

INTRODUCKTION 2019 ADVISING DAY PREP

IMPORTANT NOTES!

1. WRITING

- a. SAT Reading and Writing scores of 10-25 should be encouraged to take WR 121 and WR 195 in Fall
- b. DISCUSS ALTERNATE OPTIONS IN CASE SECTIONS ARE FULL. WR 195 will be offered in winter and spring.

2. MATH

- a. Placement Test cut scores have increased (see handout)

3. CHEMISTRY

- a. MATH 111 placement = CH 111
- b. MATH 112 placement = CH 221/227 lab
- c. MATH 251/246 placement = invited and encouraged to take CH 224H/237 lab

MATERIALS NEEDED FOR ADVISING IN EMU:

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

STUDENTS WILL BRING:

- ✓ Student Orientation Workbook – Will work on building their schedule options in advising workshops
- ✓ AP/IB Scores (will be posted on IntroDUCKtion Advising Summary by July 9)
- ✓ Placement Scores
 - Students can view placement scores in DuckWeb; advisors can access scores 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.
- REMOVE PIN (IntroDUCKtion Advising Summary) before releasing student to register

ADVISING FOR FALL COURSES:

- Be sure you have DuckWeb access to Student Advising Menu
- Discuss FIG or other pre-registration (ARC?) 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 Core Ed 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 have 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