

Lebanon Valley College

ACADEMIC SUPPORT RESOURCES FOR FACULTY

CARE TEAM	2
ACADEMIC ADVISING.....	3
Remote Advising	3
Registration	4
Declaration or Changes of Major.....	4

CARE TEAM

The CARE Team will continue to meet weekly to review referrals. We are committed to helping student navigate any challenges to moving online, as well as continuing to provide our usual levels of support.

Please submit CARE referrals for students who are experiencing trouble with the online transition, are showing any signs of academic or personal concerns, or seem to be unresponsive.

Submit CARE referrals as usual through the following link:
<https://portal.lvc.edu/mylvc/services/CareReferral.aspx>.

A CARE Team member will be assigned to a referred student and will be asked to reach out to the student via email, phone, or other videoconference application. Please note that due to the volume of referrals, updates will only be provided by request. E-mail Beth Julian, Assistant Dean of Student Success and Retention (julian@lvc.edu) if you would like a follow-up on a student you have referred.

CARE Team members were briefed that the online transition will most likely be very difficult for students who are already struggling, so our outreach will be more strategic and proactive.

Please contact Beth Julian, Assistant Dean of Student Success and Retention (julian@lvc.edu) or findyoursuccess@lvc.edu if you have any questions.

ACADEMIC ADVISING

Remote Advising

The role of academic advisors is critical during this period of transition to online instruction. It is important that advisors remain accessible to advisees as well as proactive in helping students with this transition.

Please keep the following resources and approaches in mind when advising students remotely:

- Consider various means of communication with students, including phone calls, FaceTime, WebEx, Google Hangout, email, as appropriate.
- Schedule remote meetings/communications at specific times, well ahead of any relevant deadlines.
- Provide clear instructions and make resources available to students to help make sure they are prepared in advance for items you plan to discuss during your scheduled meetings.
- The following advising resources will continue to be available and include a wealth of information to help you advise students remotely:
 - Use [AccessLVC](#) to view:
 - Mid-term and final grades
 - Progress toward degree requirements
 - Registered or planned courses
 - Test scores, such as language placement and SAT/ACT
 - Use [MyLVC](#) (Faculty & Staff > Resources > Academic Resources) to view a list your advisees, which you can sort by critical information:
 - Advisee General Information (to see all students assigned to you, including primary and other advisees)
 - Advisee Academic Performance (mid-term and overall GPAs, etc. for primary advisees)
 - Advisee Registration Information (registered credits, registration restrictions, etc. for primary advisees)
- Beth Julian, Assistant Dean of Student Success and Retention (julian@lvc.edu) is available for back-up advising. Students may also contact findyoursuccess@lvc.edu for advising support. Beth and the CARE team can also help with unresponsive advisees.

Registration

Spring 2020

- **The deadline to withdraw from a course or change to/from pass/fail status has been extended to April 29.** Withdrawing from a course allows students to drop without impacting their GPA or receiving credit. Students electing to take a course pass/fail cannot count such a course toward major, minor, or Constellation requirements, but will receive elective credit.
- Students considering these changes should contact their advisor for guidance. Changes can be submitted by completing a [Change of Registration form](#) (fillable PDF), which should then be emailed to the advisor. The advisor should then submit the form to the Registrar's Office (via registrar@lvc.edu) with their approval.

Summer 2020

- Summer classes are scheduled to proceed as planned. Students may register for summer classes through [AccessLVC](#).

Fall 2020 & Spring 2021

- **Undergraduate registration will now occur from April 15 to April 23.** Course schedules and additional details will be made available ahead of time.
- Students may register for courses that require special permission by completing the appropriate [Forms](#) (fillable PDF)s, which should then be emailed to the advisor. The advisor should then submit the form to the Registrar's Office (via registrar@lvc.edu) with their approval.

Declaration or Changes of Major

- Students should contact the department chair of their intended major. The department chair will then inform the Registrar's Office (via registrar@lvc.edu) to make the declaration/change. When changing an existing major, students should include their current advisor and department chair in communicating these changes.

For any other questions related to Registrar's Office services, please contact us at registrar@lvc.edu.