In the College of Education, we are here to assist students while on their academic journey. While it is the responsibility of the student to be familiar with their degree requirements, we will assist each student in an effort to promote “Partnership Advising”. You are required to meet with your advisor at least once during the semester in order to receive your registration pin. During that meeting you and your advisor will discuss classes for the next semester, your academic progress, any milestones or deadlines that you need to be aware of, and most importantly, we want to know how you are doing, feeling, and adjusting to campus life.

**Tools YOU must be familiar with to ensure your success:**

- Undergraduate catalog: Will assist you with understanding academic policies, course offerings, degree requirements, majors and minors.
- Apple Book: An informative guide to assist you in understanding requirements and procedures for Upper Division and licensure.
- Degree Works: a web-based application that allows you to view your progress towards degree completion.

*Failing to utilize these resources may directly impact your success.*

**What is the purpose of Advising?**

The foundation of the advising process is a good working relationship between the advisor and the student. The goal of advising is to *help* you:

- Define your educational and career objectives;
- Become well informed about policies and procedures, curricular options and academic program requirements so that you make consistent progress toward a timely graduation;
- Plan an academic program which incorporates your interests, aptitudes and career goals; and make full use of the curricular and co-curricular facilities and resources available at ECU.

**What is your responsibility?**

- Be open with your advisor. Your advisor wants to assist you in achieving your goals, but that can only be achieved if they know your true goals, passions, strengths and weaknesses.
- Come to your advising appointment with a plan. Your advisor is here to assist you; however, you are the driving force behind your degree. It is important that you:
  - Are knowledgeable about your degree. This means *you* need to do research about the requirements for your degree
  - Are aware of where you are in regards to procession towards graduation
- Check your ECU email daily!
- Research ECU’s website if you have a question or are unsure about something and seek clarity from your advisor (not your friends) if needed.
- Take ownership for your actions or lack thereof
- Be respectful
- Collaborate with your advisor. This means not depending solely on them to map out your education
- Provide feedback
What is your advisor’s role?

- Discuss major requirements and assist you with course selection
- Provide accurate and timely information
- Discuss academic goals and ways to meet them
- Make referrals when necessary (academic, career, and personal)
- Be knowledgeable of campus policies and procedures (or be able to find the necessary information)
- Be respectful

Foundations Curriculum

Students must have at least 42 hours of foundations curriculum (FC) courses in order to graduate. There are six attributes of FC courses (listed below). Depending on the major, certain classes may be required in each attribute (consult the first page of your check sheet for this info!) while other majors allow students to freely pick FC courses:

- **English (6 hours)** – ENGL 1100 and ENGL 2201 are required
- **Science (8 hours, with at least 1 hour lab course)** – courses falling under this category are identified by FC:SC in the online university undergraduate catalog.
- **Social Sciences (12 hours, with courses from 3 different disciplines)** – courses falling under this category are identified by FC:SO in the online university undergraduate catalog.
- **Mathematics (3 hours)** – courses falling under this category are identified by FC:MA in the online university undergraduate catalog. *(MATH 1065 or 2123)*
- **Humanities and Fine Arts (10 hours, with at least one course in Humanities and one course in Fine Arts)** – courses falling under this category are identified by FC:HU and FC:FA in the online university undergraduate catalog.
- **Health and Kinesiology (3-4 hours)** – HLTH 1000 is required. KINE 1000 or KINE 1001 is required.

Undergraduate Catalog

The University’s undergraduate catalog is found online. Through the web-link, you can access the following information:

- Policies on admission and readmission
- Academic advisement (foundations curriculum, Academic Support Services)
- Academic regulations (course withdraws, GPA, grade replacements, academic standing, etc.)
- Academic programs (requirements for all undergraduate majors and minors available at ECU)
- Course descriptions (description of all the undergraduate courses taught and whether or not they fulfill foundations curriculum requirements)
Departmental Resources

➤ Website

The College of Education website includes a wealth of information! You can find information on major requirements, faculty, concentrations, important dates, deadlines and much, much more. Please become familiar with our website so that you will be informed.

➤ Concentration sheets (For ELEM students only)

In order to view the list of concentrations that you are able to choose from, please go to the COE web page and:

- Roll over the Advising tab
- Click on Academic Success Center
- Scroll down to Degree Course Requirements
- Click on the Concentration sheet.

*It is important that you began viewing the requirements for your concentration(s) prior to your sophomore 1 semester.*

➤ Apple Book

Of all the resources that will be at your disposal the Apple Book may be the most important in understanding what is required of you and what you must do in order to receive your teaching license. The Apple Book includes:

- PRAXIS information including important web addresses
- Upper Division requirements
- Major specific requirements
- Licensure requirements

To obtain Praxis Core study tools please email your Pirate I.D to WOOLVERTONT@ECU.EDU

➤ Degree Works

Degree Works - a web-based application that will allow you to view your progress towards degree completion. On screen, or in the form of a two to four page print out, it outlines all of your requirements including: Degree, Foundations Curriculum, Major, Concentration and Minor requirements. All courses required for your degree are listed. Courses completed, courses in progress, and courses needed are marked. Degree Works is not intended to replace contact with academic advisors. It will, however, provide accurate, up-to-date information to assist students and advisors in making wise academic choices.

How to Log in to Degree Works:

Your Degree Works Audit is accessed via One Stop (ECU Pirate ID and Passphrase required).

1. Click on Banner Self Service
2. Click on Student Tab
3. Click on Degree Works
Cheat Sheet

**Humanities and Fine Arts for a current semester** – Log onto One Stop, Banner Self Service, Student, Add/Drop Classes, Select Current Term, Class Search, Advanced Search, Highlight every subject in the subject box, Scroll down to “attribute type” and click on whichever attribute you are looking for: Fine Arts, Humanities, Social Science requirements. This will show you all of courses that are being offered in that specific semester.

**Important Dates** – Go to ECU’s main web page, scroll down to the quick links box and click on the “Academic Calendars” tab, there you will see your current academic calendar.

Email Netiquette

Useful tips for emailing your advisor or your professors:

- Include a concise subject line
- Use appropriate greeting
- Include all relevant details to your question or issue you are facing
  - Include which error you receive if having difficulty enrolling in a course
  - Include all information about the course you are inquiring about (course, CRN, section number, etc.)
- Do not type like you text! Use proper grammar and sentence structure.
- Spell check for errors!
- Ensure you have included all attachments if pertinent to your email.
- Use the appropriate signature and include your Banner ID under your name.

ECU students receive numerous emails daily. Please keep your inbox clean so that you will not miss important emails from your professors, your advisor, a group member, etc. We suggest you create an “advisor” rule that will forward all e-mails received from your advisor’s email address to that specific “advisor” folder. This will make locating previous e-mails from your advisor easier and alleviate sorting through hundreds of e-mails.

*Check your email a minimum of once a day!!*

Again, our website is filled with a plethora of information and it is our hope that you will utilize it in order to guarantee your success here at ECU. We look forward to working with you and welcome aboard!