

ADMINISTRATIVE ASSISTANT – Advisement & Program Records

MASTER FILES

The Master Files contain the academic records of the College of Nursing. Common abbreviations in the Master Files are: semester (sp=spring, su=summer, fa=fall); examination (FT=first-term, MT=mid-term, FN=final), file type (CO=Course Outline, GS=Grade Sheet, att=attendance, etc. All new files created using information from the Master Files must be stored in a new file folder in a separate location from the Master Files. Master Files are:

01_ADVISEMENT_MASTER_20120110 – The number following the title of each Master File (20120110) is the date of the last modification to the file by the Chair, recorded as year, month day (allows ordered sorting by the computer).

The Advisement Master contains a folder for each student filed by the student's name and modified ID number (sample: 2011212002_Rubel Rana). Please note these numbers do not show modification dates. These numbers contain the student ID (11212002) with the prefix 20-, to allow the records to sort by date of entry of the student into the CON. Student folders in the Advisement file contain:

- Advisements for each semester (sample: 2011_Su_Rozina_Akter_Advis_20110201.doc)
- Student progress record (sample: Akriti_Koirala_crs_20111003.xls)
- Waivers, letters, comments from instructors or other documents related to the student.

01_COURSE_OUTLINES_MASTER_20120109

- folders for the course outlines of each year (sample: CrsOut_2011).
 - subfolders for the semester (sample: CO_2011_sp). The subfolders contain the yearly updates of the outlines for each course (sample: CO_2011_Sp_NUR219). If an outline is revised during the semester the new version is filed as CO_2011_sp_NUR219_rev.

01_GRADE_MASTER_20120214 – This file contains the Grade Sheets and other documents related to student performance in individual courses. Files are organised in folders by course. (sample: GS_NUR301_Nutrition)

- Grade Sheets for each examination by course (sample: 2008_sp_NUR301_GS_FT)
- Attendance records (sample: 2009_sp_NUR301_att.xls)
- Records of marks used to create the Grade Sheets (sample: 2010_sp_NUR301_marks.xls)

Note: As these files become larger they may be grouped by years to assist in filing.

01_SEMESTER_OFFERINGS_MASTER_20111212

- Coursewise Student List – In each semester, the Student Advisements are used to create a list of the students in each course. These lists allow the CON and the IUBAT Administration to plan classroom and instructor allocations for each course.
- Semester Offerings - subjects offered by the CON on a year and semester basis, along with notations about the faculty that will be teaching each course.

ADMINISTRATIVE ASSISTANT DUTIES

In every semester the AA will:

- update the Student Progress records
- prepare new Student Advisements for the upcoming semester

These tasks normally begins near the middle of the semester when the students have settled their courses and grades for the previous semester.

Updating Student Progress Records - Each student has their progress in the BSN recorded in an Excel sheet. The sheet shows what courses they have taken in each semester and a general plan of what courses they will take in the future. The numbers beside each course indicate the credit for the course. The colors show the status of the student in the course (Pass, Fail, Withdrawn, etc) Midway through the semester, check the IUBAT Transcripts and CON Grade Sheets for each student's grade in the previous semester.

Open a the latest student record in the Advisement Master file and "save as" the same file with a new date (the date of your modification by year, month, day). Add the grade information and color the cells in the record to mark the changes. Save each updated record into a separate folder (DO NOT add the new files to the Master File). Email the updated files to the Chair, CON) NEVER ADD OR CHANGE RECORDS IN THE MASTER FILE

Note the colors in each cell. Examine the sheet for pink cells. These show courses the student has failed. Check to see if the student has repeated and successfully passed these courses.

If the student has repeated and passed the course, the pink block should be colored as shown in the sample.

If the student has not repeated the course, this course must be added into a future semester on the excel sheet so the student will repeat the course. Until you are very familiar with this work, it is best to bring these situations to the attention of the Chair or other Senior Faculty. They will assist you in making decisions about the students' future course plan.

Sample Student Record:

	Sheets										Charts			SmartArt Graphics					WordArt					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1																								
2																								
3																								
4				waiver																				
5																								
6				pass						withdraw														
7																								
8				F or D (repeat)						incomplete														
9																								
10				cleared F or D																				
11																								
12		Student Name					This is a projected proposal. The sequence of courses may change.																	
13				0																				
14				0																				
15	1	Jan 11	13	ENG 101	4	B	CSC 103	3	A	CSC 104 Lab	1	C	ART 102	1	A	MAT 107	4	A						
16	2	May	9	ENG 102	3	D	STA 240 Statistics	3	A	ECO 101	3	B	PHI 114	3	A									
17	3	Sept	11	ENG 203	3		BIO 101 Biology	3		BIO 102 Bio Lab	1		CHM 115	3		CHM 116	1							
18	4	Jan 12	####	NUR 101 Stress	2					NUR 301 Nutrition	3		NUR 201 Anatomy	3		PSY 105	3							
19	5	May	11	NUR 114 Intro	3		NUR 115 Lab	2		ENG 250	3					NUR 203 Phys	3							
20	6	Sept	12	NUR 116 Intro 11	3		NUR 117 Pr	2					MAT 147	3		NUR 306 Path	4							
	7	Jan 13	11	NUR 219	3		NUR 220	2		NUR 205	3		BIO 220	3										

Preparing New Student Advisements – Prepare advisements for the upcoming semester. The Advisement instructs the students which courses they must take and lets the Accounts section know what fees to charge the student for each semester. Use the Excel student record in the Advisement Master File to determine if any student must repeat any failed courses (check with the faculty/Chair in these cases). Save each new Advisement file with the new date in a separate folder (DO NOT add the new files to the Master File). When the new Advisements are complete deliver the folder to the Chair, CON. NEVER ADD OR CHANGE RECORDS IN THE MASTER FILE