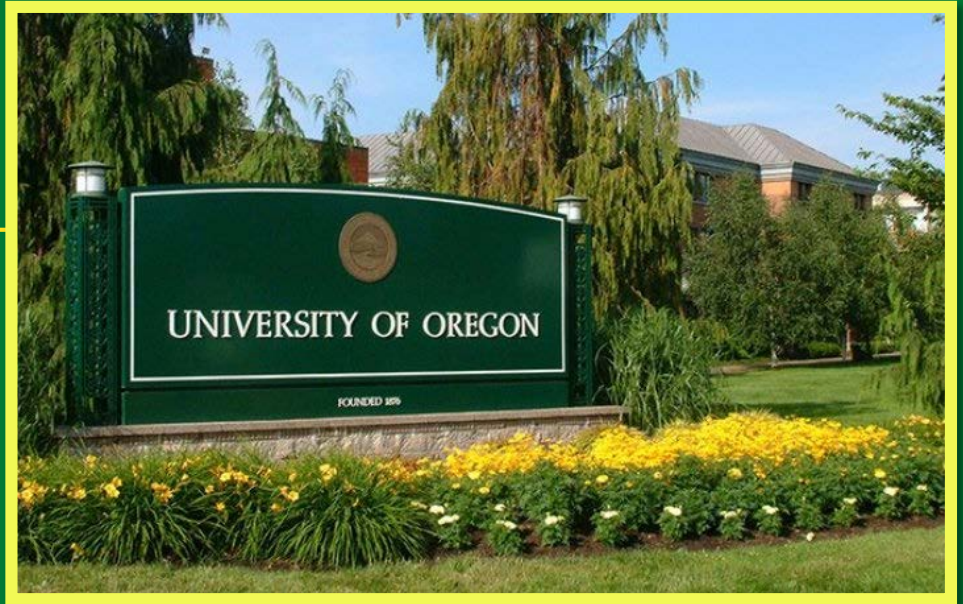# Fall 2017 Info and Reminders

Kimberly Johnson, Assistant Vice Provost for Advising, Director, Office of Academic Advising/CMAE Advising

Lori Manson, Associate Director, Office of Academic Advising

advising.uoregon.edu

Overview

WELCOME!
Kimberly Johnson
Assistant Vice Provost for Advising, Director, Office of Academic Advising/CMAE Advising

FALL ADVISING INFO and REMINDERS
Lori Manson, Associate Director, OAA

FEATURING Amy Hughes-Giard, Director, FYP
Global Bridge iFIG Program

WELCOME!

Kimberly Johnson
Assistant Vice Provost for Advising
Director, OAA/CMAE Advising

Week of Welcome

September 18-24

Monday, Sep 18, Registration Closes at 10am

Sep 18	Monday	ISO Registration
Sep 20	Wednesday	Domestic Registration

Thursday, Sep 21, Registration Reopens at 8:30am

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ORIENTATION
WORKBOOK
2017–18

⬛ BUILD YOUR FIRST-TERM SCHEDULE

Follow the steps on the following pages to create a list of possible courses (include subject code, course number, and titles) you wish to take in your first term. You will work with your academic advisor to select courses from this list that you will take next term. Most students register for four courses (16 total credits) each term. For assistance in using DuckWeb and registering for courses, see page 17.

STEPS TO CONSIDER	COURSES AND QUESTIONS
1. First-Year Interest Groups (FIGs) and Academic Residential Communities (ARCs) Transfer students should skip step 1. If you are registered for or are considering a first-year interest group, list each course (e.g., World within Us: ANTH 161 Introduction to Cultural Anthropology, PSY 202 Mind and Society, ANTH 199 College Connections). See pages 33–34 for the list of FIGs and ARCs.	
Transfer Students If you have • completed all the writing requirements, skip step 2 and proceed to step 3 • earned credits for only WR 121, complete step 2; you are eligible to register for WR 122 or 123	
2. Writing List the writing courses you are eligible to take. See page 7 to determine which writing course to take first.	
3. Second Language List the language course(s) you would like to take. See pages 8–9 to determine if you must take a language placement test.	Example: JPN 101 First-Year Japanese
4. Mathematics / Computer and Information Science List the mathematics course(s) you would like to take. See pages 10–11 to determine if you must take a mathematics placement test.	Example: MATH 105 University Mathematics I
5. Group-Satisfying Choose several courses from each of the general-education group-satisfying areas that appeal to you. Transfer students: Choose courses for remaining general-education group requirements.	Examples: HUM 101, PHIL 123, GEOL 101
6. Multicultural Choose several courses from each of the general-education multicultural categories that appeal to you. Transfer students: Choose courses for remaining general-education multicultural requirements.	American cultures example: MUS 270 History of the Blues Identity, pluralism, and tolerance example: REL 211 Early Judaism International cultures example: ENG 107 World Literature

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Academic Advising and Registration Worksheet

Student's Name: _____

☐ Check here if you are a Clark Honors College Student

UO ID Number: _____

Major ("UNDL" if undecided and exploring): _____

PIN: ___ ___ ___ ___ ___
Advisor will provide PIN after advising session

Cell Phone: _____

UO E-mail: _____

				ON DUCKWEB
1. YES NO	Is this student in a FIG (FALL TERM ONLY) or Academic Residential Community?			VIEW SCHEDULE
2. YES NO	Does this student have transfer coursework (incl AP/IB/AAOT)?			VIEW TRANSFER EVALUATION credits — If credits not transferred: SEND TRANSCRIPTS TO REGISTRAR
3. YES NO	Did this student take a placement test in: 1. MATH? ☐ 2. SECOND LANGUAGE? ☐ 3. AEIS?			
	If YES, placement scores may already be in DuckWeb			VIEW STUDENT TEST SCORES Math _____ Lang _____
	If NO, let student know when next available placement is and/or direct to testing.uoregon.edu			VIEW DEGREE GUIDE REPORT
4. YES NO	Does this student have a second language Admissions deficiency?			VIEW DEGREE GUIDE REPORT

Course Options (NO CRNS) Include FIG - ARC Courses Below Clark Honors College (CHC) - CHIP Required	Credits	Course is for:*	Alternate Courses and Notes (NO CRNS)

Suggested credits for this term: _____

+ WR MATH LANG MAJOR ELECT CHC AL, CHC SSC, CHC SC Group: AL >1, SSC >2, SC >3 Multi-Cultural: AC, IP, IC
(Math 070 and 095 do not earn credit for degree)

Possible courses for future terms: _____

_____ @uoregon.edu _____

Advisor's Printed Name (please write legibly)   E-mail   Date

COMMENTS-REFERRALS-NOTES:

White - Student   Yellow - Advisor

1. **Worksheets mailed**
2. **Student lists and PINS emailed**
3. **Remember to list alternates (classes are filling up!)**
4. **Give white copy to student**
5. **Keep yellow for your records**
6. **Send to Knight Library to register**

Expediting Registration

Advise by the course, not CRN

Waitlists not available until Sept 21

Read course footnotes

Click CRN for more info

Write clear course choices on advising sheet

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Where to See Footnotes:

✓ - Dept or Instructor approval required; check course details for effective dates. When approved, use the Add/Drop menu to add the course by entering the CRN directly

! - See CRN for pre-requisites or other comments

WL - Wait list is available when course is full

* - Additional web resources are available for this CRN

Classes Found

BA 101 Intro to Business >2   4.00 cr.

Grading Options:	Graded for Majors; Optional for all other students

	CRN	Avail	Max	Time	Day	Location	Instructor	Notes
	10972	255	283	0800-0950	mw	182 LIL	Dusseau D	WLAG
	10973	173	283	1000-1150	mw	182 LIL	Dusseau D	WLAGU
	10974	258	283	1600-1750	mw	182 LIL	Engel S	WLAG
	10975	258	283	0800-0950	tr	182 LIL	Durant T	WLAGU

Click CRN

BA 199 Sp St Max Business Ed   1.00 cr.

Grading Options:	Pass/No Pass Only for all students

	CRN	Avail	Max	Time	Day	Location	Instructor	Notes
	10978	90	90	0900-0950	t	128 CHI	Landeros L	WL✓MU
	10979	60	60	1000-1050	f	112 LIL	Hoag Barnett J	WL✓MU
	10980	60	60	1300-1350	f	111 LIL	Wahlstrom A	WL✓MU

New Search

Find Classes	Reset

Subject:

BA - Business Administrat

Course Number:

CRN:

Distance Ed/Off Campus:

not selected

Course Level:

not selected

Gen Ed Requirement:

not selected

Credits:

1   2   3   4   5   6

Start Time:
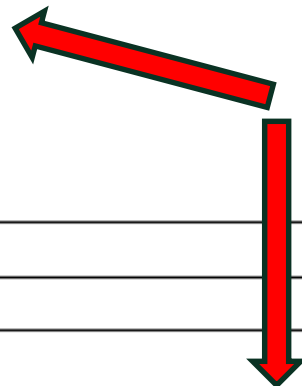
Permission to use DuckWeb Advising Menu:
http://registrar.uoregon.edu/faculty-staff/duckweb-faculty-menu

Need help?

Scott Morrell @ x-2941 or smorrell@uoregon.edu

Brian Lowery @ x-7344 or blowery@uoregon.edu

FIGs for International Students
Global Bridge iFIGs

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What is the Global Bridge iFIG?

- A FIG designed specifically for first-year international students who test into a full load of AEIS courses.

- Cohort of 20-22 students, taught by an AEIS faculty member and a Peer Mentor

- A FIG equals 13 credits of a student's schedule. Includes 2 AEIS courses, a general-education course, and a 1-credit small called College Connections

- The Global Bridge iFIG Program is a year long program. Students admitted in fall remain in the program for the full academic year.

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2017-2018 Offerings

- Business and Economics (4 FIGs in this track)
- Media Mania
- Governments, Groups, and Organisms
- Human Experience
- Natural Science

http://fyp.uoregon.edu/2017-18-global-bridge-ifigs

How to sign up?

❑ Students who qualify (based on Acculplacer test) will be automatically enrolled in an iFIG

❑ Check student's IntroDUCKtion advising section on DuckWeb to see if in a FIG

❑ Students can make changes or add an iFIG at our registration table in the Registration lab.

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NEW SAT SCORES and WRITING PLACEMENT

WRITING COURSE PLACEMENT

Standardized test scores determine writing course placement as follows:

SAT EBRW, March 2016 – present (must meet both)	SAT Critical Reading, 1995-February 2016	ACT English	Writing Placement
SAT ER 10-25 SAT EW 10-25	200–470	13–18	Take designated section of WR 121 (optional) Take WR 195 concurrently with WR 121 (optional)
SAT ER 26-36 SAT EW 26-36	480–700	19–31	WR 121
SAT ER 37 SAT EW 37	710	32	Exempt from WR 121

Advisors need to stress with advisees that **attendance**

- **PG 5 in FAM**
- **Evidence-Based Reading and Writing**
- **VIEW STUDENT SCHEDULE in DUCKWEB**
  - **Selected students will be pre-enrolled in support sections of WR 121 and 195**
  - **Encourage students with low scores to enroll in WR 121 and 195 in fall if not pre-selected**

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SPAN 111/FR 111 Not Offered in Fall

1. 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)

2. Students with <u>less than 3 years</u> 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

3. Students with AP/IB credit should take next course in series (no placement necessary)

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CHEMISTRY Sequences

Changes last year to remain the same:
- **Placement in MATH 111 = CH 111 recommended (take CH 221 in winter)**

- **Placement in MATH 112 or higher = CH 221 in fall**

- **Chemistry will offer both lectures <u>and labs</u> in a trailer sequence winter, spring, fall**

NOTES and REMINDERS...

Check for Fall pre-enrollment (VIEW SCHEDULE)
1. FIGS/iFIGS?
2. ARCS?
3. WR 121/195

PLACEMENT TESTING ONLINE (scores in IntroDUCKtion Advising Summary)

CHANGING MAJOR? <u>Please advise as best you can for a fall schedule; advisors can provide additional assistance in Knight Library</u>

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DuckWeb Information System

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Personal Information | **Faculty Menu** | **Employee Information**

📄 Student Advising Menu

EAB SSC Advising Platform (For initial user groups only: LCB, CIS, Psychology, Education, HPHY, OAA, PathWay Oregon, Clark Honors College)

- **Academic Calendars**
- **Group Satisfying and Multi-Cultural Courses Chart**
- **Requirements for Undergrad Degree Charts**
- **Registration Priority Schedule**
- **Tuition and Fees Estimator**

View Transfer Evaluation Report

View Advising Transcript (3 sorts)

View Student Address Information

View Student's General Information

View Degree Application Status

View Student Test Scores

Change Student's Credit Max
New! Change Undergrad Student's Credit Limits

Degree Guide - New

View Current Degree Guide as PDF
Click on the "Back" arrow to return to DuckWeb.

View Student Concise Schedule

View Student Matrix Schedule

View Student Text Schedule
Shows waitlist position if student is on a waitlist.

IntroDUCKtion Advising Summary
New! Now includes student's Photo ID.

Schedule Builder
(For review only)

RELEASE: 8.8

SCHEDULE BUILDER
Tell Students About It

📁 **Registration Menu**

Info: All add and drop dates and deadlines (and tuition refund percentages) are listed in the online class schedule. Click on the five-digit course

- Fall 2016 registration will be closed to continuing students from July 6 at 8am. through Monday, August 8 at 8:30am for IntroDUCKtion..
- Summer 2016 registration is now in progress.
- Use Schedule Builder in DuckWeb to create your summer and fall class schedule. Click here for more information on Schedule Builder.
- Click here to learn more about Wait-Listing courses in DuckWeb.
- Click here for important Academic Dates and Deadlines (registration priority, academic deadlines, final exams, etc.)
- Canvas is updated twice daily (mid-morning and early-evening). When you add a class in DuckWeb, it will not immediately show up in Canvas.

Undergraduate students should enroll in at least 15 credits per term in order to graduate on time.

Select Term

Check Registration Eligibility

Schedule Builder ⬅

Schedule Builder Registration Cart

Add/Drop Classes

📁

Exchange Sections

Change Variable Credit/Grading Option

Search for Open Classes

View Your Class Schedule

Completely Withdraw from the Term(s)
You may not withdraw from a previous term - see The Office of Acade

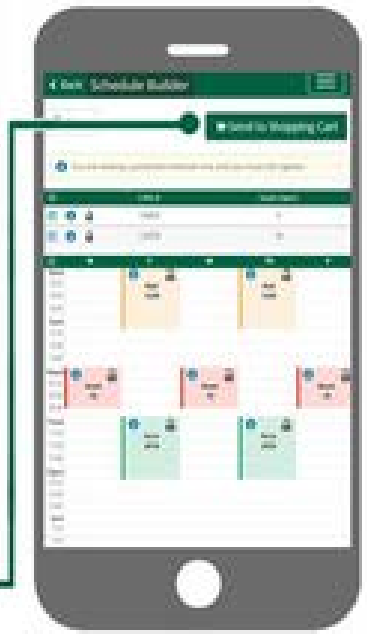# Schedule Builder shows all possible schedules with no time conflicts!

3 ADD COURSES To Take Next Term

4 ADD BREAKS To Block Off Times For No Class

5 GENERATE All Possible Schedules

6 VIEW To See Each Schedule

7 SEND TO SHOPPING CART From the "View" Screen, Click the "Shopping Cart" Button to Begin Registration!

RESORCES

- **Faculty Advising Manual**
- **Program Information Handouts**
- **All Campus Advising Association (ACAA)**
  - **acaa.uoregon.edu**
- **advising.uoregon.edu – Faculty Advising Resources**

College Block on Friday! 10-NOON EMU BALLROOM

Have a great fall term!

Questions?
Call or email anytime

Lori Manson

x61069

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