

# INTRODUCKTION 2017 ADVISING DAY PREP

## IMPORTANT NOTES!

### 1. WRITING

- a. SAT ER and EW scores of 10-25 should be encouraged to take WR 121 and 195 in fall (some students will be pre-enrolled)
- b. DISCUSS ALTERNATE OPTIONS IN CASE SECTIONS ARE FULL. WR 195 will be offered in winter and spring

### 2. ROMANCE LANGUAGES

- a. NO SPAN/FR 111 in fall term.
  - i. Students with 3-4 years H.S. Spanish or French should register for 201 unless placement indicates CLEP (these students are likely more advanced and ready for 300-level)
  - ii. Students with less than 3 years of H.S. Spanish or French who place at 111 level will receive the following info from the Testing Center:
    1. Take 111 in winter 2018
    2. Those who wish to continue study in fall may consider enrolling in 101
  - iii. Students with AP/IB credit should take next course in series (no placement necessary)

### 3. CHEMISTRY

- a. Same as last year. MATH 111 placement = CH 111 recommended. Take CH 221 in winter
- b. 2017-18 chemistry lectures and labs will have a trailing sequence winter, spring, fall

## MATERIALS NEEDED FOR ADVISING:

- ✓ Laptop Computer/iPad (**BRING FULLY CHARGED**)
- ✓ Faculty Advising Manual

## 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
  - These are e-mailed to students and scores can be accessed in the IntroDUCKtion Advising Summary on DuckWeb

## ADVISING LOGISTICS:

- E-mails sent to departments with advising appointment schedule at least 1-2 days in advance
- **WATCH E-MAIL FOR ANY CHANGES PLEASE. STEPHANIE SENDS THE DAY BEFORE OR THE MORNING OF ADVISING. WE HAVE MANY WALK-ON STUDENTS AND CHANGES AT EACH SESSION!**
- The best way to reach students the day of advising is via text message (cell phone info included on lists)
- For those advising in the EMU, please arrive at least 15 minutes before first appointment to set up
- **PLEASE SIGN AND RETURN APPOINTMENT SHEETS THE DAY OF THE SESSION (this is for PAYROLL!).** Scan and email to Stephanie (after filling in all info and signing).

## REGISTRATION WORKSHEET:

- BALLROOM ADVISORS: Students will fill out the top portion at check-in and will bring it with them to the appointment. OFF SITE ADVISORS: Stephanie has mailed a pack of blank worksheets to you
- At the end of each appointment, give student **WHITE copy** and retain **YELLOW copy** for your records.
  - UNDL advisors: Yellow copy will be collected of end of each day with cover sheet you fill in

## ADVISING FOR FALL COURSES:

- Be sure you have DuckWeb access to Student Advising Menu
- Discuss FIG or other pre-registration (ARC? WR? USP?) first
- Discuss any transfer work to avoid duplication of credits
- 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. INCLUDE APPROVAL to REPEAT courses with AP/IB credit for those students needing to submit petition in Registration Assistance

**REMINDERS when working with students**

- If student has credits that has not been recorded in DuckWeb, remind them to submit official transcripts and test scores
- Registration Assistance available in the Edmiston Room of the Knight Library