ADVISING & REGISTRATION

Please make sure you are in your office during the following times in case students need one-on-one advising assistance:
- Blue Group: 2 – 3 p.m.
- Gold Group: 1 – 2 p.m.

Checklist

☐ Student questions?
  • Address concerns
  • Inquire about certainty of major or other areas of concern

☐ Be aware of constraints on time:
  Athletics
  Music participation
  ROTC

☐ Transfer work?

☐ Credit by exam (AP/IB)

☐ Course selection:
  • Required courses
  • One special frosh experience - use flow chart (GEN course, FYE/FYS, Bundle, BB, LLC, etc.)
  • A LONG list of alternate courses (not different sections of the same course)

☐ Referrals

  Today
  • Student Support Services (SSS)
  • Services for Students with Disabilities

  Fall Semester
  • Academic Skills Center
  • Counseling
  • Tutoring (Writing Ctr., Math Lab, etc.)

☐ Give to Student

  • Walk through Advising & Registration ½ sheet with students (Pod #, where to go, time)
  • PAC (can give during morning session or in Registration Center)
  • Major & Advisor Assignment form (bright yellow)
    o Change major if needed
    o Assign Academic Advisor & provide all contact information to student
  • Orientation Permission Form (orange) if approval needed for particular courses
  • Tell students they need to leave begin walking to McIntyre Library at 12:50 or 1:50, depending on what color group they are assigned to.

After Students Register

☐ Advising notes in MyBlugold CampS
  o Courses recommended
  o Majors considering (if applicable)
  o Non-compliance with your advice/course recommendations if this occurs
  o Note any follow-up

☐ Review each student’s registration. If you find a problem, it is far easier to help them fix it while they’re still on campus than after they have returned home. Make sure all your students are registered before you leave for the day.

☐ Contact student regarding concerns and note communication in electronic advising notes.