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
   o 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.
   o 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

**REMINDE R S 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