

ACADEMIC DEAN INSTRUCTION 1531.56J

United States Naval Academy

Plebe Advising Handbook

2004 - 2005



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ADVISING RESOURCES

There are many USNA publications that will assist the Plebe Adviser. It is important to keep current issues of the following resources readily available in order to provide the most accurate advising,.

<u>TITLE</u>	<u>SOURCE</u>
Academic Effectiveness: A Manual for Scholastic Success	Academic Center (X32952)
Administration of Academic Programs (ACDEANINST 1531.58)	Academic Dean's Office (X31586)
Adviser's Handbook, The (ACDEANINST 1531.42)	Associate Dean for Academic Affairs (X31586)
Catalog, U. S. Naval Academy	Dean of Admissions (X34336)
Majors Program, The	Associate Dean for Academic Affairs(X31586)
Plebe Academic Handbook (ACDEANINST 1531.105)	Academic Center (X32935)

NOTE: Ideas pertaining to content and format of this handbook were provided by many members of the National Academic Advising Association. Of particular assistance were colleagues at Penn State and the University of Delaware. Their help and permission to adapt materials has been invaluable.

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ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.56J

From: Academic Dean and Provost

Subj: PLEBE ADVISING HANDBOOK 2004-2005

1. Purpose. To provide information and guidance to plebe academic advisers.
2. Cancellation. ACDEANINST 1531.56I, Plebe Advising Handbook 2003-2004 of 23 May 03.
3. Information. The plebe academic advising program exists to help fourth class midshipmen adjust to the academic program at the Naval Academy and to choose suitable majors. This instruction contains information which will assist plebe academic advisers.
4. Action. The Director of Plebe Programs is responsible for the organization and conduct of the plebe advising program. Questions about this program should be addressed to the director. Plebe academic advisers are responsible for providing accurate and timely advice to plebes on matters concerning academic assistance for course work, pre-registration, registration for plebe year courses, and the selection of majors. They should make every effort to be academic mentors to their advisees. Plebe academic advisers will use this instruction for guidance and consult the primary references listed herein as necessary. Plebe advisers must keep in mind that academic policies and procedures might change during the year and that they must stay abreast of changes that are reflected in other instructions.

W. C. MILLER

Distribution:
Plebe Academic Advisers
Division Directors
Department Chairs
Director, AcCenter

20 June 2004

MESSAGE FROM THE ACADEMIC DEAN AND PROVOST

I would like to convey my gratitude to all of you who serve as plebe advisers. The importance of academic advising cannot be overstated.

One of the most worthwhile activities for a faculty member at the Naval Academy is plebe advising. Good advising pays high dividends, and when that advising begins during the fourth class year, the dividends are even richer. Informed plebes can make better decisions about the choice of an academic major, the choice of particular courses or course sequences, and special opportunities such as placement in honors sections.

Equally important is the mentoring relationship that can be established with midshipmen. Many of us can attest to the positive impact of an effective and caring adviser from our own undergraduate years. It is my hope that our midshipmen have the opportunity to establish that kind of relationship with faculty advisers. The foundation for these relationships must be established early in the academic careers of all midshipmen.

This handbook, prepared by the Academic Center, will prove to be an invaluable aid as you perform the very important task of plebe advising.

W. C. MILLER
Academic Dean and Provost

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PLEBE ACADEMIC ADVISING

At colleges and universities throughout the nation the value of academic advising has come into focus. It has been found that good advising during the first year contributes significantly to student retention and subsequently to completion of a degree program.

Each plebe adviser at the Naval Academy should be available to provide information, advice, or referral in all of the following areas:

1. Conveying the Mission of the Academy

Includes advice and consultation regarding the primary purpose of the Naval Academy, the meaning of higher education, the reasons for academic requirements, the expected standards of achievement, the spirit and satisfaction of scholarly work and the importance of character development.

2. Giving Information

Includes advice and consultation about registration, course offerings, educational opportunities, majors programs, and educational policies and regulations, as well as administrative procedures.

3. Referring Students

Recognizes that the academic adviser cannot meet all student needs, but that specialized services and information sources are available for advice and consultation.

ROLE OF THE PLEBE ADVISER

There are significant differences between advising plebes and advising upper class midshipmen (1/C, 2/C, and 3/C) who are committed to specific academic majors. Plebes, even the best students, must adjust from the less rigorous demands of high school to the pressure of the Naval Academy's program. Plebe advisers can offer valuable advice regarding how their advisees can make this transition.

A major attraction of the Naval Academy for most applicants is the Academy's superb curriculum, and the opportunities it provides for individual intellectual growth. Yet this aspect of the Academy is often ignored during the plebe year. A plebe adviser should serve as a valuable resource about the Naval Academy's academic programs to fourth-class midshipmen.

The role of the plebe academic adviser is more than consultative in nature. It is the plebe adviser's responsibility to guide and direct, as well as offer advice.

RESPONSIBILITIES OF THE PLEBE ADVISER

1. To be knowledgeable about the plebe academic program.
2. To assist plebes in a thoughtful approach to the choice of a major.
3. To emphasize the plebe's responsibility for satisfying degree requirements and to encourage midshipmen to be actively involved in planning their own education.
4. To be familiar with published academic rules and regulations of the Academy and to maintain an up-to-date academic advising reference file.
5. To establish adequate availability throughout the semester and attempt to meet individually with all plebes at least three times as follows:
 - a. First session after Plebe Summer in early September to assess start of academic program, plan ahead, and provide advice about pre-registration;
 - b. Second session after first or second grading periods to discuss ramifications of academic performance and to offer guidance as appropriate; and
 - c. Third session during first few months of spring semester to focus on reviewing plebes' strengths, weaknesses, interests and goals to provide realistic advice about major selection.
6. To discuss with plebes their academic performance and the implications of that performance.
7. To establish a working relationship with advisees' company officers and the midshipman first class academic officers.
8. To refer plebes to appropriate sources of information and service.
9. To encourage plebes to seek Extra Instruction (EI) early and as often, as needed.
10. To encourage plebes to view their education as valuable to their future success as officers.
11. To instill in plebes a desire to be lifetime learners.
12. To consult with the Academic Center, the special plebe adviser for high validators or with the department senior academic adviser concerning difficult advising questions.
13. To provide general guidance on study skills necessary for success in college.
14. To reinforce the importance of the plebes' development of honor, integrity, and the sense of mutual respect.

RESPONSIBILITIES OF THE PLEBE

1. To be aware that the responsibility for meeting major and degree requirements is the midshipman's. The adviser can suggest, recommend, and remind the midshipman of rules and requirements, but the advisee has the primary responsibility for meeting these requirements. Midshipmen must be actively involved in planning their own education.
2. To inform the adviser of important changes which directly affect academic performance.
3. To consult with the academic adviser at least once before the pre-registration process during the fall semester, and whenever the adviser requests a meeting.
4. To be familiar with the published academic rules and regulations of the Academy.
5. To discuss academic performance with one's academic adviser and to develop a plan for the successful completion of the academic program.

ACADEMIC BOARDS

January Academic Boards

The records of plebes who fail more than one course or fail a remedial course or who earn a semester QPR (SQPR) below 1.5 are presented to the January Academic Board. Plebes who are retained by the Academic Board record review or have a low QPR but are not reviewed by the Academic Board must be seen by the Academic Review Council (composed of the Vice Academic Dean and the Deputy Commandant). Plebe advisers do not normally participate in the Academic Board and Academic Review Council process. However, an adviser may provide an input to the Academic Board, if desired, by submitting a special Midshipman Academic Performance Report (MAPR) using MIDS.

May Academic Boards

Plebes who have a semester QPR below 1.5, have a second SQPR below 2.0, or who are two or more courses behind in their new major may be reviewed at this board.

Plebes select an academic major and are assigned a new adviser prior to the end of the spring semester. Nevertheless, plebe advisers are welcome to submit MAPRs for their former advisees to the Academic Board.

ACADEMIC CENTER

The Academic Center has two locations and four programs. The locations are listed on page 27 and a description of the four programs appear below:

Academic Counseling - This program provides academic advising and counseling for upper-class midshipmen who have unusual academic problems.

Learning Skills - The Learning Skills program offers courses, individual sessions and workshops designed to help midshipmen become more successful students.

The Learning Skills Course is a non-credit course offered in group and individual sessions throughout the academic year. The course meets one period a week for five weeks and covers the following topics:

- Time Management
- Note Taking Skills
- Test Taking Skills
- Stress Management

The Individual Sessions provide one-on-one assistance to midshipmen on a specific topic taught in the Learning Skills course.

The Learning Skills/Reading Strategy Course utilizes a learning skills curriculum and has an additional component that is designed to provide midshipmen with strategies for improved reading comprehension.

Plebe Programs - This provides two services designed specifically for plebes:

Plebe Advising - The Plebe Advising Program provides academic advice and study skills to plebes to help them adjust to the academic demands of the Naval Academy. Two faculty advisers are assigned to each company during plebe summer and continue to work with the plebes in that company throughout the academic year. Plebes are assigned a permanent academic adviser when they declare a major in the spring.

Plebe Intervention - The Plebe Intervention Program identifies plebes who may encounter academic difficulties at the Naval Academy and works with them to reduce or eliminate those difficulties. Services provided for these midshipmen include academic effectiveness classes, calculus and chemistry group study and individual counseling from their assigned Academic Center adviser. An Academic Center staff member is assigned as the adviser for all the fourth class participants. Most of the plebes are identified during plebe summer, while some are selected after performing poorly during the academic year.

Tutoring - Small study groups, in conjunction with the Midshipman Group Study Program (MGSP), are formed in several disciplines (Chemistry, Engineering, Mathematics, and Physics) to allow midshipmen an opportunity to work together and with faculty members. In cases where Extra instruction and/or study groups have proven to be insufficient, an individual tutor may be provided. Students may request a tutor at the Academic Center via the web at www.usna.edu/AcCenter.

ACADEMIC MAJORS

All midshipmen must complete one of the 19 approved majors. A Bachelor of Science is awarded upon completion of all graduation requirements both academic and non academic. If, in addition, the midshipman earns a QPR of at least 2.0 in the major, the degree will be designated.

<u>Group I Majors</u>	<u>Major Code</u>
Aerospace Engineering	EAS
Electrical Engineering	EEE
General Engineering	EGE
Mechanical Engineering	EME
Naval Architecture	ENA
Ocean Engineering	EOE
Systems Engineering	ESE

Group II Majors

Chemistry	SCH
Computer Science	SCS
General Science	SGS
Information Technology	IT
Mathematics	SMA
Oceanography	SOC
Physics	SPH
Quantitative Economics	SQE

Group III Majors

Economics	FEC
English	HEG
History	HHS
Political Science	FPS

A minor in Language Studies is also offered. See page 17 for details.

ACADEMIC ORGANIZATION

Responsibility for directing the Naval Academy is vested in the Superintendent. The Superintendent is assisted by the Commandant of Midshipmen, who is responsible for directing the military and physical training and the administration of the Brigade of Midshipmen, and the Academic Dean and Provost, who as the chief academic officer, is responsible for the entire academic program.

The three Academic Divisions and one Professional Division and their respective Academic Departments are listed below.

Division of Engineering and Weapons

Aerospace Engineering	(X36400)	Rickover 327
Electrical Engineering	(X36150)	Maury 324
Mechanical Engineering	(X36500)	Rickover 363
Naval Architecture and Ocean Engineering	(X36420)	Rickover 342
Weapons and Systems Engineering	(X36101)	Maury 301

Division of Mathematics and Science

Chemistry	(X36600)	Michelson 248
Computer Science	(X36800)	Michelson 339
Mathematics	(X36700)	Preble 220
Oceanography	(X36550)	Nimitz 218
Physics	(X36650)	Ricketts 301

Division of Humanities and Social Sciences

Economics	(X36880)	Nimitz 084
English	(X36200)	Sampson 252
History	(X36250)	Sampson 221
Language Studies	(X36350)	Nimitz 064
Political Science	(X36850)	Nimitz 037A

Division of Professional Development

Leadership, Ethics and Law	(X36008)	Luce 242
Professional Programs	(X36590)	Luce 302
Seamanship and Navigation	(X36096)	Luce 217

ACADEMIC PROBATION

A plebe is considered academically deficient and is placed on academic probation if one or more of the following conditions exists at the end of the fall semester:

1. Failure to achieve a first semester QPR of at least 2.0;
2. Failure in one or more courses taken in any one semester.

ADVANCED PLACEMENT AND VALIDATION EXAMS

Placement Exams

During plebe summer, several departments (including mathematics, chemistry and English) administer examinations to determine which level of a course to place each fourth class midshipman. Plebes should be encouraged to do their best on these examinations.

Validation Exams (reference USNAINST 1531.16 series)

The process by which credit is awarded for previous work equivalent to that which is covered in courses at the Naval Academy is called validation. Credit is given toward graduation requirements, but grades and quality points are not awarded for validated subjects. Most academic courses (except SM005 and HE101) in the curriculum may be validated. Most validation takes place during plebe summer, according to a schedule of exams arranged by the Associate Dean for Academic Affairs. However, midshipmen may validate a course at any time that is mutually convenient to all parties concerned.

Note: Normally, a midshipman is permitted only one attempt to validate a course. Questions about validation should be directed to the senior academic adviser or chair of the department concerned. In general, you should encourage your plebes to take validation exams in any subject for

which they are qualified. This will enable them to take advantage of opportunities such as honors programs, VGEP, and the Trident Scholar Program during their upper-class years. Also, many plebes fail to take the language validation exams seriously. **This is a mistake.** Validation is a distinct advantage. It permits midshipmen to have a lighter academic load or to take additional courses without overload or summer school. Language validations can prove very valuable, particularly to upper-class midshipmen in Groups I and II majors who want to switch to a Group III major. After 3/C year, such a switch is very difficult without language validations. Language validation will also facilitate the acquisition of a language minor and provide flexibility in the matrix for a student who is a Group III major. Validated language courses can also satisfy a humanities/social sciences requirement.

CALENDAR OF IMPORTANT DATES FOR PLEBE ADVISING

Key activities for plebes and plebe advisers that take place each year are provided on this and the following page. Specific dates for a given year will be made available to plebe advisers through normal channels, including electronic mail and yearly academic calendars.

6 July	ADAA briefs academic program to Class of 2008
20-23 July	Academic Counseling & Registration (ACR). Two-hour meeting of plebe advisers with plebes to discuss course placement for fall semester. Attendance is mandatory.
2-6 August	Two-hour meeting of plebe advisers with plebes for academic "Psych-up" and initial study skills discussion before beginning of classes. This is a good time to establish contact with the company officer (if this has not been done earlier). Attendance is mandatory.
14 August	Parents' forum. Attendance is optional. Refer to page 20 for additional information.
18 August	Academic Dean and Provost addresses Class of 2008.
Early September	Plebes must consult with plebes advisers prior to pre-registration for spring semester. Consider requesting that your company officer designate a time for you to meet your advisees as a group in Bancroft Hall, to be followed by individual appointments as you deem necessary. Pages 22-24 refer.
Early October	Review 6-week grades of plebe advisees. Arrange meetings, as necessary, with those having difficulty. Consider referrals to the Academic Center and to the Writing Center. Encourage plebes to seek EI, and remind them about group EI sessions and peer tutoring offered in the Chemistry and Mathematics Departments.
Mid-November	Review 12-week grades of plebe advisees. Same action as at 6-week point.

Calendar of important dates (continued)

Late-November	Plebe Registration for spring semester. Provide guidance to advisees about the registration process. Refer to page 24 for additional information.
Late December	Review advisees' final grades in order to counsel them after expiration of Christmas leave.
Early January	Academic Boards - You may wish to counsel your advisees who are academically deficient prior to the meeting of the AcBoard. Close coordination with Company Officer is essential to ensure that your input is heard.
Late February	Review second semester 6-week grades. Follow procedure you established in fall.
Feb-Early March	Meet with plebe advisees to assess their strengths and interests prior to major selection. Explain that they will be assigned a new adviser after major selection. Indicate what involvement, if any, you elect to have with them during remainder of their plebe year. See page 18 for additional information.
Mid March	Plebes select academic majors. Plebes will be assigned new advisers in major departments. Your continued involvement is at your discretion. Consider passing along to the new adviser pertinent information about your advisee.

CHEMISTRY DEPARTMENT EI

The Chemistry Department offers scheduled EI sessions in the evenings (Monday thru Thursday) during both the fall and spring semesters. These are conducted by faculty on a voluntary basis and the times and nights offered are determined by the faculty members involved. The schedule for evening EI sessions for plebe chemistry will be published by the Chemistry Department early each semester.

COMPANY OFFICERS AND PLEBE ADVISERS

Company Officers can have a powerful influence on the lives of the fourth class midshipmen. Through the upper-class chain of command they have close contact with the plebes in their company. It is important that a close relationship exist between the plebe adviser and company officer.

COMMUNICATION WITH COMPANY OFFICERS AND PLEBES

The best way for an adviser to contact an advisee is to send an e-mail message. An alternate means of communication is to call The Company Mate-of-The Deck who can deliver a message to the plebe, or to call the plebe directly via the room phone. Room numbers contain four digits with the first digit identifying the wing of Bancroft Hall and the second digit the deck. To call a midshipman's room phone dial 1- then the four digit room number. On the bottom of this page is a list of company officer phone numbers and NADN addresses.

Note It is always appropriate to include the Company Officer as a "copy to" on your email if you desire his/her assistance or feel a "head's up" is useful.

COMPANY OFFICER INFORMATION

<u>Company</u>	<u>Co Off Phone</u>	<u>Mate of Deck Phone</u>	<u>Co Officer E-mail address</u>
1st	37101	35130	CO01OFCR
2nd	37102	35131	CO02OFCR
3rd	37103	35132	CO03OFCR
4th	37104	35133	CO04OFCR
5th	37105	35134	CO05OFCR
6th	37206	35150	CO06OFCR
7th	37207	35151	CO07OFCR
8th	37208	35152	CO08OFCR
9th	37209	35153	CO09OFCR
10th	37210	35154	CO10OFCR
11th	37311	35170	CO11OFCR
12th	37312	35171	CO12OFCR
13th	37313	35172	CO13OFCR
14th	37314	35173	CO14OFCR
15th	37315	35174	CO15OFCR
16th	37416	35140	CO16OFCR
17th	37417	35141	CO17OFCR
18th	37418	35142	CO18OFCR
19th	37419	35143	CO19OFCR
20th	37420	35144	CO20OFCR
21st	37521	35160	CO21OFCR
22nd	37522	34161	CO22OFCR
23rd	37523	35162	CO23OFCR
24th	37524	35163	CO24OFCR
25th	37525	35164	CO25OFCR
26th	37626	35180	CO26OFCR
27th	37627	35181	CO27OFCR
28th	37628	35182	CO28OFCR
29th	37629	35183	CO29OFCR
30th	37630	35184	CO30OFCR

MIDSHIPMEN INFORMATION SYSTEM (MIDS)

Advisers should become proficient in retrieving information from the Midshipmen Information System (MIDS). MIDS is the administrative computing system of the U.S. Naval Academy. Faculty, staff and midshipmen use MIDS to enter and retrieve information from the USNA corporate database.

Using your internet browser, go to the MIDS home page at <http://www.usna.edu/MIDS>. On the MIDS Home Page, there are functional group buttons. Clicking a functional group button takes you to a functional group web page.

A functional group web page consists of links to web modules designed to accomplish tasks specific to the particular functional group. It is recommended that you bookmark the functional groups that apply to you. Each web module has a Help button at the bottom, left-hand corner of the page with instructions specifically for using that module.

Descriptions of USNA business processes that are supported by specific MIDS modules are accessible by clicking the About MIDS link on the left side of the MIDS homepage. A link to the MIDS system is on the USNA intranet homepage. Each business process includes the scope, references, definitions, an overview and a list of specific MIDS modules needed to support each business process.

USNA intranet homepage <http://www.usna.edu>

MIDS homepage <http://www.usna.edu/MIDS>

About MIDS homepage <http://www.usna.edu/AboutMIDS>

The most useful MIDS functional group button for Plebe Advisers is the **FACULTY** button. A brief description of the important modules under the **FACULTY** functional group follows.

MAPR (Midshipman Academic Performance Report) - QUERY

To read and/or print the six week, twelve week, end of term or Academic Board Midshipman Academic Performance Reports (MAPRs) for your advisees you should:

1. Enter the Alpha or Last Name of Midshipman in the appropriate box;
2. Click the Find button;
3. Click the Alpha located next to the line of the MAPR you want to view and/or print.

MATRICES - QUERY CURRENT MIDSHIPMEN

Selecting this module prior to the declaration of major in mid-March will display the courses the midshipman took the previous semester and/or the courses the midshipman is currently taking. Validated courses will also be displayed. The module may also be used to display any midshipman's academic record in any major. Selection of this module after declaration of major displays the midshipman's matrix. To use this module you should:

1. Click the down arrow located next to GROUP: “Manually Entered Alphas”;
2. Select either “Manually Entered Alphas”, “Company” or “Adviser”;
 - ❖ If you selected “Manually Entered Alphas” you must click the rectangle located below “Alpha Number” and then enter one or more alphas before clicking “Submit”;
 - ❖ If you selected “Company” or “Adviser” you must scroll down and enter the Company or select the “Adviser” in the Adviser Box, and then click on the appropriate “Class Year” prior to clicking “Submit”.

MIDSHIPMEN - QUERY ACADEMIC INFORMATION

This versatile module will display midshipmen background information (date of birth, feeder source, SAT scores, high school attended) military and academic standings with QPRs, CQPRs and all marking period course grades that have been recorded. Validated courses will be shown. This module also has a DISPLAY MIDSHIPMAN MATRIX button. To use this module you should:

1. Enter alpha, last name of midshipman, company, or adviser, as appropriate;
2. Click the "Find" button;
3. Click the alpha of the midshipman whose record is desired;
4. Scroll down to view all displayed information;
5. Click the “Display Midshipman Matrix” button if desired.

PRE-REGISTRATION - QUERY BY MID, MAJOR, OR ADVISER

Plebe Advisers should use this module to check the accuracy of the preregistration entries made by their advisees for the Spring semester. To use this module you should:

1. Enter alpha, last Name or company of your advisee or enter your name as adviser and;
2. Click the "Find" button;
3. Click the alpha of the midshipman whose pre-registration record you want to see.

SCHEDULES - QUERY MIDN SCHEDULE FOR CURRENT SEMESTER

This module will display the current semester schedule including free periods of midshipmen. To use this module you should:

1. Enter the alpha, last name or company of your advisee and;
2. Click the "Find" button;
3. Click the alpha of the midshipman whose schedule you want to see.

SCHEDULES - QUERY MIDN SCHEDULE FOR NEXT SEMESTER

This module will display the semester schedule including free periods for midshipmen whose schedules have been assigned for the next semester. To use this module you should:

1. Enter the alpha, last name or company of your advisee and;
2. Click the "Find" button;
3. Click the alpha of the midshipman whose schedule you want to see.

GROUPWISE

For plebe advisors to communicate quickly and effectively with their advisees it is crucial to use email. A GroupWise email message is like an internal memorandum; it has a primary recipient, subject line, date, and can be carbon copied and blind copied to other users. You can also attach files, document references, sounds, movies and OLE objects to your mail messages.

To send a mail message

1. Click the "Create New Mail" icon on the toolbar. or, from the toolbar, Select "File", "New", "Mail".
2. In the "To:" box, type a username and press "Enter". Repeat for additional addressees.

To select usernames from a list instead of typing them, click "Address Book" and double-click each user. Click "OK" when the list is complete.

3. Type a subject.
4. Type a message.
5. Click "Send".

To attach a file to a mail message

1. Click on the "Create New Mail" button on the toolbar.
2. Fill in the address, subject, and message boxes.
3. Click the Attach" button and browse to the file you want to send.

To attach several files, Ctrl+click other files.

4. Click OK.
5. Click Send.

Using Groups to send mail to several users

A group is a list of users or resources you can send messages to. Use groups to send a message to several users or resources by typing the group name in the To, BC, or CC text boxes. There are two types of groups: public and personal.

A public group is a list of users created by the system administrator and is available for use by each GroupWise user. For example, there may be a public group for the English Department. Each employee in the English Department is included in the group. Public groups are listed in the address book.

A personal group is a group created by you. For example, if you often send an appointment to your work group, you can include each co-worker's address or name and a meeting place (a resource) in a personal group.

To create and save a personal group

1. Click on the "Address Book" icon on the toolbar.

Select an existing address book from which you wish to obtain addressees.

2. Click on "To", "CC", or "BC" and double-click on the addressee's line or drag the addressee's line to the group you are creating.
3. Click "Save Group".
4. Specify a name and personal address book for the group click "OK".
5. Send Email to syshelp@usna.edu for help in creating personal address book entries.

To address e-mail to a group

1. While working in the item view, click "Address".

2. Select a group click "To", "CC", or "BC". Repeat as necessary.
3. Click "OK" to return to the item view.

Tips

You can also type the group name in the "To", "CC", or "BC" boxes in the item view. Click "To", "CC", or "BC" and type the group name. Name Completion is a GroupWise enhancement that can save the user from having to type an entire address. As you type, GroupWise will search the Frequent Contacts address book, the current address book, and the system address book, provided they are listed in the Name Completion Search Order. When Name Completion finds a match, it offers it to the user in highlighted text. At this point, you can accept the GroupWise guess or continue to type the address.

CURRICULUM REQUIREMENTS

The curriculum requirements at the Naval Academy have been developed to provide each midshipman with the skills and knowledge necessary for the performance of duties as a junior officer in the U.S. Navy or Marine Corps. Refer to ACDEANINST 1531.52, The Majors Program or run Matrices-Query Current Midshipmen on MIDS for specific requirements.

HONORS LISTS

Honors Lists will be published semiannually to recognize midshipmen who performed in an excellent manner during the previous semester. These lists are (1) the Superintendent's List which recognizes outstanding achievement in all graded areas, and (2) the Dean's List which recognizes outstanding academic achievement. The grade reports issued to midshipmen will bear the appropriate notations for those midshipmen who achieve either of these lists.

Honors Lists are published at the beginning of each semester. Lists effective during the fall semester are based on grades earned during spring semester. Grades in the regular summer programs are included with the fall semester grades to determine the lists effective during the spring semester. Summer work that is reported as incomplete solely because of hospitalization will not disqualify the midshipmen concerned for an Honors List for which they are otherwise qualified. Courses taken in the summer academic remedial programs will not be included in the computations for the Honors Lists.

Superintendent's List Midshipmen who meet the following criteria will be placed on the Superintendent's List:

- SQPR of at least 3.4 with no grade below "C" and the following grades:
 - "A" in Conduct
 - "A" in Military Performance

“A” or “B” in Physical Education

“A” or “B” on PRT

Recognition of Superintendent's List. Midshipmen on the Superintendent's List will receive the following recognition:

- (1) Letter from Superintendent
- (2) Qualified to wear gold stars on uniform
- (3) Notation on grade report

Dean's List Midshipmen who do not meet all the criteria for the Superintendent's List and who meet the following criteria will be placed on the Dean's List:

SQPR of at least 3.4 with no grade below "C" and the following minimum grades:

“B” in Conduct

“B” in Military Performance

“C” in Physical Education

“C” on PRT

Recognition of Dean's List. Midshipmen on the Dean's List will receive the following recognition:

- (1) Letter from the Academic Dean and Provost
- (2) Qualified to wear bronze star
- (3) Notation on grade report

Commandant's List Midshipmen with semester QPR of at least 2.9, grades of at least “B” in military performance, “A” in conduct, “B” in physical education and “B” on PRT will be placed on the Commandant's List.

LANGUAGE MINOR

To acquire a minor in French, German, or Spanish a midshipman must complete or validate twelve credits at the 300/400 level. For Arabic, Chinese, Japanese or Russian, at least twelve credits at the 200 level or above are required. A 3.0 average in language courses must be earned to achieve the minor.

Validation of two or more semesters of a language is necessary for a student to pursue a minor, unless the student is willing and able to take more than the required number of courses that his or her matrix demands.

Involvement in a language minor program may lead to an overseas summer training assignment sponsored by the Olmsted Funds and could result in duty assignments that utilize the particular language proficiency.

MAJOR SELECTION

The plebe class selects majors in early March prior to Spring Leave. This is a significant decision. A midshipman's choice of major has the potential to affect academic performance and

satisfaction at USNA as well as the naval and post-naval career of the individual. Some plebes make a poor choice of major either because they: don't properly research their choices of major; select a major because of a misconception; underestimate the degree of difficulty of a major; or misjudge their own aptitudes.

The plebe adviser should help their advisees make well informed and wise selections of major. To do this the adviser must have established a good rapport with their advisees and help them understand their strengths and weaknesses, their ambitions, desires, interests, long range goals, and potential for success in the majors of interest.

During the January intersessional period, all plebes will receive a briefing on the majors program from the Associate Dean for Academic Affairs and have the opportunity to visit as many departments as desired to gather in-depth, important information from faculty members concerning majors of interest. Plebes should take full advantage of this period to learn about the majors program of the Naval Academy. Plebe advisers should also attend this briefing with their company and mingle with their advisees.

Shortly after the plebe majors' briefings described above, plebes will be required to indicate their (non-binding) preferences. To do so, they log onto MIDS, and from the Midshipmen group of modules, they will select Major-Enter Preliminary Preferences.

Data concerning plebe preferences for majors will be available to plebe advisers through a MIDS ad hoc query.

The document, "Majors Program" describes the majors program and other academic administrative matters. This document, along with matrices for each major and for each class of midshipmen can be viewed on the USNA web site under "Academic Information", "Academic Dean", "Academic Program", and "Majors Programs". Plebes should be encouraged to become familiar with these sources of information.

While completion of a major is a graduation requirement of the Naval Academy, the selection of a major is not entirely free. The availability of resources, both personnel and material and the needs of the Naval Service could constrain choices. In past years, a very high percentage of plebes have been assigned their first choice of major. Because of the needs of the naval service for graduates with strong backgrounds in mathematics, science, and engineering, plebes who have an interest and ability to succeed in such studies will be encouraged to select majors in Divisions I and II. Plebes will not be coerced into majors they do not desire.

Changes of major for plebes are easy to do up until the start of their fall semester of Third Class year. After that point and continuing on until graduation, a midshipman must be enrolled in a major and must follow the matrix of that major. Changes of major which require the addition of one or more courses will be constrained by the rules governing the addition of courses. Changes of major may occur at the end of any semester and prior to the start of the next semester with the permission of the Associate Dean for Academic Affairs, the company officer, the adviser and the old and new department senior advisers or department chairs. Midshipmen may not drop courses required by their current major in anticipation of a change in major to take place in the following semester.

“PROFESSOR TED BENAC” MATH LAB

The mathematics resource lab is located in Preble Hall room 307. There is an extensive collection of reference calculus textbooks in this room and it is staffed by Mathematics Department faculty during periods 1 through 6 each class day. Of course midshipmen should arrange EI first with their own instructors. However, when this is not possible, they can drop by MATH LAB during the day to receive guidance in solving mathematics problems. Additional information about resources and programs available through the Mathematics Department can be found at www.usna.edu/MathDept/.

PLEBE YEAR

Plebe Summer

Plebe summer is the transition period where the candidates admitted to the Naval Academy are trained to be midshipmen. This seven-week period is designed to be stressful in an attempt to test the courage and commitment of the new midshipmen.

The very demanding pace of the Plebe Indoctrination Program prepares the plebes for the return of the Brigade in mid-August and builds the foundation for development of some of the qualities that can turn midshipmen into outstanding naval officers. Teamwork, self-discipline, time management, physical conditioning and the ability to think clearly under pressure are stressed during the summer.

A typical day during Plebe Summer begins with a 0530 wake-up followed by a 45-minute period of physical education program or PEP starting at 0600. After breakfast and until lights out at 2200, the plebes are led through a demanding training schedule by the first class midshipmen of the plebe detail. Activities range from spending several hours per day learning how to sail, fire the rifle and pistol, and drill, to receiving classroom instruction on military courtesy, Naval Academy customs and traditions, the Honor Concept and many other topics. The days are long and challenging with little leisure time.

Plebes receive very little formalized instruction or guidance from the members of the plebe detail concerning academics. The main focus of the plebes during the summer is adjusting to and trying to survive the daily demands placed upon them. Because of this, the time that the plebe advisers are scheduled to be with their platoons is precious and very important. In a relatively short period of time after Induction Day, plebes must make the transition from secondary school to college and from civilian to military life. Plebe advisers are essential in helping their midshipmen make this double transition.

Parents Forum

The “Parents Forum” that occurs during Parents’ Weekend is a good opportunity for the plebe advisers to meet the parents of the midshipmen they will advise during the year. Since all

company officers will be at this forum, it is also a good opportunity to lay the groundwork for developing a strong relationship with them.

Academic Year

Approximately one week after the conclusion of Parents' Weekend, the academic year commences for the Brigade of Midshipmen. At this time, a new set of challenges is established for the fourth class midshipmen.

The first month of the fall semester is particularly stressful for the plebes. It often takes at least this much time for plebes to adjust to the tough academic demands while also trying to adjust to the new standards set by upper class midshipmen in Bancroft Hall. During these first few weeks most plebes consider the professional demands to be a more immediate and important consideration than the academic demands.

This emphasis on the professional side will gradually shift in favor of academics as the plebes' experience and professional knowledge increases. Frequently, a plebe who is experiencing difficulty with academics during the first semester will also be having professional problems. It is imperative for plebes to try to find a balance between the academic and professional realms and that they develop sound time management skills.

The normal routine for plebes during the academic year is very busy and demanding. A typical daily schedule is shown below:

Daily Schedule

<u>Weekday</u>	<u>Event</u>
0530	Earliest rising time for plebes.
0530	Earliest individual, group, or team workout.
0630	Reveille, all hands out of racks until after morning formation. Reveille reports to OOW.
0630-0655	Fourth class instruction period primary (except during exam week).
0700-0710	Morning formation (mandatory for all hands).
0720	Breakfast (mandatory for all hands).
0755-0845	First period.
0755-0910	Eighth period (when scheduled).
0855-0945	Second period.
0955-1045	Third period.
0955-1110	Ninth period (when scheduled).
1055-1145	Fourth period.
1130	Early meal for oncoming watch section.
1205	Formation (every weekday).
1215	Noon meal (weekdays except Thursday).
1240	Noon meal on Thursday following inspection.
1250-1320	Company Training (mandatory for all hands when scheduled).
1240-1320	Company Officer or Company Commander time.

1330-1420	Fifth period.
1330-1445	Tenth period (when scheduled).
1430-1520	Sixth period.
1530-1620	Seventh period (when scheduled).
1530-1900	Physical mission period (drill, intramural, varsity sports).
1730-1915	Evening meal.
1830	Evening formation (Wednesday).
1840	Evening meal (Wednesday) all hands.
1900-2030	Midshipman activity period Tuesday & Thursday (CRPs, BSAs, ECAs, club sport meetings, voluntary academic events. Other events scheduled during this period must be approved by the Commandant).
1915-2000	Fourth class instruction period - alternate (except during exam week).
1930-2400	Study period.
2300	Taps, lights out for plebes (Monday-Thursday).
2400	Taps, lights out for plebes on Friday.

<u>Saturday</u>	<u>Event</u>
0530	Earliest rising for plebes.
0630	Plebe reveille.
0630-1000	Buffet breakfast (optional).
0700-0740	Plebe training (run by upper-class).
0745	Morning formation.
0800-1000	Company training.
1015	Formation in Uniform of the Day.
1020	Town liberty for all.
1015-1300	Noon meal.
1730-1900	Evening meal.
0100	Liberty expires for all hands not on weekend liberty.
0100	Taps, lights out for plebes.

<u>Sunday</u>	<u>Event</u>
0800	Town liberty for upper classes.
0800-1300	Plebes may sign out with Company CDO to attend off-yard services.
0900-1300	Brunch
1300	Plebe formation with Company CDO.
1700-1900	Evening Meal.
2000	Liberty expires.
2000	Formation.
1900-2030	Midshipman activity period.
1930-2400	Study period.
2300	Taps, lights out for plebes.

Intramural Period

All midshipmen must participate in some sort of athletic activity at least three times a week during mandatory intramural sports period 1530-1900. This requirement can be satisfied by a

midshipman playing a varsity or club sport, or being a member of a battalion or company intramural team. During the fall and spring, midshipmen normally practice drill or march in parades on Mondays, Wednesdays, and Fridays from 1530-1700.

Professional and Military Duties

All fourth class midshipmen must participate in the Plebe Professional Program administered by the first, second, and third class midshipmen in the plebes' chain of command. The focal point of this program is the Plebe Personal Qualifications Standard (PQS).

Plebes must memorize certain basic facts (rates). Most plebes wake up at 0530 during the weekdays to get ready for their morning "come arounds" where they may have to recite rates, summarize newspaper articles, or present information on professional topics to upper classmen. Another trying time for plebes is the period preceding noon meal. Once again, a plebe must be ready to present professional reports or recite information assigned earlier.

Study Period

Mandatory study period (1930-2300 Sunday - Friday) is intended to be observed by all midshipmen. This reserved time in Bancroft Hall is meant to provide an atmosphere free of excessive noise and disruptions. Nevertheless, it is usually advisable for plebes to study away from Bancroft Hall and the distractions that are liable to occur there.

PREREGISTRATION

Preregistration for all midshipmen for the spring semester takes place in mid-September. For the fall semester, preregistration for plebes will not occur until late March after major selection is complete. Plebe advisers are responsible for preregistration for the spring semester.

During the preregistration period, midshipmen must first see their advisers to plan their academic futures and select courses for the following semester. Next, they must enter information into the Naval Academy's database. To do so, they log onto MIDS, and from the Midshipmen group of modules, they will select "Courses – Preregister". To verify their Preregistration, they select "Courses - Query Preregistration". It is imperative that plebe advisers arrange to meet with their advisees prior to the commencement of the plebe preregistration period, either individually or in a group, to provide guidance and approval for them to preregister.

For the large majority of plebes, the courses they will take in the spring are the sequels to the courses they are taking in the fall. Advisers should consult the departmental handouts they received during the Plebe Advising Training Session for guidance and to the table "Typical Plebe Year Matrix", which appears on page 23 of this handbook. Plebes will automatically be preregistered for Naval Science (NS100) and Physical Education (PE102). For some fourth classmen who have validations, the preregistration process is more complicated. It is recommended that the adviser consult with either the Department Senior Adviser, the special Plebe Adviser for high validators, the Academic Center or the Associate Dean for Academic Affairs for advice on how to deal with preregistration for students with multiple validations. Be very careful about dealing with a plebe's

request to overload, to drop a course, or to take an advanced course during the spring semester. Such requests must be referred to the Associate Dean for Academic Affairs for approval.

Due to the rigors of plebe year, especially the fall semester, fourth class midshipmen have an academic load of only five courses during their first semester at the Naval Academy. There are no exceptions. The normal course load for the spring semester is also five courses. In exceptional cases, the ADAA may approve a plebe's request to take an additional course if the midshipman has performed at a very high level academically and militarily and has the adviser's strong support.

Preregistration is a crucial step in the registration process. Its principal purposes are to afford the midshipmen and their advisers to plan ahead to provide information to the departments on the demand for their resources: instructors, courses, and facilities. If a student is not preregistered properly, then he or she will not be able to run the Registration program until the preregistration errors are corrected. Consequently, it is wise for the adviser to monitor the pre-registration process (select the Faculty menu on MIDS and click on "Preregistration – Query by MID, Major or Adviser" to ensure it is done accurately and on time. Preregistration errors should be corrected by the adviser filling out a MIDREC card and directing the advisee to carry it directly to the Academic Scheduling Office. Under certain circumstances, advisers may use email midrecs by following the format on the Academic Scheduling Office Homepage – <http://www.usna.edu/AccSchedules/>

The plebe year academic program for most plebes will look like the "Typical Plebe Year Academic Program". Students will also take a one hour non-credit Physical Education class each semester. Plebes who take FP130 during the fall semester will take HH104 during the spring semester, and vice versa.

TYPICAL PLEBE YEAR ACADEMIC PROGRAM

<u>FALL SEMESTER</u>			<u>SPRING SEMESTER</u>		
NL112	2-0-2	NAVAL LEADERSHIP	NS100	3-2-4	NAVAL SCIENCE
FP130	3-0-3	U.S. GOVERNMENT	HH104	3-0-3	NAVAL HERITAGE
HE111	3-0-3	RHETORIC & INTRO TO LIT I	HE112	3-0-3	RHETORIC & INTRO TO LIT II
SC111	3-2-4	CHEMISTRY I	SC112	3-2-4	CHEMISTRY II
SM121A	4-1-4	CALCULUS I or	SM122A	4-1-4	CALCULUS II or
SM121	4-0-4	CALCULUS I	SM122	4-0-4	CALCULUS II
TOTAL CREDITS: 16			TOTAL CREDITS: 18		

In addition to the courses listed above, a precalculus course is offered to which some plebes are assigned. This course is designed to strengthen mathematical fundamentals.

Precalculus, SM005 (4-0-4). This is a four credit hour course taken by approximately 60 plebes

who are normally advised at the Academic Center. These students will take SM121A during the spring semester and SM122 during summer school. SM005 will count as a free elective for those majors that include one in their matrices.

Some plebes, because of good performance on placement exams and an expressed interest in computer calculus may start in one of the following courses:

Calculus with Computers I, SM161 (5-0-5). This course teaches programming using MATLAB and emphasizes an algorithmic approach. Completion of both SM161 and SM162 counts also for a free elective.

Calculus I, SM121C (4-0-4). This four hour course is for students with prior differential calculus experience and includes some computer programming.

Practical Writing, HE101 (3-0-3). This three credit hour course, which will take the place of a HUM/SS or free elective, will be taken by approximately 90 students. These midshipmen must take HE111 in the spring semester and should take HE112 as soon afterward as is practical given the constraints of their majors. They and their advisers should consider delaying other courses such as NE203 or HH205, if present in the fall schedule, to make room for HE112 in the fall of youngster year. NE203 should not, however, be delayed beyond youngster year.

PRIVACY OF MIDSHIPMEN RECORDS

The Naval Academy policy on the privacy of student records is contained in USNAINST 5211.3. Read this policy before releasing any information about an advisee to anyone, even a parent.

If you have any questions or concerns regarding the implementation of this policy, contact the Privacy Act Coordinator.

REGISTRATION

Registration is scheduled during the middle of November for the upcoming spring semester and during the middle of April for the upcoming fall semester. From the point of view of the midshipmen, this is the time when they may seek particular schedules or instructors. Midshipmen pre-register and register in every semester except the last.

Plebes will need some instruction on the registration process. You should provide guidance to your plebes before they register or tell them to seek advice from upper classmen.

Plebe advisers should not approve midshipman requests to change their schedules merely for personal convenience or preference. Registration is the time for midshipman to exercise their preferences. There are good reasons to change a midshipman's schedule. Examples: an error exists and a course must be deleted or added; a student is scheduled for a section taught by an instructor the student has already had; or a varsity athlete is scheduled to take a course during periods he or she is likely to miss due to movement orders. If the plebe adviser believes a legitimate reason exists for a

schedule change, then the adviser should complete a MIDREC card and direct the midshipman to take it to the appropriate department chair for approval and then to the scheduling office.

SENIOR ACADEMIC ADVISERS

Each academic department appoints a senior academic adviser who is responsible for the overall coordination of academic advising within the department. The departmental senior academic advisers are an important source of accurate advising information. Consult them as often as necessary.

SPECIAL PLEBE ADVISER

Advising plebes who validate many courses is quite different from advising other plebes. For this reason, we assign these plebes to one special academic adviser. This person can be an important resource for advisers who have students with special concerns relating to graduate degree programs and for selecting spring courses when validations are involved.

STUDY SKILLS

In spite of the fact that the Naval Academy's admission standards are among the highest in the country, some midshipmen do have significant academic difficulty. Although there are numerous causes for poor academic performance, one factor appears to be that midshipmen don't have efficient learning or study strategies. Study techniques that worked in high school are not always effective at the Naval Academy. For many, good grades came easily. The environment at the Naval Academy is more demanding, the standards are higher, and comparisons with one's classmates may not always be as favorable.

Study skills are described in Academic Effectiveness: A Manual for Scholastic Success at the United States Naval Academy. Midshipman can access this manual by visiting the Academic Center website at www.usna.edu/AcCenter. If midshipmen need more assistance, the Academic Center provides a wide range of instruction to help them improve their learning strategies. Services provided include minicourses on academic effectiveness courses personal consultation. Current information about study skills course offerings can be obtained by calling the Academic Center at X35281 or X32953 or visiting the Academic Center website.

SUMMER SCHOOL

Summer school allows midshipmen who fall behind in progress through their matrices to catch up with their classmates. It also permits midshipmen to improve their CQPR by repeating a course in which they earned a grade of D or F. Some midshipmen use summer school to take additional courses or to lighten their course load during the fall or spring semesters. In some cases, summer school is mandated by the Academic Board or Advisory Board. If a plebe desires to attend summer school on a voluntary basis, he or she will have to wait until April when summer training

assignments have been made before submitting a summer school request via MIDS. Normally, when midshipmen take summer school courses voluntarily, they do so in lieu of leave. Grades earned during summer school affect the CQPR but not the OOM (order of merit). Grades in courses repeated replace the old D or F for CQPR purposes.

VARSITY ATHLETES

Varsity athletes occasionally miss classes and study periods. This can disadvantage a student. Plebe advisers should be aware of this and counsel their athletes accordingly. If problems arise, advisers should consult with the NAAA office at X32238 which is concerned with the academic progress of athletes.

WRITING CENTER

The Writing Center is available to help midshipmen with writing assignments. The Center is located in room 020 of Sampson Hall and offers personal writing assistance. This service is available during all academic periods and during the weekends and evenings. Midshipmen should schedule an appointment by calling 3-6239, by visiting the Writing Center in person, by accessing www.usna.edu/EnglishDept/wcenter.htm on the USNA Homepage, or by email to wcenter@usna.edu.

ACADEMIC DEAN AND PROVOST OFFICE

<u>OFFICE</u>	<u>NAME</u>	<u>PHONE</u>	<u>LOCATION</u>
Academic Dean & Provost	Dr. William C. Miller	31583	Admin Bldg 207A
Vice Academic Dean	Dr. Mary A. DeCredico	31582	Admin Bldg 207B
Assoc Dean Academic Affairs	Dr. Frederic I. Davis	31586	Admin Bldg 204
Assoc Dean Faculty	Dr. Michael C. Halbig	31585	Admin Bldg 207C
Exec Assistant	LT Michael M. Morgan, USN	31587	Admin Bldg 207

Academic Center

Director	Dr. Eric D. Bowman	32934	Ward 127
Academic Counseling	Dr. Jane E. Good	32936	Mahan 202
Learning Skills	CDR Delores A. Duncan-White USN	32933	Ward 126
Tutoring	Mrs. Wendy Wilson	32956	Mahan 202
Plebe Programs	Donald J. Carlson	32935	Ward 128

Registrar

Registrar	Dr. Richard Davis	36383	Nimitz 002
AsstRegistrar	Mrs. Barbara Meeks	36384	Nimitz 019
Scheduling Office	Dr. E. John Moulis	36386	Nimitz 002
	Mr. Charles W. Vint	36385	Nimitz 002