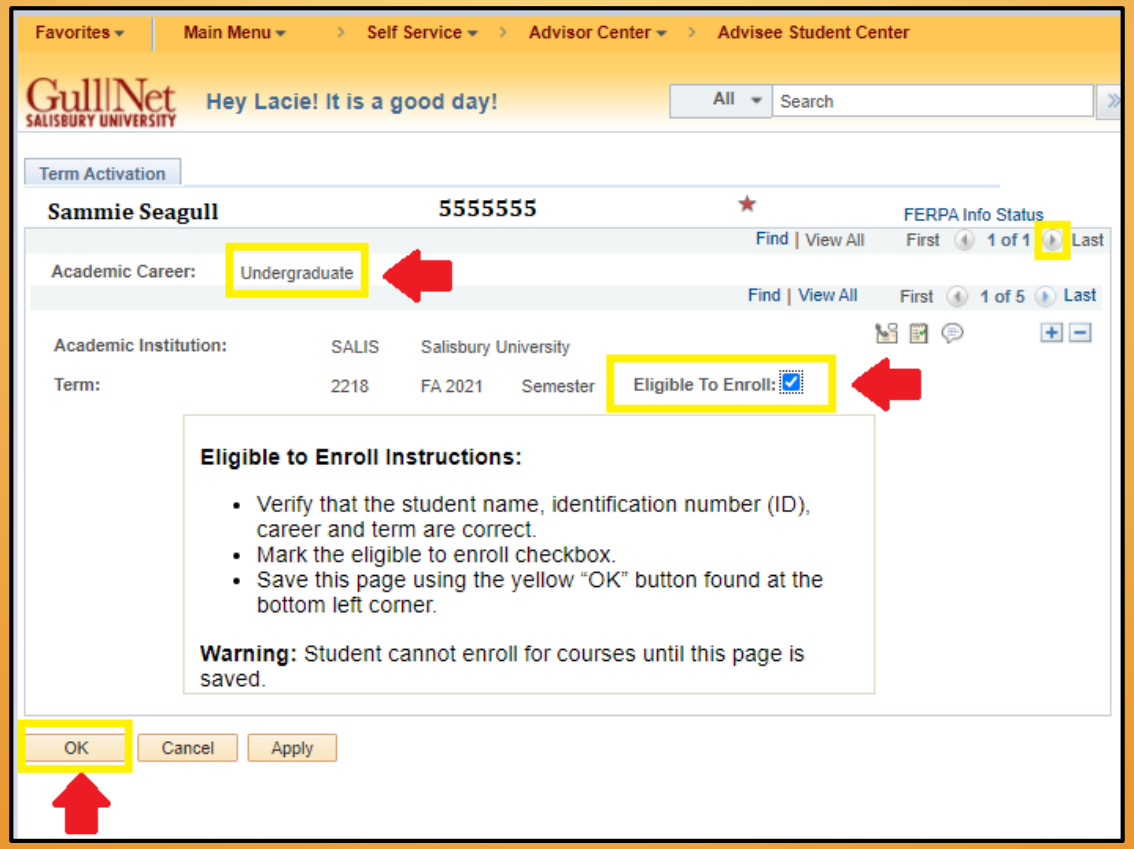
Term Activation

Make sure you are looking at the correct career and semester.

- The career is listed on the top left. Click the arrow on the top right to change the career.
- The semester is listed in the middle of the screen. You can change it by clicking on the second set of arrows on the top right until you see the correct semester.
- Check the box next to "Eligible to Enroll" for the upcoming semester.
- Click the "OK" button to save.



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Checklists and Undergraduate Curriculum Guides

- The Academic Catalog is archived at the end of the academic year, and replaced by the most updated edition. To find the published 2020-21 catalog, look for it under the Archived Catalogs (2020-Present) link to the left of the Academic Catalog webpage.

- The Academic Catalog contains all current curriculum and policies and those going into effect the following semester.

- **Checklists:** Each program page (both undergraduate and graduate) in the Academic Catalog includes a tool to generate a printable checklist with all the information on that page by clicking the "Print Degree Planner" icon on the top right of the page.

- **Undergraduate Curriculum Guides:** At the bottom of every undergraduate major program page, there is a link to the four-year curriculum guide for that major. To generate a printable guide, click on the "Print Degree Planner" icon on the top right of the page.

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Academic Checklist

- **Checklist:** Includes important information about University and Program requirements – Mirrors the Academic Requirements Report in GullNet.

Student ID:_____
Student Name:_____
Advisor Name:_____

Catalog: 2024-2025 Undergraduate & Graduate Catalog
Program: Psychology, B.A.

Psychology, B.A.

Advisement for the major is available from the Psychology Department

Psychology, B.A. Curriculum Guide (Suggested 4-Year Plan of Study)

Students must:

- Complete 10 courses, including one that meets the psychology major diversity requirement, with minimum grades of C in each course."
- Complete at least 5 courses at SU.
- Demonstrate 102-level proficiency in a foreign language (see Appendices, Appendix E).

Transfer students majoring in psychology must complete a minimum of 5 psychology courses with grades of C or better at Salisbury University.

Either PSYC 200 or PSYC 250 may count toward major requirements, but not both.

Checklist

This checklist is an unofficial tool for planning. Matriculated students and advisors should consult the Academic Re Report in GullNet before and after registering for classes each semester to track academic progress.

University Undergraduate Major Policies

- Refer to the program page for this major and the Courses section of this catalog for approved prerequisites an Education courses.
- Program requirements may not equal 120 credit hours. Students must register for additional electives to comp required for graduation.
- All graduates must have a minimum of 30 credits of 300/400-level courses with C grade or above; at least 15 must be taken at SU.
- Students must have a minimum cumulative GPA of 2.0 for graduation.
- Students must complete at least 30 credit hours by direct classroom instruction and/or laboratory experience.
- Students must take 30 of the last 37 credit hours at SU.
- It is the student's responsibility to satisfy graduation requirements. Please refer to the program page of this ca major requirements.
- Students must apply online for graduation by November 15 for May and by May 15 for December.

General Education Requirements

See which courses fulfill specific General Education requirements: General Education Courses

Please Note: There may be courses required for your major or minor that also satisfy a requirement below.

SU Signature Outcomes Requirements (3 Courses)

These courses may also meet additional General Education and/or major requirements.

Complete 1 Course In Each Of The Following Areas (3 Courses):

Course Name	Hour(s) Credit	Term Taken
GENE CCE - Civic and Community Engagement	3-4 Hour(s) Credit	
GENE DI - Diversity and Inclusion	3-4 Hour(s) Credit	
GENE ES - Environmental Sustainability	3-4 Hour(s) Credit	

Here is an example of what the online academic checklist will look like when the "Print Degree Planner" icon is used:

Major Requirements

Psychological Science Core (3 Courses)

Complete the following:

Course Name	Hour(s) Credit	Term Taken	Grade
PSYC 101 - General Psychology	4 Hour(s) Credit		
PSYC 220 - Psychological Statistics	4 Hour(s) Credit		
PSYC 304 - Research Methods	4 Hour(s) Credit		

Diversity Requirement

Students must complete at least 1 course designated as Diversity* from the courses listed below with a grade of C or better.

- Course:

Breadth of Psychological Science (4 Courses)

Courses that provide an overview of the main disciplines in psychology.

Group A: Mind and Brain

Complete 1 from the following:

Course Name	Hour(s) Credit	Term Taken	Grade
PSYC 301 - Biological Basis of Behavior	4 Hour(s) Credit		
PSYC 445 - Cognitive Psychology	4 Hour(s) Credit		

Group B: Human Development

Complete 1 from the following:

Course Name	Hour(s) Credit	Term Taken	Grade
PSYC 200 - Developmental Psychology	4 Hour(s) Credit		
OR			
PSYC 250 - Psychology of Infancy and Childhood	4 Hour(s) Credit		
PSYC 321 - Psychology of Adolescence	4 Hour(s) Credit		
PSYC 322 - Psychology of Aging	4 Hour(s) Credit		

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Curriculum Guide

- **Curriculum guides** are advising tools that illustrate to incoming students how courses are typically grouped for any given semester based on University and program requirements.
- University requirements are included at the top of the page. Program requirements are listed below.
- Transfer students will likely deviate from these guides due to incoming credit.

Student ID:_____
Student Name:_____
Advisor Name:_____

Catalog: 2024-2025 Undergraduate & Graduate Catalog
Program: Psychology, B.A. Curriculum Guide

Psychology, B.A. Curriculum Guide

This curriculum guide is an unofficial tool for planning. Matriculated students and advisors should consult the Academic Requirements Report in GullNet before and after registering for classes each semester to track academic progress.

NOTE: One course in the Breadth, Depth or Choice groups must be a department-designated diversity course.

University Undergraduate Major Policies

- Refer to the program page for this major and the Courses section of this catalog for approved prerequisites and General Education courses.
- Program requirements may not equal 120 credit hours. Students must register for additional electives to complete 120 credits required for graduation.
- All graduates must have a minimum of 30 credits of 300/400-level courses with C grade or above; at least 15 of those credits must be taken at SU.
- Students must have a minimum cumulative GPA of 2.0 for graduation.
- Students must complete at least 30 credit hours by direct classroom instruction and/or laboratory experience.
- Students must take 30 of the last 37 credit hours at SU.
- It is the student's responsibility to satisfy graduation requirements. Please refer to the program page of this catalog for detailed major requirements.
- Students must apply online for graduation by November 15 for May and by May 15 for December.

First Year

Semester 1

Course Name	Hour(s) Credit	Term Taken	Grade
GENE CTW - Communicating Through Writing	3-4 Hour(s) Credit		
GENE PW - Personal Wellness	4 Hour(s) Credit		
GENE SI - Social Issues	3-4 Hour(s) Credit		
XXXX 001 - Elective Needed for 120 Credits	3-4 Hour(s) Credit		

Total Credits: 13-16

Semester 2

Course Name	Hour(s) Credit	Term Taken	Grade
PSYC 101 - General Psychology	4 Hour(s) Credit		
GENE FYS - First Year Seminar	4 Hour(s) Credit		
GENE QA - Quantitative Analysis	3-4 Hour(s) Credit		
XXXX Language 1 - Fulton School Language Requirement (1 of 2 - if needed)	4 Hour(s) Credit		

Total Credits: 15-16/28-32

Winter/Summer Term

List courses that were taken during winter/summer terms:

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Academic Requirements Report

- **Academic Requirements Report** is the Academic Checklist in electronic form.
- Found in GullNet.
- Both students and their advisors can view details about the student's progress toward degree completion.
- The Advising Services Coordinator uses them to audit eligibility for graduation.

2024-2025 Undergraduate Catalog [G10291]

Active Courses [G10589]

Undergraduate Overall [G10099]

Not Satisfied: WARNING: In-progress courses (not yet graded) being taken as repeats for previously completed courses will artificially inflate the credit totals and may artificially inflate the GPA presented on this report and may incorrectly show some requirement areas as satisfied.

Minimum GPA, Total Hours and Upper-Level Courses [R10051 L10-30]

Not Satisfied: Maintain a minimum 2.0 Grade Point Average (GPA) and complete at least 120 hours (units) of course work including 30 hours at the 300/400-level with grades of C or better.

Minimum 2.0 GPA [L10]

120 Hours [L20]

Not Satisfied: Complete a minimum of 120 hours of course work (reported total includes completed and in progress courses). A minimum of 150 credits is required for the award of two degrees when two majors are completed simultaneously.

- Units: 120.00 required, 81.00 taken, 39.00 needed

The following courses were used to satisfy this requirement:

Personalize | View All | First 1-10 of 24 Last

Course	Description	Units	When	Grade	Status
ACCT 248	LEGAL ENVIRONMENT OF BUSINESS	3.00	Spring 2025	T3	✓
ART 201	INTRODUCTION TO ART HIST	3.00	Spring 2025	T3	✓
BIOL 101	FUNDAMENTALS OF BIOLOGY	4.00	Spring 2025	T3	✓
BIOL 150	ENVR SCI: CONCPTS & METHODS	4.00	Spring 2025	T3	✓
BIOL 217	NUTRITION	3.00	Spring 2025	T3	✓
COMM 100	FUNDAMENTALS OF COMMUNICATION	3.00	Spring 2025	T4	✓
COMM 260	BUSINESS & PROFESSIONAL COMM	3.00	Spring 2025	T4	✓
COSC ELE	COSC ELE (Lower Level)	4.00	Spring 2025	T4	✓
COSC ELE	COSC ELE (Lower Level)	4.00	Spring 2025	T4	✓
COSC ELE	COSC ELE (Lower Level)	4.00	Spring 2025	T4	✓

Upper-Level Courses [L30]

Not Satisfied: Complete 30 hours of courses at the 300/400-level with grades of C or better (reported total includes completed and in progress courses).

- Units: 30.00 required, 0.00 taken, 30.00 needed

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Academic Requirements

The **Academic Checklist** and **Academic Requirements Report** are two versions of the same information. However, students are encouraged to check their Academic Requirements Report often, as that is what we use to establish eligibility for graduation.

General Education Requirements

See which courses fulfill specific General Education requirements: General Education Courses

Please Note: There may be courses required for your major or minor that also satisfy a requirement below.

SU Signature Outcomes Requirements (3 Courses)

These courses may also meet additional General Education and/or major requirements.

Complete 1 Course In Each Of The Following Areas (3 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE CCE - Civic and Community Engagement	3-4 Hour(s) Credit		
GENE DI - Diversity and Inclusion	3-4 Hour(s) Credit		
GENE ES - Environmental Sustainability	3-4 Hour(s) Credit		

Additional General Education Requirements (11 Courses)

These courses may also meet SU Signature Outcomes and/or major requirements.

* To be taken in the first 24 credit hours of courses

Complete 1 Course In Each Of The Following (3 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE FYS - First Year Seminar	4 Hour(s) Credit		
GENE CTW - Communicating Through Writing *	3-4 Hour(s) Credit		
GENE QA - Quantitative Analysis *	3-4 Hour(s) Credit		

Complete 1 Course In Each Of The Following - Must Be From Different Content Areas (2 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE HE - Human Expression	3-4 Hour(s) Credit		
GENE HIC - Humanity In Context	3-4 Hour(s) Credit		

Complete 1 Course In Each Of The Following - Must Be From Different Content Areas (2 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE SC - Social Configurations	3-4 Hour(s) Credit		
GENE SI - Social Issues	3-4 Hour(s) Credit		

Complete 1 Course In Each Of The Following - Must Be From Different Content Areas (2 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE HOS - Hands-On Science	4 Hour(s) Credit		
GENE STS - Solutions Through Science	3-4 Hour(s) Credit		

Complete 1 Course In Each Of The Following (2 Courses):

Course Name	Hour(s) Credit	Term Taken	Grade
GENE PW - Personal Wellness	4 Hour(s) Credit		
GENE EL - Experiential Learning	Min. of 3 Hour(s) Credit		

General Education - Signature Outcomes [G11631]

Not Satisfied: 3 courses required to complete Civic and Community Engagement (CCE), Diversity and Inclusion (DI) and Environmental Sustainability (ES) requirements.

Civic and Community Engagement (CCE) [R11314 L10]

Not Satisfied: Complete 1 approved Civic and Community Engagement (CCE) course from the **General Education Courses** section in the online catalog.

- Courses: 1 required, 0 taken, 1 needed

Diversity and Inclusion (DI) [R11315 L10]

Not Satisfied: Complete 1 approved Diversity and Inclusion (DI) course from the **General Education Courses** section in the online catalog.

- Courses: 1 required, 0 taken, 1 needed

Environmental Sustainability (ES) [R11316 L10]

Not Satisfied: Complete 1 approved Environmental Sustainability (ES) course from the **General Education Courses** section in the online catalog.

General Education - Additional Courses [G11755]

Not Satisfied: 11 courses required to complete First Year Seminar (FYS)*, Communicating Through Writing (CTW)*, Quantitative Analysis (QA)*, Human Expression (HE), Humanity in Context (HIC), Social Configurations (SC), Social Issues (SI), Hands-on Science (HOS), Solutions Through Science (STS), Personal Wellness (PW) and Experiential Learning (EL) requirements. ***To be taken in the first 24 credit hours of courses at Salisbury University.***

First Year Seminar (FYS) [R11317 L5-10]

Satisfied: Complete 1 approved First Year Seminar (FYS) course from the **General Education Courses** section in the online catalog. ***To be taken in the first 24 credit hours of courses at Salisbury University.***

FYS Course Satisfied [L5]

Communicating Through Writing (CTW) [R11320 L10/20]

Satisfied: Complete 1 approved Communicating Through Writing (CTW) course with a minimum of 3 credits from the **General Education Courses** section in the online catalog with a grade of C or better. ***To be taken in the first 24 credit hours of courses at Salisbury University.***

CTW Course [L10]

Quantitative Analysis (QA) [R11327 L10]

Satisfied: Complete 1 approved Quantitative Analysis (QA) course with a minimum of 3 credits from the **General Education Courses** section in the online catalog. ***To be taken in the first 24 credit hours of courses at Salisbury University.***

QA Course [L10]

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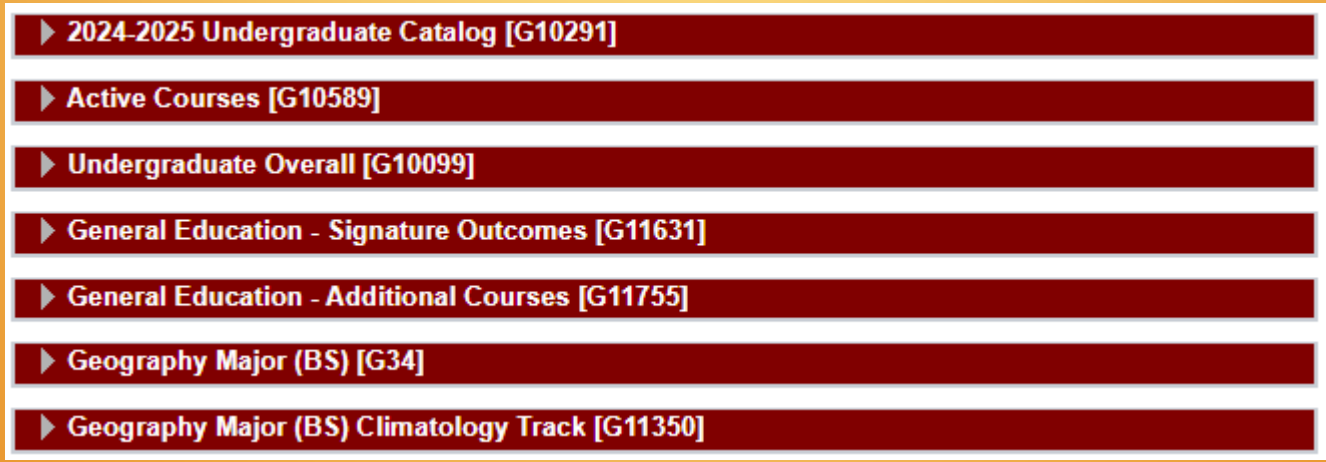
Academic Requirements

- When students enroll in their last semester of courses, the Academic Requirements Report will collapse – giving us the indication that they are preparing to graduate at the end of the semester.

- If the student is not successful in any of their courses, the corresponding requirement will pop back open, letting us know it needs to be satisfied. In addition, the Advising Services Coordinator will adjust the student's graduation term to allow time to satisfy the requirement.



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General Education Requirements

Prior to Fall 2024:

Group I – 2 Courses
- a. Composition and Research (ENGL 103 or HONR 111 – "C" or better required)
- b. Literature

Group II – 2 Courses
- a. World Civilizations (HIST 101, 102, or 103)
- b. History Elective

Group III – 3 Courses
- a. Humanities
- b. Social Science
- c. Humanities or Social Science

Group IV – 4 Courses
- a. Lab Science (2) (MUST be from two different disciplines)
- b. Science, Math or Computer Science (1)
- c. Math (1)

Group V – 1 Course
- a. Fitness and Wellness 106

Beginning Fall 2024:

SIGNATURE OUTCOMES:
- Civic and Community Engagement (CCE)
- Diversity and Inclusion (DI)
- Environmental Sustainability (ES)

ADDITIONAL GENERAL EDUCATION COURSES:
- First Year Seminar (FYS) (Must be taken in the first year)
- Communicating Through Writing (CTW) (Must be taken in the first year)
- Quantitative Analysis (QA) (Must be taken in the first year)
- Humanities (Courses in these two sections must be taken in different content areas)
  - Human Expression (HE)
  - Humanity in Context (HIC)
- Social Science (Courses in these two sections must be taken in different content areas)
  - Social Configurations (SC)
  - Social Issues (SI)
- Applied Science (Courses in these two sections must be taken in different content areas)
  - Hands-on Science (HOS)
  - Solutions Through Science (STS)
- Personal Wellness (PW)
- Experiential Learning (EL)

Click HERE for more information about General Education requirements.
Click HERE for General Education Requirement information for Transfer Students.
Click HERE for 2024-2025 General Education courses.

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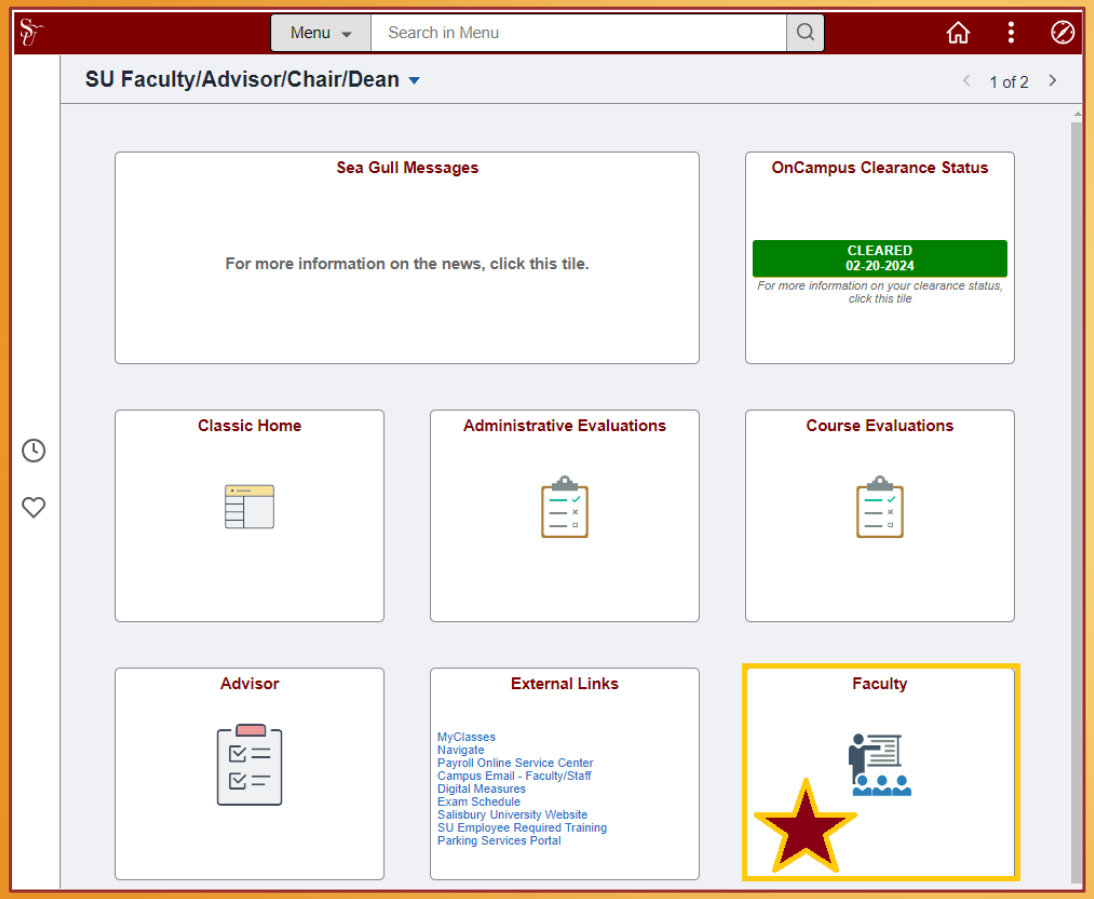
Search for General Education Courses



To search for General Education courses in GullNet:

– Click on the following link (may require SU login):
Search for Classes by Semester

– *OR* –

– Click on the "Faculty" tile on the homepage (see screenshot)

– *OR* –

– Click on the navigation button in the upper-right hand corner and follow the below breadcrumbs:

Self Service > Search > Class Search

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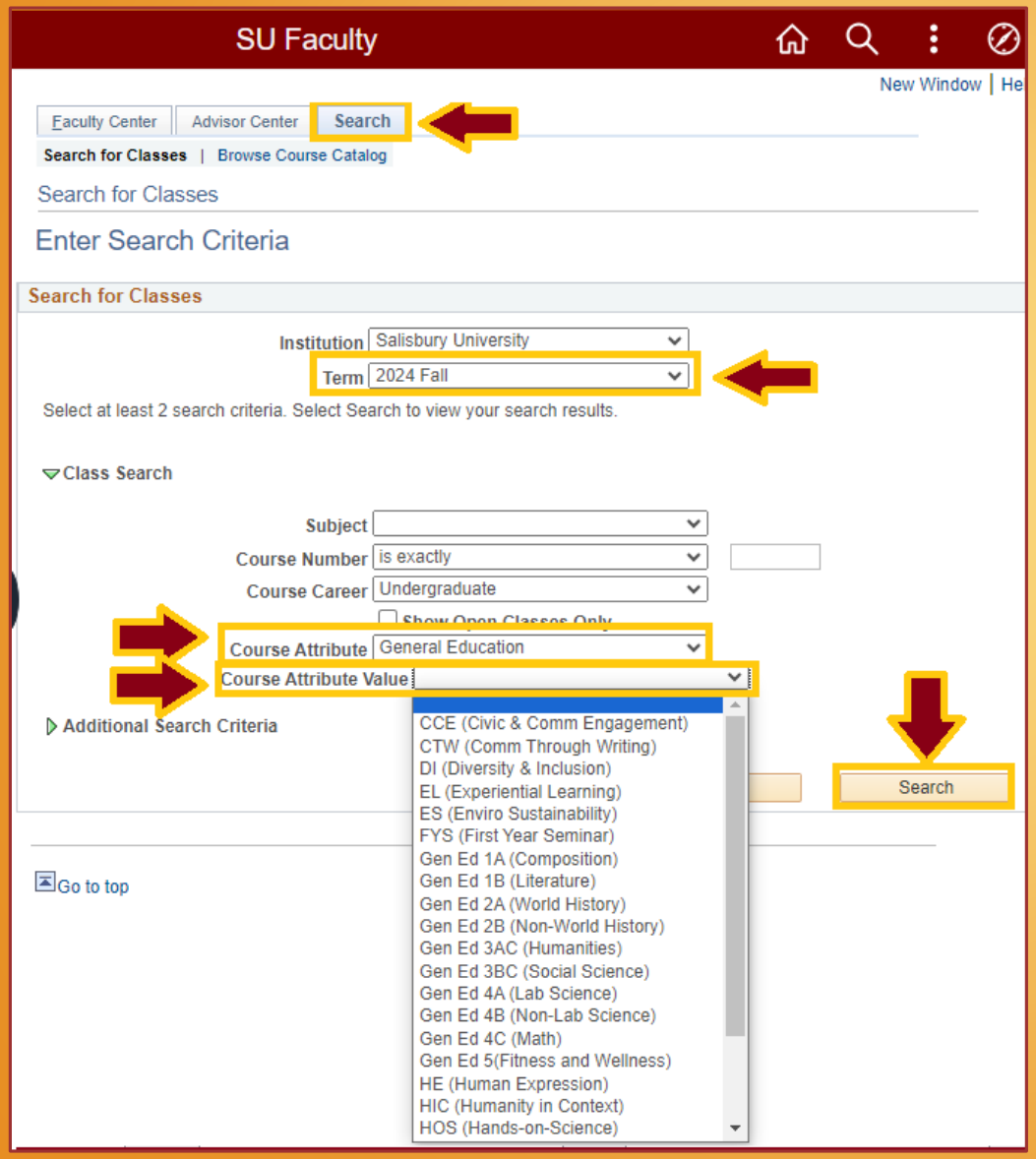
Search for General Education Courses



Once in the Search area:

- Select the appropriate term
- Select "General Education" from the Course Attribute dropdown menu
- Click on the dropdown menu by Course Attribute Value to view a complete list of general education courses

*This list includes courses for old and new catalog years

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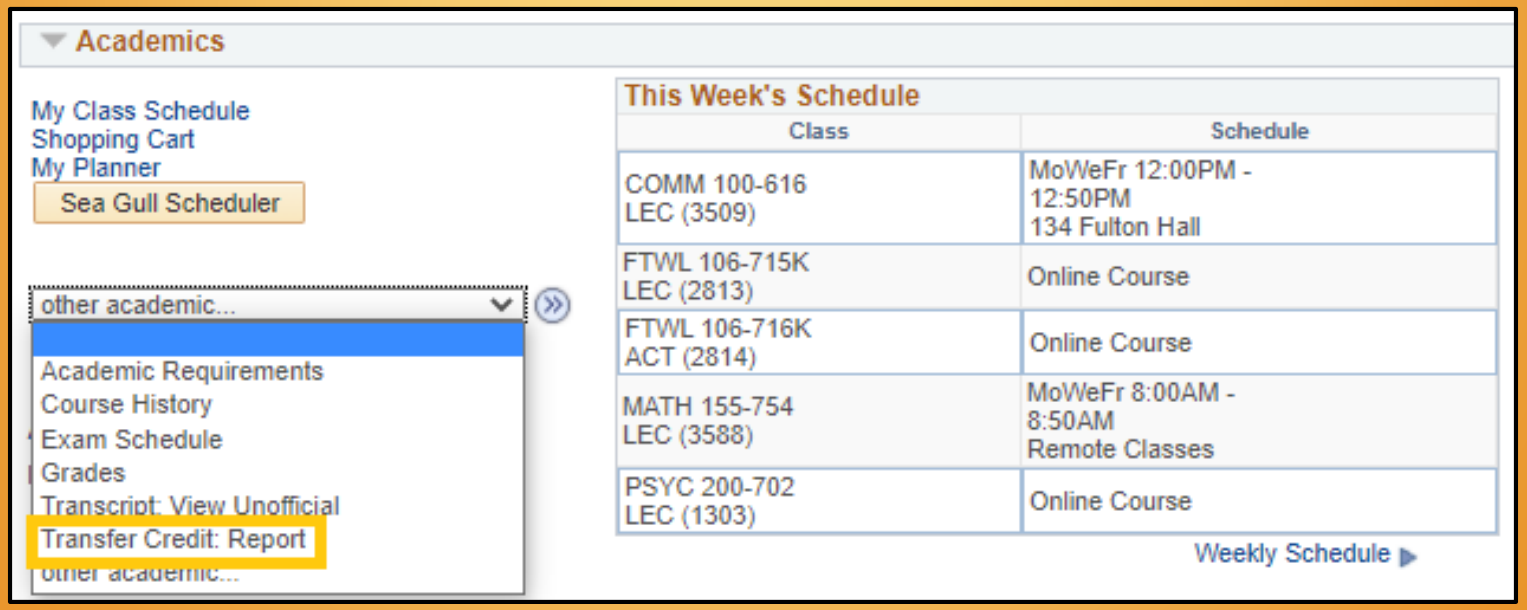
Transfer Credit Report

Transferred coursework can be viewed in the Transfer Credit Report, found in GullNet, by clicking on the dropdown list beside the student's schedule.

Additional information about general transfer policies can be found HERE.



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Transfer Credit Report

How to interpret the
Transfer Credit Report:

- **Course Credits** - Shows credit awarded from other institutions
  - T4 = A
  - T3 = B
  - T2 = C
  - T1 = D

- **Test Credits** - Shows AP and IB exam credit

- **Other credits** – Shows military credit

Advisee Transfer Credit

1234567 Sammie Seagull

Course Credits

Model Nbr 1 Posted
Institution Salisbury University
Career Undergraduate
Program Henson Sch of Science/Tech UG
Credit Source Type External
Source Institution Wor-Wic Community College

Transfer Term	Incoming Course	Units Taken	Grade Input	Status	Equivalent Course	Units	Grade	
Spring 2025	CMP 210	4.00	A	Posted	COSC 120	4.000	T4	
Spring 2025	CMP 211	4.00	A	Posted	COSC ELE	4.000	T4	
Spring 2025	MTH 122	4.00	C	Posted	MATH 140	4.000	T2	
Spring 2025	MTH 121	3.00	B	Posted	MATH QA	3.000	T3	
Spring 2025	HIS 201	3.00	B	Posted	HIST 201	3.000	T3	
Spring 2025	HIS 101	3.00	B	Posted	HIST 101	3.000	T3	
Spring 2025	SDV 100	1.00	B	Posted	ELEC 100	1.000	T3	
Spring 2025	ENG 101	3.00	B	Posted	ENGL 103	3.000	T3	
Spring 2025	ENG 151	3.00	B	Posted	GENE HE	3.000	T3	
Spring 2025	ECO 151	3.00	A	Posted	ECON 212	3.000	T4	
Spring 2025	CMP 115	4.00	A	Posted	COSC ELE	4.000	T4	
Spring 2025	CMP 135	4.00	A	Posted	COSC 117	4.000	T4	
Spring 2025	CMP 134	4.00	A	Posted	COSC ELE	4.000	T4	
Spring 2025	CMP 130	3.00	B	Posted	COSC ELE	3.000	T3	
Spring 2025	COM 101	3.00	A	Posted	COMM 100	3.000	T4	
Spring 2025	BMT 220	3.00	B	Rejected		0.000		
Spring 2025	OFT 155	3.00	A	Rejected		0.000		Reject rule found
Spring 2025	BMT 205	3.00	B	Posted	ACCT 248	3.000	T3	
Spring 2025	BMT 203	3.00	A	Posted	COMM 260	3.000	T4	

Test Credits

Model Nbr 1 Posted
Institution Salisbury University
Career Undergraduate
Program Henson Sch of Science/Tech UG

Transfer Term	Test ID	Test Component	Score	Status	Equivalent Course	Units	Grade	
Fall 2024	AP	MATAB	4.00	Posted	MATH 201	4.000	CR	
Fall 2024	AP	POSCU	4.00	Posted	POSC 110	4.000	CR	
Spring 2025	IB	ENALT	4.00	Posted	ENGL 103	4.000	CR	

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Transfer Credit Codes

Prior to Fall 2024:

Grading Scale:

- T = grade of "C-" or above
- T1 = grade of "D-", "D", "D-"
- GENE = fulfills a Gen Ed requirement
  - ENG = English Composition
  - LIT = Literature
  - HST = History (2B only)
  - SSC = Social Science
  - HUM = Humanities
  - SCL = Science with a Lab
  - SCN = Non-Lab Science
  - MTH = Math
  - PHE = Fitness and Wellness
- ELE = Elective only – Does not fulfill Gen Ed, but goes toward the 120 credit requirement

Beginning Fall 2024:

Grading Scale:

- T4 (A), T3 (B), T2 (C), T1 (D)
- GENE = fulfills a Gen Ed requirement
  - CTW = Communicating Through Writing
  - QA = Quantitative Analysis
  - HE = Human Expression
  - HIC = Humanity in Context
  - SC = Social Configurations
  - SI = Social Issues
  - HOS = Hands-on Science
  - STS = Solutions Through Science
  - PW = Personal Wellness
- ELE = Elective only – Does not fulfill Gen Ed, but goes toward the 120 credit requirement

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Graduation Requirements

To be eligible to graduate, students must meet the following requirements:

- Successfully complete at least **120 credit hours of coursework with a cumulative grade point average of 2.0 or higher**. Courses repeated because of unsatisfactory grades only count once toward the 120-credit minimum.
- Take **30 of the last 37 credit hours at Salisbury University** (special cooperative programs are exempt).
- Complete at least 30 credit hours at the University by direct classroom instruction and/or laboratory experience and not through credit by examination.
- Complete at least **30 credit hours at the 300/400 level with grades of C or better**. Transfer students must complete at least 15 of their 30 upper-level credits at Salisbury University (Note: other than field-based courses in the Professional Teacher Education Program, courses taken on a PS/F basis do not satisfy this requirement).
- Satisfy General Education requirements.
- Satisfy the requirements in at least one major program of study, including the major's required grade point average. Satisfy minor requirements, if applicable.
- Earn grades of **C or better in ENGL 103**.
- Submit an *Application for Graduation* to the Registrar by the appropriate date (available in Gull Net - Self Service - Application for Graduation).
- Make arrangements to repay any outstanding fines and debt to the institution.

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Salisbury UNIVERSITY

NAVIGATE

User Guide

Navigate Training Manual can be found HERE.

Navigate User Guide

- Navigate Overview
- Logging into Navigate
- Setting Your Availability
- Scheduling Appointment Campaigns
- Managing Appointment Campaigns
- Scheduling Appointments using the Personal Availability Link (PAL)
- Appointment Summary Reports/Notes
- Searching for Students
- Navigate Terminology Cheat Sheet

Salisbury UNIVERSITY

Navigate Overview

- Navigate is both an advising and communication tool.

- Faculty and staff can easily access information about individual students and groups of students. In addition, they can communicate with students directly through the platform, and each interaction is recorded for other faculty and staff to see.

- Tracking notes on student interactions creates a complete picture of where the student stands and who else is working with them. The ultimate goal of Navigate is to support students on their path to timely degree completion.

- Students do not have access to the information found/recorded in the Navigate platform. However, all information is part of a student's record and will be shared if requested or served in a subpoena. Therefore, be thoughtful about what you include and the language you use.

- If you want to show a student something in the Navigate platform, you should scroll to the bottom of their Overview page and click "Student View." You will know that Student View is activated when you see the button turn green, because the Student View strips away the Predicted Risk Level.

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Navigate Overview

- Program Planning appointments will no longer be scheduled in GullNet, so we ask that you use Navigate to set up a Program Planning appointments.

- Navigate is synced with your teaching schedule in GullNet and with your Outlook calendar, making it easier for you to set your availability in Navigate.

- The next pages will illustrate how you how to:
  1) Log into Navigate
  2) Set up your availability in Navigate
  3) Create/manage your Campaign (invite students to meet with you for Program Planning)

- Please encourage your undergraduate students to download the Navigate mobile app (if they have not done so already).

- Additional resources can be found on the Navigate at SU website, or the Faculty Mentor Resources page of the Academic Advising Center website.

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Salisbury UNIVERSITY

NAVIGATE

Logging Into Navigate

Logging into Navigate

Log into Navigate

- Salisbury University Navigate Platform address: https://salisbury.campus.eab.com/
- A link is also provided on the SU Faculty & Staff page
- You will use your SU username and password

Quick Links For Everyone

- Academic Calendar
- Academic Catalog
- Campus Calendars
- Cultural Affairs Office
- Curriculog
- Dining
- Directory (Faculty & Staff)
- Diversity and Inclusion
- Email / Microsoft 365
- Events
- Faculty/Staff Giving Campaign
- Gull Card
- GullNet (Employees)
- Tech Support/Helpdesk
- Human Resources
- Institutional Equity
- Libraries
- LinkedIn Learning
- MyClasses
- Navigate Platform (Navigate Documentation)
- News
- Offices & Departments
- Registrar's Office Faculty/Staff Quick Links
- Support Services/Physical Inventory Contro (PIC)
- This Week in Athletics
- Travel Office
- University Shared Governance
- University Tickets
- **Zoom**
  - Salisbury University Zoom
  - Getting Starting with Zoom
  - Scheduling a Zoom Meeting
  - Preventing Zoombombing
- **Department Work Requests:**
  - Physical Plant Workorder
  - Procurement Support Center
  - Publications & Copy Center Workorder
  - Technology Support Center
  - Website Updates, Newsletters, Event/Marketing Email Requests

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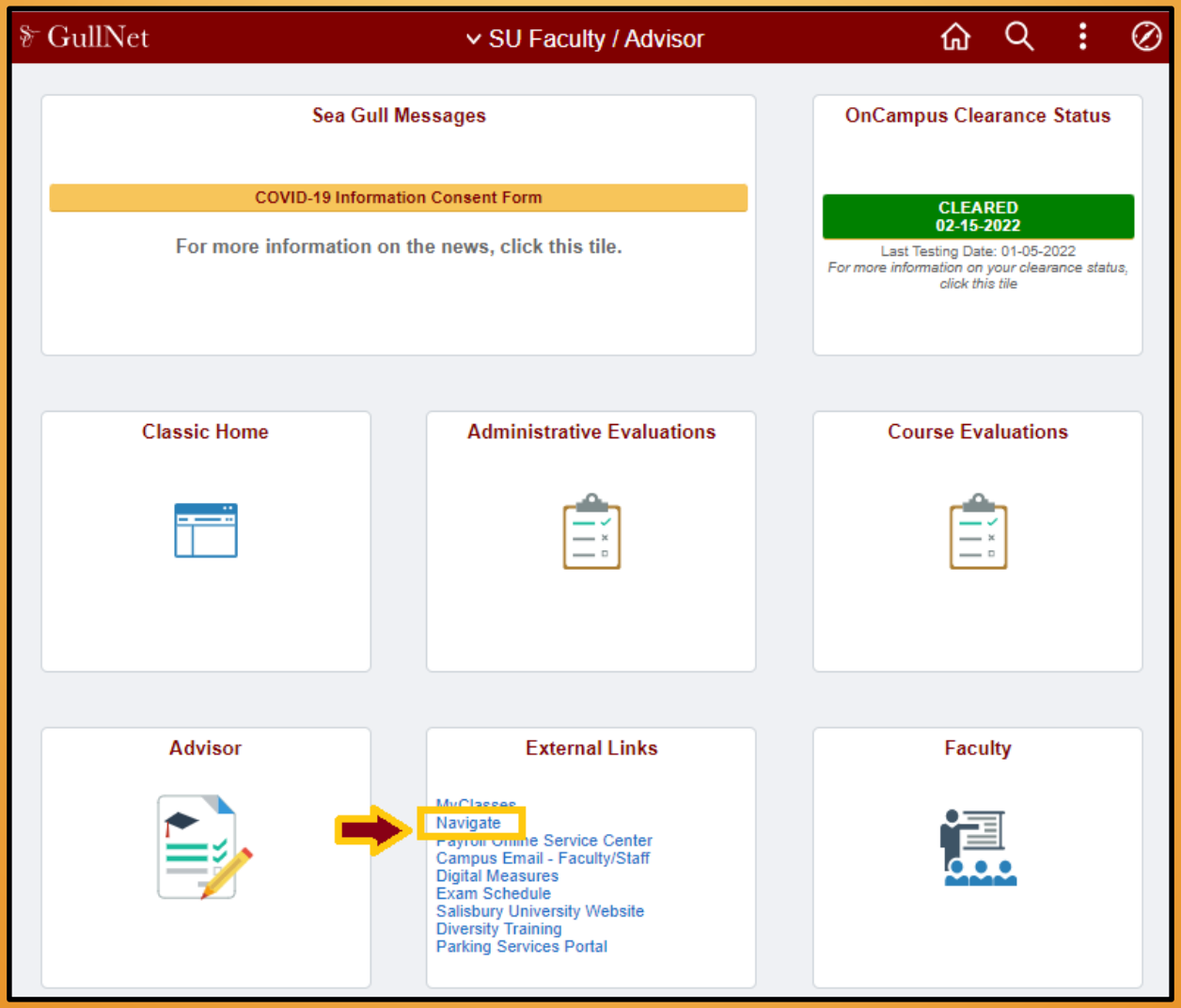
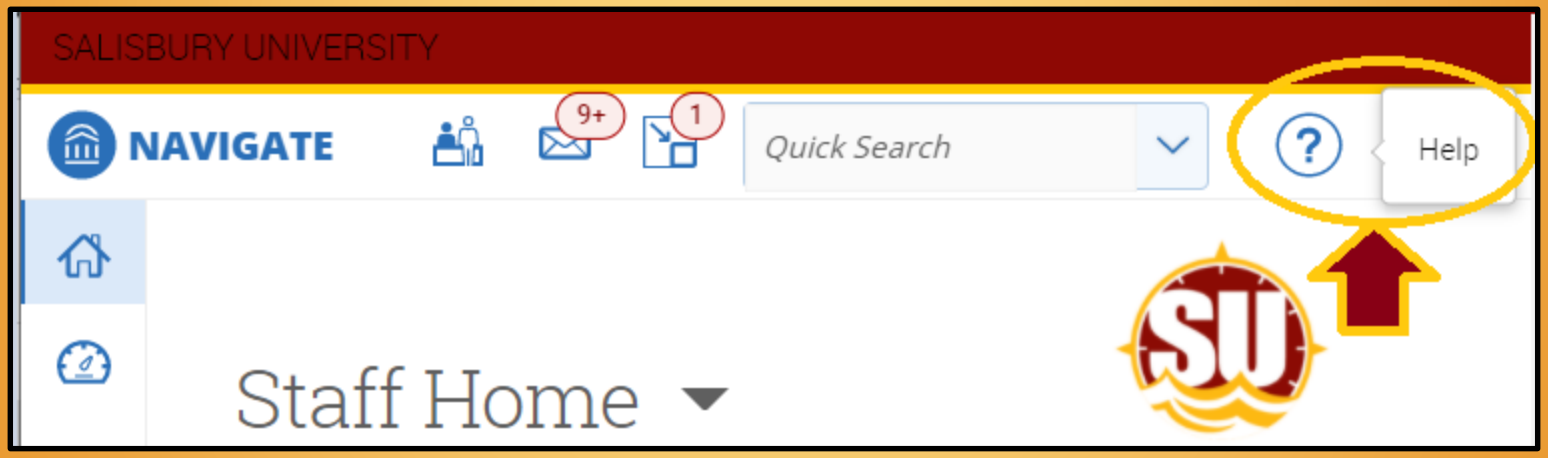
Logging into Navigate

- You can also log into Navigate through GullNet:
  - Under "External Links" on the landing page



Navigate Help Center

This guide introduces you to Navigate basics; however, a robust Help Center is built right into the Navigate platform. Access it by clicking on the "?" in the upper right-hand corner.



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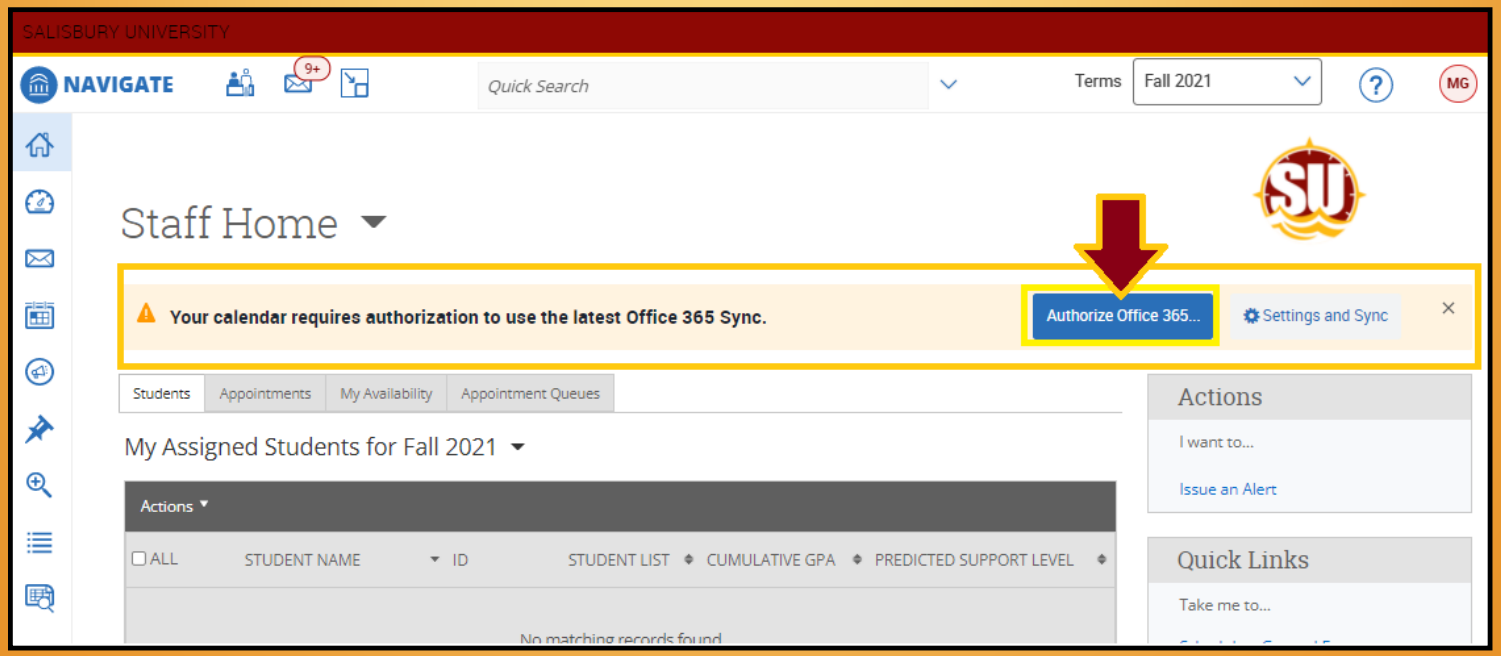
Campus Calendar

Be Sure to Authorize Office 365

- Doing so allows Navigate to sync with your Outlook calendar (any appointments set in Outlook will not be displayed in Navigate and others will not have access to that information
- More information can be found on the IT Help website (click HERE or HERE)
- A majority of you have completed this step, so if you to not see the banner across the top, you're all set



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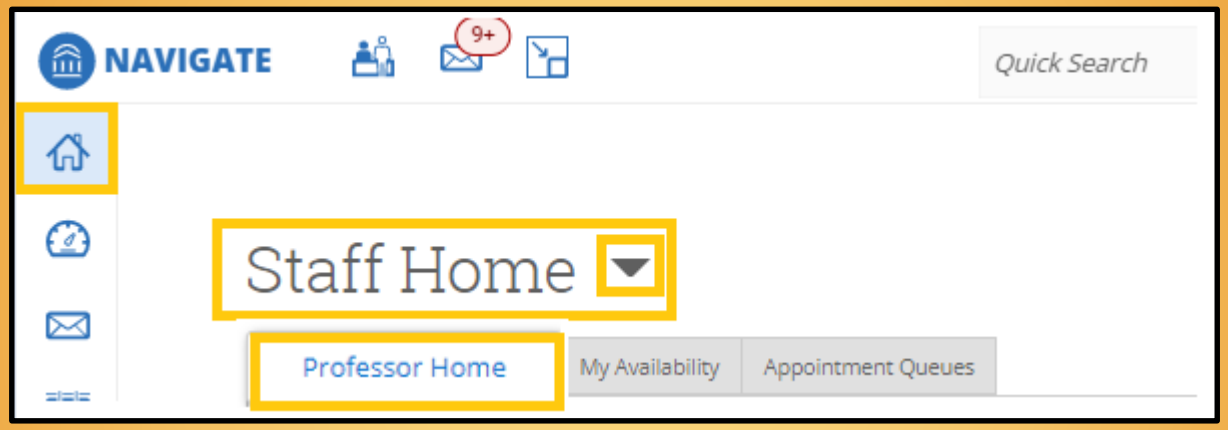
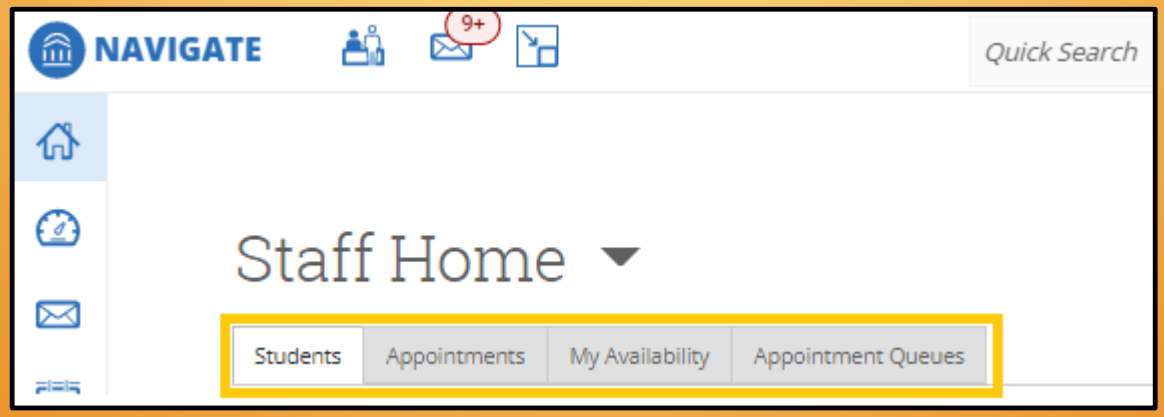
Home Page

After signing in to Navigate, you will see the Home Page

- The **Staff Home** shows advisees who are assigned to you
- The **Professor Home** shows the students in your classes



Access the tabs under Staff Home or Professor Home to see more information



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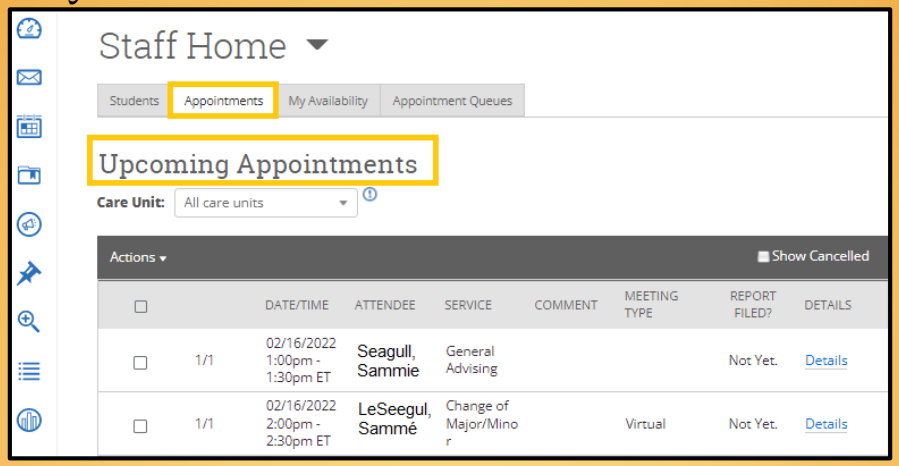
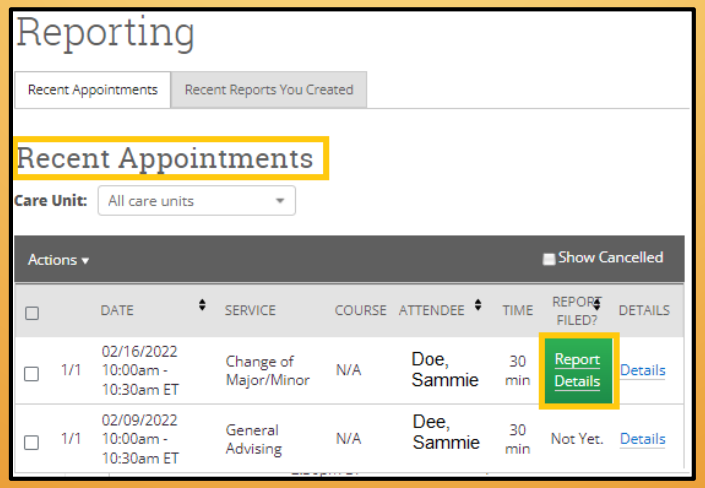
Home Page - Appointments Tab

Upcoming Appointments – Lists anyone who has set up an appointment through Navigate to meet with you



Recent Appointments - Tracks anyone who has an Appointment Report filled out from you – whether they originally set up an appointment with you or not



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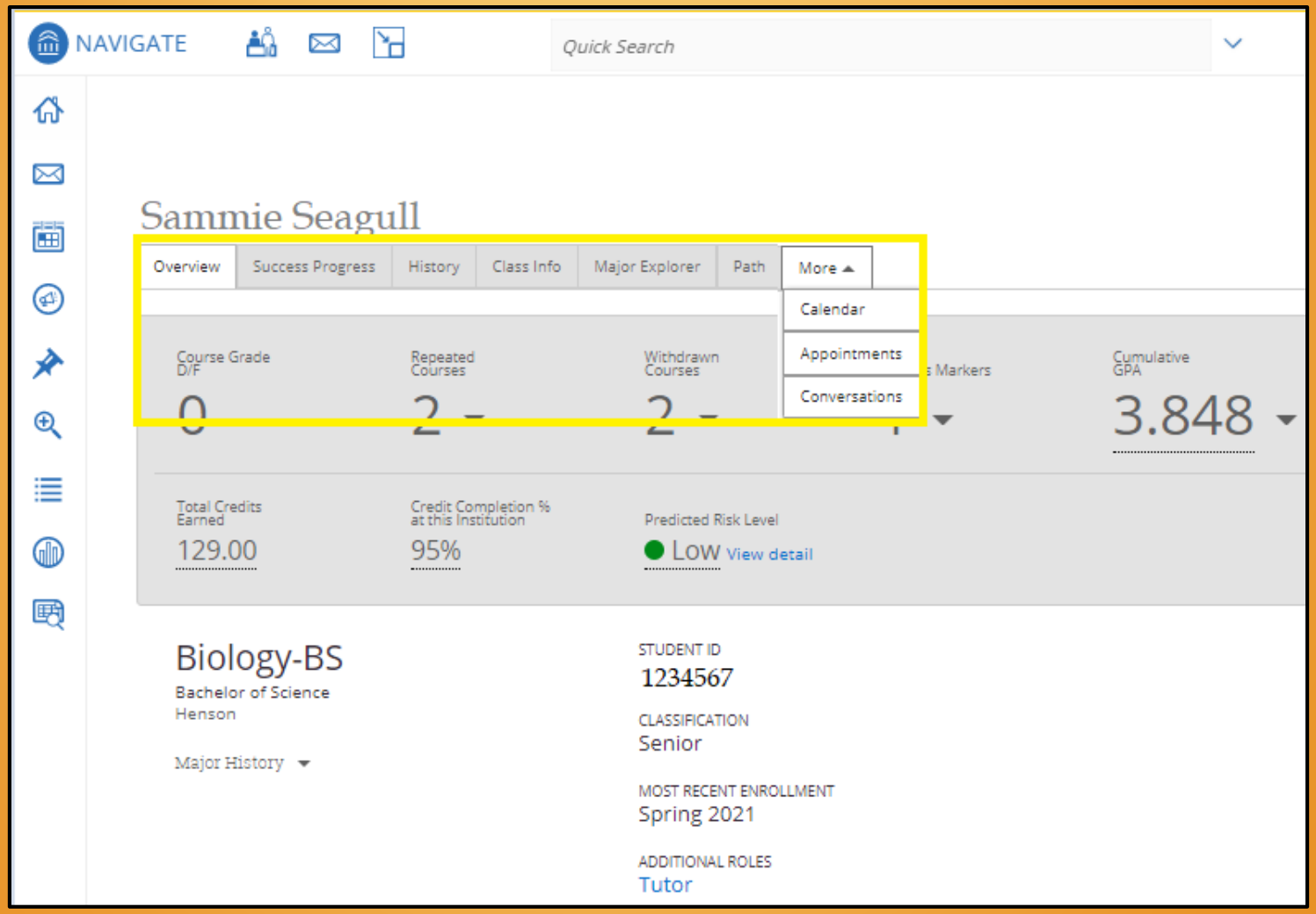
Navigating Navigate

Navigating Navigate:
The tabs across the top of the screen provide more information about the individual student.



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Navigating Navigate

Navigating Navigate:

Success Progress - View completed, missing, or upcoming Success Markers. You can also view a graph of GPA Trends by term and Credit Trends by term.
Success Markers are courses critical to progress in the student's major. It may be the course itself, the grade, or the timing that is especially important.

History - Show any notes or reports added by faculty and staff.

Class Info - Includes classes this term as well as a full transcript, including courses, grades, term, and cumulative GPAs, academic standing and transfer courses/grades, high school name, and standardized test scores.

More - You will find Calendar, Study Hall, Appointments, and Conversations.

- *Calendar* - Shows the student's class schedule in a monthly calendar format, including the class location.
- *Appointments* - Shows any recent or upcoming appointments that the student has scheduled.
- *Conversations* - Tracks emails and texts sent out through the Navigate platform as well as the student's response(s).

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Salisbury UNIVERSITY

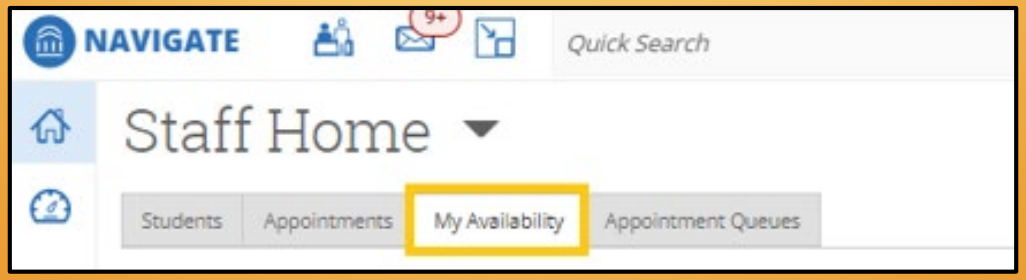
NAVIGATE

Setting Your Availability

Home Page - My Availability Tab

Setting up your availability in Navigate

- You can set up availability for multiple types of appointments: Program Planning, office hours, research mentorship, etc.
- Setting up availability in Navigate allows students to schedule appointments with you or know when you are available for walk-ins.
- You can set separate (but overlapping) times for Program Planning, office hours, research mentorship, etc. Note that we can update locations and services upon request (contact Sarah Timko-Jodlbauer).
- When students sign up for an appointment through Navigate, they are sent an email reminder the day before and a text message reminder 30 minutes before.



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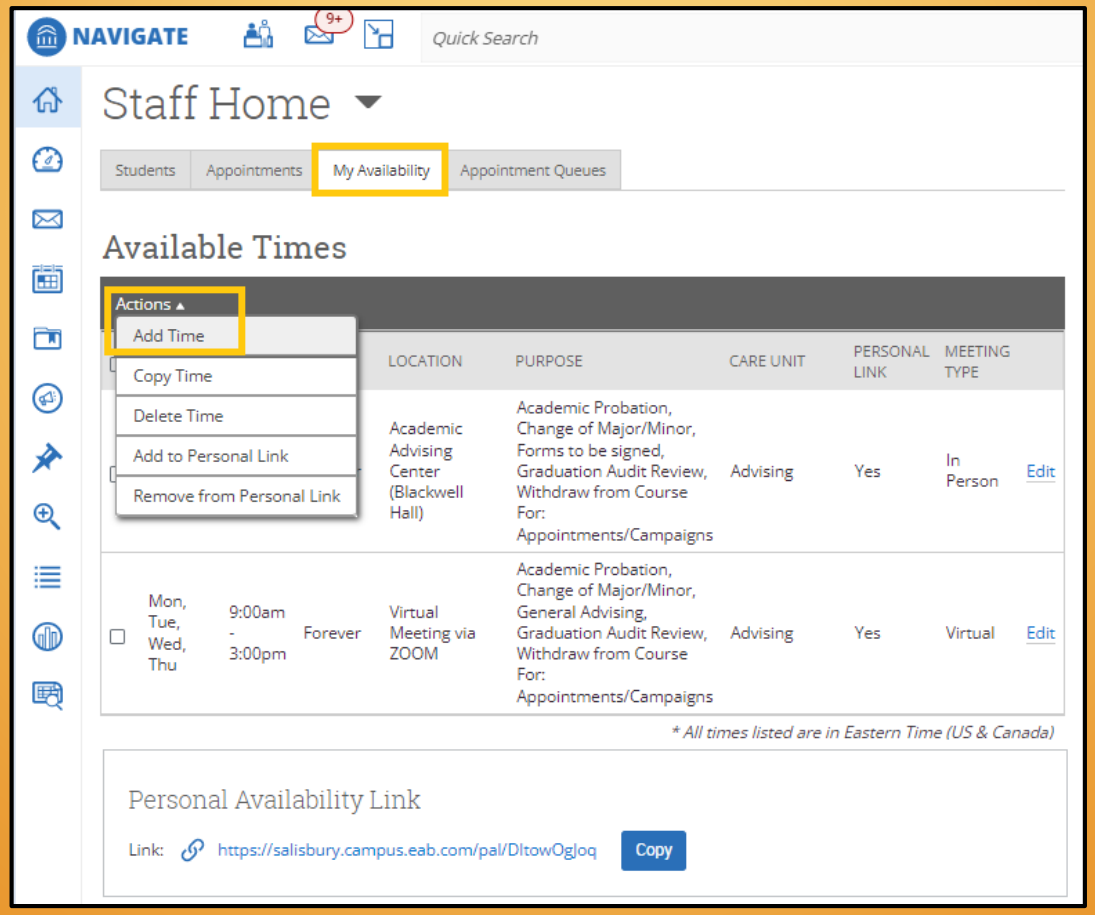
My Availability Tab

Setting up your availability in Navigate

- You can set different times for different meeting services (i.e., Advising/Program Planning, Office Hours, etc.)
- You can set the appointments for a range of dates (Program Planning), a specific term (Office Hours), or make it never-ending (for-eh-ver)



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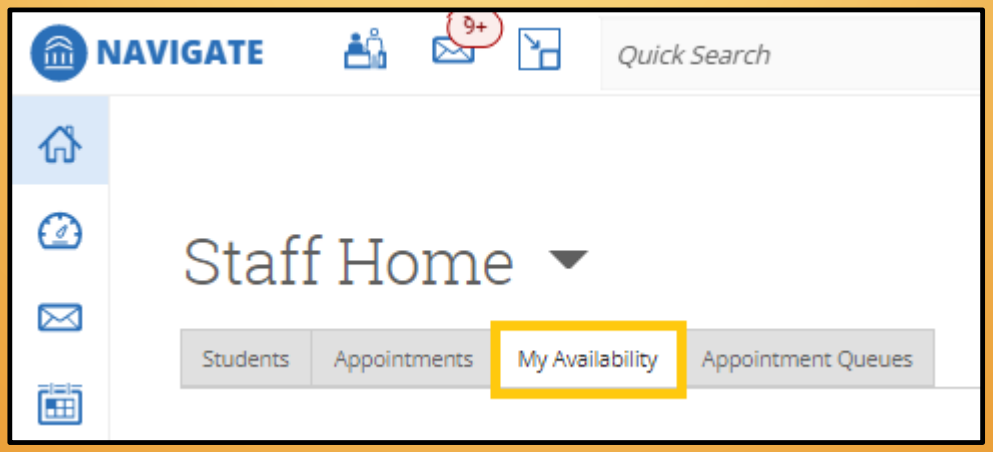
Setting Up Your Availability

Setting up your availability in Navigate
Each semester, you need to set up availability in Navigate so that students can schedule appointments with you. You can set separate (but overlapping) times for Program Planning, office hours, research mentorship, etc.

- Select "Staff Home", as noted below.
  - **Professor Home** - lets you view all students who are currently in any of your courses.
  - **Staff Home** - allows you to view all of your advisees.
- Click on "My Availability" tab.



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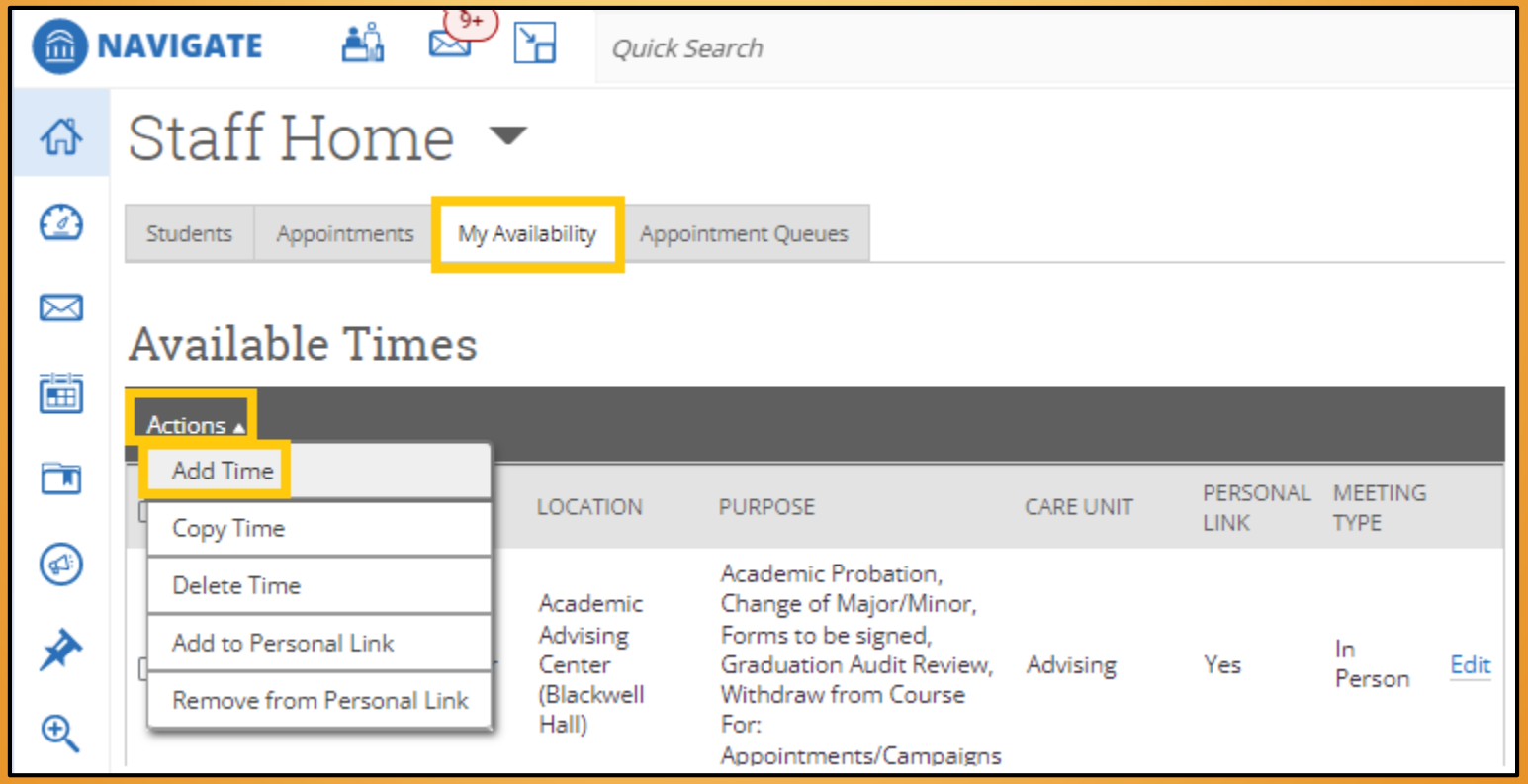
Setting Your Availability

Setting up your availability in Navigate

- Click on the "My Availability" tab (third tab from the left)
- Click on the "Actions" dropdown menu under "Available Times"
- Choose the "Add Time" option



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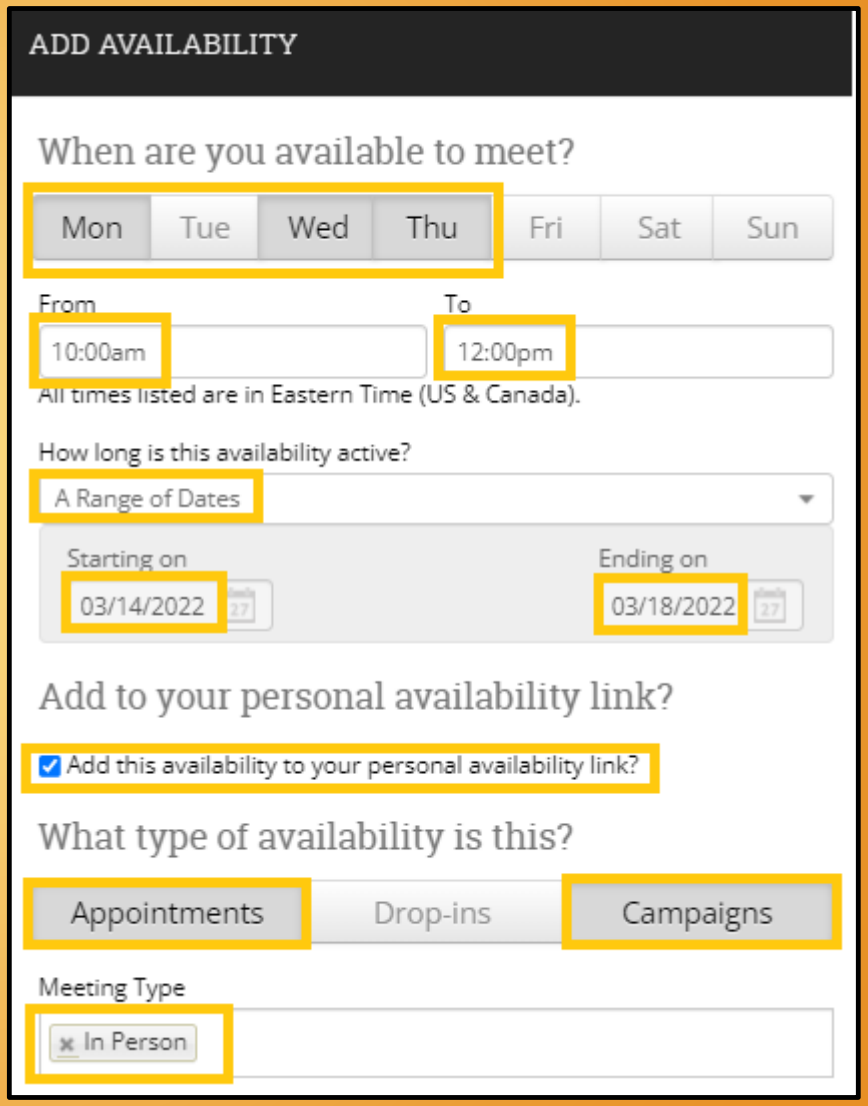
Setting Up Your Availability

- Select the days when you are available
- Select times you are available
  Reminder: Navigate syncs with GullNet and Outlook, so any times that are blocked for class or personal appointments will also be blocked to students in Navigate
- Select a range of dates (i.e., "3/14/2024 to 3/18/2024", "2024", "Forever", etc.)
  Reminder: Faculty Advising Weeks are split by Spring Break (no appts from 3/21-25/2024, unless you want to meet with students then)
- Click on the "Appointments" and "Campaigns" buttons
  - Activate "Appointments" if you plan to provide students with your Personal Availability Link (PAL)
  - More information about PAL and building/launching campaigns to follow



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Setting Up Your Availability

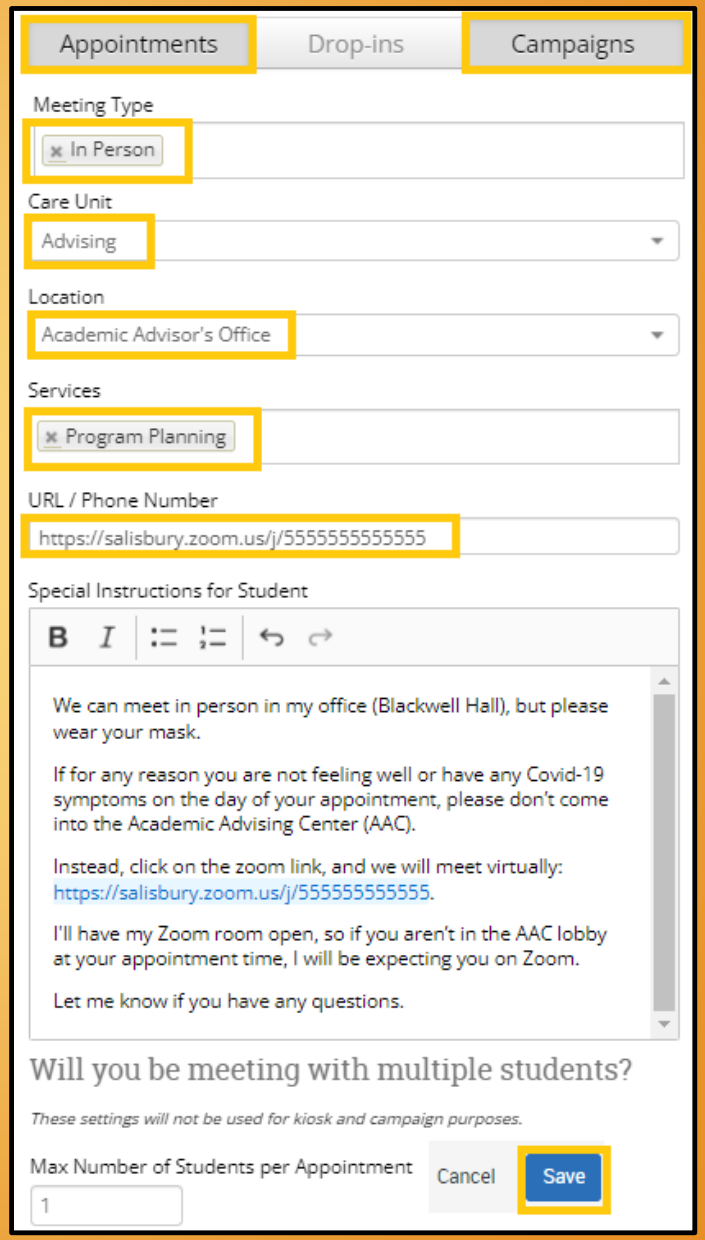
- Care Unit = "**Advising**"
- Location = "**Academic Advisor's Office**" or "**Virtual Meeting via Zoom**"
- Services = "**Program Planning**" or "15-, 20-, 30-Minute Program Planning"

- Provide a URL, phone number, or Zoom address

- Enter any special instructions you may want to share with your advisees (e.g., office location; Please come prepared with a list of courses you plan to take in the fall; Please wear a mask, etc.)

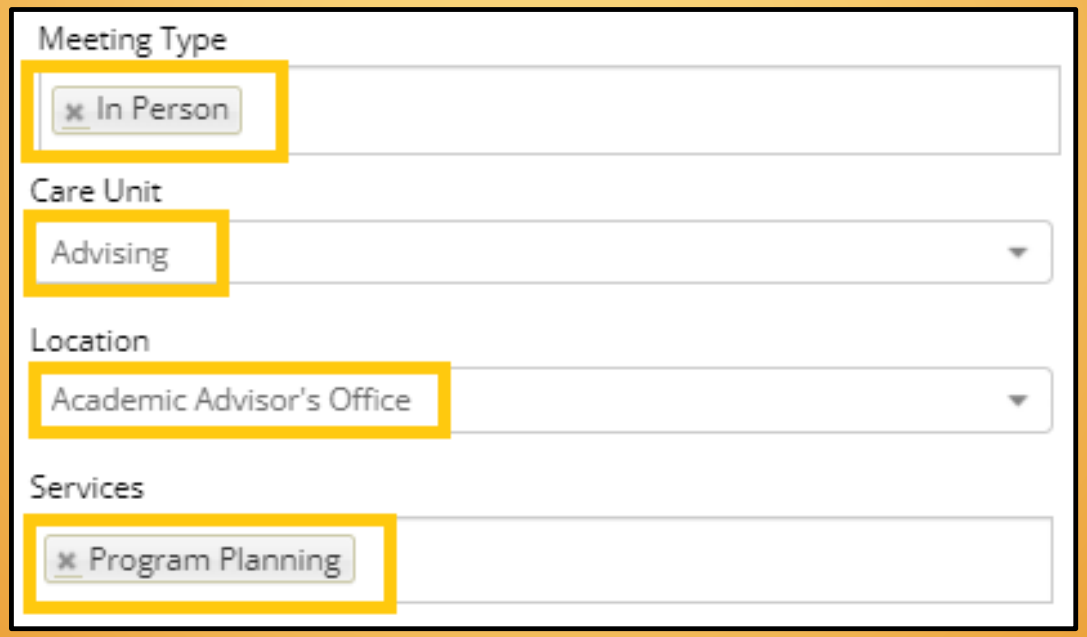
- Leave "Max Number of Students per Appointment" set to 1

- Click the "Save" button



Setting Up Your Availability

- **NOTE**: It is essential that you remember or make note of what you coded for the following because these are the parameters you will use to set up your Appointment Campaign:
  - **Care Unit**
  - **Location**
  - **Services**



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Salisbury UNIVERSITY

NAVIGATE

Scheduling Appointment Campaigns

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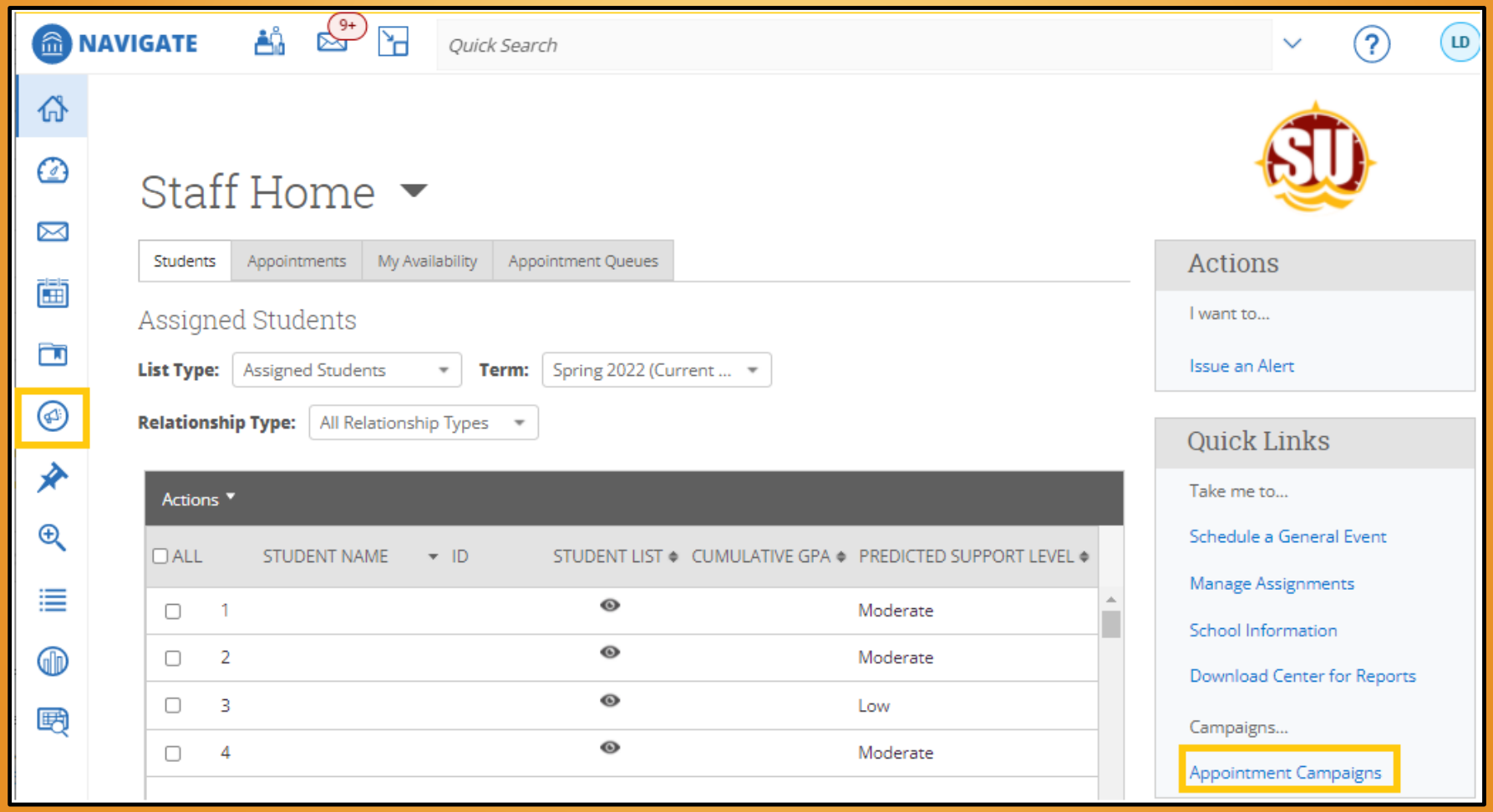
Appointment Campaign

Create your Appointment Campaign

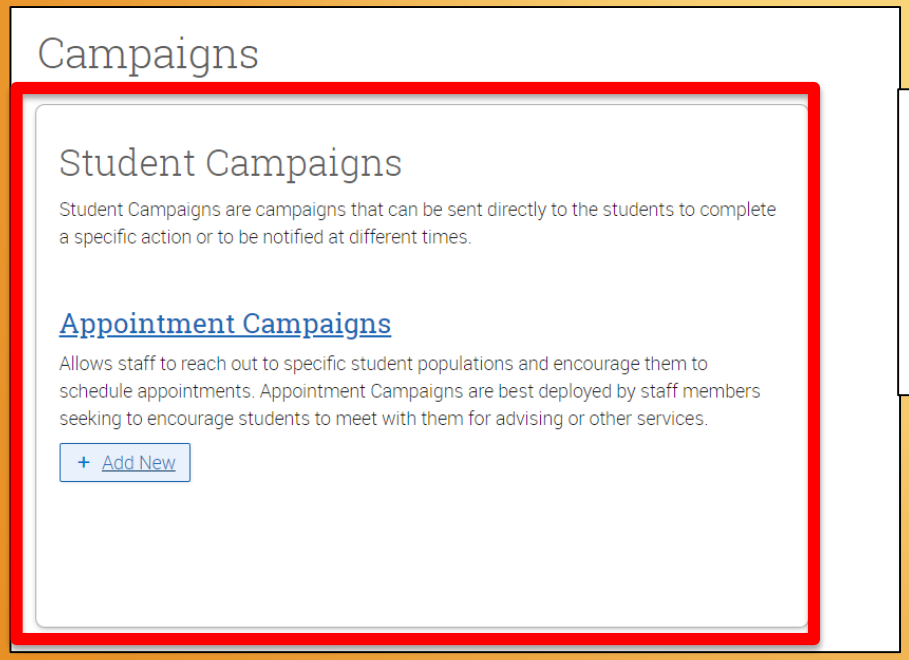
- Click on the "Appointment Campaigns" icon in the Actions menu (left-hand side, bullhorn icon), or Quick Links menu (right-hand side)

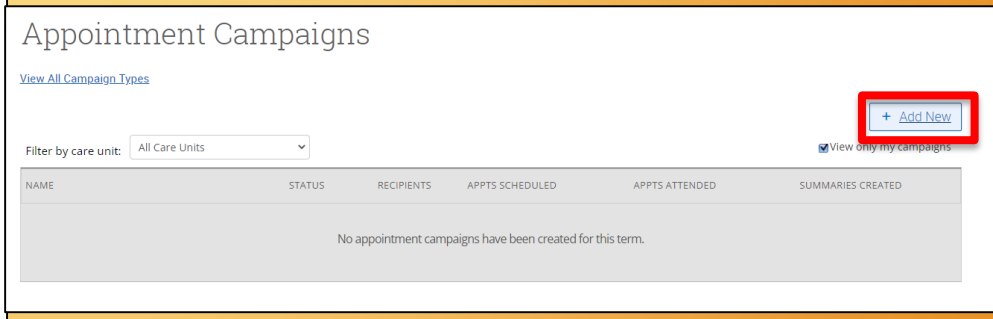


Appointment Campaign

Create your Appointment Campaign

- Click on “Appointment Campaign” under “Actions” (right-hand side)
- This will lead you to a page that will allow you to build your Program Planning appointment campaign
- Remember, it is Fall 2024 Program Planning because that is the semester of which we are preparing





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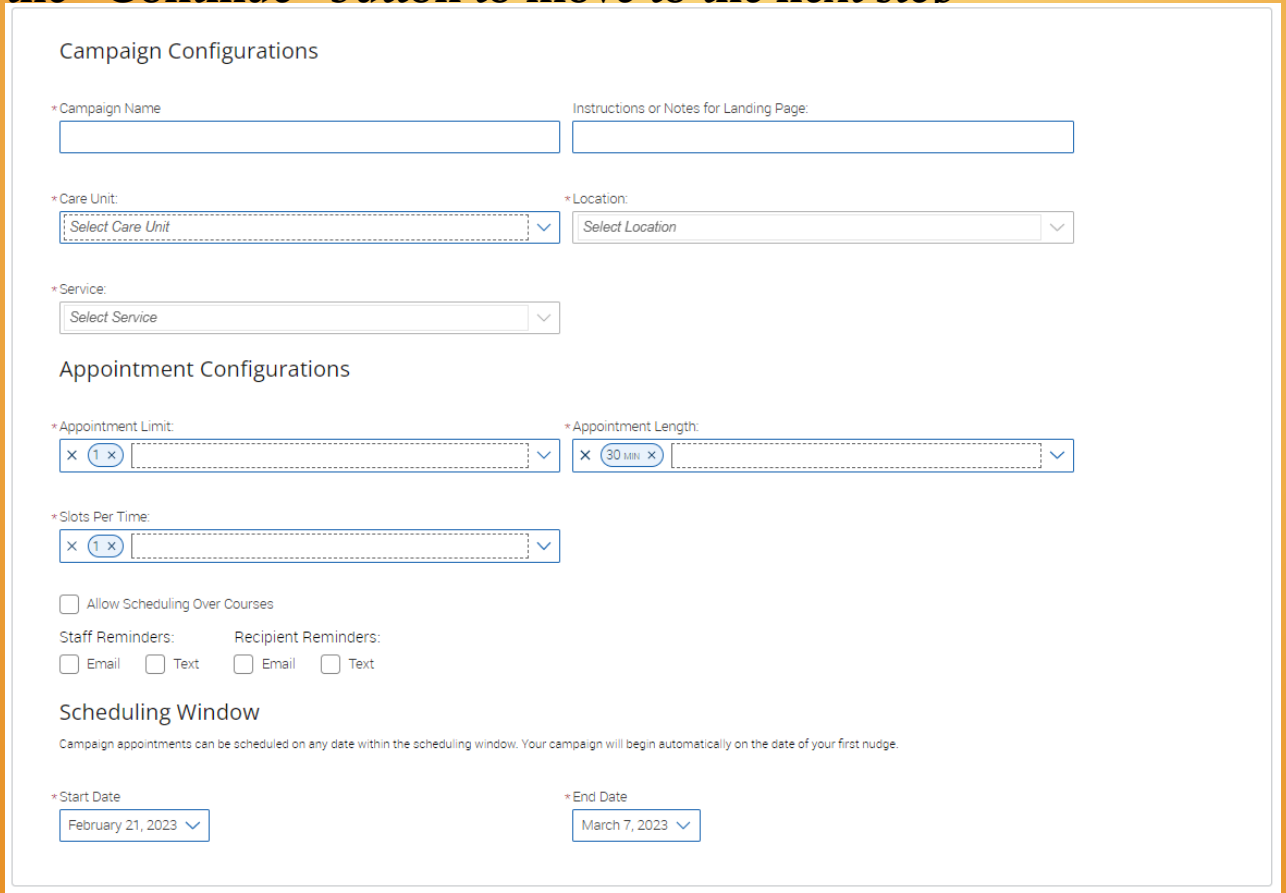
Appointment Campaign

Create your Appointment Campaign

- In this step, you will set the criteria for your Appointment Campaign
- Be sure that the information you use for “Care Unit”, “Location”, and “Service” match what was used when setting up your Availability, or the student will not be able to set an appointment with you
- Click the “Continue” button to move to the next step



Appointment Campaign

Create your Appointment Campaign – Definitions of the Criteria

******Appointment Campaign criteria must match the information used for "My Availability" for the student to be able to make an appointment with you.******

- **Campaign Name:** The Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns; it is not visible to the student. Adhere to SU's naming convention to make it easier to track the impact of your campaigns. Be sure to include the following in your name:
  - Term, Purpose, SU Username (Example: Program_Planning_Sp24_MRP)
- **Care Unit:** Advising
- **Location:** Academic Advisor's Office
- **Service:** Program Planning
- **Begin and End Date:** Set when you want students to start and stop making appointments for the campaign – Students can be term activated as early as Tues. 9/26, and advising runs through Fri. 11/3 (end of pre-registration), so it is up to you whether you meet with your advisees any time during this period, or you can choose to stick with the traditional advising timeline (see Registration Dates).
- **Appointment Limit:** How many times a student can use this link to schedule an appointment with you.
- **Appointment Length:** Set the length of time you prefer.
- **Slots per Time:** Appointments can be individual or group. By adding more than one "slot per time", you can have a group appointment.

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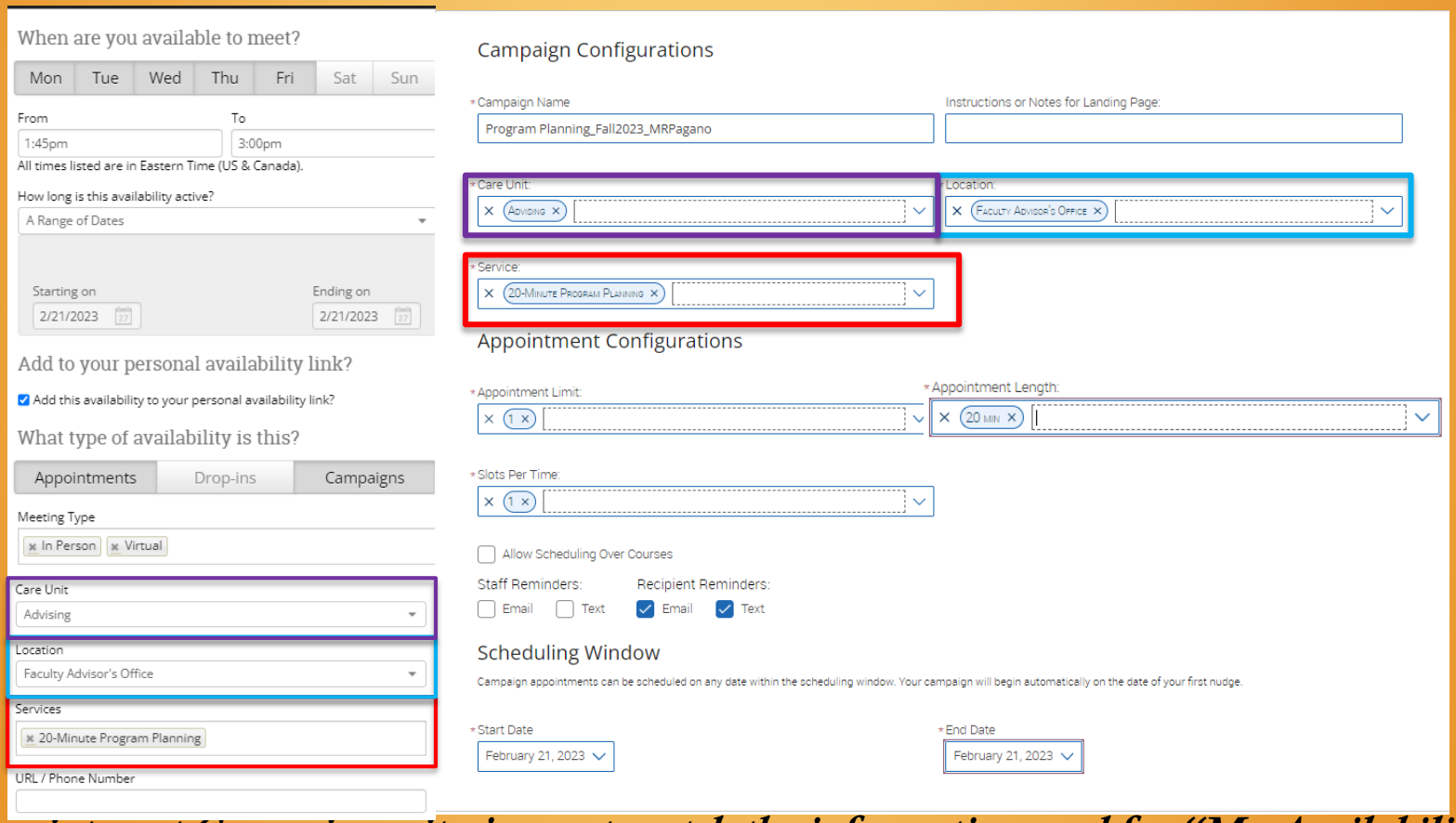
Appointment Campaign

- **NOTE**: It is essential that you remember what you coded in your availability for the following because these are the parameters you will use to set up your Appointment Campaign: - Care Unit - Location - Service

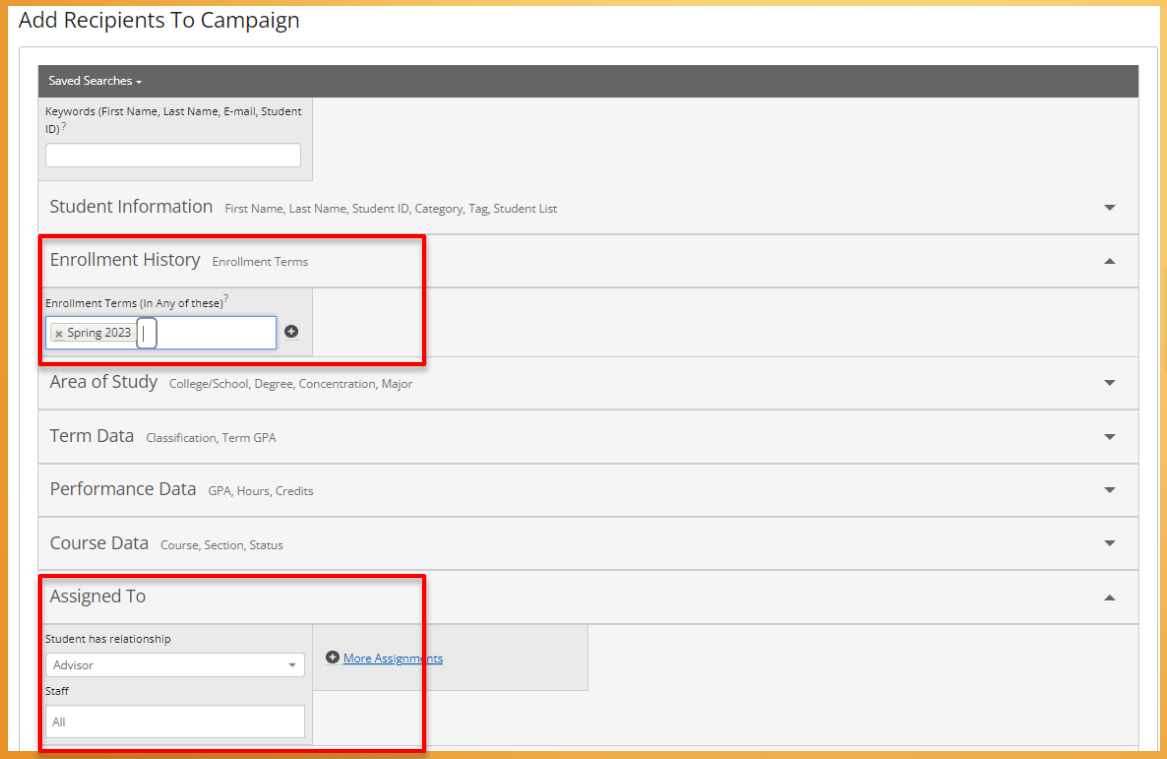


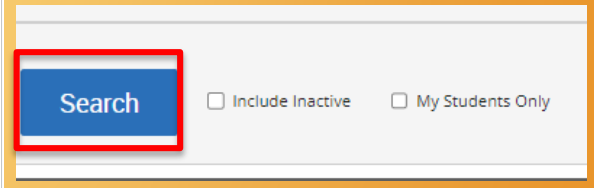
******Appointment Campaign criteria must match the information used for "My Availability" for the student to be able to make an appointment with you.******

Appointment Campaign

Create your Appointment Campaign

- Add Students to Campaign
  - Open “Enrollment History” select Fall 2024
  - Open “Assigned To”, “Advisor” in *Student has relationship,* then search your name.
  - Click “Search” to generate your students





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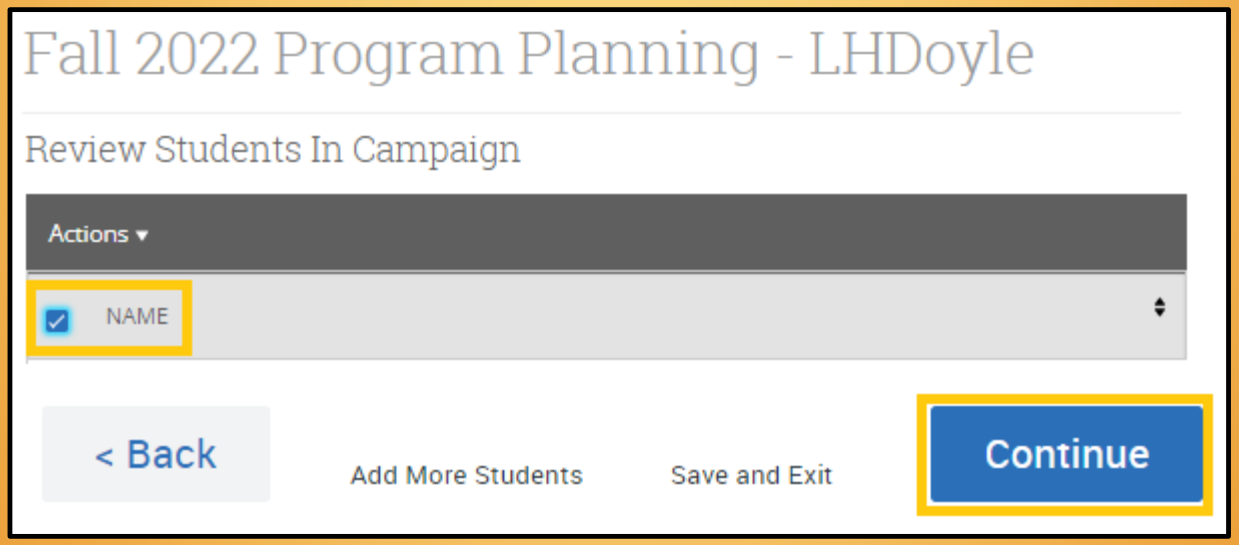
Appointment Campaign

Create your Appointment Campaign

- Click on the checkbox under the "Actions" dropdown list to ensure all students are selected
- Click the "Continue" button to move to the next step



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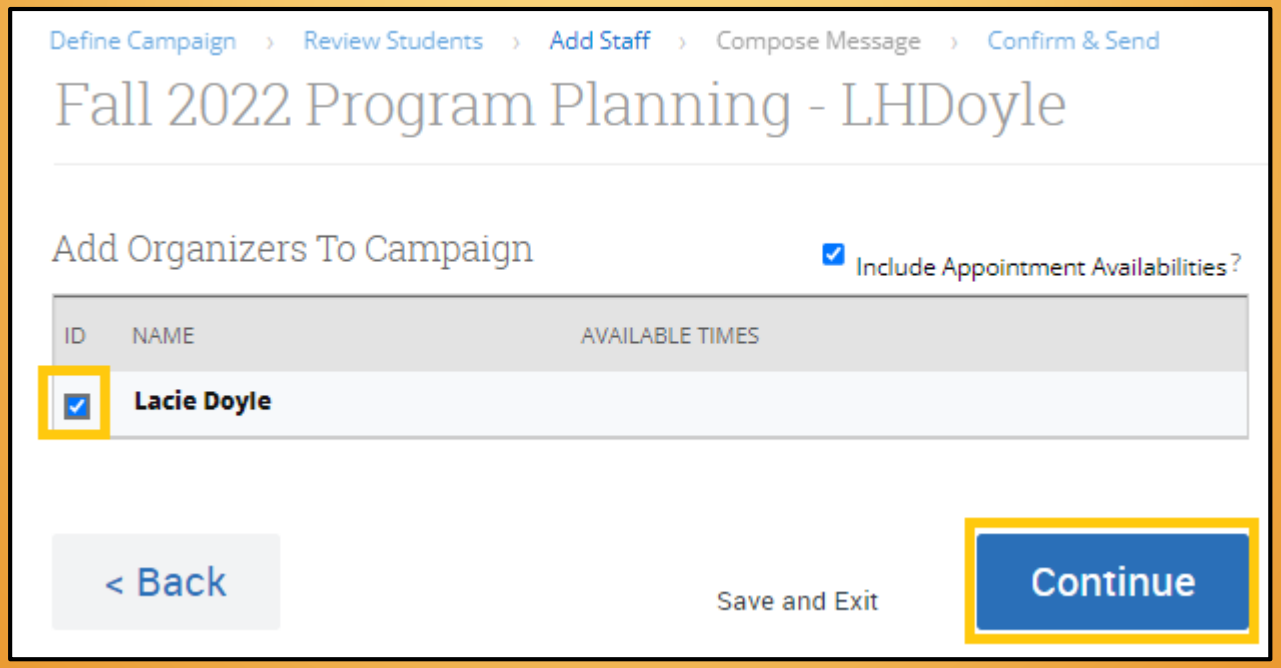
Appointment Campaign

Create your Appointment Campaign

- Select yourself as the "Organizer"
  - If you are co-advising, you can invite other faculty members to join here.
  - NOTE: Staff will need to have availability defined before they can be added to an appointment campaign



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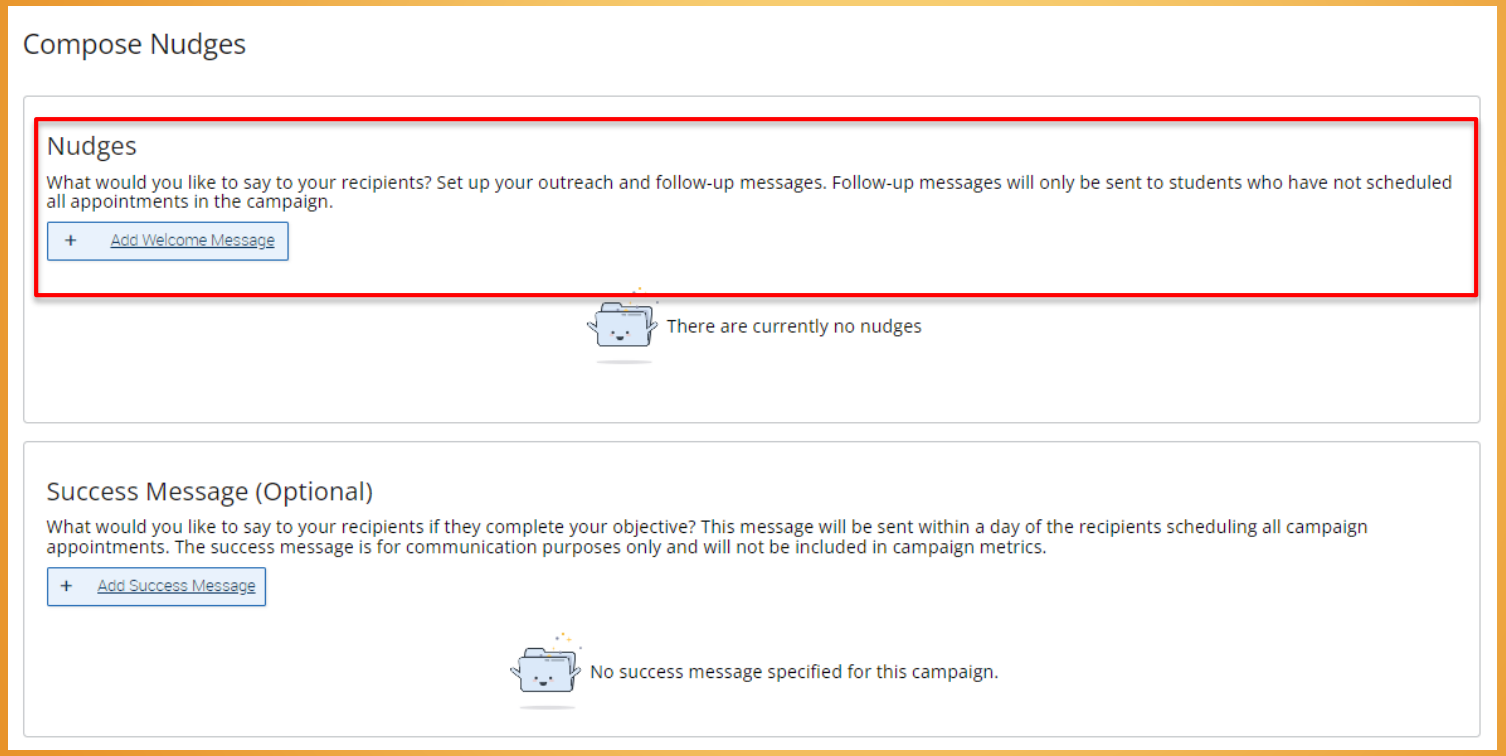
Appointment Campaign

Create your Appointment Campaign

- Your next step is to compose the message you will send to students
- Click "Add Welcome Message" under Nudges to develop your message



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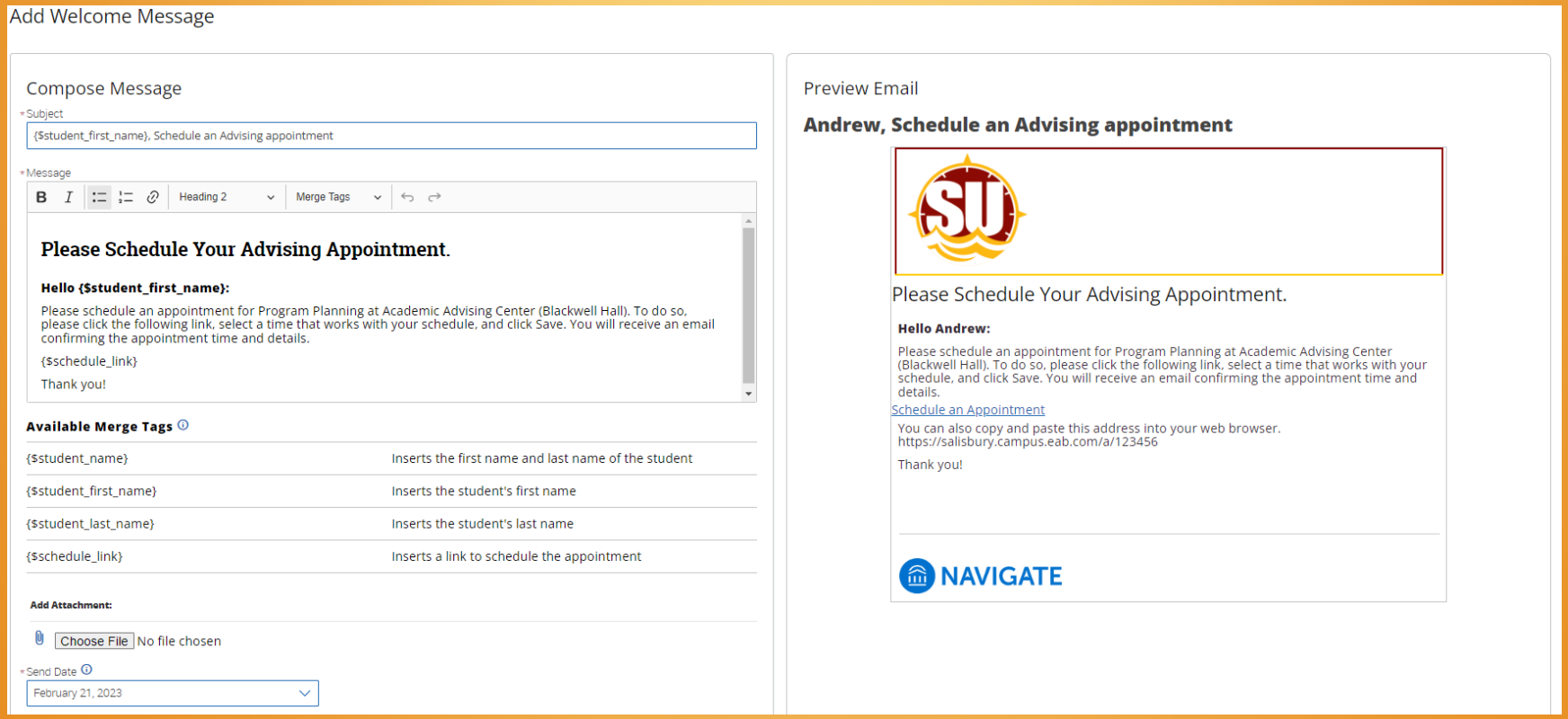
Appointment Campaign

Create your Appointment Campaign

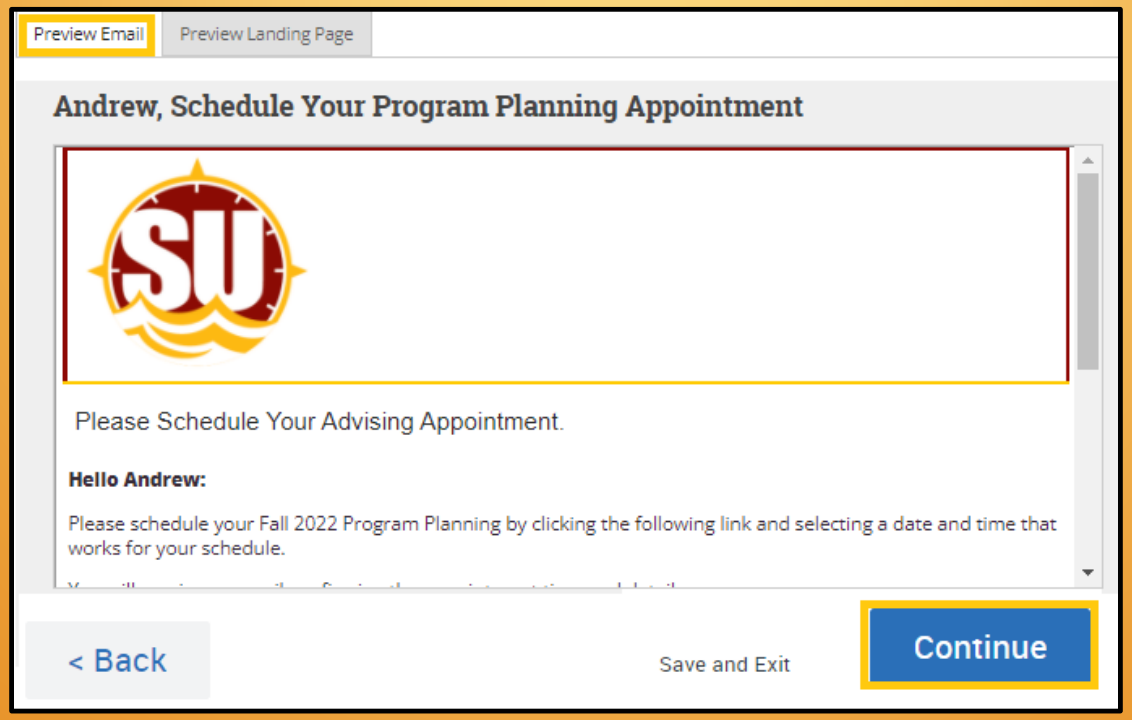
- Your next step is to compose the message you will send to students
- **DO NOT REMOVE THE SCHEDULE LINK {$schedule_link} FROM THE EMAIL BODY.** Doing so will break the link to the scheduling tool

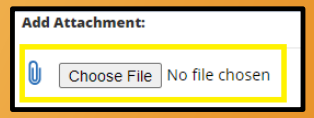


Appointment Campaign

Create your Appointment Campaign

- Fields used in the message composition are:
  - **Email Subject:** The topic will be the subject of the email going to the student
  - **Instructions or Notes**: This will be specific to the landing page students will be taken to when they click on the link in their email to choose the date and time of their appointment
- Note that you can include attachments
- You can preview how the email will look at the bottom of the page





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Appointment Campaign

Create your Appointment Campaign

- After you have finished composing and previewing your message, it's time to send out your campaign invitations
- Review your campaign details, invitees, and advisors on this page
- Click the "Send" button when you are ready to email the invite to the selected students

Verify & Start

Campaign Summary

Define Campaign	Name:	Program Planning_Fall2023_MRPagano
	Care Unit:	Advising
	Location:	Academic Advising Center (Blackwell Hall)
	Service:	Program Planning
	Appointment Limit:	1
	Appointment Length:	20 mins
	Slots Per Time:	1
	Scheduling Window:	02/21/2023 - 03/07/2023
	Allow Scheduling Over Courses:	No
	Staff Reminders:	Email - No | Text - No
	Recipient Reminders:	Email - Yes | Text - Yes
Recipients	View 24 recipients	
Staff	View 1 staff	
Welcome Message	Send Date:	Tue 02/21/2023
	Subject:	{$student_first_name}, Schedule an Advising appointment
	Email Preview:	View Email

Back

Save and Exit | Start Campaign

Click "Send Invitations Now" to confirm and send to advisees

Are you sure you want to send invitations to 21 students?

Cancel | Send Invitations Now

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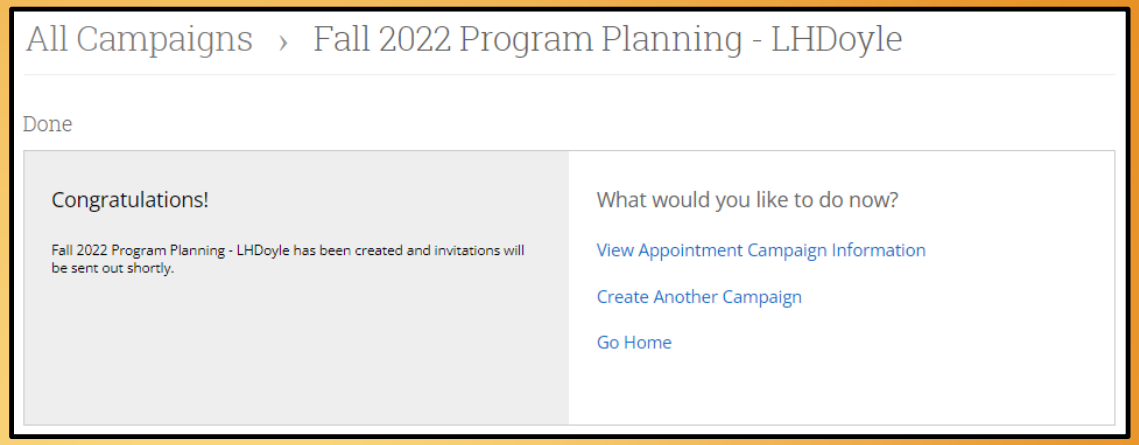
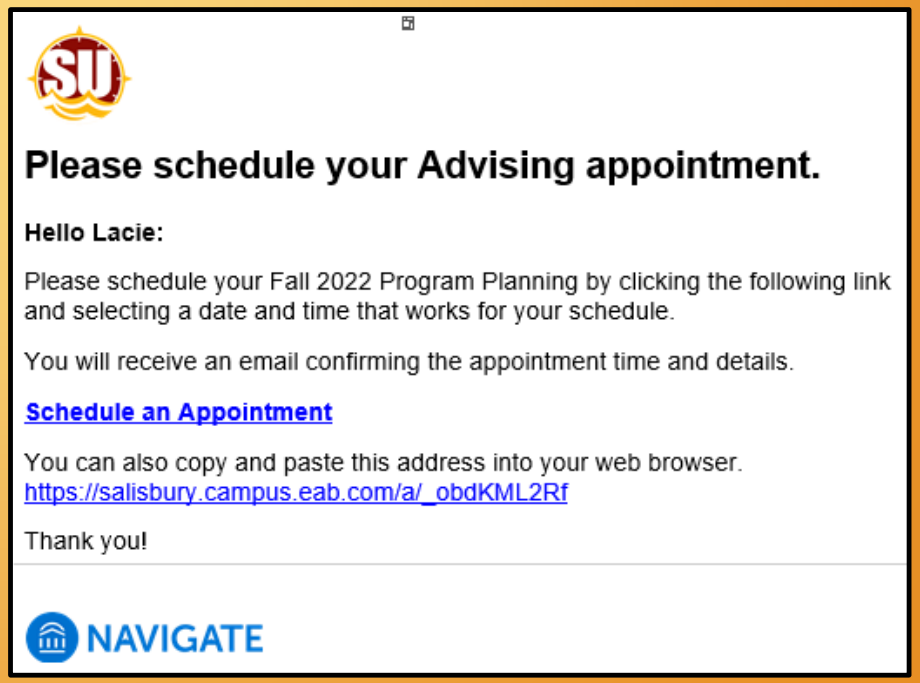
Appointment Campaign

Create your Appointment Campaign

- A confirmation page will display to indicate that the campaign was successfully launched.



- Students will receive an invitation to set up a meeting with you.
- As long as your criteria are your availability matched the criteria used when setting up the campaign, the "Schedule an Appointment" link should work.



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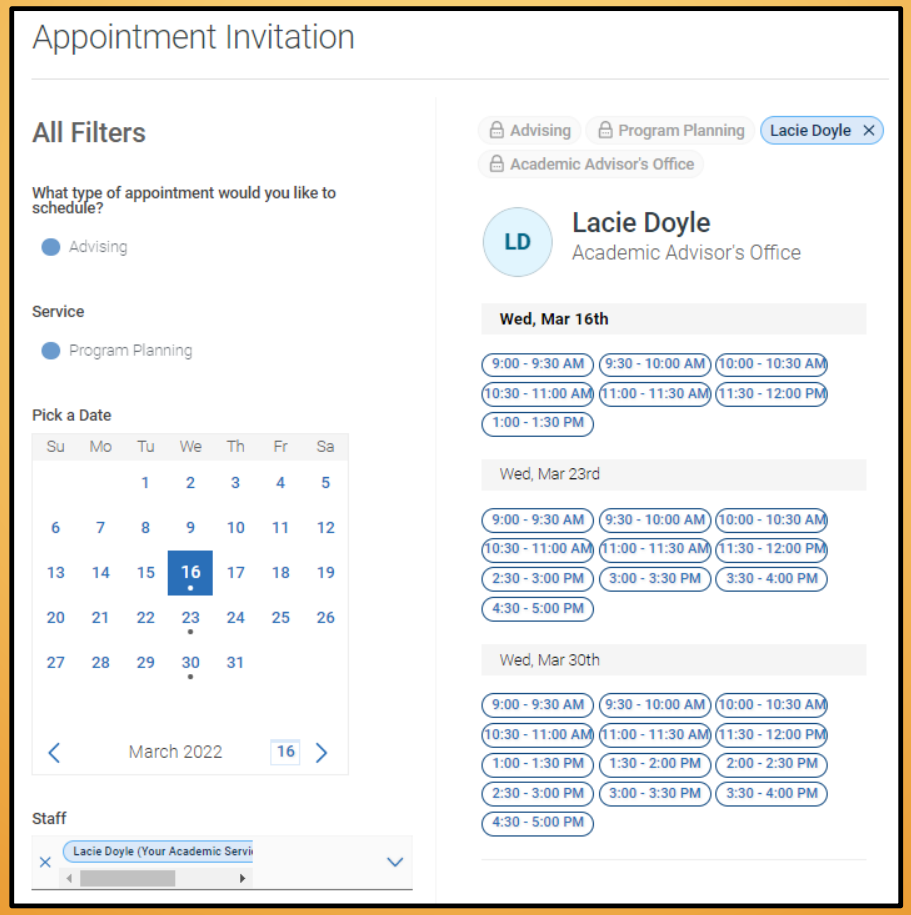
Appointment Campaign

- Once the student clicks on the link, they will be able to select the day and time.

- Since the system is synced with your Outlook calendar and GullNet, the system will not allow the student to schedule at a time you have blocked, are teaching, or the student has class.



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Salisbury UNIVERSITY

NAVIGATE

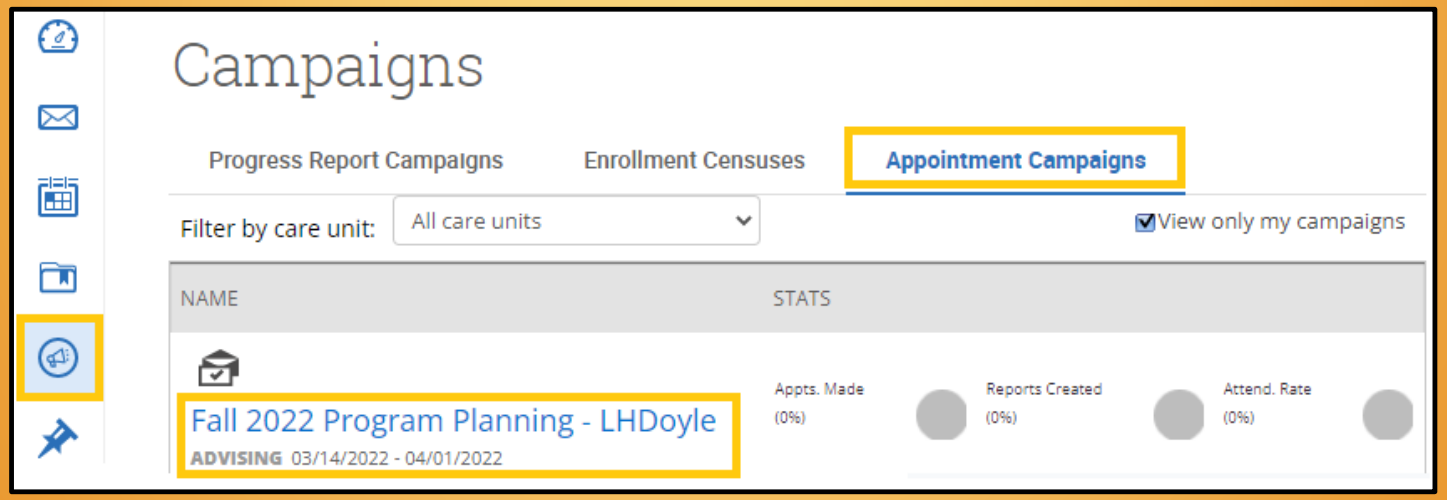
Managing Appointment Campaigns

Appointment Campaign

Managing your Appointment Campaign

- After you send your invitations, you can manage your campaign by clicking on the "Campaign" icon , and clicking on the "Appointment Campaigns" in the "Student Campaign" window

- Select the Campaign you would like to manage.



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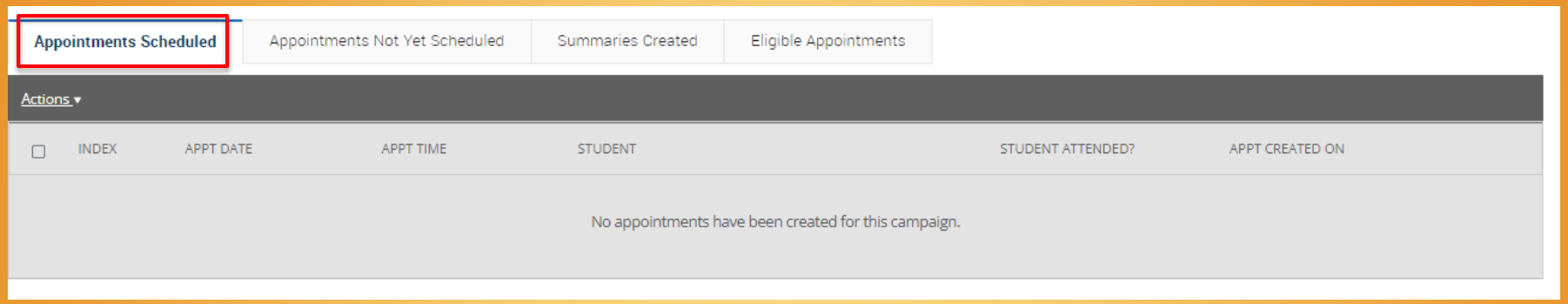
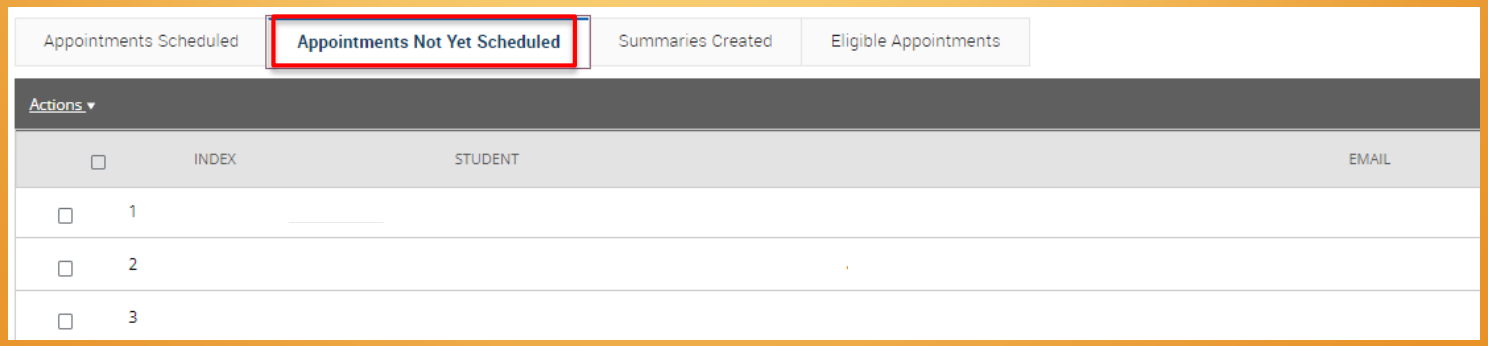
Appointment Campaign

Managing your Appointment Campaign

- You can view campaign appointments made by selecting the "Appointments Scheduled" tab.



- The "Appointments Not Yet Scheduled" tab will show all students who have not made a Program Planning appointment yet.



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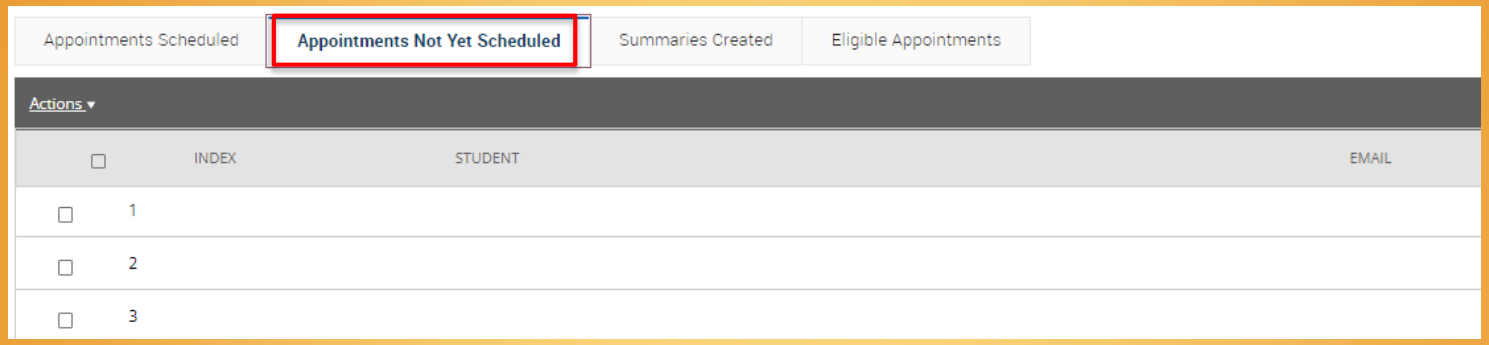
Appointment Campaigns

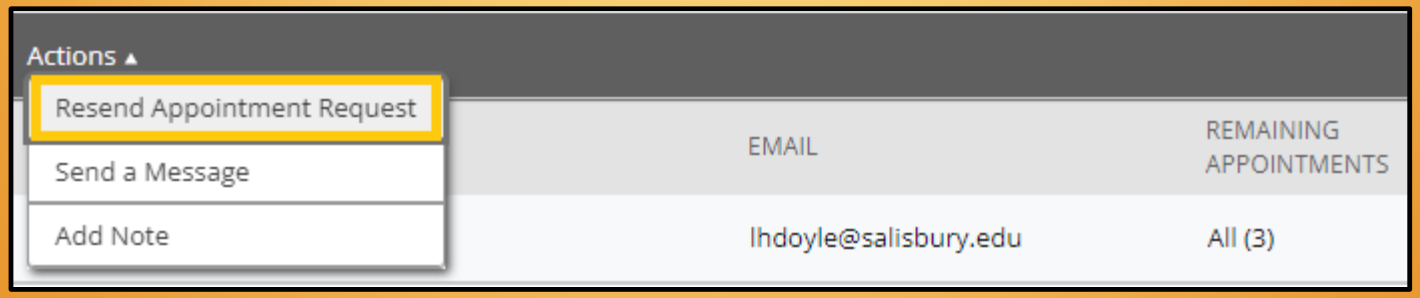
Managing your Appointment Campaign

To send students a reminder, click on the "Appointments Not Yet Scheduled" tab.

- Click the checkbox below "Actions" to select all students on the list, or you can select individual students.



- Click on the dropdown box by "Actions" and select "Resend Appointment Request".



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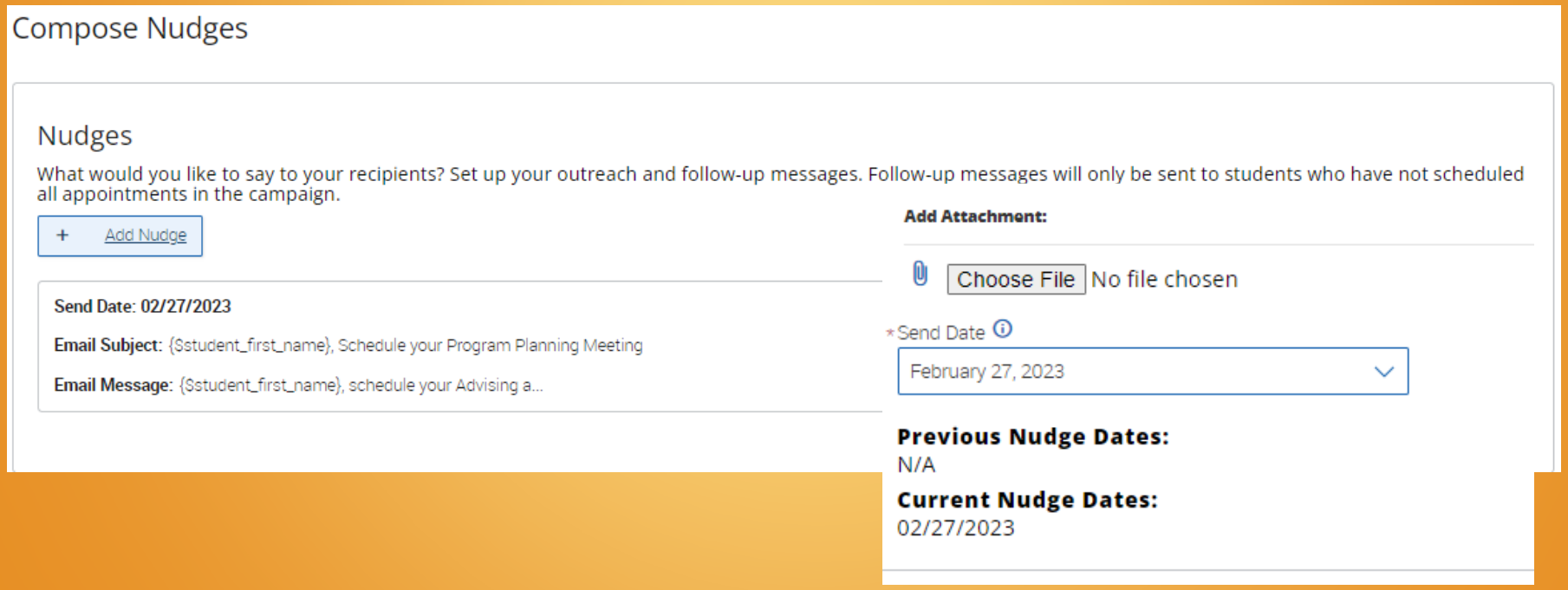
Appointment Campaigns

Managing your Appointment Campaign

- You can develop "Nudges" (reminder) to be auto sent during your advising window
- Craft your message and select when you wish to have the email sent
- Attach any documents needed (ex. Program Planning Worksheet).
- Click "Save Nudge" button to save your future reminder emails.



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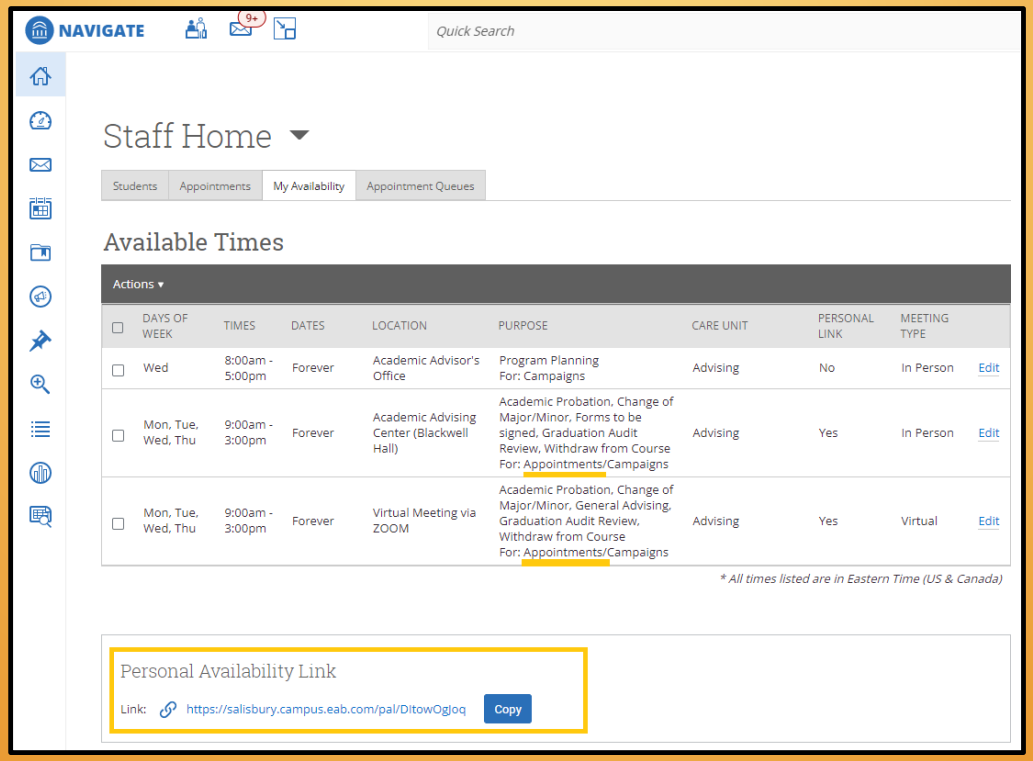
Salisbury UNIVERSITY

NAVIGATE

Scheduling an Appointment
&
Personal Availability Link

Personal Availability Link (PAL)

- **Personal Availability Links (PALs)** are an additional tool used for scheduling.
- PALs act as a shortcut to a staff member's appointment availability. Each PAL is unique to a staff member, and it will not change over time.
- These can be included in email signatures, text messages, etc., to more easily assist students in identifying possible meeting times with you.
- It is not recommended that you use your PAL for campaigns, but it's great if you want students to schedule an appointment for Faculty Office Hours.



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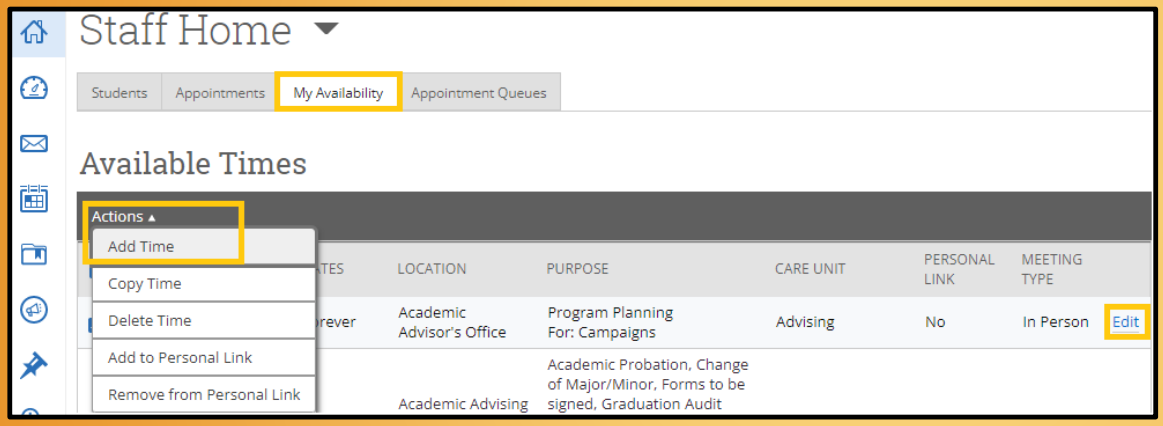
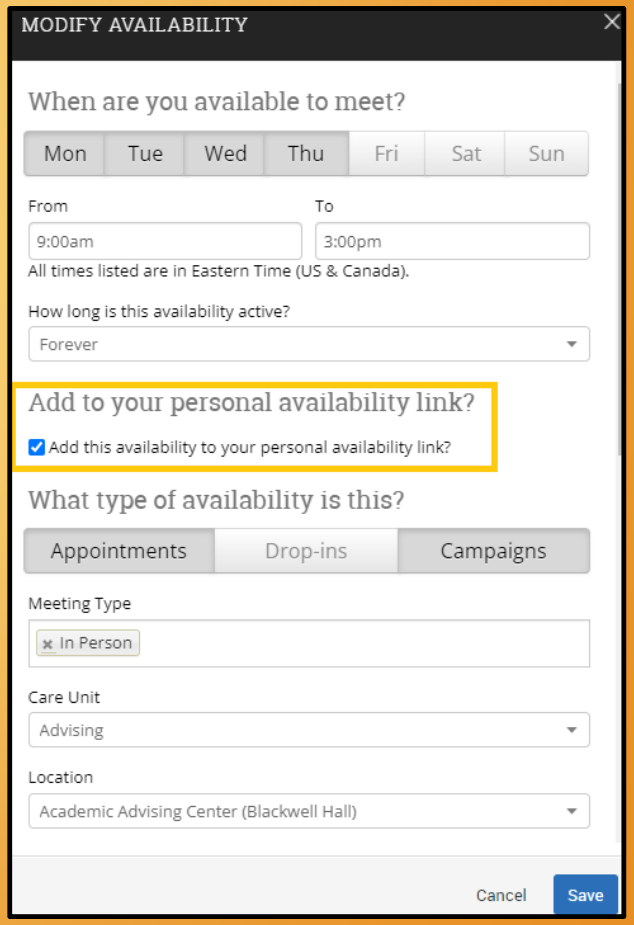
Personal Availability Link (PAL)

1. Access the "My Availability" tab on the "Staff Home" page
2. Select "Edit" to change your existing availability or select "Add Time" from the "Actions" dropdown to add additional availability
3. Select the checkbox for "Add this availability to your personal availability link?"
4. Click the "Save" button





Copy the personal availability link displayed at the bottom of the My Availability tab

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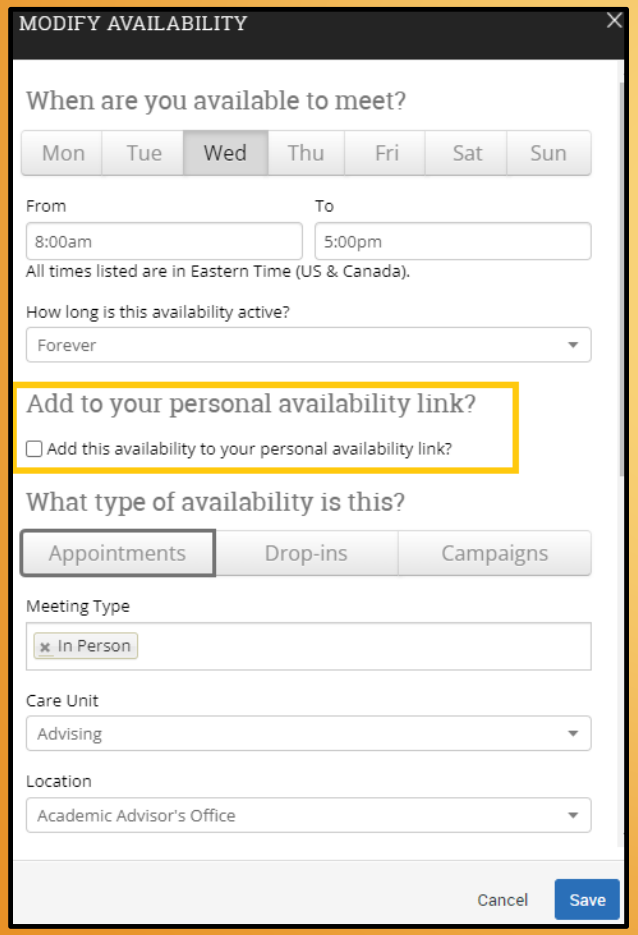
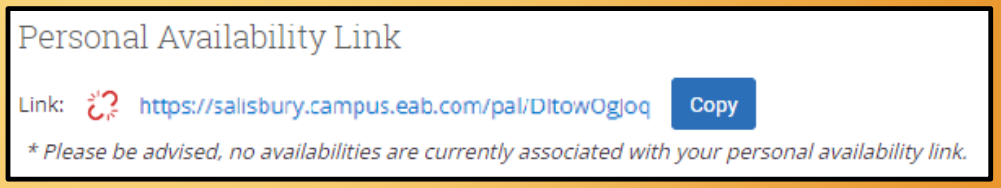
Personal Availability Link (PAL)

If you do not select the “Add this available to your personal availability link?” box, then you will see the below message next to your Personal Availability Link.





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Personal Availability Link (PAL)

Frequently Asked Questions

1. What does the personal availability link do?

Provides a direct link to your scheduling screen and eliminates several steps for students. For example, without using the personal availability link, students must log in to Navigate and click on the "Schedule An Appointment" button and then select the type of appointment (i.e., advising, tutoring, etc.,), service (i.e., General Advising, Change of Major, etc.), and location before making it to your scheduling screen.

This link simply expedites that process and eliminates the possibility that a student makes an incorrect selection.

2. How can I best use the personal availability link?

a. Update your email signature to include your scheduling link
b. Update your department website to include your scheduling link
c. Add it to your business card

3. If a student who is not one of my advisees or a student in one of my classes accesses my personal availability link, will they be able to schedule with me?

No, the personal availability link still enforces the use of any restrictions in place that keep students who are not your advisees from scheduling with you.

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Salisbury UNIVERSITY

NAVIGATE

Appointment Summary Reports & Notes

Appointment Summary

Recording an <u>Appointment Summary</u> in Navigate

- "Appointment Summary" is used for the following:
  - Recording advising notes attached to a campaign.
  - Logging when a student stops in for an appointment (without scheduling one through Navigate in advance) or joining Office Hours.

- Once you choose a Care Unit (i.e., Advising, Office Hours), some of the report will populate for you, and be prompted to answer a few questions.

- If you choose to fill out the report after the appointment is over, remember to change the meeting start and end times.

- This report will be saved in the student's "History" tab and can be viewed by anyone who has access to the platform.

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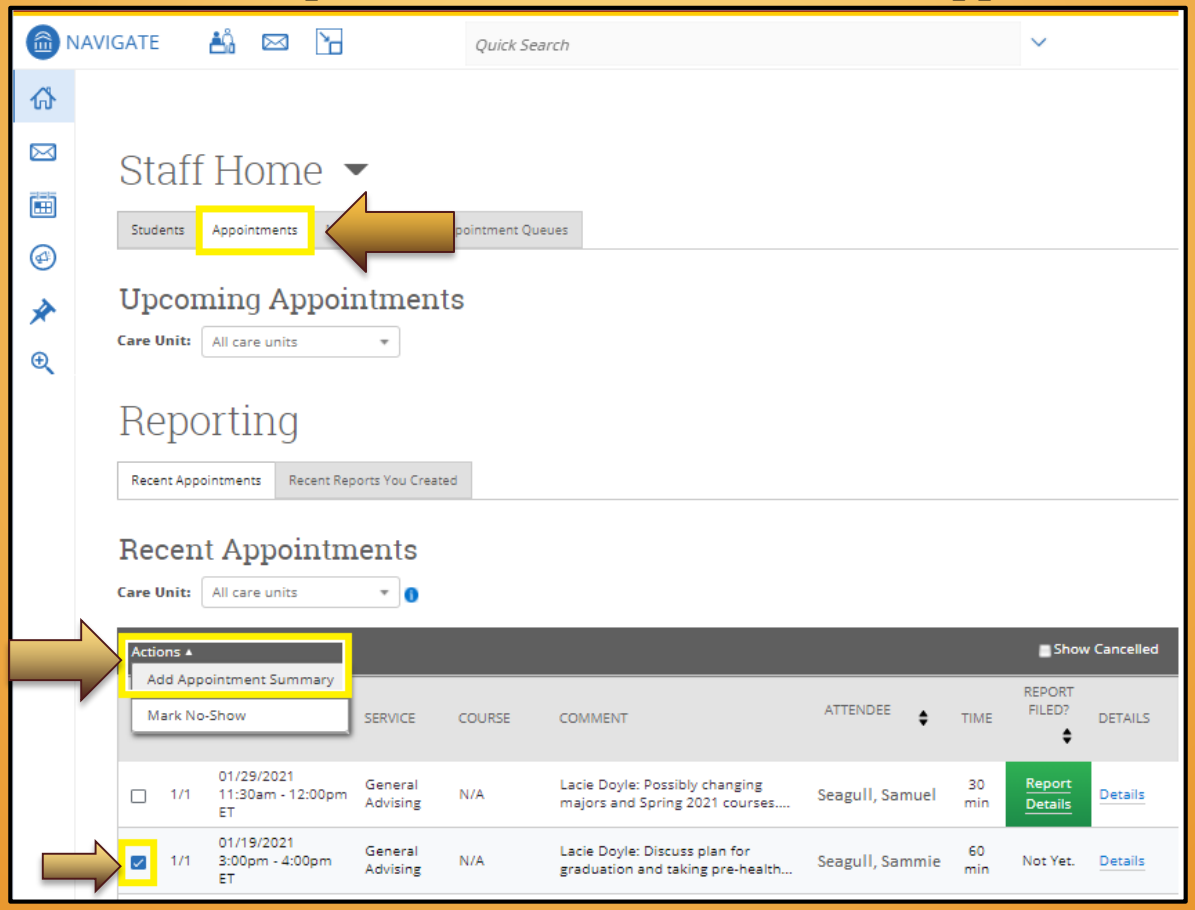
Appointment Summary

Recording an <u>Appointment Summary</u> in Navigate

- Go to the "Appointments" tab
- Look under "Reporting", and make sure the "Recent Appointments" tab is selected
- Click on the checkbox next to the student you wish to generate a summary
- Click on the "Actions" dropdown menu and select "Add Appointment Summary"



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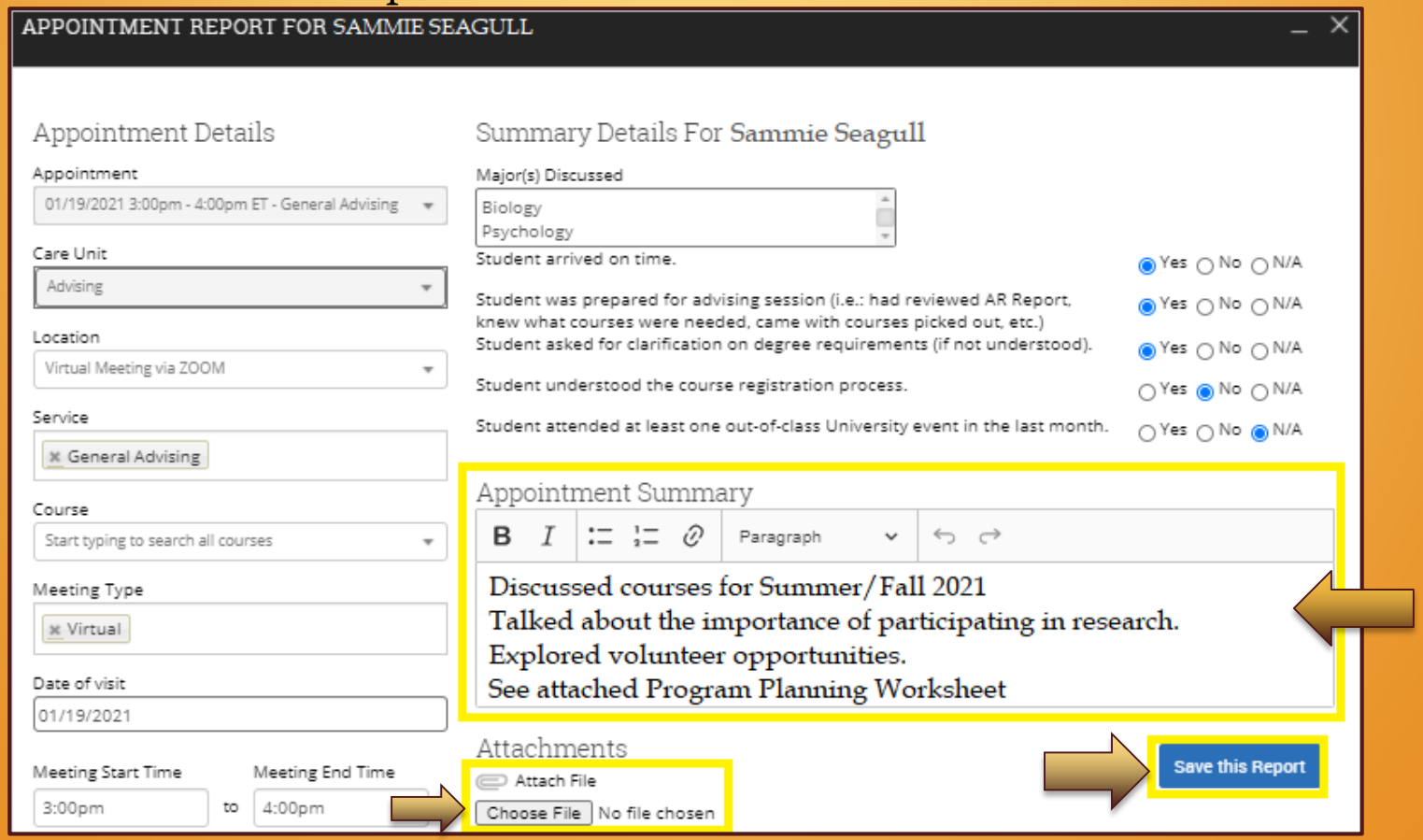
Appointment Summary

Recording an Appointment Summary in Navigate

- Some appointment details will automatically generate - fill in those that are not
- Answer the questions located under the "Summary Details for Student" heading
- Fill in the "Appointment Summary", detailing the topics of discussion
- Attach any pertinent files, such as a Program Planning Worksheet
- Click on the "Save this Report" button

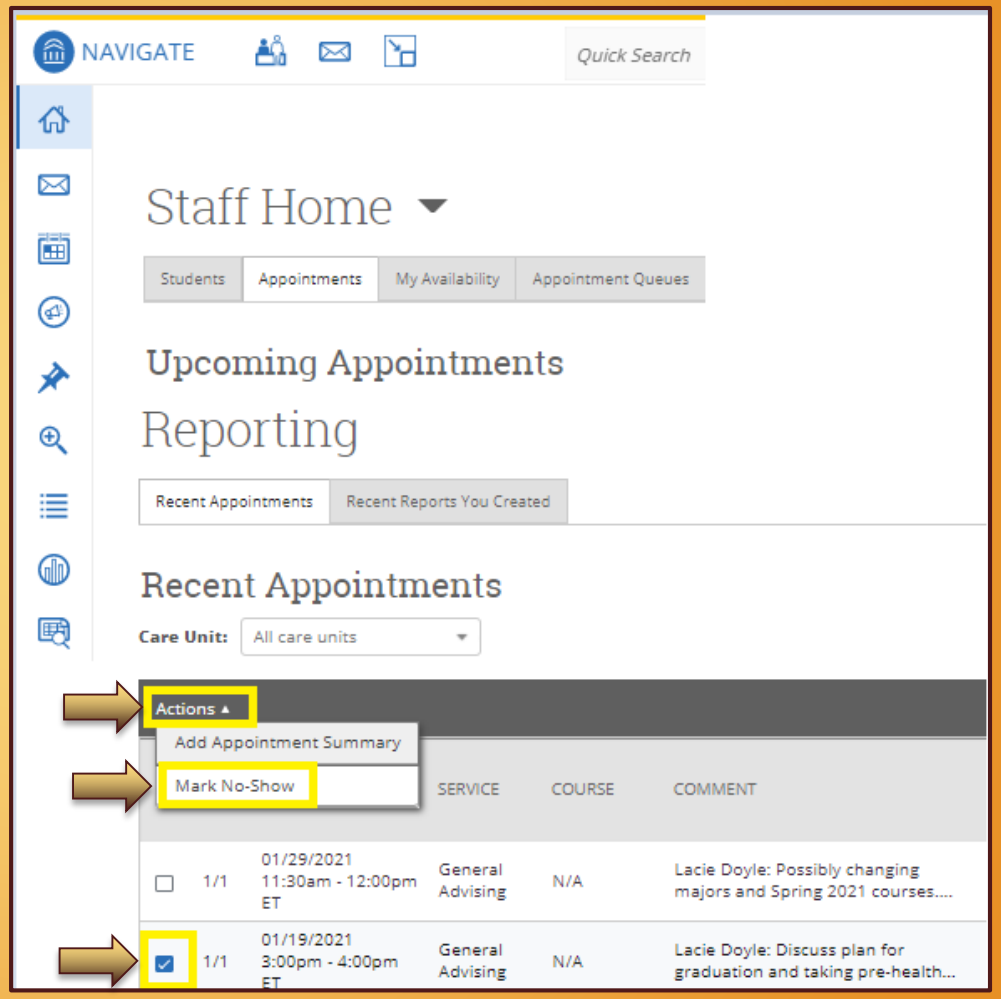


Appointment Summary

Recording an <u>Appointment Summary</u> in Navigate

- If the student did not show for the appointment:
  - On the Home page, under "Reporting", click on the checkbox by the student's name
  - Click on the "Actions" dropdown menu
  - Click on "Mark No-Show"

Noting the student was a "No-Show" will help identify repeated behaviors that can be noted in future meetings.



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Advising Notes

Recording accurate advising notes after meeting with a student is considered a "best practice" in academic advising.

Advising notes should be recorded in Navigate and are captured by either of the following:

- **Appointment Summary**
- **Note**

Students cannot view Appointment Summaries or Notes unless you have selected to share them in Navigate and the student is viewing from a desktop. Advising notes are considered part of a student's educational record, and students can obtain copies upon request. Advising notes should always DESCRIBE the meeting with the student but should not be written as an evaluation of the advising session.

Advising notes assist the advisor and advisee by:

- Providing a history of the information advisors will use as they work with advisees in the future to build a plan toward graduation.

- Serving as documentation of the advice given to the student if a dispute should occur about a previous advising encounter.

- Keeping track of the advising learning outcomes the student has mastered.

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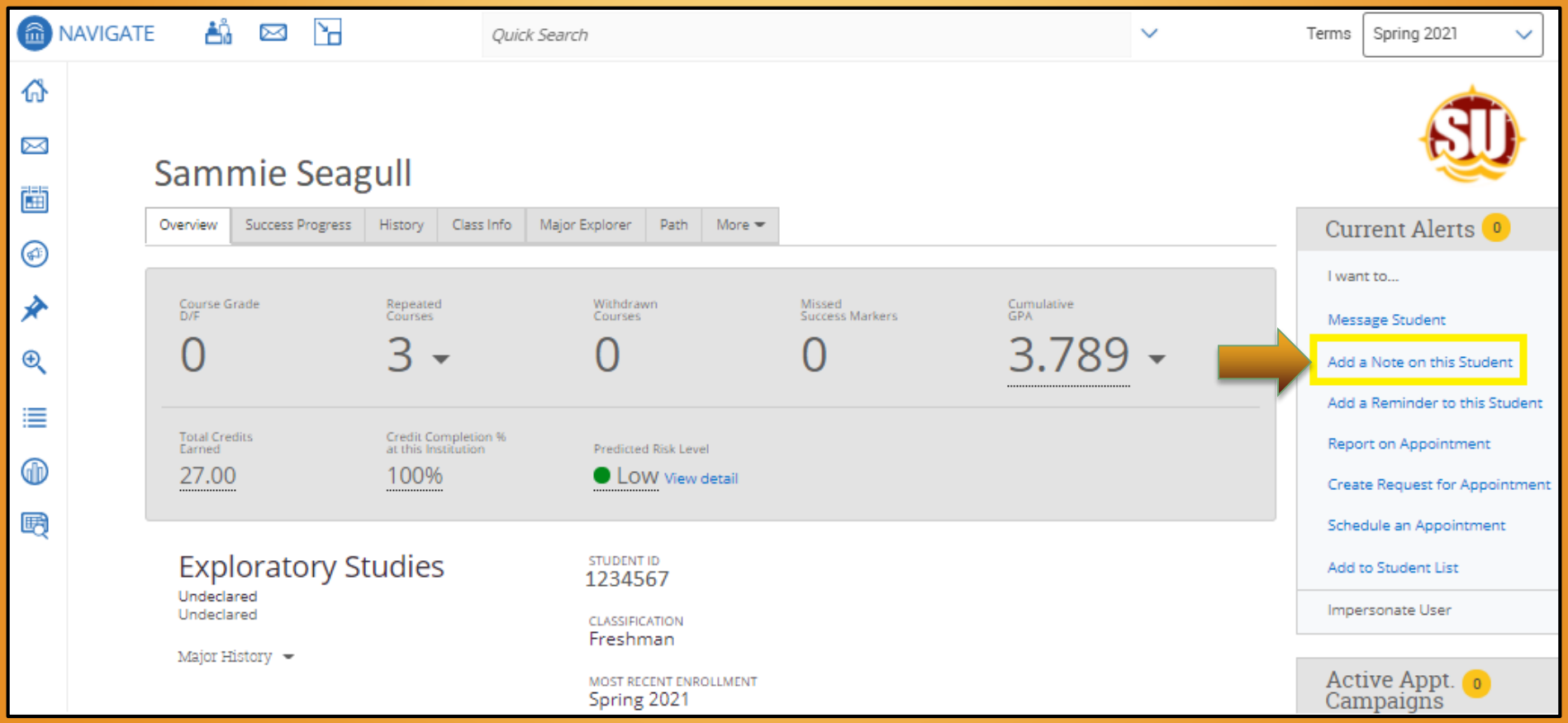
Advising Notes

Recording <u>Notes</u> in Navigate

- Go to the student's information in Navigate
- Click on the "Add a Note to this Student" – Found under "Current Alerts" box to the right of the student's information



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Advising Notes

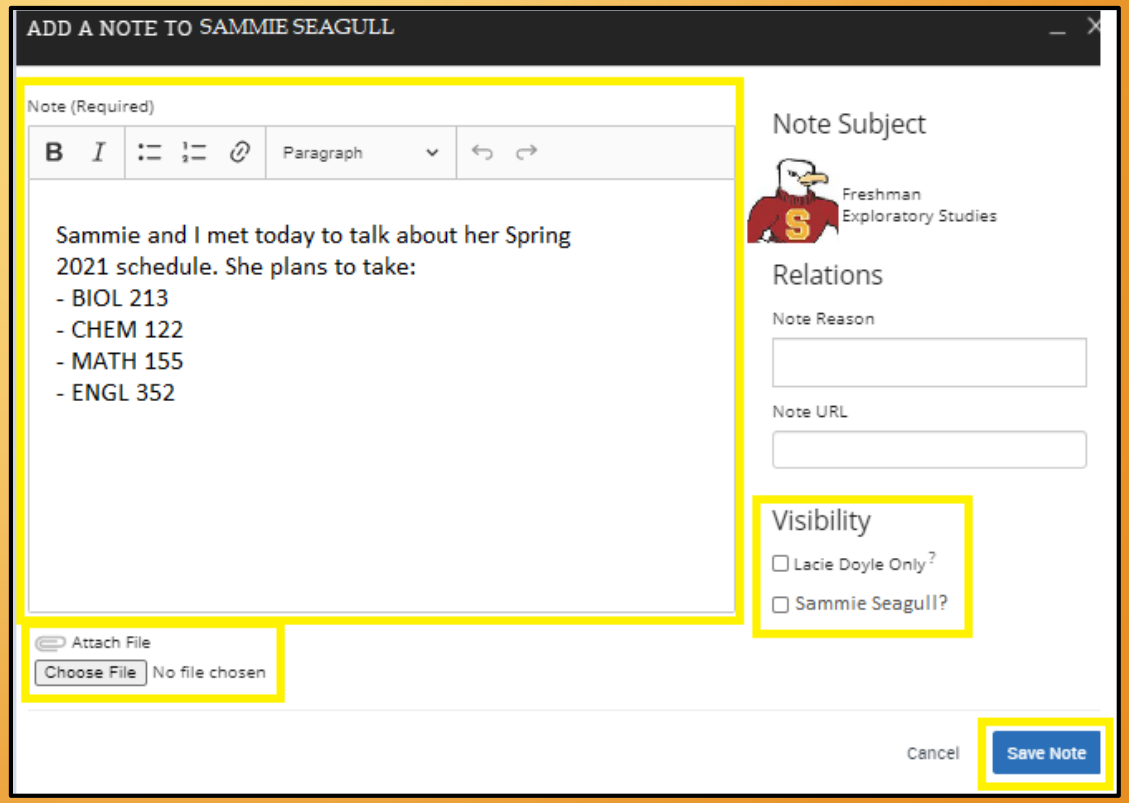
Recording <u>Notes</u> in Navigate

- The default is set, so everyone (excluding the student) can see the note; this is often a best practice. To enable the student to view advising notes, click on the checkbox next to the student's name (ex. "Sammie Seagull?)

- You can select your name only under "Visibility" if you want the note to only be visible to you. You should choose this option when your note references the Counseling Center or Disability Resource Center.

- To allow the student to view the advising note, check the box by the student's name under "Visibility".

- Notes are saved and viable in the student's "History" tab.



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Advising Notes

1. Include notes that will help the student.

- Asked student to bring a list of possible courses for next semester to our advising session.
- Reminded student to get transcripts from USC sent to the Registrar's Office.
- Student did not come to scheduled appointment. Needs to reschedule as soon as possible.
- Discussed importance of repeating COURSE 102 and COURSE 201 in spring semester.

2. Include notes that will help future advisors understand the student or the advice that you gave.

- Encouraged student to enroll in COURSE 201 because of interest in environmental studies.
- Student took COURSE 201 out of interest, even though he already has credit for COURSE 202. Understands COURSE 201 will be a general elective.
- Reviewed progress in completing general education requirement.
- Student intends to pursue a graduate degree in engineering at UMD. Enrolled in prerequisite courses for admission.

3. Include list of courses approved, along with alternatives.

- We agreed to the following 15 hours for spring semester: COURSE 101, COURSE 102, COURSE 201, COURSE 301, and COURSE 110.
- Summer classes we discussed were COURSE 1150 and COURSE 1001 for six hours. Will take COURSE 101 if COURSE 150 fills.

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Advising Notes

4. Include notes that will facilitate the relationship with the student.

- Encouraged student to make an appointment to come see me after midterm grades are posted.
- Reminded student to make appt well in advance of her registration date for summer & fall.
- We agreed to meet once a month during the spring semester to monitor progress.
- Commended student for excellent grades last semester.

5. Include possible consequences of not following advice given.

- Discussed need to take COURSE 201 during spring semester so COURSE 301 can be taken in fall. Explained degree hindrance if this is not done.
- Student wants to enroll in 19 hours. Cautioned regarding heavy academic load.
- Reminded student to finish 30 hours for the academic year in order to keep scholarship.

6. Include referrals of a non-sensitive nature.

- Encouraged student to meet with the Success Coach in the Center for Student Achievement.
- Encouraged student to contact Registrar's Office for questions about general education credit for transfer courses.
- Encouraged student to make appointment with Career Services.
- Student is interested in becoming a Orientation Leader; referred to Student Involvement to learn about the application process.

7. Include comments that help you in future interactions with student.

- Student was well-prepared for advising session; had already created tentative schedule.
- Student has consistently expressed an interest in attending dental school at MUSC.

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Advising Notes

8. Exclude your subjective judgments about the student, especially when they are negative.

- Student is not motivated to succeed in classes this semester.
- Student struggling in all classes; I think he would have been better off at community college.
- I doubt student's ability to succeed in this major.

9. Exclude referrals of a sensitive or personal nature.

- Recommended student seek psychological assistance through the Counseling Center.
- Asked student to confer with Disability Resource Center about difficulty getting accommodations for visual disability.
- Student will see the Dean of Students about experiences of being harassed by ex-girlfriend.
- Student plans to appeal the grade he received in his English class last semester.

10. Exclude comments regarding student's instructors, especially when they are negative.

- Student is having a personality conflict with COURSE 101 instructor.
- Student is considering dropping COURSE 102 because of a problem with the professor.
- Student indicated that she is considering filing a sexual harassment charge against her professor.

11. Exclude personal concerns of the student.

- Parents are going through a divorce this semester.
- Student was assaulted earlier this academic year.
- Sister has cancer; student is having a very difficult time staying focused on academics.
- Student has to go to court next week; will miss classes.
- Student shared problems she is having with motivation and time management.

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Salisbury UNIVERSITY

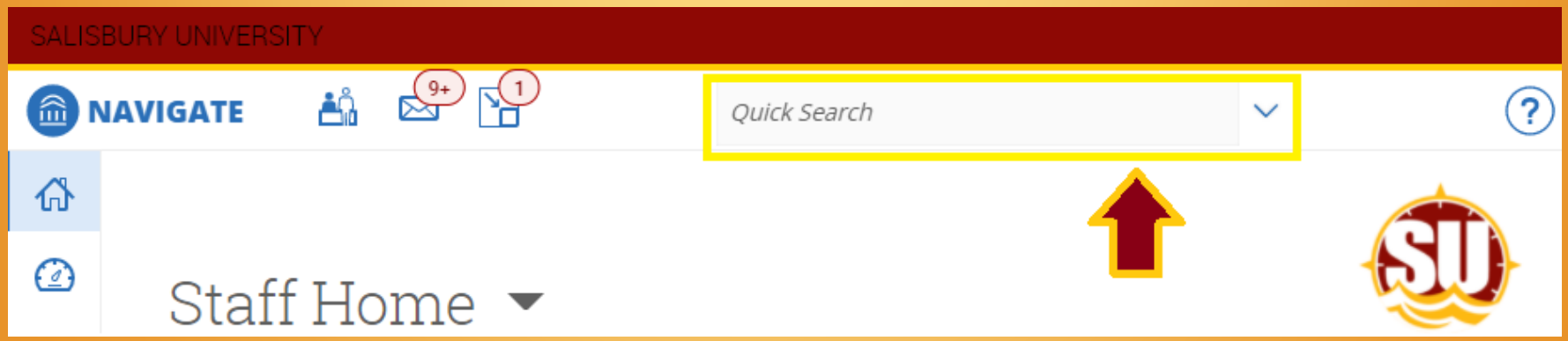
NAVIGATE

Searching for Students

Quick Search

Search for a student or user in the **Quick Search** in the top bar of the platform.

The Quick Search will only allow you to search by first name, last name, or student ID.



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Advanced Search

The **Advanced Search** allows you to identify a specific group of users (e.g. students, professors, advisors) and then optionally perform some action for them.

For instance, it is possible to get a list of all students within a certain school with less than a 2.0 cumulative GPA and send them an email.

The **Advanced Search**, as shown on the next slide, allows users to search for a wide variety of other options such as First Name, Last Name, Cumulative GPA, and many more. Once you have entered your search criteria, click the "Search" button.

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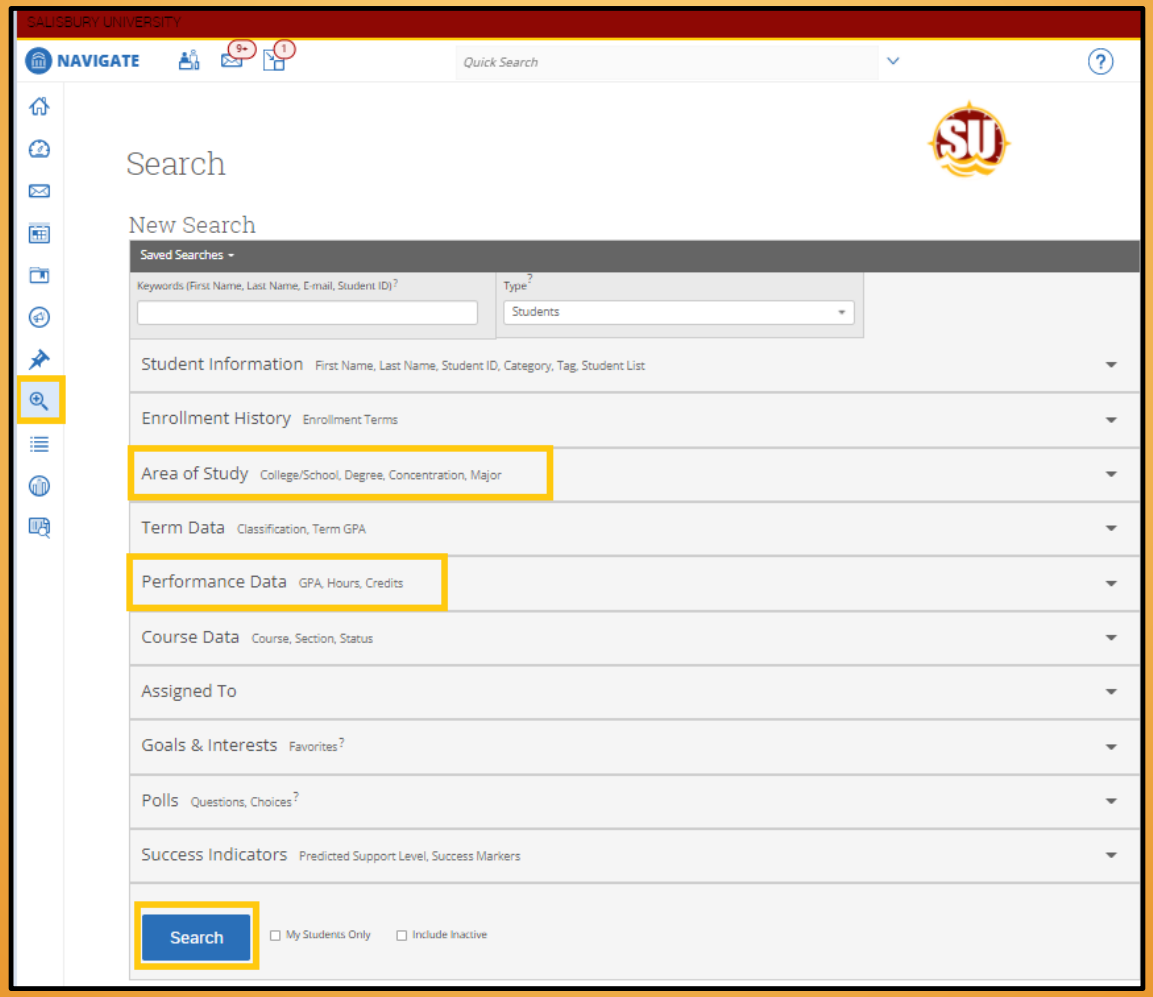
Advanced Search

The **Advanced Search**, as shown on the next slide, allows users to search for a wide variety of other options such as First Name, Last Name, Cumulative GPA, and many more. Once you have entered your search criteria, click the "Search" button.



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Salisbury UNIVERSITY

NAVIGATE

Navigate Terminology Cheat Sheet

Navigate Terminology

Advising Request – If a student wants to schedule an advising appointment but cannot find a convenient time, they can submit an Advisor Request. Advising requests contain the student's availability and preferred location to receive services. Requests appear in the advising home pages, where advisors/tutors can match the requests by scheduling an appointment with the student.

Advising Summary Report – Advising reports enable advisors to document their appointments with students. These forms catalog important information about the appointment (e.g., attendance, time and location, summary commentary) for reporting and display on the "History" tab of a student's SSC—Campus profile.

Note – Notes are used to attach commentary to a student's profile not associated with a specific advising appointment. In this way, they are unlike Advising Reports, directly associated with an appointment. If you want to indicate that an appointment took place, you should file an ad hoc Advising Report by clicking "Report On Advising" on a student's profile page. This feature retroactively creates an appointment. Notes are currently the only method of attaching a file to a student's profile. Notes display on the "History" tab of a student's profile in a section labeled "Notes About Student."

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Navigate Terminology

Report – In the "Reporting" section of the platform, users can view summary reports on the data located in and captured through the SSC—Campus platform. This section contains reports that summarize data on progress reports, alerts and cases, study hall, student information, student services, tutoring, and advising.

Reason (& Student Service) – Reasons enable your institution to provide a custom, standard explanation list that categorizes actions and documents in the platform. If your institution defines, reasons can be available to categorize notes, alerts, appointments, and appointment cancellations. Appointment reasons are also called "student services" in certain parts of the platform (e.g., when scheduling an appointment, when filing an advising summary report).

Location – During platform configuration, system administrators define the locations where students receive services that will be managed through the SSC—Campus platform (e.g., Career Center, Academic Support Center, Biological Sciences Tutoring Center, Math Lab). During configuration, administrators also define which student services are offered at each location. When a user schedules an appointment, they must choose the student service and location for that appointment.

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Navigate Terminology

Case – A case is created when a user issues an alert that requires another user to follow up with a student to resolve their issue. For example, when a faculty member submits a progress report and marks a student as "at-risk," a case will typically be opened for an advisor to work with that student. Not all alerts generate cases. The institution can configure which alert reasons automatically generate cases and to whom the cases are directed. Cases for an individual student are displayed on the "Reports/Notes" tab of the student's profile. All cases (i.e., for any advisor and for any student) are displayed on the Cases homepage, accessed via the left-hand navigation bar. Visibility on the Cases homepage is restricted by user role and permissions.

Category – Categories are system-wide identifiers of students. They are generated and managed by central platform administrators through either data import or mass edit. Users without administrator privileges cannot create a category or assign students to a category. A student can belong to multiple categories. The categories to which a student belongs is displayed at the bottom of the student's Overview page. Users can search for students assigned to a particular category in Advanced Search.

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Navigate Terminology

Tag – Tags are like categories, but they allow individual users to group similar students by a common affiliation not otherwise captured in the data (e.g., choir member, interest in graduate school). All users can utilize tags to search for, report on, or communicate with these groups of students. Only some users (based on institutional configuration) can create and edit tags. A student can be assigned multiple tags and the tags that have been applied to a student display at the bottom of the student's Overview page.

Reminder – There are multiple reminders in the platform. Students have the option to receive emails and text messages that remind them of an upcoming appointment. Advisors can also add a reminder to a student account to remind themselves to follow up or complete a certain task.

Success Markers- A course or group of required courses key to student success within a major, frequently first and second year courses, which are entered into the Student Success Collaborative Platform so that advisors can identify and intervene with students who not completing the markers. They are comprised of a time by which students must complete the course and the recommended grade threshold students should achieve.

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Salisbury UNIVERSITY

Academic Advising Center Information

Academic Advising Center

Academic Advising Center

- The Academic Advising Center at Salisbury University is dedicated to providing students with assistance in achieving their academic goals.
- All first-year (freshmen) full-time students are assigned a professional Academic Advisor to assist them through their program the first year. Some departments also assign Faculty Mentors to first-year students.
- All transfer students are assigned directly to a Faculty Mentor within their program, however the Advising Services Coordinator will pre-load their first semester courses.

Academic Advising Center
Location: Blackwell Hall
Hours: 8 a.m.-4:30 p.m. M-F
Phone: 410-546-4366
Email: advising@salisbury.edu
Website:
https://www.salisbury.edu/academic-offices/advising-center/

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Salisbury UNIVERSITY

Academic Advisors

Academic Advisor

- Full-time advisor for all first-year, freshmen students – pre-loads students into their first semester of courses
- Located in the Academic Advising Center (Blackwell Hall) year-round
- Caseload load is approximately 250-300 students per year

Academic Advisor's Goals

- Help students understand degree requirements by reading their Academic Requirements Reports in GullNet and how to use enrollment tools like Sea Gull Scheduler
- Assist students in planning coursework for future semesters
- Develop student's understanding of Faculty Mentors' expectations for future Program Planning sessions

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Advising Services Coordinators

Advising Services Coordinator

- Located in the Academic Advising Center (Blackwell Hall) year-round
- Carries small advisee load, depending on needs - counsels students on academic, curricular, career, and personal issues, and assists academic advisors with difficult cases, as needed
- Performs/facilitates administrative decisions regarding student petitions and appeals. Administrative functions include, but are not limited to, late add/drop/withdraw requests, Course Repeat Policy requests, and graduation audit review

Advising Services Coordinator's Goals

- Support Faculty Mentors in the advising process
- Work on special initiatives for the college or school
- Collaborate across campus to support students
- Focus on recruitment, retention, advising, and graduation efforts

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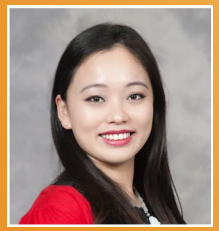
Academic Advising Center Staff

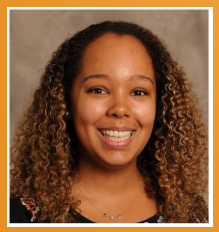
John Anello
Advising Services Coordinator
Fulton School of Liberal Arts

Carrianne Cicero
Advising Services Coordinator
Seidel School of Education

Lacie Doyle
Advising Services Coordinator
Henson School of Science & Technology



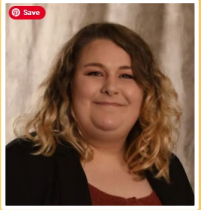
Wendy Jin
Advising Service Coordinator
Perdue School of Business



Maura Pagano
Advising Services Coordinator
College of Health and Human Services

Robert Garner
Academic Advisor
Fulton School of Liberal Arts

Chris Carson
Academic Advisor
College of Health and Human Services



Mary Norton
Academic Advisor
Henson School

Kayla Ennis
Academic Advisor
Perdue School of Business

Danette DeCock
Administrative Assistant I

Sarah Timko-Jodlbauer
Director
Academic Advising Center

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Additional Advising Resources

Course Repeat Policy

- All Henson courses: AHPH, ATTR, BIOL, CHEM, COSC, DSCI, ENGR, EXSC, FTWL, GEOG, GEOL, HLSC, HLTH, MATH, MDTC, PHYS, RESP and URPL.

- Students may only repeat the above courses **one time** without permission.

- Students wishing to repeat a course a second time (**third enrollment**) must seek approval from the appropriate Advising Services Coordinator by submitting a Course Repeat Policy Request form.

- Permission to enroll for the third time is not granted automatically and depends on the student's compelling plan for success and available seats in the course.

- Any earned grade counts for this policy (B, C, D, F, PS, I, IP, W, WP, WF, NGR, AU). This includes withdrawals from the course after the first week of term.

- Click HERE for more information about the Course Repeat Policy.

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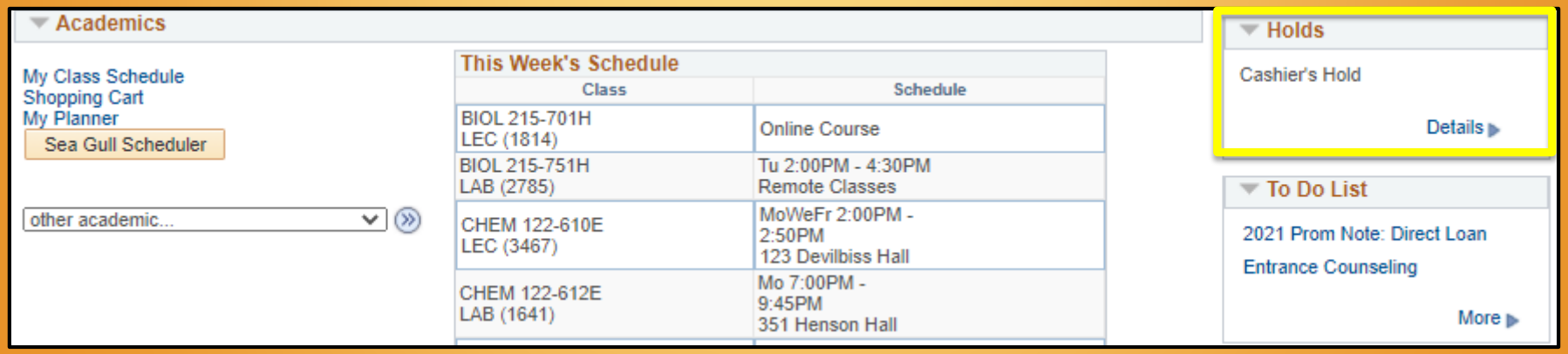
Holds

- If students have holds on their account, it may prohibit them from being able to enroll in classes.
- Students are encourage to contact the appropriate office/individual to ask how to resolve the hold before registering.
- Holds can be viewed in the Student Services Center or Advisee Student Center in GullNet.



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Holds Index

- If students have holds on their account, it may prohibit them from being able to enroll in classes.
- Students are encourage to contact the appropriate office/individual to ask how to resolve the hold before registering.
- Additional information can be found on the Registrar's Office website, under the "Registration Tips" dropdown menu.

CODE	TYPE	OFFICE	PHONE
*ACA	Academic Affairs	Academic Affairs Office	410-543-6330
*ADM	Admissions Hold	Admissions Office	410-543-6161
*CAS	Cashier's Hold	Cashiers Office	410-543-6060
FIN	Financial Aid Hold	Financial Aid Office	410-543-6165
FSV	Financial Services Hold	Accounts Receivable Office	410-543-6079
*HS1	Health Services Hold	Health Services	410-543-6262
HS2	Health Services Hold	Health Services	410-543-6262
*PAR	Parking Fine Hold	Parking Services	410-543-6338
REC	Records Hold	Registrar's Office	410-543-6150
*REG	Registrar Hold	Registrar's Office	410-543-6150
*STU	Student Affairs Hold	Student Affairs	410-543-6080
VA	Veteran Benefits Flag	Registrar's Office	410-543-6150

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Registration How-To Videos

How to login to GullNet:
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eafe1fda-732b-4dfc-b249-aace00f8c0ce&start=undefined

View Academic Advisor and/or Faculty Mentor in GullNet:
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=757c213c-0611-4d6c-9f28-aac7014b9d69&start=undefined

View your enrollment date/time (appointment):
https://salisbury.instructure.com/courses/33932/pages/locating-your-enrollment-date-video?module_item_id=780689

View your transfer credit report:
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=15237df2-5063-476b-8a89-aac7014b9c50&start=undefined

View your Academic Requirements Report in GullNet:
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=e26af2db-49ab-4fa3-a342-aac7014960e2&start=undefined

Sea Gull Scheduler directions (written PDF instructions):
https://www.salisbury.edu/academic-offices/advising-center/_files/SeaGullScheduler_Howto.pdf
Sea Gull Scheduler video:
https://www.youtube.com/watch?v=j7n-7UUCBFs&feature=emb_title

Add/drop/swap video:
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=14739de2-e0ad-4f22-ab7b-aace00f9323b&start=undefined

Enroll in waitlist (does NOT explain waitlist swap):
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=93326bce-cde5-491d-b47b-aac7014b9d93&start=undefined

View your holds (if you have any):
https://www.salisbury.edu/administration/academic-affairs/registrar/registration.aspx

Classes at another institution (Request to Study and ARTSYS):
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=1547afca-a39a-4811-8b49-aace00f8bc56&start=126.193985
Registrar's Office website for more information:
https://www.salisbury.edu/administration/academic-affairs/registrar/registration/study-at-another-institution.aspx
ARTSYS website:
https://artsys.usmd.edu/

Academic Record Request (How to change or declare a major/minor):
https://salisbury.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=419340d1-1f66-4aa2-a83d-aaed00ff6394&start=undefined

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Campus Resources

Ms. Lacie Doyle (Advising Services Coordinator)
lhdoyle@salisbury.edu
TBA (Academic Advisor)

Academic Advising Center:
https://www.salisbury.edu/academic-offices/advising-center/index.aspx

Program Planning Tools:
https://www.salisbury.edu/academic-offices/advising-center/tools.aspx

Other Resources:
Career Services:
https://www.salisbury.edu/career-services/index.aspx
Center for Student Achievement:
https://www.salisbury.edu/administration/student-affairs/center-for-student-achievement/index.aspx
Counseling Center:
https://www.salisbury.edu/administration/student-affairs/counseling-center/index.aspx
Disability Support Center:
https://www.salisbury.edu/administration/student-affairs/disability-resource-center/index.aspx
Financial Aid Office:
https://www.salisbury.edu/admissions/financial-aid/index.aspx
Math Emporium:
https://www.salisbury.edu/academic-offices/science-and-technology/math-and-computer-science/tutoring-center.aspx
Student Health Services:
https://www.salisbury.edu/administration/student-affairs/student-health-services/index.aspx
SU Cares:
https://www.salisbury.edu/administration/student-affairs/su-cares/
University Writing Center:
https://www.salisbury.edu/administration/academic-affairs/university-writing-center/index.aspx

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Salisbury University

A Maryland University of National Distinction

SALISBURY

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