



SANTA FE
University of
Art and Design

ACADEMIC ADVISING GUIDE

2016-2017



**Business
Studio Arts
Graphic Design
Digital Arts**

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Photography
Creative Writing**

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**Film
Contemporary Music**

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IMPORTANT DATES AND DEADLINES

FALL 2016

AUGUST 29	Classes Begin
SEPTEMBER 6	Last day to Add/Drop Classes
OCTOBER 19-23	Midterm Exams
NOVEMBER 11	Last Day to Withdraw with "W" Grade
NOVEMBER 14	Spring Registration Opens
DECEMBER 12-16	Finals
DECEMBER 17-JANUARY 16	Winter Break

SPRING 2017

JANUARY 17	Classes Begin
JANUARY 24	Last day to Add/Drop Classes
MARCH 6-10	Midterm Exams
MARCH 15	Summer Registration Opens
APRIL 7	Last Day to Withdraw with "W" Grade
APRIL 10	Fall Registration Opens
MAY 8-12	Finals

OUR ACADEMIC ADVISEMENT MISSION TO YOU

“The mission of Academic Advising at Santa Fe University of Art and Design is to empower students to take ownership of their degree and education to build the desire for lifelong learning that extends beyond graduation.”

WE WILL HELP YOU
SUCCEED AT SFUAD

The Academic Advising office is here to help you throughout your college life at SFUAD. The following is a list of the basic services and guidance we can provide:

- Navigate degree requirements to help ensure graduation from SFUAD
- Inform you about the most current academic policies, procedures, and deadlines each semester
- Select courses to match your SFUAD educational and future career goals
- Connect to resources and programs on and off campus
- Connect academics to current life and future career goals
- Provide a safe space to discuss your academic and/or personal concerns, grievances, or issues

Your Academic Advisor is here to ensure you get the information you need to succeed, but ultimately it is your choice as to how you will proceed through your academic program.

MEETING WITH AN ACADEMIC ADVISOR

OPEN HOURS

QUESTIONS FOR ANY ACADEMIC ADVISOR

The Academic Advising office maintains a weekly schedule of Open Hours. When you have quick or general questions or an urgent issue not related to your major, stop by Mouton Hall to visit with any one of our Academic Advising staff during open hours and we will be glad to assist you in addressing your questions or concerns. For all other questions pertaining to your major please feel free to schedule an appointment with your Academic Advisor.

SCHEDULE AN APPOINTMENT

QUESTIONS FOR YOUR ASSIGNED ACADEMIC ADVISOR

When you have questions regarding your major, academic progress, path to graduation, transfer credits, or other more complex questions, please contact your primary Academic Advisor to schedule an appointment. Keep in mind that appointments are on a first-come, first-serve basis and time can be limited during peak registration weeks so be sure to plan ahead and set your appointment early.

GROUP ADVISING AND WORKSHOPS

Throughout the semester the Academic Advising office will offer workshops to help you learn how to plan out your education, as well as offer group advising by program to help you plan your course schedule for the next semester. Check your student email for announcements and plan to attend these advising events to help you stay connected to current program offerings.

ORIENTATION AND WELCOME WEEK

Information sessions with Academic Advisors will be scheduled into your orientation week schedule. This is a great time to get an overview of what to expect, as well as get a chance to meet your Academic Advisor face-to-face.

REGISTRATION PREPARATION

Prior to registration opening for the next term you will begin to receive information about Academic Advising workshops, group advising, and individual advising opportunities. Prioritize to attend one of your major's group sessions.

WHAT ABOUT FACULTY ADVISING?

All core advising services are provided by your primary Academic Advisor, but we encourage you to develop strong connections with your department faculty who will also support you throughout your degree program. Faculty are a great resource for helping you figure out your particular strengths, connecting you with professionals in your field, and providing details on the ins and outs of navigating life as a professional artist. But your Academic Advisor can better address your registration and policy questions.

EARLY ALERTS

When faculty have concerns about your attendance, academic performance, or personal well-being, they will submit an Early Alert Form to your Academic Advisor to notify them of the problem. When your Academic Advisor receives an alert, they will reach out to you to ensure steps are taken to resolve the issue. These meetings are an opportunity to make sure you have the resources you need to succeed in your class and that you are communicating directly with your professor.

BEFORE YOU ARRIVE AT SFUAD

Before arriving at the Santa Fe University Art and Design, there are a few items needed to ensure your transition into your new college life and community will be as smooth as possible. Please check the following items on the checklist provided below.

STUDENT CHECKLIST

- Send your ACT/SAT/AP/IB/CLEP scores and/or official transcripts from other schools you have attended—your admissions team and advisors will advise you on what you specifically need to submit—to the Office of Admissions.
- Respond to your Academic Advisor’s emails about registration to ensure your first semester transition into SFUAD is a success.
- Start checking your SFUAD email on a regular basis for updates and announcements regarding your first semester and schedule.
- Review the Academic Calendar for important dates and deadlines during the current semester.
- Transfer students should review their Degree Audit on the mySF student portal to ensure transfer credits are showing correctly.
- Review SFUAD Attendance Policy in each course syllabus carefully as attendance is a major aspect of your grade within classes and can change from course to course. Be aware that failure to follow the Attendance Policy in each of your courses may affect your graduation and Financial Aid/Scholarships. If assistance is required to accommodate medical or special needs, please talk to your Academic Advisor or the Accommodations Coordinator immediately so proper documentation can be filed.

STUDENT EXPECTATIONS

What do we expect of you? This is your education and your degree, so you need to do the work to understand your degree requirements and the academic policies that will impact your time at SFUAD. Here is a snapshot of what to focus on each year:

FRESHMAN YEAR (0-31 CREDITS)

- Meet with your Academic Advisor and learn their contact information, visit their office, and participate in a workshop or group advising session
- Understand your degree and graduation requirements; keep in mind you need at least a 2.0 cumulative grade point average to graduate.
- Begin learning to use your Program Sequence Guide so you will understand your class and credit requirements as you move through your degree path at SFUAD
- Review the SFUAD Catalog and the various academic policies and deadlines
- Learn to navigate mySF Portal as this is your one-stop shop for all things related to your academics, financial aid, and registration
- Check your student email on a daily basis as this will be our main form of communication
- Ask for help when you need it because there is never shame in asking for support and help when it comes to your educational, life, and career goals

SOPHOMORE YEAR (32-63 CREDITS)

- Talk to your advisor about Study Abroad programs (taken in your Junior year) that can enrich your current academic path and degree plan
- Make changes to your program or degree path by declaring a minor (BA programs) or changing or adding a concentration (BFA programs)
- Connect with faculty mentors and the Career Services Advisor to develop Internship opportunities as you progress forward
- Adjust learning strategies as needed

JUNIOR YEAR (64-95 CREDITS)

- Meet with your Academic Advisor and make sure you are on track to graduate
- Review your degree audit through your mySF portal and work with your Academic Advisor to ensure everything is correct and up-to-date
- Meet with the Director of Career Services to discuss career goals and how they connect to your remaining degree requirements

SENIOR YEAR (96+ CREDITS)

- Discuss strategies for balancing your final education commitments with your future work or internship responsibilities
- Complete graduation application at your senior meeting with your Academic Advisor
- Complete Career Services Exit Interview
- Seek out referrals for graduate school or post-baccalaureate programs if so desired

DEGREE REQUIREMENTS

All SFUAD programs are comprised of three core course components. Each semester you will take courses from each of these three core components: Liberal Arts; Major Requirements; and Electives. Along with these requirements, you must also fulfill requirements in Upper-Division Credits, Total Credits, and Grade Point Average that will fit into your chosen degree path.

LIBERAL ARTS CORE

The Liberal Arts Core consists of nine courses that every student must complete to graduate. You should plan to take at least one core class each semester. These courses include:

- Freshman Year Seminar
- Writing Roundtable I*
- Writing Roundtable II*
- Humanities Distributive Core
- Math/Science Distributive Core
- Social Science Distributive Core
- Sophomore Roundtable
- Cultural Diversity
- Ethical Responsibility

**must pass with a C- or higher*

MAJOR REQUIREMENTS

Each degree program will have a set of classes that are required of all students to be awarded that particular degree in that particular program. These major requirements vary from 40-88 credits worth of classes depending on the type of degree you are seeking (BBA, BA or BFA).

ELECTIVES

DESIGNATED ELECTIVES

Some programs have designated electives as part of your degree requirements, which means you get to choose a course from a prescribed set of options.

For example, BA Studio Art students can choose 9 electives but they must be chosen from available upper division credit courses.

UNRESTRICTED ELECTIVES

These are the electives that you can choose from from among any department's courses based on your particular interests. Keep in mind that pre-requisites still apply when choosing an elective.

Students in BA programs may choose to pursue a minor to fulfill these elective requirements.

UPPER-DIVISION CREDITS

In order to graduate, students in all programs must complete a minimum of 48 credits of upper division course work. This requirement is built into all degree programs, but transfer students should pay close attention to this requirement.

Upper division courses are usually taken during your Junior and Senior years and are designated by 3000 and 4000 level course numbers.

TOTAL CREDITS

Students must complete 120 credits to graduate. These 120 credits will be a mix of Liberal Arts Core, Major Requirements, and Electives.

GRADE POINT AVERAGE

Some courses or programs require a minimum GPA in their Major Requirements (see above) in order to graduate. All students must maintain a 2.0 GPA in order to graduate.

SFUAD CREDIT SYSTEM

The majority of courses offered at SFUAD are either 2 or 4 credit courses. A full time student is permitted a minimum of 12 credits (3–4 classes) and a maximum of 18 credits (5–8 classes) each semester. To achieve the greatest success, you should use the Weekly Planning Grid in this guide to help you decide on your ideal credit load each semester; remember, for every 1 hour you spend in class you should spend at least 2 hours outside of class doing homework, studying, reading, and preparing for that course. If you have questions about this, please come talk to your Academic Advisor. However, all students must carry a full time credit load in order to live on campus and maintain their institutional scholarships. Your Academic Advisor will assist you if you have any questions.

ADDING, DROPPING, AND WITHDRAWING FROM CLASSES

ADDING

You may add a course to your semester schedule only within the first week of class if it fits within the credits permitted. You may also switch between course sections of the same course—if offered.

DROPPING

You may drop a course from your schedule only within the first week of class. Dropping within this time frame will remove the course from your transcript. If you want to drop all classes and withdraw from the school, the drop deadline is the last day to receive a 100% tuition refund.

WITHDRAW

After the drop period ends, you may withdraw from a course at any time prior to the Withdrawal Deadline. A withdrawal will result in a “W” grade appearing on your transcript for the class; this will not impact your GPA but it will apply to your completion rate—see Satisfactory Academic Progress. If your withdrawal reduces your course load below full time status it may impact your financial aid awards and your permissions to live on campus, therefore it is important to meet with your advisor and Financial Aid Counselor before withdrawing from a course.

These actions can be done online on your student portal or via forms found in Mouton Hall.

ATTENDANCE

Attendance at SFUAD is a part of your course grade and can affect your financial aid awards. If you miss too many classes your financial aid can be taken away and you will owe money.

Your attendance is also about professionalism—your instructors and your degree program expect you to show up and engage in your learning.

Every instructor may have differing expectations and grading policies regarding absences. Make sure to read the attendance policy for each class in your course syllabus, and make sure to stay in communication with your instructor if you are going to miss a class for any reason.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain the following standards toward degree completion in each semester that they are enrolled:

- A minimum semester GPA of 2.0
- A minimum cumulative GPA of 2.0
- Completion of 2/3 of total attempted credits

Failure to meet these requirements may result in academic and/or financial probation.

Weekly Planning Grid

Morning

Print this page to plan/block out classes, work, and study schedules.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00 AM-7:00 AM							
7:00 AM-8:00 AM							
8:00 AM-9:00 AM							
9:00 AM-10:00 AM							
10:00 AM-11:00 AM							
11:00 AM-12:00 PM							
12:00 PM-1:00 PM							
1:00 PM-2:00 PM							
2:00 PM-3:00 PM							

Questions to Consider:

- Did you allow enough time to commute?
- Do you work? On campus or off?
- Did you give yourself enough time to eat?
- When will you study and work on projects?

Consider that for every one hour you are in class, you will likely have at least two hours of out-of-class work.

Be sure to also plan enough downtime for yourself to ensure plenty of time for sleep and to de-stress.

Weekly Planning Grid

Evening

Print this page to plan/block out classes, work, and study schedules.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3:00 PM-4:00 PM							
4:00 PM-5:00 PM							
5:00 PM-6:00 PM							
6:00 PM-7:00 PM							
7:00 PM-8:00 PM							
8:00 PM-9:00 PM							
9:00 PM-10:00 PM							
10:00 PM-11:00 PM							
11:00 PM-12:00 AM							

Questions to Consider:

Did you allow enough time to commute?

Do you work? On campus or off?

Did you give yourself enough time to eat?

When will you study and work on projects?

Consider that for every one hour you are in class, you will likely have at least two hours of out-of-class work.

Be sure to also plan enough downtime for yourself to ensure plenty of time for sleep and to de-stress.

USING mySF

ACCESSING STUDENT PORTAL

Open the SFUAD website and click the mySF link to enter your username and password

USERNAME:

Contact your Enrollment Advisor to provide your Username and Password

PASSWORD:

Click on **Student Services** tab

PERSONAL INFORMATION

1. Under Personal Information section select **Update Addresses and Phone**
2. Select the **Current** or **Primary** link next to the information you wish to change
3. Enter the information you wish to update and click **Submit**

REVIEWING DEGREE AUDIT

1. Click on the **Degree Evaluation Record** link in the bottom left column*
2. Select the current term and click **Submit**
3. Under **Curriculum Information**, click on your degree program (i.e. BA Studio Arts)
4. Select **Detail Requirements** and then click **Submit** to be taken to your Degree Audit
5. Select **Additional Information** to view any transfer courses or extra electives that are not being applied toward your program

** For new and incoming students, degree audits will not be available with the mySF portal until the first semester of the program has started*

PRINTING YOUR SCHEDULE

1. Click on the **Student Detail Schedule** link in the top left column
2. Select the term you want to view and click **Submit** to view that schedule
3. Your full schedule will be shown and you can print from this page

You will also see an email icon next to the instructor's names which allows you to email them directly

REGISTERING FOR COURSES

1. Click on the **Register for Courses** link in top left column of the page
2. Select the term for which you will register
3. Under **Curriculum Information**, click on your degree program (i.e. BA Studio Arts)
4. You will see your full degree audit
5. Any class being offered that you currently need will have a **Register** link next to it
6. When you click the **Register** link, you will be shown a list of all courses available to fulfill that requirement within your program
7. Click the button next to the course you want then scroll down and click **Register**
8. A confirmation of your registration or an error message will appear; if an error* appears check with your Academic Advisor
9. You will need to complete this process for each class for which you are registering

** The error message will let you know if the class is full or if there is a conflict or pre-requisite issue. Please check with your Academic Advisor if you think you received the message in error or have further questions.*

DROPPING A COURSE

1st week of school

1. Click on the **Review Schedule or Drop a Class** link in top left column
2. Select the term from which you will drop the class/es
3. Next to the class you want to drop, select **Web Drop** from the Action column
4. Click **Submit Changes**

Please make sure to discuss any consequences for dropping a class with Financial Aid before submitting any changes