CSU Conference on Student Success

Facilitating Transfer and Degree Completion

Mandatory Advising

Jim Orenberg, Chair

Department of Chemistry and Biochemistry

San Francisco State University
Effective Advising Practices
(Facilitation of Degree Completion)

Mandatory Advising for Freshman

Mandatory Academic Advising
Within the Discipline
Chem/Biochem Department Facts

• Faculty (~ 24 FTEF)
  19 permanent faculty
  ~10-12 lecturers
  ~10-15 GTAs and GAs
• ~ 300 undergraduate majors
  BA Chem (36), BS Chem (104)
  BS Biochem (187)
• ~ 55 active graduate students
  MS Chem, MS Chem: Conc Biochem
• Annual FTES = ~ 850
  ~ 33 courses/semester → 60 sections
Faculty

Aragon, Sergio  Keeffe, James (Grad Coord)
Baird, Teaster  Luckey, Mary
Berkman, Clifford  Manning, Bruce
DeWitt, Jane  Orenberg, James (Dept Chair)
Erden, Ihsan  Palmer, Pete
Esquerra, Raymond  Simonis, Ursula
Gassner, George  Trautman, Raymond
Gerber, Nancy  Wu, Weiming
Gronert, Scott  Zeile, Jane
Ichimura, Andrew

Research Oriented:

~ $1.81 million TDC grant activity (NIH, NSF, FIPSE, NASA, )

~ 25 publications in AY 2002-03
Observations Leading to Mandatory Advising in Chem/Biochem

“students were delayed in their attempts to graduate in an expeditious fashion due to”

• Inexperience in planning class schedules
• Mistakes in selecting proper class sequence
• Inattention to course offering times
• Enrolling with inadequate prerequisites leading to unnecessary withdrawal from courses

Result of student oversights and poor planning

Graduation delayed for at least a semester and in some cases up to a year
Re: Mandatory Advising and Fall 03 Touch Tone Registration

April 7, 2003

Dear Chemistry/Biochemistry Major,

I am writing to you to inform you about the mandatory advising policy in the Department. This policy requires all chemistry and biochemistry majors to consult annually in the spring semester with an assigned department adviser for purposes of planning the subsequent academic year class schedule.

At this point in the S03 semester, all chemistry and biochemistry majors have a hold placed upon their Fall 2003 touch tone class registration priority. Removing the hold so that you may register for Fall 2003 classes is a simple process. You only have to see the Department adviser whom you have been seeing or to whom you will be assigned. On the reverse side of this letter is a table listing all of the advisers in the Department with their office locations, phone numbers and e-mail addresses. Please save this information, since you will have to see an adviser by Advising Day, Thursday, May 8, 2003 in order for the touch tone hold to be removed and to allow you to enroll for the Fall 2003 semester. For your information, Fall 03 touch tone registration begins in early July. If you have not been assigned an adviser yet or have forgotten her/his name, please come to the Department Office (TH 806) to determine your adviser. To avoid the last minute rush, try to see your adviser in any of their office hours or by appointment before May 8, 2003.

Please feel free to contact the Chem/Biochem office (415.338.1288) or our advising coordinator, Dr. Palmer (415.338.7717; palmer@sfsu.edu), if you have any questions regarding our program. You may find out a great deal about the Department and courses that we offer by going to our Web page located at

http://www.chembiochem.sfsu.edu

Information on any University course as well as information about all aspects of the academic program at San Francisco State University may be obtained at the University Bulletin web page (http://www.sfsu.edu/~bulletin).

Sincerely,

James B. Orenberg
Professor and Chair
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<thead>
<tr>
<th>Faculty</th>
<th>e-mail</th>
<th>Office</th>
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<td>Aragon, Sergio</td>
<td><a href="mailto:aragons@sfsu.edu">aragons@sfsu.edu</a></td>
<td>TH 965</td>
<td>87712</td>
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<td>11:10am-12pm</td>
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<td><a href="mailto:cberkman@sfsu.edu">cberkman@sfsu.edu</a></td>
<td>TH 636</td>
<td>86495</td>
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<td>DeWitt, Jane</td>
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<td>TH 724</td>
<td>81895</td>
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<td>81627</td>
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<td>TH 725</td>
<td>83444</td>
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<td>Gerber, Nancy</td>
<td><a href="mailto:ngerber@sfsu.edu">ngerber@sfsu.edu</a></td>
<td>TH 728</td>
<td>81160</td>
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<td>87709</td>
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<td>50721</td>
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<td><a href="mailto:bmanning@sfsu.edu">bmanning@sfsu.edu</a></td>
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<td>TH 640</td>
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<td>Zeile, Jane</td>
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<td>TH 824</td>
<td>87713</td>
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Chem/Biochem Response to Protracted Times to Complete Undergraduate Degrees

Mandatory Advising

1. Occurs in Spring for subsequent AY

2. With cooperation of the Registrar, all undergrad chem majors have a registration hold placed on Fall registration; this is a necessary condition!

3. Students are notified of their registration holds by the Registrar, a letter from the Chair, e-mail, and class announcements

4. All majors are assigned (offered) an adviser during their first semester of matriculation; all department faculty act as advisers
Mandatory Advising

5. In any advising session beginning from mid February, the registration hold can be immediately lifted by an adviser using SIMS.

6. Procrastinators may see the Dept. Chair during the Summer to release their holds.

7. Students must see an adviser even after priority registration has ended in order to enroll in Fall and succeeding semesters.
**Some Issues and Facts**

1. Mandatory advising was predicated upon the understanding that faculty and office staff workload would not increase!

2. Number of summer advisees seen by Chair:
   Sum 01 → 42, Sum 02 → 32, Sum 03 → 15
   “The word is getting out – get advised”

- **Problem:** First time majors (freshmen and transfer students) may avoid advising in their course selection for the first two semesters; actions to obviate this problem:
  
  * **Congratulatory e-mail letter of acceptance** sent to first time admits upon their acceptance apprising them of department advising policy
  
  * **Department Chair sends a welcome letter** to first time admits in the Fall welcoming them to the Department and encouraging them to secure an adviser
Dear Chemistry/Biochemistry Major,

I want to extend to you my congratulations upon your entrance into San Francisco State University and welcome you to the undergraduate program in Chemistry and Biochemistry. The Department offers undergraduate students exciting and exceptional educational opportunities, including excellent classroom and laboratory instruction. We emphasize extensive hands-on experience with modern instrumentation and close, personal advising from our dedicated faculty. Many of our students take advantage of special opportunities to participate actively in research investigations of significant chemical or biochemical problems under the direct supervision of faculty who are recognized authorities in their fields of chemical or biochemical specialization.

I invite you to visit with me and look forward to making your acquaintance. If you have any questions regarding our program, you may contact me or the department office staff by phone (415.338.1288), e-mail (chemist@sfsu.edu), or drop by for a visit (TH 806). You may find out a great deal about the Department and courses that we offer by going to our Web page.

http://chembiochem.sfsu.edu

Information about any University course as well as all aspects of academic programs at San Francisco State University may be obtained at the University Web page. http://www.sfsu.edu/

It is the policy of the Department to provide you with a permanent adviser while you are a student at SFSU. Questions regarding courses, prerequisites, university policies and career planning should be addressed to your chemistry/biochemistry academic adviser. Please come to the Department office (TH 806) to be assigned a faculty person who will serve as your adviser. Advising Day this semester is Wednesday, December 3, 2003. I suggest that you stop by the Department Office well in advance of this date and determine who your adviser will be, as well as her/his office hours. To avoid the last minute rush, please try to see your assigned adviser.
Issues and Facts

* e-mail notification of department mandatory advising sent again during the Fall semester to first time admits strongly urging students to secure an adviser and obtain some advice for Spring Semester (~ 50 out of 120 respondents)

Fall 04: registration touch tone hold ?

3. Important benefit to mandatory advising:
   
   **Opportunity for Career Counseling**

4. Department reputation enhanced
   
   **We care!**

   - **Anecdotal Information:** few if any student majors enroll in the wrong class or w/o the proper prerequisites (pertains to chem & biochem classes as well as biology, physics, and math requirements)
In lieu of 75 copies of my presentation and handouts, please consult the following URLs:

http://www.chembiochem.sfsu.edu
(select the advising tab on the left)

http://userwww.sfsu.edu/~orenberg/
(select Chancellor’s Conference)