Spring 2022 Advising Workshops for Fall 2022 Enrollment

3-25 and 3-31

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Our role as advisors (March 28-April 8)
Key advising dates

Summer Sign-up
March 29 and March 30
Three Summer Sessions

Fall Enrollment: Shopping Cart March 25
April 11-15—enrollment starts (15 credits)
Can change during Summer
Advising Hold removed by Faculty/Program Advisors during advising period. They should meet/consult with you. If they miss their time they will enroll on April 15.

For further information, they can meet with their Association Dean

Students can sign up for 15 credits max until August (up to 17)

- Credit Overload Forms are on College website (WON’T BE ACCEPTED UNTIL AUGUST)
- Major Declarations/Deferrals are due by the last day of class
- See Association Dean
- See DUP
Advising Meeting

- **Contact advisees**
  - Let them know **how** to make an appointment or contact you
  - Let them know **what** to bring to the appointment

- **DURING THE APPOINTMENT: Meeting and Class selection**
  - Discuss Classes and Majors
  - Remove HOLD
  - Academic Requirements (AR) Report
  - SIS Class Search/SIS HELP

- First Year Students preparing for Second Year
- Second Year Students declaring majors
Removing the Advising Hold

Go the SIS MENU

Click on Faculty Center

• Click on Advisor Center
• Can Release Student HOLD and also see their Student Details
HELPING STUDENTS: Exploring the Major with the “WHAT IF” tool

- Creates an Academic Report with Major Requirements
- Need to double check as it includes classes in shopping cart
- Open all the requirements and/or clear the shopping cart
- Advise Consulting with DIRECTOR OF UNDERGRAD PROGRAMS for specific questions
TIPS for Selecting Classes

• **Balance** (small classes vs. large classes)

• **Flexibility** (take different types of classes)---try to aim for 2 classes maximum per semester in one department.

• Class level (1000, 2000, 3000, and 4000 levels)

• Requirements (college and major requirements)
Questions?

Association Deans

Walk In Dean of the Day 2:30-4pm M-F