

Criminal Justice Academic Advising Syllabus

Indiana University, College of Arts and Sciences

Sycamore Hall Third Floor

Fall 2014



CJUS Academic Advisors



Valerie Puiatti, vpuiaatti@indiana.edu, SY 336

Krystie Herndon, kherndon@indiana.edu, SY 301

Please call (812) 855-9325 to schedule an advising appointment (M-F, 8:00am to 12:00pm, and 1:00pm to 5:00pm) CJUS students' resource website www.iubcjus.blogspot.com has everything you need!

Additional Advising:

- To declare a major, minor or certificate in *other* areas inside the College of Arts and Sciences, please see the respective department or program advisor(s): www.college.indiana.edu/undergrad/advising.shtml.
- For non-College of Arts and Sciences minors and certificates, please check with us on whom to contact.
- College of Arts and Sciences Career Development Center: www.iucareers.com
- Law school or health professions advising: www.hplc.indiana.edu

What is Academic Advising?

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association 2004).

What Advising Means to You and Me

It's a chance to explore together how you can learn and grow at IU, how you can work toward your goals (and perhaps even expand your goals), and how IU can be an even better place with you here. It is also a chance for you to prepare for the next stage of your life.

Expectations in an Advisor-Student Partnership

Advisor Responsibilities

Student Responsibilities

Assist you through your time in college and listen carefully to your questions and concerns.	Make appointments or cancel/reschedule appointments in a timely manner.
Encourage and guide you to define and develop realistic educational goals.	Identify and understand your personal values and goals.
Communicate the university's curriculum, requirements, policies, and procedures.	Become knowledgeable about college programs, policies, and procedures.
Understand and effectively communicate the IU Academic Advising Report (AAR) and the College of Arts and Sciences BA degree and CJUS major requirements.	Come prepared with knowledge of classes to take, questions to ask, and topics to discuss.
Assist you in making course selections and long-term plans.	Research programs and opportunities prior to meeting with an advisor.
Discuss the relationship between academic preparation and the work world.	Accept responsibility for academic decisions and performance.

CJUS Academic Advising Four Year Timeline
Your advisor is here to help with all of these steps!

1st YEAR	<ul style="list-style-type: none">• Meet with your advisor at least once each semester, if not more.• Make sure you understand your curriculum at IU.• Make a tentative plan of your classes year-by-year.• Get involved! If you like to do something, IU probably has it. There are over 700 clubs and activities at IU – if you can't find it, you can start it! The Criminal Justice Student Association (CJSA) is great way to get involved!• Look into study abroad, internships, job shadowing, and research opportunities. A wealth of information is available to you on the CJUS undergraduate blog page: www.iubcjus.blogspot.com!• Start to build your resume and your portfolio. Visit the Arts & Sciences Career Development Center and set up a profile online at www.iucareers.com.
2nd YEAR	<ul style="list-style-type: none">• Meet with your advisor at least once each semester, if not more.• Explore connections between your interests, strengths, and potential careers.• Seek internships, research, job shadowing, and study abroad opportunities – again, a wealth of information is available on the CJUS undergraduate blog page!• Stay involved – choose activities that suit your interests. Long-term involvement is a good thing!• Talk to the pre-professional advisors in the Health Professions and Pre-Law Center (HPPLC) office in Maxwell Hall if you are interested in law school (or PT, PA, Med school or other medical-related jobs).
3rd YEAR	<ul style="list-style-type: none">• Meet with your advisor at least once each semester, if not more.• Make sure you are involved in undergraduate research, internships, or job shadowing opportunities.• Update your resume and cover letter as well as your profile, and upload online to www.iucareers.com if you have not already done so.• Research career options and graduate programs.• Talk to your major advisor(s) or the HPPLC advisors or the faculty in your field of interest.• Continue taking classes necessary for graduate school or your profession (maintain upper level coursework).• Take graduate school exams (LSAT, GRE, MCAT, GMAT, etc.).• Attend career fairs and networking events.• Check the CJUS undergraduate blog page regularly!
4th YEAR	<ul style="list-style-type: none">• Meet with your advisor at least once each semester, if not more.• Make sure you finalize your career/postgraduate plans.• Take (or retake) graduate school exams (LSAT, GRE, MCAT, GMAT, etc.).• Continue to update your file through www.iucareers.com and practice your interview skills through a career course or through appointments with a career advisor.• Apply to graduate: http://www.indiana.edu/~college/recorder/appinfo.shtml• Apply to graduate school/programs.• Attend career fairs and networking events.• Submit resumes and begin interviewing for jobs.• Check the CJUS undergraduate blog page regularly!

CJUS Academic Advising Guidelines, Degree Information & Important Dates

1. **Email is the official form of communication at Indiana University.** When you send an email to your advisors, please make sure to include your university Student ID#. Only put your ID# in the body of the message; not in the subject line of the email. When communicating by email, be sure that you use good grammar and punctuation. Addressing your advisor or professor as "Hey" or "what's up?" is inappropriate. Do not send us an email like you send a text message. Also please keep your email box cleaned out and up-to-date. The department and advisors send out important emails that you will want to know about. You cannot get those emails if your box is full.
2. **It is very important that you get in to see your academic advisor early in the semester to plan for the upcoming semesters in your academic career.** A scheduled appointment can allow you the time to visit with your advisor and spend the time necessary to plan for the next semester as well as all remaining semesters and develop a working timeline of the remaining courses you will have left to complete for your degree. This is especially important if you are planning to go on to graduate or law school.
3. **You can make an appointment with a CJUS advisor by calling the number listed at the top of this syllabus.** During early registration time, once you have met with your advisor, proceed to the OneStart system and register for the next semester classes. This is done entirely on your own. Plan to see your advisor at least a month in advance of your registration appointment, if not earlier. We fill up very quickly and same week appointments during early registration should not be expected. When you call to schedule, please give your name, student ID #, and reason for advising (schedule planning, ROTC, probation, OVST, other, etc.).
4. **Please keep in mind these guidelines:**
 - a. **General:**
 - i. If you have a question that requires us to run your Academic Advisement Report (AAR) in Onestart, please schedule an advising appointment or come to walk-in hours.
 - ii. If you have a question, please check the CJUS blog page and your academic advising syllabus prior to emailing, walking in, calling, or scheduling an advising appointment.
 - iii. Please do not abuse the word "emergency".
 - iv. If bad weather is possible (snow/ice), please call the morning of your appointment to confirm that the advisors have been able to make it to campus.
 - b. **Email:**
 - i. **READ OUR EMAILS.** Please.
 - ii. Please keep in mind that we work with 700+ students each semester (prospective, current, transfer CJUS majors, minors, and certificate students) and participate in meetings, events and training on campus. We pride ourselves in our email response time; however, at times it may take longer to respond to you. Your patience is very much appreciated.
 - iii. We do not do email advising during the academic year, meaning if you have a question that requires us to review your AAR in Onestart, *you need to come in and see us*. Furthermore, if a non-AAR related question/issue is not being answered/resolved through email, we will advise you to come in and see us. More than not it is best to come in and meet with us so we can review your record and answer your questions efficiently and thoroughly.
 - iv. When sending an email, **please include both CJUS advisors on the email**; that way, the first available advisor can respond to you as soon as possible and we are not duplicating efforts. Our email addresses are vauquila@indiana.edu and kherndon@indiana.edu

- v. Please READ our “out of office” messages. Many times we are NOT out of the office but have posted information there for you (usually during busy times like the start of the semester and early registration).

c. **Rescheduling advising appointments:**

- i. Please arrive 10-15 minutes prior to your appointment time. And please call and cancel your appointment should you fall ill, or have something come up, so your peers can take advantage of the free appointment slot and/or we can use that time efficiently.
- ii. If you have 2 “no show/no cancel” appointments, you will not be allowed to reschedule until you contact both of us and explain why you have been unable to keep your appointments and communicate with us.
- iii. If you are late for your appointment, we reserve the right to have you reschedule.

d. **Specific student categories:**

- i. Seniors, in order to graduate, you HAVE to apply for graduation. *If you do not apply you will not graduate!!!* The link to this is on our CJUS blog page under “Academic Links & Additional Resources” on the right-hand-side of the website.
- ii. If you have more than one major, please touch base with each major advisor every semester.
- iii. If you are a student-athlete, please check in with your athletic advisor AS WELL AS your major(s) advisor(s) every semester.
- iv. If you are a transfer student, please schedule an advising appointment within the first month of the semester.
- v. AFROTC & ARROTC: your required forms require an advising appointment. At times, more than one appointment is needed. Please type up your 4-year planning form and send it to us before your advising appointment. We realize you may be directed to hand-write the information by ROTC; however, it is much easier for you and us for advising purposes to have a typed version as well. Also, please schedule as early as possible so you can meet the deadline you are given by ROTC.
- vi. Overseas Studies: Please schedule early, well ahead of your program deadline, to ensure that any forms are signed in time. Prior to your appointment, please e-mail us any completed relevant forms. Also, when you are abroad, please communicate with us when you receive our email inquiring if you need Academic Advising for the next semester planning process. We have to schedule time like any other appointment, so please do not wait until last minute and expect to be advised in time for your early registration appointment date and time.

5. **Walk-in hours for fall 2013:** Typically Fridays from 9:30am to 11:30am and 1:30pm to 3:30pm in Sycamore 336.

Please remember the following guidelines:

- a. Walk-ins are on a first come, first serve basis. They begin at the designated time and end at the designated time, which means you should show up early and at least 30 minutes before they end. A little perspective: During busy times in the semester we have had 10-15 students waiting for a walk-in session. An average of about 12 students in two hours is normal.
- b. While walk-in hours are provided these are not the times to sit down and do long-range planning. Walk-ins are generally for emergencies, quick questions, scheduling questions, and should ideally take a few minutes (10 at most unless there is no one waiting).
- c. **Certain situations require an advising appointment (no walk-ins):** Academic Probation or Dismissal, ROTC forms, Overseas Studies (planning and forms), and/or if we have advised you to schedule an appointment.
- d. At times unfortunately, walk-ins may have to be canceled. We appreciate your understanding when this happens and we will do our best to keep you informed in advance if our schedules change.

6. **Advising holds:** If you are on Academic Probation OR your CJUS major GPA is below a 2.000, you are required to come in for an academic advising appointment before you can register for future semesters. You will receive a letter from the College and an email from us shortly after the semester ends informing you of this. This appointment should be in person, and the advising holds will not be released until you have met with one of us. No exceptions. As soon as you receive our probation/major GPA below 2.000 email notification(s) (and/or the Dean's office letter via US mail), please schedule an advising appointment with one of us.
7. **The typical timelines for registration are:**
- For spring registration**, your registration appointment time listed in Onestart is generally available around the beginning of October. Registration for seniors for spring usually begins toward the end of October and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the spring semester.
 - For summer registration**, your registration appointment time listed in Onestart is generally available around the start of spring break. Registration begins around the third week of March. Schedule adjustment is available until the first week of classes of each summer session.
 - For fall registration**, your registration appointment time listed in Onestart is generally available around the third week in March. Registration for seniors for fall begins just after the beginning of April and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the fall semester.

8. Fall 2013 Semester Important Dates and Deadlines

Class Meetings	
Classes Begin	M Aug 26
Labor Day (classes do not meet)	M Sept 2
1st Eight Weeks Ends	Th Oct 17
Fall Break (classes do not meet)	F Oct 18
Fall Break ends, classes resume	M Oct 21
2nd Eight Weeks Begins	M Oct 21
Thanksgiving break begins on Sunday	S Nov 24
Thanksgiving break ends, classes resume	M Dec 1
Last day of classes	Sa Dec 14
Final Exams	M Dec 16 – F Dec 20
Registration and Drop/Add Information	
Last day for waitlist processing	F Aug 30
Last day for the Auto "W" deadline	
1 st Eight Weeks courses	M Sept 23
Full Semester courses	W Oct 23
2 nd Eight Weeks courses	M Nov 18
Last day for Deans to approve a drop	
1 st Eight Weeks course	M Oct 7
Full Semester course	Th Dec 5
2 nd Eight Weeks course	Th Dec 5
Pass/Fail Option	
1 st Eight Weeks course	F Sept 6
Full Semester course	M Sept 23
2 nd Eight Weeks course	F Nov 1

9. The next three pages in this syllabus are very important for registration planning and advising. The first one is titled Effective Planning and Registration Steps. The second page is titled Registration Advising Appointment Worksheet. And the third page is titled Four Year Schedule Planning. The first page will take you step-by-step through your OneStart Student Center and how to navigate the important pages there and how to register for your classes. **The second page is important because you need to bring that page with you to your advising appointment for early registration.** **We reserve the right to have you reschedule should you not come prepared.** This is a planning tool for you that helps you formulate your questions and plans and helps give your advisor some direction when sitting down with you and helping you plan out your next semester of class and any future semesters. The third page is a tool you can use if you choose.

Important Links and Resources you may need as a CJUS student

Really, there is one resource that has everything you will need! And if it doesn't, let us know, and we will update it to include the resource! Departmental links; academic resources; career resources and options; internship and volunteer information; scholarship, grants, and award opportunities; other department/units on campus resources (like blog pages, websites, activities, events); ideas for other majors/minors; and more!

CJUS Undergraduate Resources & Information
www.iubcjus.blogspot.com

Department of Criminal Justice
Effective Planning and Registration Steps

→ Start Here – Schedule An Advising Appointment

1. You are encouraged to meet with a CJUS advisor prior to registering for classes. Please refer to the contact information at the top of this syllabus. Before you schedule your appointment, please be sure to complete the "Registration Advising Worksheet" on the next page.

→ Log In to OneStart

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| 2. Log in to your Student Center via the "Services" tab in OneStart. | 3. Your registration date appears in the box on the right-hand side labeled "Enrollment Dates." Click "Details" to see your time . | 4. Review the " Holds " box on the right-hand side. Take action to remove any that would prevent enrollment (see "Details"). |
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→ Review Your Requirements

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| 5. Access your Academic Advisement Report (AAR) via your Student Center : Click "My Academics & Grades" on the left-hand side, then click " View My Advisement Report ," next select "Bloomington" for "Institution" and "AAR & Transcript" for "Report Type" using the drop down arrows, and finally, click the yellow "Process Request" button. In the report, click on "Expand All" for better viewing. | 6. Make a list of all unmet requirements tagged in red as " Not Satisfied ". A red tag immediately under a dark blue bar (e.g., "Overall hours and GPA") means the overall area is unfinished. Look for red tags under any of the light blue bars (e.g., "Overall 122 hours required for a College of Arts and Sciences degree") in that section to identify the specific item(s). If needed, click the green arrows to show/hide details. |
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→ Plan Your Courses

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| 7. Select courses from the Fall 2013/Spring 2014 Schedule of Classes to match your requirements and interests (http://registrar.indiana.edu/scheofclass.shtml)
Use your tab sheet to find courses from the schedule of classes to meet particular requirements necessary for your particular degree. | 8. Put the courses you choose in your Enrollment Shopping Cart . (The link for this is on the left-hand side in your Student Center). Be sure to select the courses in your list when you are finished, and then click on the " validate " button to check that you have any needed prerequisites, permissions, etc. The Enrollment Shopping Cart is a holding place for your intended classes. |
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→ REGISTRATION

9. When you get to this step, you should be ready for registration. Remember, you are highly encouraged to meet with your CJUS major advisor before registering for classes. Please refer to the contact information at the top of this syllabus. Follow the guidelines on pages 3 & 4 of this syllabus.

→ Once You Are In OneStart

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| 10. Monitor your Enrollment Shopping Cart list and course availability as the registration period progresses, and revise as needed. If any of your first-choice courses close, plan to use the "Waitlist" feature and "Drop if Enroll" feature when you register, and make sure you also have included alternate options in your cart. | 11. Register at your appointed date and time (or as soon as possible afterwards if you cannot log on at that time). Remember, you must log in and submit the courses in your Enrollment Shopping Cart in order to be registered; it is not automatic! Call the Registrar's RegHelp line at (812) 855-8200, email reghelp@indiana.edu or stop in Franklin Hall 101 if you have any problems or questions (Mon-Fri 8-5). UITS can help if you have trouble logging into Onestart: (812) 855-6789. |
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→ Double-Check Your Choices

12. After you have registered, **review your AAR again** (see Step 5 above for details) to make sure the classes you enrolled in are meeting the requirements you expected they would. If you have any questions, be sure to check with your advisor.

Department of Criminal Justice Registration Advising Worksheet

NAME:	REGISTRATION DATE and TIME:
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Enter information in each of the areas below. You must bring this completed worksheet with you to give to the advisor during your appointment.

MY REMAINING DEGREE REQUIREMENTS (BA degree including CASE, major/minor/cert)
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COURSES I PLAN TO TAKE IN Spring 2013 (including any repeats/incompletes)
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First Choices	Alternates
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QUESTIONS I WANT TO ASK THE ADVISOR
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I PLAN TO GRADUATE BY: MONTH: _____	YEAR: _____
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F __	1.	1.	
Sp __	2.	2.	
Su __	3.	3.	
	4.	4.	
	5.	5.	
F __	1.	1.	
Sp __	2.	2.	
Su __	3.	3.	
	4.	4.	
	5.	5.	
F __	1.	1.	
Sp __	2.	2.	
Su __	3.	3.	
	4.	4.	
	5.	5.	
F __	1.	1.	
Sp __	2.	2.	
Su __	3.	3.	
	4.	4.	
	5.	5.	

Please note: This page is for your planning purposes only. You do not need to complete this for your early registration advising appointment.