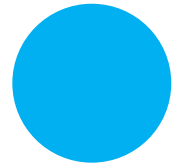


# GENERAL ADVISING

Ouachita Baptist University



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- Take good notes when advising students.
  - Stress the importance of class attendance, good study habits, degree planning, responsible work habits, etc.
  - Start the degree plan as early as possible. It is required before preregistration during the semester when students will complete 59 hours or more.
  - Students needing Academic Skills courses will be pre-enrolled in those courses as indicated by their ACT scores. The math course is the only one that is required; the others are strongly suggested. Advisors may make changes to these pre-loaded courses if necessary but should do so only for compelling reasons. Contact Nicole Porchia, Director of the Academic Success Center, for more information (ext. 5234).
  - Course sequencing is important, especially in the following areas of the CORE:
    - The **Analytic and Quantitative Reasoning Flexible Core** requirement must be met before enrolling in CORE 2334 Scientific Inquiry.
    - Each academic year, students should attend or participate in required **Arts Engagement** events. Consistent progress in this attendance or participation is required before enrolling in a Fine Arts appreciation course, normally in the junior year. Attendance at arts events is verified on the Student Profile tab in INFO for your advisees. Note that freshmen may not enroll in a Fine Art course. Only sophomores who have completed their six attendance requirements may enroll in Fine Arts courses. See [Advisor Information for Arts Engagement Program](#) and the [Fine Arts Engagement web page](#) for details.
  - Remind students of the consequences of dropping, adding, and/or withdrawing from courses and not following the degree plan.
  - If a student wants to change majors, make sure they understand that this is permissible, but stress the possible effect on their graduation date.
  - During the first semester as seniors, students should have a Dean's Check, and immediately after this check, schedule a Graduation Check with the Registrar.

- Pay close attention to the following, which the Registrar has identified as common problem areas during graduation checks:
  - **Arts Engagement** - Make sure students attend one theatre event, one art event, and one music event each year.
  - **ASKL Course Impact on Total Hours** – ASKL course hours add to the total number of hours needed for graduation (i.e., A student taking ASKL 1011 Transition Seminar would need to complete 121 hours to meet graduation requirements.)
  - **Chapel Credits** – Make sure students are on track to complete 7 chapel credits by their senior year.
  - **CLEP Tests** – CLEP test scores must be submitted for review PRIOR to the student achieving senior standing (i.e., earned 89 or more credit hours). School Deans may make exceptions to this policy.
  - **Junior/Senior Course Substitutions** – When a planned Junior/Senior course is not available, first check the student’s total Junior/Senior hours to determine whether the course substitution must be at the Junior/Senior level.
  - **Junior/Senior Transfer Courses** – A Junior/Senior course at OBU is not necessarily Junior/Senior level at another college. This is particularly true for Junior/Senior CORE or elective courses taken elsewhere. (Fine Arts \*\*)
  - **PEAC Courses** – Only two PEAC courses can count toward the degree.