

WEEK OF WELCOME FALL 2018 ADVISING NOTES

IMPORTANT REMINDERS!

1. INTERNATIONAL STUDENTS

- a. First year students who place into 5 or more AEIS courses are auto enrolled in iFIG.
- b. Students with questions about iFIG can speak with staff in Registration Assistance (Knight Library) on 9/17 or contact First Year Programs.

2. MATH

- a. A new online placement exam was released (ALEKS) which includes learning modules prior to re-testing.
- b. Math pre-requisites are now strictly enforced.
- c. Transfer students with credit for MATH 243 or MATH XXT credit should take the Math Placement.

STUDENTS WILL BRING TO ADVISING:

- ✓ Student Orientation Workbook – Students work on building their schedule options in advising workshops
- ✓ AP/IB Scores (view these in Transfer Evaluation Report in DuckWeb Student Advising Menu)
- ✓ Placement Scores
 - Students can view placement scores in DuckWeb; advisors can access scores in the IntroDUCKtion Advising Summary in DuckWeb Student Advising Menu)

REGISTRATION WORKSHEET TO PROVIDE STUDENT WITH FALL SCHEDULE RECOMMENDATIONS:

- A supply of blank worksheets was sent to each department.
- At the end of each appointment, give student **WHITE copy** and retain **YELLOW copy** for your records.
- **REMOVE PIN (IntroDUCKtion Advising Summary in Student Advising Menu) before releasing student to Registration Assistance.**

ADVISING FOR FALL COURSES:

- Be sure you have DuckWeb access to the Student Advising Menu.
- Discuss FIG or other pre-registration first (View Schedule in DuckWeb).
- Discuss any transfer work to avoid duplication of credits (View Transfer Evaluation Report in DuckWeb).
- Note if you are working with a CHC student (see Faculty Advising Manual page A-21 for CHC curriculum).
- 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.
- **IF STUDENT WISHES TO CHANGE MAJOR please advise them as best you can (please don't send them to the library with a blank advising sheet!).**
 - Please give the student broad guidance around General Education curriculum to help them think about a fall schedule regardless of major. Take a brief look at the intended major in the

UO Catalog (all majors have degree plans!) to draft suggestions. Inform them that advisors are available in Registration Assistance to answer additional questions they may have.

- We appreciate you welcoming all students and assisting with advising during this very busy time!

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 on 9/17 (ISO) and 9/19.
- REGISTRATION IS CLOSED TO ALL CONTINUING STUDENTS 9/17-9/19. IT RE-OPENS on 9/20.

DID YOU KNOW?

- 1. ADVISORS CAN INCREASE STUDENT CREDIT MAXIMUM (up to 24 credits) IN DUCKWEB**
 - a. In Student Advising Menu under “Change Student’s Credit Max”
 - b. Students on Academic Probation are limited to 15 credits. Students on probation seeking exceptions must come to the Office of Academic Advising.
- 2. ADVISORS CAN UPDATE DEGREE GUIDES and CREATE “WHAT IF” GUIDES in DUCKWEB**
- 3. ABOUT THE ACAA (All-Campus Advising Association)**
 - a. Join the association to network with advisors across campus. Go to aca.uoregon.edu for info!
- 4. MANY RESOURCE OFFICES HAVE MOVED!**
 - a. PathwayOregon, Student Support Services (SSS/TRiO), and Health Professions are in 101 Oregon Hall
 - b. The newly named Tutoring and Academic Engagement Center (tutoring services that were formerly housed in TLC) is on the 4th floor of Knight Library.
 - c. CMAE and OAA are in 101 Oregon Hall.
 - d. AEC is in 360 Oregon Hall.
- 5. YOU CAN ALWAYS EMAIL LORI MANSON (loric@uoregon.edu), Associate Director, Office of Academic Advising with your advising questions!**

ENCOURAGE STUDENTS TO ATTEND COLLEGE BLOCK AND CONVOCATION

FRIDAY, SEPT 21, 9-12PM IN MATT KNIGHT ARENA

College Block is designed for students to learn more about their academic options at the UO. They will learn how colleges, schools, departments, programs, resource and support offices can help them explore their interests and reach their goals!