**IntroDUCKtion 2018 Advising Day Prep**

**IMPORTANT NOTES!**

1. **WRITING**
   1. SAT ER and EW scores of 10-25 should be encouraged to take WR 121 and WR 195 in Fall
   2. DISCUSS ALTERNATE OPTIONS IN CASE SECTIONS ARE FULL. WR 195 will be offered in winter and spring.
2. **ROMANCE LANGUAGES**
   1. NO SPAN 111 in Fall term; FR 111 is offered in Fall
3. **CHEMISTRY**
   1. MATH 111 placement = CH 111
   2. MATH 112 placement = CH 221/227 lab
   3. 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 early July)
* 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? 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 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