



# HEADS UP

## Eastern Michigan University

College of Education Advising Center

January 2012

### Getting Ready for redLANTERN<sup>™</sup> Illuminating Education

redLantern, introduced in the May 2011 Heads Up newsletter, is on track to begin with the 2012-2013 catalog. This comprehensive tool will be of great assistance to students and advisors working together to plan semesters and reach goals.

What makes redLantern better than previous auditing programs?

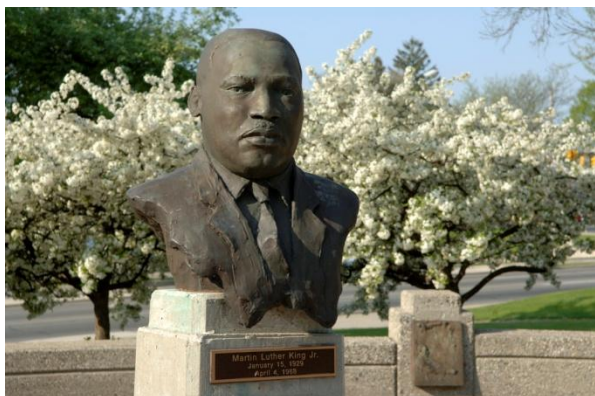
- Accurate catalog information creates accurate degree planning
- Course substitution input creates accurate degree planning
- Students will be able to create course-planning guides
- Students can run “what-if” scenarios
- Advisors can run “what-if” scenarios
- Articulation agreements can be noted
- Overall, major, and minor GPA’s will be displayed

To make this work, the 2012-2013 catalog needs to be complete prior to registration and Fast Track, March 2012. Your assistance is necessary to ensure accurate catalog information. Please take the time to do the following:

1. **Review the catalog to ensure accuracy.** Check courses, pre-requisites, department, and contact information. Edits must be submitted via the department head by Feb 1<sup>st</sup>.

2. **Ensure that any course or program changes in progress go through the Provost Office prior to March** or, at a minimum, prior to July. Changes not officially through before July will not go into affect until the following catalog, Fall 2013.

The flow chart on the following page, designed by the Course & Program Development Office, shows the process for course and program approval.



**EASTERN**  
MICHIGAN UNIVERSITY  
COLLEGE of EDUCATION

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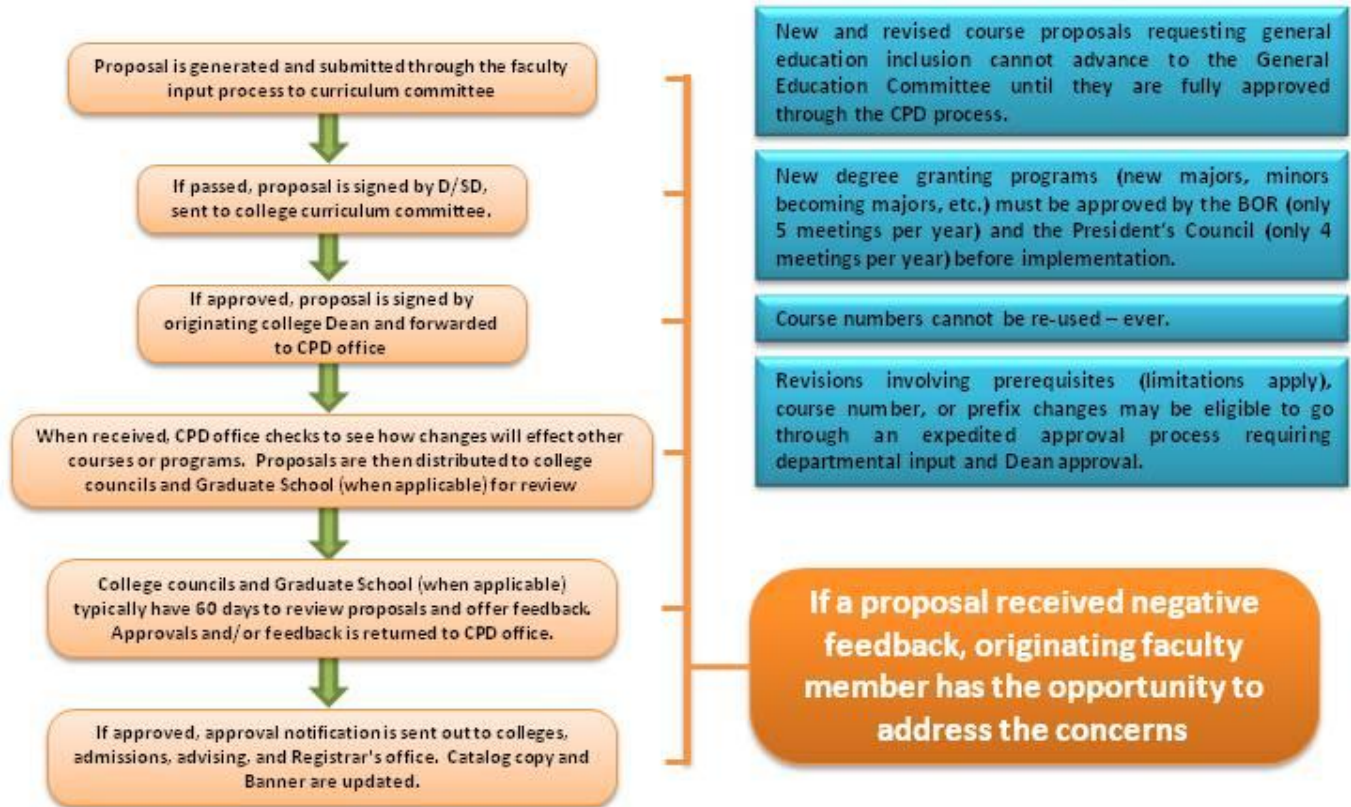
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PLEASE DISTRIBUTE TO ALL FACULTY, PROGRAM COORDINATORS, AND ADVISORS

## Course and Program Approval Process



### Policies

- \* The online catalog is the originating data source for all course and program information and is used by UACDC and Graduation Audit as the definitive source of information regarding student programs of study.
- \* Departments/ Schools seeking to provide course and program information to students through their departmental web pages should link directly to the online catalog.
- \* Beginning Fall 2012, all advising checklists, programs of study, etc. should be generated through the online catalog.
- \* Course and program changes are not to be initiated through Records and Registration as those changes cannot then be included in the catalog.
- \* Student's can choose to use the catalog they enter EMU with for 7 years after they enter. There are exceptions in a very limited number of licensure and certification cases. Please plan and advise accordingly.
- \* Course and program approvals cannot be applied to students retroactively.

### Deadlines

- \* Catalogs are now published annually. Official publication date is July 1<sup>st</sup>. Once a catalog is published, it is locked and its content is pushed to the degree auditing system. Once a catalog is locked, it will not be edited. Any content changes will be reflected in the following year's catalog.
- \* Draft catalogs will be posted to the web on March 1<sup>st</sup> to inform Fast Track Orientation and new student registration. These catalogs will be designated as "working copies" until July 1<sup>st</sup> when they are officially published.
- \* Each Department/ School is responsible for reviewing their catalog content and having *EDITS* turned in by February 1.
- \* Departments/ Schools are responsible for reviewing all course and program notifications delivered via Acalog. Adjustments will be allowed to catalog copy within two weeks of notification distribution.
- \* The full input-approval process can take three to six months - please plan accordingly.
- \* The expedited revision process may take several weeks depending on when the changes are being presented. Changes requested during registration will not go into effect until the following term.

**Council for the Advancement of Standards in Higher Education (CAS)**

The Council for the Advancement of Standards in Higher Education (CAS) has produced a set of standards that apply directly to the practice of academic advising. Heads Up will be featuring a different part of the standards on a monthly basis. The standards can be found on the home page of the NACADA website. Part two of the standards continues from the December 2011 issue:

Consistent with the institutional mission, Academic Advising Programs (AAP) must identify relevant and desirable student learning and development outcomes from among the six domains and related dimensions. When creating opportunities for student learning and development, AAP must explore possibilities for collaboration with faculty members and other colleagues.

AAP must assess relevant and desirable student learning and development outcomes and provide evidence of their impact on student learning and development. Programs and services must articulate how they contribute to or support students' learning and development in the domains not specifically assessed.

AAP must be:

- integrated into the life of the institution
- intentional and coherent
- guided by theories and knowledge of learning and development
- reflective to needs of individuals, diverse and special populations, and relevant constituencies

For more information and a continuance of part two of the Role of Academic Advising/CAS Standards Contextual Statement please visit the NACADA home page and navigate to the statement from the CAS Standards for Academic Advising link.



*Look for past issues of the  
Heads Up newsletter?*

*Find our archive online at:*

<http://www.emich.edu/coe/oas/newsletter.html>