

PRECEPTOR CHEAT SHEET

Stockton University uses Preceptors and Advisors. Preceptors are individuals who are content experts in the field. Preceptors may be more aware of internships and research opportunities available to students within their subject. Academic advisors are non-faculty professional staff with cross-functional and multi-disciplinary expertise.

Resources

- [Academic Advising Syllabus](#) - Use an academic advising syllabus to set expectations for both you and your preceptees. This can help frame the relationship between you and your preceptee. Post in your advising blackboard section.

Blackboard Advising Sections: Each preceptor has a class list of preceptees in Blackboard. You can post information about yourself, your academic discipline, and expectations for advising. I added this, as some are unaware.

- [Degree Works](#) - Online degree evaluation accessed by preceptors and students. Preceptors should log into their go.portal and click on the Faculty Tab to access the mobile-friendly Degree Works evaluation.
- [NJtransfer.org](#) - Use this link when considering course equivalencies for Stockton University. This link can be used only when transferring credits to or from a community college in NJ to Stockton.
- [Academic Policies](#) - Use this link to look-up academic policies for Stockton University including academic probation, dismissal, and leave of absence requests.

Forms

- **Change of major/minor form** - Students can access this form by logging into their go.portal and clicking the change of major/minor form in the Student Services tab. Allow 3-5 days for processing.
- **Change of Preceptor/Preceptee** - Login to your go.portal and click the Faculty tab to access the change of preceptee form.
- [Permission to take courses at another institution](#) - This form is required for any Stockton student looking to take classes at another institution. Repeating grades of C or lower cannot be taken at another university. Check the form for requirements.
- [Degree Works adjustment](#) - Use this form to submit any changes to a student's Degree Works. This form must be completed by the preceptor and signed by the preceptor and the program chair before being submitted to the academic advising office. Forms may be emailed to advising@stockton.edu.
- [Self-Service Banner](#) - Students will use Self-Service Banner to register for courses. Students can access Banner by logging into their go.portal, clicking the Student Services tab, and then clicking Course Registration.