



## STUDENT SUCCESS MENTOR ADVISING SYLLABUS

**For Transfer Students**

**Stockton University**

Galloway Campus

101 Vera King Farris Drive

Galloway, NJ 08205-9441

<https://stockton.edu/student-success>

### OFFICE & CONTACT INFORMATION

Room:

Phone:

Email:

Advising Hours:

### MENTOR/STUDENT SUCCESS COACH

Name:

Phone:

Email:

### STUDENT LEARNING OUTCOMES

- Be proficient in the use of Degree Works and in identifying the core requirements based on their grade level and for their chosen program of study
- Describe areas of study at the University that support one's interests and professional goals
- Be able to establish connections between students, Student Success Coach, staff and faculty from across the University
- Acquire information and self-assessment skills to facilitate successful academic performance and developmental needs during the first term
- Make use of University support resources (i.e. Tutoring Center, Office of Career Education & Development, Office of Academic Advising, Wellness Center, Office of Student Development, etc.)
- Identify where to locate Student Success Services program requirements and activities and University policy and procedure information
- Be able to identify and understand the roles of their preceptor and academic advisor
- Demonstrate academic engagement through regular attendance in their courses and meetings with Student Success Coach
- Exhibit effective Time Management skills by balancing academic work with other activities
- Demonstrate a commitment to serving our community through participation in one service opportunity each semester

### STUDENT SUCCESS MENTOR ADVISING – DESCRIPTION

Student Success Coach Advising is one of the major key factors for success as a Stockton student and as a Student Success Services program participant. Your Student Success Coach will assist in guiding you through your degree program as well as provide information in making connections with other support offices throughout the University.

You are required to connect with your Student Success Coach prior to enrollment before each semester and meet at least once a month during the semester as depicted in your Student Success Services Statement of Commitment.

### STUDENT SUCCESS MENTEE RESPONSIBILITIES

- Schedule regular appointments with your Success Coach each semester
- Arrive on time and prepare for advising appointments
- Be familiar with and understand Student Success Services program requirements
- Keep apprised of current graduation and program requirements
- Review the academic calendar and familiarize yourself with important deadlines such as dropping and withdrawing a course and its impact to your financial aid.
- Understand how to use Degree Works Evaluation and Tools in your GOSTockton portal and in accessing Stockton’s academic and student life resources and regularly check your Stockton email

### STUDENT SUCCESS MENTOR RESPONSIBILITIES

- Understand University policies and procedures
- Communicate these policies and procedures to program participants including program requirements
- Be accessible via phone, email and for scheduled appointments
- Provide a safe environment in which to discuss student’s questions, concerns, thoughts and academic plans
- Help student get organized and better manage their time
- Help student develop their academic and career goals
- Help student become an autonomous learner and empower them to succeed

### Course Registration Guidelines

Login into your Portal. Under the Student Services Tab. Click Degree Works.

*At  
Orientation  
or during  
your first  
month of  
classes*

1. Note your major \_\_\_\_\_
2. Take note of your concentration  
\_\_\_\_\_
3. On the Right side, look for transfer credits, how many transfer credits are noted
4. If the number is not correct, you may have sent the transcript before all grades were earned. Send a new transcript. If you earned AP credits; send an official transcript from [www.collegeboard.org](http://www.collegeboard.org)
5. Register for classes
6. Run the Degree Works Audit after registering to be sure the courses fit into your degree audit.
7. Scroll down to the Writing Requirement  
Are you registered for a W1 (Writing 1) Yes/NO  
  
Four writings are needed and two may come from transfer work, find out what classes within your major will have a writing attribute.
8. Look at the Q (Quantitative Reasoning- this means Math) Requirement. Math courses in transfer will come in with a Q1 attribute. A Q2 must be earned at Stockton. Find out what courses within your major will have a Q2

Are you registered for a Q1 (Math) Yes/NO?

View the General Studies Attributes- these are attributes attached to courses to make you a well-rounded person. Did you meet any of these through your transfer work? Yes/NO?

*September*

*OR*

*January*

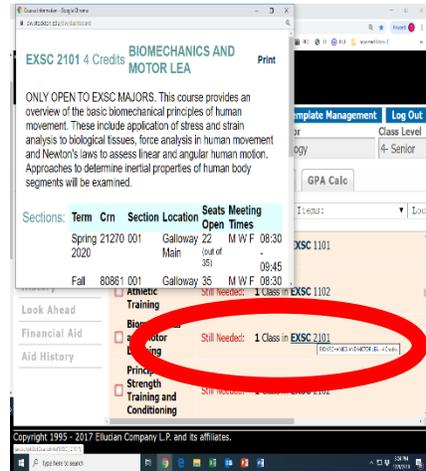
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*Know your  
Preceptor*

1. Under the Student Services tab, open your Degree Works Audit, check to see that your transfer credits are accurate. Visit Academic Advising or your Preceptor if you have questions
2. Find your Preceptor's name on the left side of your degree audit, under Student View.
3. To find your preceptor's office, go to the Stockton Home page and click on Contact Directory to enter your Preceptor's name. You will see their e-mail and office number. Visit their office to find out their office hours/days and note them here \_\_\_\_\_

*2nd Month  
of the  
Semester*

1. Around Oct. 20<sup>th</sup> (late Feb. for spring semester), go to your Degree Works Audit and begin to prepare for courses needed for the next semester (for spring semester the schedule is available in Feb).
2. Hover your mouse over the course names where you see open boxes. You will see the course names; click the name to see a box containing the prerequisite for the course, a description and sections offered for the following semester.



1. Begin planning your fall schedule by writing down classes you think you want to take.
2. Build a plan or even two plans by clicking New Enhanced Course Registration and then Plan ahead.

3. **Visit your preceptor** on one of the two preceptor days during the last week of October and first week of November, depending on when you register (in spring it is usually end of March + begging of April). Have your plan ready for discussion.
4. In your GO Portal Click Student Services Tab and under Student Tools, Click My Pre-Registration Time, to see your exact time to register. The time appears near the end of October and for spring near the end of March
5. Have your plans ready and write down backup courses
6. Never hesitate to WL (waitlist) for your desired classes but do register for four classes while you are waiting on an e-mail for an opening in a class for which you are waitlisted.
7. Register on time for classes
8. Waitlist for classes if needed, continue to watch your e-mail through the break for notification of an opening for a wait listed class.
9. SIDE NOTE: If you are trying to get into a CHEM / BIOL class with a lab. You must register for both the lecture and the lab at the same time. If all the labs are full, wait list for just the lab and when you get an e-mail of an opening go to the NAMS office (Unified Science Center room 240)

#### ADDITIONAL RESOURCES

Office	Contact Information
<b>Academic Advising</b>	<p>The Center for Academic Advising provides academic advice and helps students select a major/minor and choose appropriate courses.</p> <p><a href="https://stockton.edu/academic-advising">https://stockton.edu/academic-advising</a>            (609) 652-4504            Main Campus - Campus Center-242</p>
<b>Bursar's Office</b>	<p>The Bursar's office manages student financial information. Students should refer to the Bursars/Payments tab in the goStockton portal and check Stockton email to view your account.</p> <p><a href="https://stockton.edu/bursars">https://stockton.edu/bursars</a>            (609) 652-4597            Main Campus - Campus Center-202</p>

<p><b>Campus Police</b></p>	<p>The Stockton University Police Department is dedicated to providing a safe and secure environment for the entire Stockton community.</p> <p><a href="https://www.stockton.edu/police/index.html">https://www.stockton.edu/police/index.html</a>  Non-emergencies dial (609) 652-4390  For emergency dial 911</p>
<p><b>The Office of Student Conduct</b></p>	<p>The Office of Student Conduct helps students navigate crisis, emergencies, and personal difficulties by coordinating resources, providing supportive measures, and success planning.</p> <p><a href="https://stockton.edu/student-conduct/">https://stockton.edu/student-conduct/</a>  (609) 626-3585  Location: F-107  Email: <a href="mailto:stocktonconduct@stockton.edu">stocktonconduct@stockton.edu</a></p>
<p><b>Career Education &amp; Development (Career Center)</b></p>	<p>The Career Center offers assistance with choosing majors or careers, job searching, graduate school applications, and connecting with employers.</p> <p><a href="https://stockton.edu/career-center">https://stockton.edu/career-center</a>  (609) 652-4650  Main Campus - Campus Center-104</p>
<p><b>Community Engagement</b></p>	<p>The Office of Community Engagement facilitates community-based experiential learning and civic engagement for students and provides opportunities for student fellowships.</p> <p><a href="https://stockton.edu/community-engagement/">https://stockton.edu/community-engagement/</a>  (609) 652-4535  Main Campus – F101-F101Q</p>
<p><b>Dean of Students</b></p>	<p>The Dean of Students’ office works to prepare students for future professional growth, personal development and global challenges. Click the link for more information:</p> <p><a href="https://stockton.edu/dean-of-students">https://stockton.edu/dean-of-students</a>  (609) 652-4645  Main Campus – Campus Center-243  Email: <a href="mailto:Deanofstudents@stockton.edu">Deanofstudents@stockton.edu</a></p>
<p><b>Emergency Preparedness</b></p>	<p>Explore the link below for information on emergency preparedness. Students may register for the emergency text notification system to receive text message notification of school closings or emergencies on campus.</p> <p><a href="https://www.stockton.edu/be-prepared/index.html">https://www.stockton.edu/be-prepared/index.html</a></p>

<b>Financial Aid</b>	<p>The Office of Financial Aid assists students in finding options to afford the cost of higher education. Learn more about FAFSA, State Aid, and other financial opportunities.</p> <p><a href="https://stockton.edu/financial-aid">https://stockton.edu/financial-aid</a>  (609) 652-4203  Main Campus - Campus Center-201</p>
<b>Global Engagement</b>	<p>The Office of Global Engagement assists students in making global connections and accessing international resources. Visit the office to explore options for education abroad.</p> <p><a href="https://stockton.edu/global-engagement">https://stockton.edu/global-engagement</a>  (609) 626-5532  Main Campus - F-101-Q</p>
<b>Graduate Studies</b>	<p>Graduate studies assists students interested in exploring graduate programs and opportunities at Stockton.</p> <p><a href="https://stockton.edu/graduate">https://stockton.edu/graduate</a>  (609) 626-3640  Main Campus - F-101</p>
<b>Institutional Diversity &amp; Equity</b>	<p>The Office of Institutional Diversity and Equity handles concerns and complaints related to discrimination and supports diversity and inclusion efforts.</p> <p><a href="https://stockton.edu/diversity/index.html">https://stockton.edu/diversity/index.html</a>  (609) 652-4693  Main Campus - L-214  <a href="mailto:ide@stockton.edu">ide@stockton.edu</a></p>
<b>Information Technology Services (ITS)</b>	<p>ITS assists students with educational computer and technology issues. The ITS Help Desk is available to assist with accounts/passwords, Network/Wi-Fi issues, email, Blackboard, supported software and computer labs. The website offers student tutorials and important technology information.</p> <p><a href="https://its.stockton.edu">https://its.stockton.edu</a>  (609) 652-4309  Main Campus - D-121</p>
<b>Military and Veteran Services</b>	<p>The Stockton community offers military students a variety of services to promote academic success.</p> <p><a href="https://stockton.edu/veteran-affairs">https://stockton.edu/veteran-affairs</a>  (609) 652-4315  Main Campus - F-105  Email: <a href="mailto:OMVS@stockton.edu">OMVS@stockton.edu</a></p>

<p><b>New Student Transition Program</b></p>	<p>The New Student Transition Program promotes belonging, inclusion, engagement, and student success starting with new student orientation and continuing through graduation.</p> <p>(609) 652-4877</p> <p><a href="https://stockton.edu/student-transition/">https://stockton.edu/student-transition/</a></p> <p>Main Campus – D-116</p> <p>Email: <a href="mailto:studenttransitions@stockton.edu">studenttransitions@stockton.edu</a></p>
<p><b>Residential Life</b></p>	<p>View the Residential Life website to learn more about the variety of housing options available in Atlantic City and on or near the Main Campus.</p> <p><a href="https://stockton.edu/residential-life/">https://stockton.edu/residential-life/</a></p> <hr/> <p>(609) 652-4697 Main Campus - Housing I (Upperclassman Dorms)</p> <hr/> <p>(609) 652-4332 Main Campus - Housing II – A-100</p> <hr/> <p>(609) 761-1232 Atlantic City Campus – AC Dorm 127</p>
<p><b>Service Learning</b></p>	<p>The Office of Service-Learning provides a variety of opportunities for students to learn in the community. View the website to learn about Bonner Leaders and Changebuilders. Courses with the SLRN attribute have a service-learning component in the course.</p> <p><a href="https://stockton.edu/service-learning">https://stockton.edu/service-learning</a></p> <p>(609) 652-4256</p> <p>Main Campus - B-106</p> <p>Email: <a href="mailto:sscesl@stockton.edu">sscesl@stockton.edu</a></p>
<p><b>Student Affairs</b></p>	<p>Student Affairs facilitates student engagement and development, inclusion and wellness, career education, student success services, residential living and other services to help students reach their goals.</p> <p><a href="https://stockton.edu/student-affairs/index.html">https://stockton.edu/student-affairs/index.html</a></p> <p>(609) 652-4225</p> <p>Main Campus – D-116</p> <p>Email: <a href="mailto:vpsa@stockton.edu">vpsa@stockton.edu</a></p>

<p><b>Student Development</b></p>	<p>The Office of Student Development oversees student organizations, fraternities, and sororities promoting student leadership, education, and social opportunities. Check out <a href="#">Osprey Hub</a> for events on campus.</p> <p><a href="https://stockton.edu/student-development">https://stockton.edu/student-development</a>  (609) 652-4205  Main Campus - Campus Center -240</p>
<p><b>Student Records</b></p>	<p>The Office of the Registrar is responsible for academic records including course registration, transcript requests, final grade entry, awarding diplomas, transfer credit evaluation, and official name, address and social security number changes.</p> <p><a href="https://stockton.edu/registrar">https://stockton.edu/registrar</a>  (609) 652-4235  Main Campus - Campus Center –203  Email: <a href="mailto:Registrar@stockton.edu">Registrar@stockton.edu</a></p>
<p><b>Tutoring Center</b></p>	<p>Students may “drop in” during scheduled hours to receive help with math/science or written work related to coursework. Learn more by visiting the website <a href="https://stockton.edu/tutoring-center/">https://stockton.edu/tutoring-center/</a></p> <p>Main Campus - J-105  Atlantic City Campus – Residential Building Room 217</p>
<p><b>Wellness Center</b></p>	<p>The Wellness Center encourages the pursuit of healthier lifestyles in an environment that fosters positive changes and integrates wellness. The following services are available: alcohol and drug education, counseling, disability services, health education, health services, Women's, Gender &amp; Sexuality Center, peer education, suicide prevention, and more.</p> <p><a href="https://stockton.edu/wellness-center/">https://stockton.edu/wellness-center/</a>  (609) 652-4701  Main Campus - J-204</p>
<p><b>Sexual Misconduct</b>  If you find yourself a victim of sexual misconduct, including sexual assault, domestic violence, dating violence, and/or stalking, the following resources are available to you at Stockton and in Atlantic County.</p>	
<p><b>CONFIDENTIAL RESOURCES</b></p>	
<p>WGSC Hotline (24/7)</p>	<p>609-849-8473</p>
<p>Counseling Center</p>	<p>609-652-4722</p>

Avanar ( <a href="http://www.avanzarnow.org">www.avanzarnow.org</a> ) The county sexual assault and domestic violence program.	1-800-286-4184
<b>NON-CONFIDENTIAL RESOURCES</b>	
Stockton Police	609-652-4390
Office of Student Conduct	609-626-3585
Title IX Coordinator Dr. Valerie Hayes	609-652-4693
<b>STUDENT SUCCESS SERVICES FORMS</b>	
<b>Checklist</b> - <a href="https://stockton.edu/student-success/documents/ChecklistFall2020JULY2020.pdf">https://stockton.edu/student-success/documents/ChecklistFall2020JULY2020.pdf</a>	
<b>Statement of Commitment</b> – <a href="https://stockton.edu/student-success/commitmentandparticipation-waiver.html">https://stockton.edu/student-success/commitmentandparticipation-waiver.html</a>	
<b>Osprey Success Plan</b> - <a href="https://stockton.edu/student-success/documents/Osprey-Success-Plan-universitySSS.pdf">https://stockton.edu/student-success/documents/Osprey-Success-Plan-universitySSS.pdf</a>	