



Yale SCHOOL OF NURSING

## Office of Student Affairs Faculty/Student Advisement Guide

### Welcome to the 2019-2020 Academic Year!

We in the Office of Student Affairs (OSA) have prepared this guide to help faculty understand student registration and advisement process. It is our hope that this document will serve as an overview for the preparation, registration and advisement of students during the upcoming academic year. More detailed information on student policies and academic progress can be found on the [YSN Website](#) and on the [Faculty resources page](#). It contains all the links you will need to advise your students, submit grades, and find YSN policies. If you have additional questions, please feel free to contact the Student Affairs Office.

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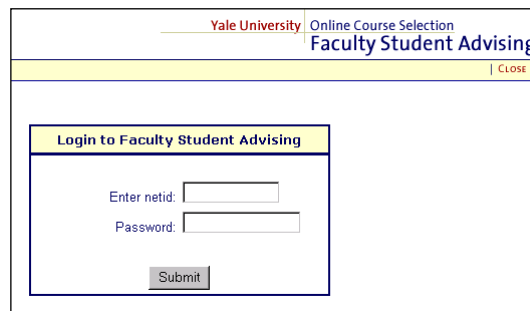
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### I. Registration

[The Faculty Student Advising System](#) (FSA) allows faculty advisors and registrars to approve student course selections online during each registration period. For convenience, the FSA application also provides faculty advisors with online access to student transcripts and advising notes throughout the year. However, it is not intended to take the place of student advising meetings or any other department approval process for course work.

The YSN student registration period for the fall 2019 term begins on **Wednesday, August 21** and ends on **Wednesday, September 11**.

Please be aware that it may take students time to clear immunization or financial holds before they are able to register. Furthermore, students can register anytime throughout the registration period and will appear as shoppers on canvas until their faculty advisor as well as the registrar approve schedules in FSA. **To login**, enter your Yale NetID & password. Click on submit. **To login**, enter your Yale NetID & password. Click on submit.



The screenshot shows a web browser window with the following elements:

- Header: "Yale University Online Course Selection Faculty Student Advising" with a "Close" link.
- Section Header: "Login to Faculty Student Advising"
- Form Fields: "Enter netid:" and "Password:" with corresponding input boxes.
- Submit Button: A "Submit" button located below the password field.

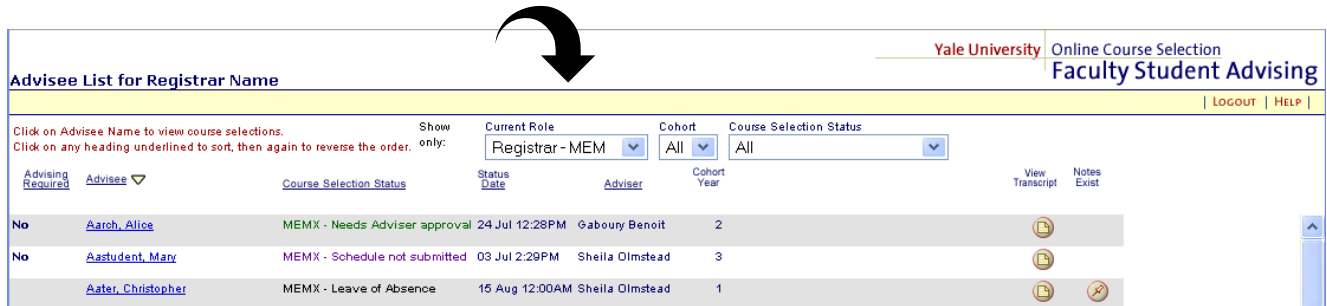
You will see a Welcome screen that should display your name, correct email address and general instructions for using the system, along with registration deadlines. If for any reason you are unable to access the system, email [websis@yale.edu](mailto:websis@yale.edu).

**The system is designed to support the following functions:**

- Approve or request revisions of student course schedules submitted from Yale's Online Course Selection system (OCS).
- View an unofficial student transcript.
- View and/or add advising notes that are part of a permanent advising record for each student and can also be requested by the student.
- View degree milestones and other student data as recorded in the Banner student database

## How to Use the Advisee List

Faculty advisors will see only the students they are advising for registration. Students in the system are grouped by specialty under “**Current Role**” drop-down menu in the top center of the page (see arrow). Please **check each specialty track individually to find your advisees**.



Advising Required	Advisee	Course Selection Status	Status Date	Adviser	Cohort Year	View Transcript	Notes Exist
No	<a href="#">Aaroh, Alice</a>	MEMX - Needs Adviser approval	24 Jul 12:28PM	Gaboury Benoit	2		
No	<a href="#">Aastudent, Mary</a>	MEMX - Schedule not submitted	03 Jul 2:29PM	Sheila Dimstead	3		
	<a href="#">Aatar, Christopher</a>	MEMX - Leave of Absence	15 Aug 12:00AM	Sheila Dimstead	1		

The advising list displays summary data about each advisee and allows you to view and access your students’ registration and academic data. Each student’s name is a link to the “advisee selection” page for that student. The “Course Selection Status” displays a student’s state within the registration cycle.

If a student is on leave of absence or is in absentia paying tuition in the current term, that status will also be reflected. The “**Advisee**” column lists all of your advisees in alphabetical order. Click on an advisee's name to view the courses selected, or to add advising notes. If the Course Selection status (next column) indicates “**Schedule not submitted**,” then the student has not yet submitted a schedule for review. The “**Course Selection Status**” column indicates an advisee's status in the process of selecting courses and having them approved.

ADVISEE STATUS	MEANING
<b>Schedule Not Submitted</b>	advisee has not selected any courses and there is nothing to review
<b>Needs Advisor Approval</b>	advisee has selected his or her courses and the advisor can click on the name to review the course selections
<b>Advisor requests Revision</b>	advisor has not approved the advisee's course selections and has requested revisions by the advisee
<b>Resubmitted to Advisor</b>	advisee has made the revisions the advisor has suggested, and these revisions are ready for the advisor's review
<b>Needs Registrar Approval</b>	advisee has selected his or her courses and the registrar can click on the name to review the course selections
<b>Registrar Requests Revision</b>	Registrar has not approved the advisee's course selections and has requested revision by the advisee
<b>Resubmitted to Registrar</b>	advisee has made the revisions the registrar has suggested, and these revisions are ready for the registrar's review
<b>Registrar Approved</b>	Registrar has given final approval to the advisee's course selections
<b>Leave of Absence</b>	Student is on a leave of absence for the term
<b>In Absentia</b>	Student is away from campus for the term.

### The process in detail:

The entire course selection and approval process is similar to a tennis match. At each stage of the cycle, the ball is either in the student's court (selection and/or revision) or in the approver's court. The system will lock the schedule each time the student submits it so that it cannot be changed while it's being reviewed and approved. The ultimate goal is for all eligible students to have the status "Registrar Approved."

For Master's and Post Master's students at YSN, the course selection is first approved by the advisor, then by the Registrar in Student Affairs.

- The "**Status Date**" column provides the date and time of the last action taken either by the advisor or the advisee.
- The "**Advisor**" column indicates the name of the student's advisor for registration.
- The "**Entering Year**" column indicates the advisee's first year at the school.
- The "**View Transcript**" column enables you to view the advisee's unofficial transcript.
- The "**Notes Exist**" column indicates that advisee Notes have been entered for that student.
- The "**Show only**" boxes enable you to filter the Advisee List according to three criteria:
- The "**Entering Year**" of advisees. Enables viewing of first-years students, etc.
- The "**Course Selection Status**" of advisees. For example, you may wish to only see who has not yet submitted the schedule.

Advisee List for Registrar Name		Yale University		Online Course Selection		Faculty Student Advising	
LOGOUT   HELP							
Click on Advisee Name to view course selections. Click on any heading underlined to sort, then again to reverse the order.		Show only:	Current Role	Cohort	Course Selection Status		
			Registrar - MEM	All	All		
<u>Advisee</u>	<u>Course Selection Status</u>	<u>Status Date</u>	<u>Adviser</u>	<u>Cohort Year</u>	<u>View Transcript</u>	<u>Notes Exist</u>	
No	<a href="#">Aarch, Alice</a>	MEMX - Needs Adviser approval	24 Jul 12:28PM	Gaboury Benoit	2		
No	<a href="#">Aastudent, Marv</a>	MEMX - Schedule not submitted	03 Jul 2:29PM	Sheila Olmstead	3		
	<a href="#">Aater, Christopher</a>	MEMX - Leave of Absence	15 Aug 12:00AM	Sheila Olmstead	1		

## How to Use the Advisee Selection Screen

Yale University		Online Course Selection		Faculty Student Advising	
SEND EMAIL   ADD NOTE   ADVISEE LIST   LOGOUT   HELP					
ADVISEE SELECTION   VIEW TRANSCRIPT   NOTES APPROVE COURSE SELECTIONS? <input checked="" type="radio"/> PENDING <input type="radio"/> YES <input type="radio"/> NO					
<b>Alice Aarch - Course Selections - Fall 2008</b> alyssa.arcaya@yale.edu SID:901428153					
Course Selection Status:	Status Date:	Adviser:	Research Adviser(s):	Department/Program:	Entering Year/Cohort:
Resubmitted to Adviser	15 Aug	Gaboury Benoit	n/a	MEM	2007/2
Comments:		Joint Degree:		Degrees Awarded:	
		n/a		n/a	
<b>Course Section</b>	<b>Title</b>	<b>Grade Mode</b>	<b>Instructor</b>		
F8ES 275 01	<a href="#">Ecosystems Patterns &amp; Processes</a>	????	Oswald Schmitz		
F8ES 80166 01	<a href="#">Leaves/Livelihoods/Landscapes</a>	????	Lisa Curran		
F8ES 76014 01	<a href="#">Business Concepts for Env Managers</a>	????			
F8ES 77006 01	<a href="#">Sampling Methodology &amp; Practice</a>	????	Timothy Gregoire		
F8ES 77001 01	<a href="#">Remote Sensing: Observe The Earth</a>	????	Dana Tomlin		

The highlighted "Advisee Selection" tab in the upper left corner indicates that you are viewing data about a particular student. This page shows the student's course selections and any warnings associated with these selections. The line below the tab has buttons that allow you to approve or not approve the advisee's course selections by clicking on the "Yes" or "No" buttons. The default setting on the "Advisee Selection" tab for approving/not approving an advisee's course selections is "Pending." If you are not ready to approve or comment on advisee's courses, no action is required.

### Approving an Advisee's Course Selections

If you approve an advisee's course selections, click on the "Yes" button. A pop-up message will ask you to confirm your decision. If you confirm approval, then the "Course Selection Status" for the advisee will automatically be updated to "Advisor Approved" or "Registrar Approved." The "Status Date" will record the day and time of the approval. An email will be sent automatically to the advisee.

### Not Approving an Advisee's Course Selections

You have indicated that you do not approve the course selections for Alice Aarch. A standard e-mail will notify Alice Aarch of your decision. You can use the box below to add explanatory text regarding your reason(s) for not approving the courses and to provide guidance for making the appropriate course revisions.

To: Alice Aarch

Subject: (Your course selections were not approved)

Please revise your schedule to include another science course. |

Send E-Mail?

If you do not approve an advisee's course selections, click on the "No" button. A pop-up e-mail box will appear providing you with the opportunity to identify the reason(s) the advisee's course selections have not been approved. Once you are finished completing the text for the email, you will be able to either send the message to the advisee or cancel the email and return to the advisee's course selections.

Disapproval of courses will cause the "Course Selection Status" to be updated to "Advisor requests revision". The "Status Date" will be updated to reflect the day and time of the decision. When the student revises his or her schedule, it will be re-submitted.

## Steps to Approving a Student's Schedule

To access FSA, go to: <http://faculty.yale.edu>.

### Step 1. Using the Advisee List, determine which students are ready to be approved:

The **Course Selection Status** dropdown box can be used as a filter to see only those who need approval.

Advisee Name	Status	Status Date	Adviser	Cohort Year
Aarch, Alice	MEMI - Needs Adviser approval	24 Jul 12:29PM	Gabruy Benoit	2
Aubusson, Mary	MEMI - Schedule not submitted	03 Jul 2:29PM	Sheila OImead	3
Aubusson, Christopher	MEMI - Leave of Absence	15 Aug 12:00AM	Sheila OImead	1

Course Selection Status

All

All

In Absentia

Leave of Absence

Schedule not submitted

Needs Adviser approval

Adviser requests revision

Resubmitted to Adviser

Needs Registrar approval

Registrar requests revision

Resubmitted to Registrar

Registrar approved

### Step 2. Click on the student's name to display the Advisee Selection page.

This page shows the student's current academic information. Click on "View Transcript" to see an unofficial transcript for the academic terms prior to the current term.

In the case of a **joint degree student**, the transcript will only display data for courses taken within the current advising school. Note that a student who has submitted a schedule to be approved will have "Pending" status".

### Step 3. If the schedule is satisfactory, click on "Yes" to approve.

ADVISEE SELECTION | VIEW TRANSCRIPT | NOTES

APPROVE COURSE SELECTIONS?  PENDING  YES  NO

Alice Aarch - Course Selections - Fall 2008  
alyssa.arcaya@yale.edu SID:901428153

If the **schedule needs revising**, click on "No" and enter a reason in the box that pops up.

**NOTE:** If a student has submitted a schedule and wishes to make a change prior to final approval, you can "Reject" the schedule (click on "No") and the schedule will be unlocked for the student to access and change.

### Step 4. Return to the Advisee List and continue viewing and approving schedules.

When a schedule is approved by an adviser, its state will automatically change to "Needs Registrar Approval." When a schedule is approved by the registrar, this is the final state and the status will be "Registrar Approved." The schedule will be pushed to the Banner student database twice per day.

## Other Features

The "**View Transcript**" tab permits you to view an advisee's unofficial transcript that includes course work, academic milestones, transfer credits and en route degrees, subject to the data that is collected by your school. You can also view a student's transcript by clicking on the right-hand button on the Advisee List page. The "**Notes**" tab permits you to view any Notes that have been previously recorded for an advisee.

The "**Add Note**" feature on the yellow menu bar permits you to record any waivers, substitutions to requirements, special permissions, or other special instructions. Enter a note up to the length indicated and then save it. If you need more space, enter another note. *Notes once saved may not be deleted.*

The "**Send Email**" feature opens a window in your default email system and pre-populates the "To:" line with the student's Yale email alias. You can then send an email at any time, not just during registration.

The "**Advisee List**" link permits you to return to the list of all your advisees.

**Logout** when you are finished using the system.

## Waivers/Challenges

Students need to request to waive or challenge out of a given course. In order to do that, they need to submit an electronic [Waiver/Challenge Request Form](#). Once a student submits this form, the instructor will get an email prompt to review the waiver/challenge request. The official decision to deny or approve must be sent to [ysn.registrar@yale.edu](mailto:ysn.registrar@yale.edu).

**Please note:** Even if a student waives or challenges out of a YSN course, they still need to register for that course! This way, they receive YSN credit for the course and it is listed on their transcript. A grade of "CRW" is given for waived courses and grades of either (PX, HPX, or HX) are given for challenged courses.

## Praxis Advisors

The praxis is now an elective option for master's students at YSN. If students decide to write a praxis or thesis, they must register for an Independent Study (N608) with the title: Scholarly Inquiry Praxis. They should register for this in their final year of study. It is important that academic advisors make sure students have contacted the faculty before registering for their praxis section.

## **Independent Studies**

Typically, students work with instructors beforehand to develop the syllabus (or “contract”) for the independent study. If a student wants to register for an Independent Study (N608 or N920), they will need to submit an electronic [Independent Study request form](#).

When submitting this form, students must upload the course syllabus for the instructor’s review. The instructor will get an email with the information and a link to view the attachments. All the instructor has to do is forward the email to [ysn.registrar@yale.edu](mailto:ysn.registrar@yale.edu) stating whether the request was approved or denied. A copy of this electronic request is also sent to the student’s academic advisor for approval.

Once OSA receives an approved Independent Study request, the Registrar will manually register the student with the course title as it is to appear on the student transcript and assign the appropriate number of credits.

## **Late Registration**

If students need to change their registration after the School’s two-week registration period, they will need to submit an electronic [Add/Drop Form](#). The instructor will get an email with the add/drop request. All the instructor has to do is forward the email to [ysn.registrar@yale.edu](mailto:ysn.registrar@yale.edu) stating whether the request was approved or denied. Instructions are included in the email the instructor receives. A copy of this electronic request is also sent to the student’s academic advisor for approval.

## **Students from Other Schools**

Students from other schools at Yale can take elective courses at YSN with the course instructor’s permission. These students need to get the course instructor’s permission by completing a “[Registration Form for Students Enrolled in Other Schools at Yale](#)” (see section “other”). Once students complete the form they need to get the course instructor’s signature and submit the form to [ysn.registrar@yale.edu](mailto:ysn.registrar@yale.edu) for final approval.



## II. Academic Advisement

The Faculty Student Advising system (FSA) allows faculty advisors to access student academic information quickly. It is important for faculty to know such information as:

- a. Student enrollment status (full-time v. part-time)
- b. Program of study (GEPN v. RN v. Post Masters v. PhD)
- c. Year in the program (Cohort)
- d. Academic history/courses taken

All this information is listed in the FSA system. A current transcript is also available for view in FSA.

Faculty Advisors must also know the program's "plan of study" for both full-time and part-time students. These plans will be available on the School's Website (under the specific specialty/program). It is imperative that faculty have these on hand when advising students. It is critical in the course registration and approval process that the students are registering for the proper courses in the correct sequence.

When advising full-time students, plans of study need to be followed. Outside of registering for additional elective courses, full-time students have no room to deviate from the plan. Conversely, part-time students have a bit more flexibility when it comes to their overall registration. Faculty advisors can work with part-time students on their schedule if there are reasons for deviating from the established plan of study and consult with the specialty coordinator for final approval of the part-time plan. However, advisors need to be aware of such issues as courses that are offered in alternative years and course prerequisites.

### **Incomplete Grades**

When advising students and signing off on their registration and enrollment selections, please be sure to view their academic transcript on the FSA system and make sure they do not have any outstanding incomplete grades. Incomplete grades are listed as "INC" on the transcript. Incompletes must be converted to final grades by October 1. The policy regarding incomplete grades (Policy #12) can be found on YSN website at: <http://nursing.yale.edu/students/12-extension-time-students-complete-work>. If an incomplete grade is found on a student's record, please contact the Registrar to check on its status.

## **Meeting with Advisees**

Faculty advisors should meet with their advisees at least once a semester at the beginning of the term to go over their registration. It is encouraged that advisors reach out to their students at the midpoint of each semester to see how they are progressing.

## **III. Academic Calendar**

The Academic Calendar can be found online at:

<http://nursing.yale.edu/academics/academic-calendar>

For any other questions, please contact [Jana Buck](#), YSN Registrar, or [Saveena Dhall](#), Associate Dean of Student Affairs.