

# INTRODUCKTION 2016 ADVISING DAY PREP

## IMPORTANT REMINDERS- UPDATES!

### 1. WRITING

- PRIORITIZE SAT 470 or below--ACT 18 or below; ENCOURAGE WR 121 AND WR 195.
- Writing courses are theme based. Themes will be posted on website [composition.uoregon.edu/requirement/themed-writing-sections/](http://composition.uoregon.edu/requirement/themed-writing-sections/)
- REMINDER: Students who have completed are exempt from WR 121 may register for 122 or 123 (WR 123 adds a research component to developing and writing arguments).

### 2. MATH

- All students have been notified to take math placement online prior to attending IntroDUCKtion.
- Students with no scores or who wish to take it again can do so in library or from personal computer.
- Review new chemistry guidelines RE: math placement scores for those students considering sciences.

### 3. TRANSFER STUDENTS can sign up for any session (including 2-day sessions).

### 4. NEW LOCATIONS IN EMU: Redwood (departments); Cedar and Spruce (undeclared); Various Groups

- CHC representative available in Redwood Room for questions.
- Morning coffee and pastries in Cedar-Spruce and the kitchen next to Redwood (Rm 214).
- Lunch at noon hosted by OAA in Willow (Rm 219).

### 5. NEW ADVISING LOCATIONS OUTSIDE EMU: Some departments are advising in their own departmental space.

## MATERIALS NEEDED FOR ADVISING:

- ✓ Laptop Computer--iPad (**BRING FULLY CHARGED IF ADVISING IN EMU**)
- ✓ Faculty Advising Manual (online at: [advising.uoregon.edu/sites/advising2.uoregon.edu/files/faculty\\_advising\\_manual\\_fam\\_2016\\_2017.pdf](http://advising.uoregon.edu/sites/advising2.uoregon.edu/files/faculty_advising_manual_fam_2016_2017.pdf))

## STUDENTS WILL BRING:

- ✓ Student Orientation Workbook – Will work on building their schedule options in workshops.
- ✓ AP--IB Scores (will be posted on IntroDUCKtion Advising Summary by early July).
- ✓ Placement Scores -- are e-mailed to students and scores can be accessed in the IntroDUCKtion Advising Summary on DuckWeb.

## LOGISTICS:

- Excel spreadsheets containing the Master PIN List sorted by (alpha) last name (sent by July 1), and by Majors will be e-mailed to all advisors a few days before each session.
  - Store electronically (CTRL + F to look up name or 95# to find PIN) or print.
- Lists of registered students e-mailed to departments with advising schedule a few days before each session. Stephanie e-mails advisors with any changes up to the day of advising (changes are minimal).
- Those advising in the EMU should plan to arrive at least 15 minutes before first appointment to set up.
- EMU is wireless.

## REGISTRATION WORKSHEET:

- You will receive a worksheet for each student. Declared advisors can pick these up with your appointment sheet outside of the Ponderosa (Rm 230): Advising check-in. Undeclared receive them when students are seated with you. Depts that are not advising in the EMU or who are doing group advising: You should receive Worksheets at your dept by Friday. If not, contact [sdchaney@uoregon.edu](mailto:sdchaney@uoregon.edu).
- Worksheets are blank. Students fill in as they arrive.
- At the end of each appointment, give student **WHITE copy** and retain **YELLOW copy** for your records. NO PINK for CHC this year.

## ADVISING FOR FALL COURSES:

- Be sure you have DuckWeb access to Student Advising Menu.
- Discuss FIG or ARC or other pre-registration first.
- Discuss any transfer work to avoid duplication of credits. Reminder to send transcript or score if not in DuckWeb.
- AVOID listing specific CRNs when discussing courses. Students will search for classes in Registration Assistance.
- Discuss how to search for G.E. options and **SUGGEST ALTERNATES to allow for OPTIONS during registration.**
- Use worksheet to record comments, recommendations or other notable advising issues.

## REGISTRATION ASSISTANCE AVAILABLE IN EDMISTON ROOM IN THE KNIGHT LIBRARY.