



**Important Note from the Office of Student Services:**

**We ARE operating during the normal business hours (8:00 a.m. to 5:00 p.m.) through telecommunication (telephone, online, etc.) means to assist you with your academic support needs.**

**ACADEMIC ADVISEMENT**

ALL SBI students (Freshmen to Graduate) are required to sign up for academic advisement appointments via Rattler'SBizLink (RB). The steps are listed below. Your advisor will use your appointment timeframe to work with you on developing your Summer and Fall 2020 schedule. You are asked to follow the important steps below.

1. Sign up for your Advisor's Remind (info below) so that you may receive a notice when appointments are placed on RB every Friday after 5:00 p.m.
2. After 5:00 p.m. on Fridays, login to Rattler'SBizLink by visiting [www.famu.edu/sbi](http://www.famu.edu/sbi) (see Rattler'SBizLink in the orange menu bar)
  - LOGIN: firstnamenumber.lastname (DO NOT use @famu.edu or your Student ID)
  - PASSWORD: whatever you use in iRattler
  - Navigate to Counseling Appointment (menu on left)
3. CLICK "Request New Appointment" (If you have never used the system, you will have to complete the student profile before proceeding to any of the resources in the system.)
4. Once into the Scheduling Page, DO NOT change any of the options, simply proceed to "CHECK AVAILABILITY"
5. SCHEDULE TIME and indicate in the ADDITIONAL NOTES section the following: Summer, Fall, or Summer and Fall, and if you would like to speak to your advisor during your appointment timeframe, indicate that you will call at your scheduled time. If you forget to do this, no worries, immediately email your advisor the semester you need and if you would like to have a conference call.

Your ADDITIONAL NOTES should look like this (feel free to copy and paste this): "I would like advisement for Summer and Fall, and I will be calling at my appointment time" or "I would like advisement for Summer only because I am graduating, and I am okay with receiving my advisement electronically because I meet the qualifications."

1. QUALIFICATIONS FOR ELECTRONIC ADVISEMENT WITH NO CALL: 2.5 GPA and above and have met the 3 “B” grade requirement. Note: Anyone regardless of GPA can call in during your scheduled appointment time. We specifically need to speak to students that have GPAs below 2.5 and have not satisfied the 3 “B” grade requirement at the time of advisement.

**CONTACT INFORMATION FOR SBI OFFICE OF STUDENT SERVICES PERSONNEL**

<b>Last Name</b>	<b>First Name</b>	<b>Phone Number</b>	<b>REMIND Info</b>	<b>Duties/Advisement Load</b>
<b>Byrd</b>	Jacqueline	412-6599	<b>Text @Byrdsbi19 to 81010</b>	Online MBA Junior/Seniors (Last Name L-V)
<b>Enzor</b>	Kyanna	561-2371	Email: kyanna.enzor@famuedu	Assists Dr. Williams on All OSS Functions
<b>Glass</b>	Katrina	561-2338	<b>Text @GlassSBI to 81010</b>	On Campus Graduate Students Accounting Students Junior/Seniors (Last Name W-Z)
<b>Hannah</b>	O’Hara	412-7095	Email: ohara.hannah@famuedu	Recruitment/ SBI Scholarships
<b>Henderson</b>	Rose	561-2373	<b>Text @Queen77sbi to 81010</b>	Juniors/Seniors (Last Name A-K)
<b>McCaskill</b>	Johnny	412-7096	Email: johnny.mccaskill@famuedu	(Student Success Center)
<b>Mordica</b>	Deidre	599-3839	Email deidre.mordica@famuedu	Admissions, Minor, Change of Major, 1 <sup>st</sup> Semester Graduate Students
<b>Mullings</b>	Michelle	599-8346	<b>Text @mullingsbi to 81010</b>	Freshman/Sophomores (Last Name L-Z)
<b>Paul</b>	Karwynn	561-2352	<b>Text @paulsbi to 81010</b>	Freshman/Sophomores (Last Name A- K)
<b>Scott</b>	Jacquelyn	561-2337	Email jacquelyn.scott@famuedu	Scheduling, Permission Codes, Rattler’SBIzLink
<b>Williams</b>	Felicia	561-2356	<b>Text @drfdwsbi to 81010</b>	(All OSS Functions)

**ADVISOR INFORMATION**

Freshmen/Sophomores-Last Name A-K  
[karwynn.paul@famuedu](mailto:karwynn.paul@famuedu)

Freshmen/Sophomores-Last Name L-Z  
[michelle.mullings@famuedu](mailto:michelle.mullings@famuedu)

Juniors/Seniors-Last Names A-K  
[rose.henderson@famuedu](mailto:rose.henderson@famuedu)

Juniors/Seniors-Last Names L-V and Online MBA Students  
[jacqueline.byrd@famuedu](mailto:jacqueline.byrd@famuedu)

Juniors/Seniors-Last Names W-Z, On-Campus Graduate and Accounting Students  
[katrina.glass@famuedu](mailto:katrina.glass@famuedu)

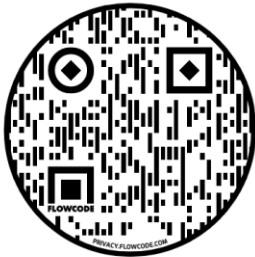
### **COURSE WITHDRAWAL**

**Fall: November 6, 2020**

After you carefully evaluate your grades in relation to the remaining work in your class(es) in question and your ability to score high enough on that work, if you find that mathematically you will not be able to make a “C” or better, this is when you may want to make the decision to withdraw. Please complete the form on the link below or scan the QR code. **Note: This link is only your request to your advisor as you will still need to complete the actual withdrawal request through iRattler prior to the deadline.**

### **SBI Course Withdrawal Request**

[http://famuedu.co1.qualtrics.com/jfe/form/SV\\_6R57sCiGiUU9Bvn](http://famuedu.co1.qualtrics.com/jfe/form/SV_6R57sCiGiUU9Bvn)



### **CHANGE OF MAJOR**

If you have successfully obtained the 3 “B” grades out of the 7 Common Course Prerequisites, you must change your major from the “Pre-Business or Pre-Accounting” classification to an appropriate degree granting, four (4) year program in SBI. If you would like to change from one SBI major to SBI major, please email your advisor to request that you are reviewed for the new major to ensure that you do not go into excess credit. You are strongly encouraged to schedule an advisement appointment if you want to change your major. Please follow the link below to request all change of majors.

### **SBI Change of Major Request**

<https://rb.gy/gziczq> Click the link or scan the code below using your phone's camera



### **COUNSELING SERVICES**

We are in unprecedented times, and it is important that we all take serious heed to the health and safety warnings. Additionally, we must be mindful of our mental well-being. If you need assistance, please do not hesitate to call the University Counseling Center.

Non-Emergencies: To schedule an appointment, contact the office by phone at (850) 599-3145. You may choose a specific counselor or allow the administrative assistant to choose a counselor for you.

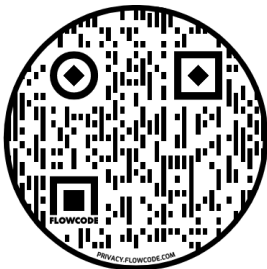
Emergencies: If you need to speak with a counselor under these circumstances, call our after-hours counseling number at (833) 848-1765.

### **ABSENCE EXCUSES AND ACADEMIC APPEALS**

To request an official absence excuse please follow the link below or scan the QR code. You will be required to scan in your supporting documentation. Note: Generally, the newer versions of iPhone and many smart phones will allow you to scan in your documents. See the links below for instructions.

### **Official Absence Excuse Request**

[https://forms.office.com/Pages/ResponsePage.aspx?id=PNsmJQPV\\_k2g5gxBogtS0upLvhZwkL5PpleXvZIKOaNUQ1U4RzNUNFIBSENVNkpDQUxEUUC1NEYxVC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=PNsmJQPV_k2g5gxBogtS0upLvhZwkL5PpleXvZIKOaNUQ1U4RzNUNFIBSENVNkpDQUxEUUC1NEYxVC4u)



### ***How to Scan Documents with Smart Phones***

<https://www.imore.com/how-use-document-scanner-iphone-and-ipad> (Scanning for iPhones)

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en>  
(Scanning with Google Drive app for Androids)

### **INTERNSHIP AND PERMISSION CODES**

The process to apply for an **Internship** is located in Rattler'SBizLink (RB). Once logged into RB please follow the navigation below:

See left menu bar for **Document Library>Resources>See Internship Certification and Guidelines and Internship Application**. Once the requested documentation has been loaded and properly vetted and approved, Dr. Kelvin Farmer will provide a permission code.

The process to request a **Permission Code(s)** is can be found by visiting:

<https://rb.gy/whlad5> or you may scan the QR code below. You will be required to scan in your supporting documentation. Please refer to the guidance above on how to scan in documents with your phone.

### **Permission Code Request**

