

ADVISING RESOURCES FOR FACULTY

The following list contains links and pertinent information that will aid in advising, registration, evaluation, etc. for faculty to use when advising or working with students.

1. **Academic Advising:** <http://www.tcnj.edu/~advising>
This link provides information for both students and faculty regarding advising.
2. **Registration Information for Spring 2007:**
<http://www.tcnj.edu/~recreg/>
3. **Liberal Learning Transformation:** <http://www.tcnj.edu/~liberal/chart.html>
This link details the transformation/changes that The College underwent.
4. **Liberal Learning Definitions:** <http://www.tcnj.edu/~liberal/define.html>
This link defines the current Liberal Learning requirements.
5. **Approved Gen Ed Courses:** <http://www.tcnj.edu/%7Eliberal/totallist-gened.html>
This link should be used for advising students who are following programs planners up through 2003 before transformation.
6. **Approved Liberal Learning Courses:** <http://www.tcnj.edu/~liberal/courses/index.html>
This link should be used for advising students who are following programs planners from 2004 on who are following the new Liberal Learning requirements.
7. **Major/Minor Program Planners:** <http://www.tcnj.edu/~recreg/programplanners/>
Faculty and students may use this Web site as a guide to determine what courses are necessary/needed to graduate, based on the specific program planner and year.
8. **Course Offerings for Spring 2007:** <http://tess.tcnj.edu/> (Select Class Schedule)
9. **Course Descriptions:** <http://tess.tcnj.edu/> (Select Course Catalog)
10. **Academic Dismissal Policy:**
<http://www.tcnj.edu/~academic/policy/dismissal.html>

Reminder: Students graduating Spring 2007, may apply for graduation starting Wednesday, November 1st through Monday, January 29, 2007. The fee for graduation is \$75.00; however, a \$35.00 late fee will be assessed if the student fails to register by January 29, 2007.

- Spring 2007 Graduation:** <http://tess.tcnj.edu>
- Select Student Records, Account, and Personal Information Access
 - Students will then login with their Student ID and Pin numbers
 - Under Student Records, at the bottom, there is a link for Graduation Application
 - Select Spring 2006
 - Verify the information/ add any necessary additional information
 - Submit form

For any additional information or questions please contact the Office of Records and Registration.

The following list should help to direct the student and/or question(s) to the appropriate staff member.

**Office of Records and Registration
Academic Evaluation, Transcripts, & Advising Resources**

Delsia Fleming (Ext. 2754)
Associate Director

- ❖ ALL MAJORS
- ❖ PROGRAM PLANNERS
- ❖ ADVANCED PLACEMENT
- ❖ ADVANCED STANDING
- ❖ INTERNATIONAL/NATIONAL EXCHANGE
- ❖ ADVISING RESOURCES
- ❖ TRANSCRIPTS

Academic Evaluation

Stefanie Stopa (Ext. 3241)
Evaluator

- ❖ ACADEMIC DISMISSALS
- ❖ ART
- ❖ BIOLOGY
- ❖ HEALTH & PHYSICAL EDUCATION

Lisa Watson (Ext. 2351)
Senior Evaluator

- ❖ ACADEMIC DISMISSALS
- ❖ COMPUTER SCIENCE
- ❖ ENGINEERING
- ❖ HISTORY
- ❖ MUSIC
- ❖ NURSING
- ❖ TECHNOLOGY EDUCATION
- ❖ PSYCHOLOGY
- ❖ MATH
- ❖ ADVANCED STANDING
- ❖ CRIMINOLOGY AND JUSTICE STUDIES

Erica Geiman (Ext. 2680)

Evaluator

- ❖ SCHOOL OF BUSINESS
- ❖ CHEMISTRY
- ❖ PHYSICS
- ❖ SPANISH
- ❖ SOCIOLOGY
- ❖ COMMUNICATIONS
- ❖ INTERNATIONAL/NATIONAL EXCHANGE
- ❖ UPDATE OF FORMS

Esther Ball (Ext. 2830)

Senior Evaluator

- ❖ ENGLISH
- ❖ PHILOSOPHY
- ❖ POLITICAL SCIENCE
- ❖ INTERACTIVE MULTIMEDIA
- ❖ INTERNATIONAL STUDIES
- ❖ WOMEN & GENDER STUDIES
- ❖ GRADUATE STUDENTS
- ❖ DIPLOMAS (Undergraduate & Graduate)
- ❖ ADVANCED PLACEMENT
- ❖ FOCUS REPORTING

Karen Green (Ext. 2647)

Evaluation Clerk

- ❖ PROBLEM/CLEAR/HOLD LETTERS
- ❖ GRADUATE/UNDERGRADUATE APPLICATIONS
- ❖ VERIFICATION LETTER OF DEGREE
- ❖ INPUT OF TRANSFER CREDITS SIS+
- ❖ FILE MANAGEMENT
- ❖ UPDATE FORMS

All Academic Evaluators complete the transfer evaluations for their assigned majors (as well as Elementary, Early Childhood, Special Education and Deaf/Hard of Hearing).

All Academic Evaluators assist students with course authorizations.