

Web Registration for Summer and Fall '11

What Advisors Need to Know

Note: In general, these instructions are geared for working with undergraduate advisees. Adapt as necessary when working with graduate advisees.

Remember: Undergraduate students who need to register for 500-level graduate courses as part of their undergraduate program should select “Graduate” in the course search function of Campus Web to find or register for those courses.

Web Registration Schedule

Currently enrolled, matriculated students who have no holds on their accounts will have access to the Web registration program beginning at 6:00 a.m. on the date below:

- **Graduate students** – Monday, April 11
- **Seniors** (90+ credits earned) – Monday, April 11
- **Juniors** (60 – 89.5 credits earned) – Tuesday, April 12
- **Sophomores** (30 – 59.5 credits earned) – Wednesday, April 13
- **Freshmen** (0 – 29.5 credits earned) – Thursday, April 14

Once students complete their initial registration, they can continue to use it to add or drop courses until May 31 (for undergraduates) or June 24 (for graduates). The system will be turned back on again for adds and drops for all continuing students on July 11; it can continue to be used until Monday, September 12.

Matriculated students returning from a leave may register according to their year classification, but they cannot register on-line. They can register in person at the Registrar’s Office or you can submit a signed registration form. The student must also have a “Permit to Register” form from the Dean of Student’s Office.

Non-matriculated graduate students must see Mary Ann Coughlin before registering. They can register in person at the Registrar’s Office beginning Monday, April 25. Non-matriculated undergraduate students must first see Aaron Ferguson for advising. They can register for summer courses beginning Monday, April 25 and fall courses beginning Monday, August 22.

The Registration Planning Form (Must/Should/Could-Take Sheet)

Personalized Registration Planning Forms are now available on students’ Campus Web accounts (“My Planning Form” tab). Urge students to bring that form with them when they meet with you. If they are familiar with their program requirements, they should fill out as much of the form as possible before that meeting. Use this form. It has been specially designed to:

- Prioritize which courses are most important to take in the upcoming term.
- Give students the information they need to select multiple options in case their first- or even second-choice courses are closed.
- Guide students throughout the summer as they add or drop courses.

If an advisee does not bring the planning form in:

- He can log on to Campus Web from your computer to print the form.
- If that’s not possible, use a generic planning form available in your department, from the Registrar’s web page (under downloadable forms), or my e-mail.

Course Selection Meetings with Your Advisees

Course selection meetings should focus on helping your advisee assess his progress toward graduation, rather than helping him build the ideal schedule.

1. Begin by doing a quick assessment of how your advisee is doing this term. Access her midterm grades from the “Course History” option from your Advising tab. Are there any academic or personal issues that require intervention now or that may impact decisions for next term? Is the major still appropriate for her goals?
2. Make sure your advisee understands what his degree requirements include.
 - a. Do a quick review of his Program Checksheet. Ideally, he should bring you a checksheet showing courses that have been completed and are in progress.
 - b. Make sure she understands how to read/use the Checksheet and how to identify what requirements (major core, concentration, General Education, etc.) are still needed to graduate.
 - c. Use the General Education Program handout (or printout from the Web catalog) to go over GenEd requirements. Make sure he understands which categories have requirements specified for his major, and which can be selected from the menu.
 - d. Discuss any additional or special requirements, e.g., minimum GPA for your major, fieldwork, thesis, etc.
 - e. **Remind your advisee of the total number of credits needed to graduate.** Identify the approximate number of elective credits she will need to complete based on her major.
3. Prioritize which requirements and/or electives:
 - a. **MUST** be taken this upcoming term for your advisee to stay on track to graduate.
 - Be very selective when completing this section. Your advisee should only list a course in this section if it’s truly critical. If he gets closed out of one of these sections, it should represent a problem that you’re able to help with.
 - b. **SHOULD** be taken this upcoming term for your advisee to stay on track to graduate.
 - These are high priority, but not critical. You do not need to know about these if she does not get in.
 - Make sure to consider sequencing guidelines and prerequisites needed.
 - c. **COULD** be taken this upcoming term.
 - Be expansive in this section. Identify as many options as possible, so that he knows what courses can be chosen if his first and second choices are closed.
 - If your advisee has room for elective credits, be sure to include options—many students need guidance in identifying how to choose appropriate electives (and how many are needed).
4. When filling out the planning form with the student:
 - a. Considering (as applicable) requirements for her major, concentration, General Education, electives, and minor requirements.
 - b. Make sure options are clearly identified. For example, “One of the following:” or “MATH 215 or PSYC 211.”
 - c. List courses by code – for example, writing BIOL 131 & 133 (not Anatomy & Physiology) helps to prevent students from signing up for the wrong version of A&P.
 - d. You can identify whole categories, but it’s helpful to add some guidelines – for example, “Natural Science GenEd – not Bioscience or Gen’l Chem.”

5. Remind your advisee to click on each course code on the Campus Web to read the full course description page for each section before selecting it—courses and/or sections may be restricted by major or prerequisite.
6. Discuss how many credits the student wishes to/should register for, and note that somewhere on the Planning Form. (We're finding more students who don't register for a full credit load, or can't advance to the next class year due to low credit totals.)
7. Sign the completed Registration Planning Form. Keep a copy of it for the student's advising file. This is your only record that you advised a student appropriately regarding course selection and graduation requirements.
8. Special considerations:
 - a. Students with double majors need to meet with both advisors before registering.
 - Students with an EDUC Advisor2 should meet with their content major first, then their EDUC advisor.
 - Students with an OCTH Advisor2 should meet with their OCTH advisor first, then their content major advisor.
 - Students with minors are encouraged to meet with their minor advisor, but it is not required.
 - b. If one of your advisees is studying abroad or away on an internship, conduct the course selection meeting via e-mail or phone. Complete notes electronically (include must/should/could take sections) and e-mail your notes to the student, so that you both have a record of the options you discussed. Be sure to release his advising hold. The student should be able to access the Web registration system (accounting for any time difference) and complete his own registration. If any problems, you or your advisee can contact your school's Coordinator of Registration and Records (see below).

Reminders for On-Line Registration

- Students registering for a lecture and laboratory must select the lab first, or they won't be allowed to add the lecture.
- Some courses have been purposely set to a cap of zero. Students must register for those courses in person, by bringing a signed gold closed course form to the Registrar's Office.
 - You can recognize if a cap is set to 0 by clicking on the course code and looking at the "Students Allowed" field.
 - If a course is variable credit, you must specify on the gold form how many credits the course is being taken for.

Your Advisee List

Your list of advisees on your "Advising" tab is updated every evening, and should include students who were just recently assigned to you. It may also include some students who are on a leave of absence or are withdrawn. If you click on their schedule, it will be blank.

If you have any questions about anyone who is on, or not on, your list, please check with your chairperson or the Coordinator of Registration and Records for your school. The Coordinators are:

- Danielle Griffin – School of Arts, Sciences, and Professional Studies and School of Social Work; dgriffin@spfldcol.edu, x3149.
- Diana Fradette – School of Health, Physical Education, and Recreation and School of Health Sciences and Rehabilitation Studies; dfradett@spfldcol.edu, x3402.
- Laura Feeley – Undeclared and General Studies majors; lfeeley@spfldcol.edu, x3401.

Releasing the Advising Hold

To clear a student to register, Advisor1 or Advisor2 must release the Advising/Registration hold on-line following your course selection meeting hold. To release the hold:

1. Log onto Campus Web and click on your “Advising” tab.
2. Select “Advisee Detail” from the drop-down list.
3. UNcheck the “Campus Web Registration Hold” box and click “Update.”

Failure to release an advising hold will prevent a student from accessing the Web registration program. Do not clear a student to register that you have not met with.

- If you fill in for another advisor and you wish to clear that student to register, ask Advisor1 to release the hold, or ask your department chair to e-mail the Registration and Records Coordinator that the student has been cleared.
- If a student plans to switch majors, she can meet with an advisor in the intended department, but the student must also meet with her advisor of record to be cleared to register (or an advisor in the Academic Advising Center).

There’s More to Advising than Course Selection Meetings

Of course, there’s more to discuss with your advisees than just course selections. You should discuss, or set up a time to discuss:

- Special opportunities or requirements for your major that the student should consider or be preparing for, e.g., internships, studying abroad, etc.
- MTEL preparation/requirements (if applicable).
- Progress on graduate degree requirements, e.g., thesis, portfolio, etc. (if applicable).
- Co-curricular opportunities to help the student connect with SC, and to supplement his classroom experience.
- General academic performance – Would tutoring or academic coaching (available from the Academic Success Center) be of benefit? Are students participating fully in class and taking advantage of help available from faculty?
- Career preparation and plans for after graduation. Would shadowing or information interviews be appropriate? Any plans for graduate school? Is she taking full advantage of Career Center services (e.g., résumé writing, job search help), etc.?

As always, if personal issues come up or are getting in the way of academic achievement, be sure to encourage students to take full advantage of available support services, including the Counseling Center, Health Services, Campus Ministry and Spiritual Life Center, Multicultural Affairs Center, etc.

Record-keeping

Finally, take notes of your meeting. They can be hand-written, saved to a Word document, or you can use the “meetings” function on the drop-down list for each advisee. Comment on topics of discussion and note items for follow-up. And again, be sure to keep a copy of your advisee’s signed Registration Planning Form.

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