

Priority Registration Advisement

As advisors meet with their advisees to prepare for priority registration, below are some important things to remember:

- ❑ Discuss with them how their classes are going so far this semester, what resources they can utilize, and when they can see their midterm grades on Goldlink
- ❑ Check to see if they have prepared a degree plan (educational plan)
- ❑ Check through Griffon GPS for transfer coursework under “Transfer Courses”
- ❑ If student is currently enrolled in developmental coursework:
 - Remind student they must earn a “C” or higher to move on to the next course
 - For students to proceed into a General Studies math course, they are required to take the Math Placement Exam (MPE). The score of the MPE will be recorded in Griffon GPS on the “Student Info” screen under the “Test Scores – Placement Scores” category. Refer to the “Math Placement Guide for Advisors” and “General Studies Math Requirements” documents under Tab #7 to properly advise student into their next math course.

Student Info AN51NYSq as of 09/06/2017 at 09:25					
Student	[REDACTED]			College	Academic Affairs
G Number	[REDACTED]			Department	Undeclared
Level	Undergraduate	Student Class	Freshman	Advisor	Bryant, Edith E
Credit Hours - Required	124	GPA - Overall	2.32	Applied for Graduation	Apply to Graduate
Credit Hours - Applied	** 25 **	GPA - Major		Hold	
Degree					
Undeclared Bachelors					
Major					
0000					
Concentration					
Minor					

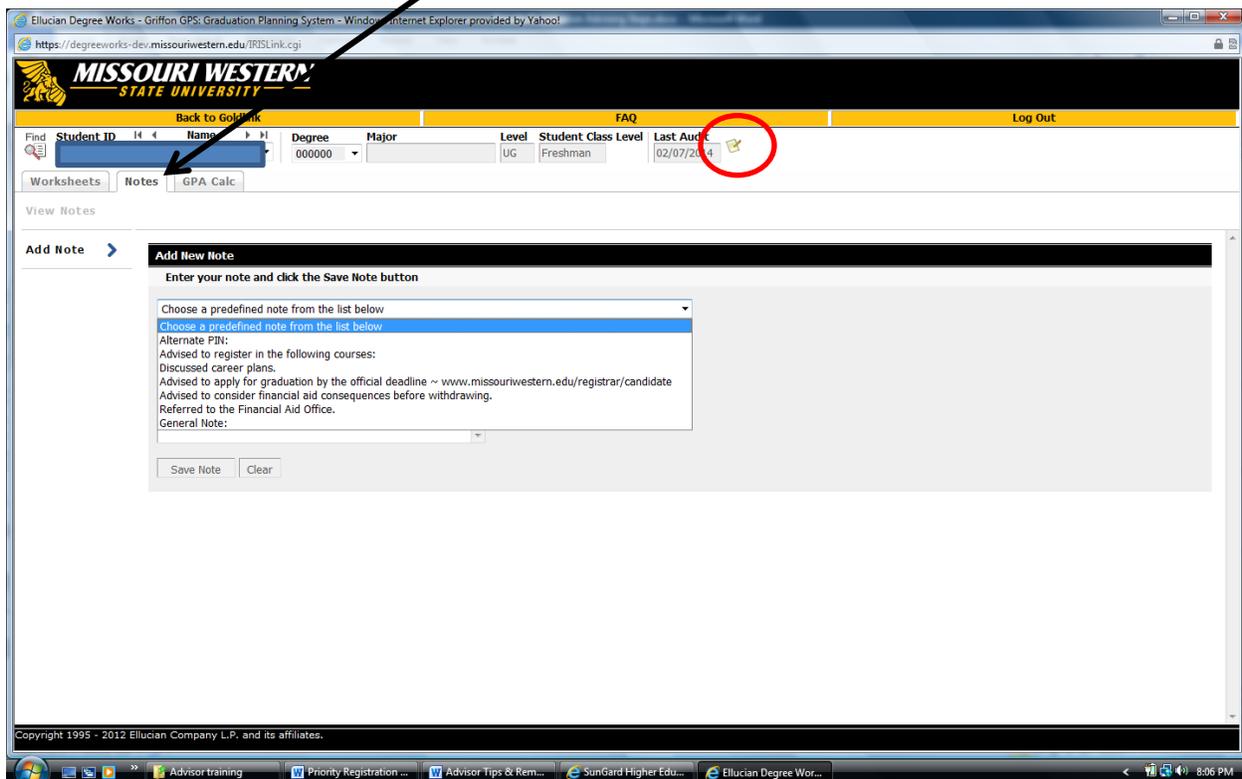
Additional Student Info					
Address Line 1	9715 Centennial Rd	Academic Standing	Good Standing	<input type="checkbox"/> no photo available	
Address Line 2		Honors Program	N		
Address Line 3		Athlete	None		
City, State, Zip	La Vista, NE 68128	Citizenship	Y		
Cell Phone		Visa Type			
Phone	(402) 714-1126	Nation			

High School Information	
High School Name	Papillion-Lavista High School
Graduation Date	05-15-2016
Class Rank	149/393
GPA	3.57

Test Scores		
ACT Scores	Description	Score
A01	ACT English	24
A02	ACT Math	24
A03	ACT Reading	32
A04	ACT Science Reasoning	23
A05	ACT Composite	26
SAT Scores		
S01	SAT Verbal	
S02	SAT Math	
S03	SAT Composite	
Placement Scores		
MIAT	MWSU Math Placement Exam	
R095	MWSU Accuplacer Reading Score	
W095	MWSU Writing Placement Score	
DET	Distance Education Test	
GRE Scores		
G03Q	GRE Revised General Quan.	
G03V	GRE Revised General Verbal	
G03W	GRE Revised General Writing	

- ❑ This screen also shows all ACT, SAT, and placement scores to use in determining placement in English, math and reading

- ❑ Strongly encourage students to continue with their general studies English and math courses until completed
- ❑ Check the main screen of Griffon GPS on the Worksheet page to view the student’s most current holds – **NOTE: holds can be added daily**
- ❑ Check the number of “attempted hours” and remind advisees that their degree must be completed within 180 hours (bachelor’s degree) or 93 hours (associate’s degree) or their financial aid will be discontinued
- ❑ The “Notes” section of Griffon GPS allows advisors to record a student’s Alternate PIN, courses advised for the semester, referrals made, and a section to record general advising notes. **PLEASE NOTE: anyone that has access to the Griffon GPS system can see these notes, including the student, so be mindful of what is recording in the “Notes” section.** Once the note has been saved, it is a permanent record for this student so there is no way for the maker of the note to change or delete the note once it has been saved. The system also records the person who made the note, as well as the date the note was created.
- ❑ Notes can be access by using the “Notes” tab or by clicking on the Notes icon circled on this screen shot.



- ❑ **IMPORTANT NOTE: These notes are not emailed to the student. All notes made will show at the bottom of the degree audits ran for this student so keep this in mind as you are creating these permanent notes.**
- ❑ The “Notes” screen provides a drop-down menu with pre-defined notes to choose from as follows:
 - Alternate PIN:
 - Advised to register in the following courses:
 - Discussed career plans.
 - Advised to apply for graduation by the official deadline (and provides the web address to do so).
 - Student was a no show for advisement meeting.

- Advised to consider financial aid consequences before withdrawing.
 - Advised to take the University exit exam.
 - Advised to fulfill the Missouri Constitution requirement.
 - Advised to take the Civics Exam.
 - Placement test results:
 - Referred to:
 - General Note: (use for free-form notes)
 - Graduation checklist emailed.
- ❑ Advisors should record the student's Alternate PIN for the semester by using the pre-defined message of **"Alternate PIN:"**. When the student logs into Griffon GPS, they will be able to view the Alternate PIN the advisor has recorded for the semester. **IMPORTANT NOTE: always use this pre-defined prompt to record the Alternate PIN. Information Technology will do an automatic deletion process of "Alternate PIN:" notes on all students once the PIN is no longer valid so DO NOT continue with additional advising notes in this particular notes section – use "General Note" pre-defined option for additional advisor comments.**
 - ❑ As advisors determine the courses the student is advised to take, advisors need to record these courses by using the pre-determined note **"Advised to register in the following courses:"** and list the courses. Remember to click "Save Note" at the bottom when you are finished.
NOTE: Be sure to list alternate courses for the student to choose from if they need to. This is the electronic advising record that will remain on the student's Griffon GPS file permanently.
 - ❑ If advisors need to make additional advising notes on the student, the pre-defined prompt "General Note" can be used. Just remember that anyone who has access to Griffon GPS, including the student, will be able to view these notes.

As the institution is looking to enhance advising across campus in an effort to increase our retention and graduation rates, please encourage your advisees to complete the advising survey that is emailed to them once they are registered for the next semester's classes.