

To: Faculty Advisors
From: Margo W. Druschel, Director, Academic Support Center/ASC
Date: April 7, 2014
Subject: Advising for Registration – Refreshers

Registration for Fall Semester: April 22- May 2

Students must have electronic approval from their advisor following an advising conversation in order to register.

- **Registration priority** is set by number of completed credits, the more the better.
- **Appointment times to register have been sent to all students:** Located in Student WebAdvisor under Registration; My Registration Time.
- **Each student is assigned a specific time to register.** They have from that time until 4 pm the next day. *If they miss their time altogether, they should go to the Registrar's counter to register.*
- **Registration will open up again at 5 pm on May 2:** It remains open through the end of spring semester, so students can go in and adjust. It is closed for First-Year Registration in June, reopens in mid-July and remains open until the end of the first week of fall classes.

For Faculty Who Have Never Advised Before:

College policy states that only full-time tenure track faculty should advise – after one year. There are some exceptions according to departmental needs. Consult with your department chairperson.

- Please contact me, or Jane Lalim in the ASC, if you have not attended New Faculty Advising Preparation sessions. Feel free to call the ASC at 7027 or the Registrar's Office at 7495 as you have questions. We'd also be happy to meet with you individually. Your faculty peers are a great source for mentoring.
- If you would like a hard copy of the Academic Bulletin/Catalog stop by the ASC in Johnson 204 or email us and we'll send a copy in campus mail.
- The *Advising and Registration Manual* is the document that each first-year student receives to help them prepare for registration. It is a useful resource for faculty as well. Access it online at <https://gustavus.edu/advising/>
- The *Faculty Advisor Handbook* is currently outdated and scheduled for a complete overhaul. Departmental webpages are the BEST and most up-to-date resource.
- Familiarize yourself with the Degree Audit, which is the centerpiece for advising conversations, and the Search for Classes screens in WebAdvisor. See Guide to the Degree Audit on WebAdvisor in the Student Menu.
- **Students who are second semester juniors by credit must have declared a major in order to register for the next semester.**

For ALL Faculty:

- **First-year students** should be prepared not to get all their first choices; some courses open again a few weeks after registration as adjustments are made; some faculty members keep waiting lists. Registration screens are open again to all students at 5 pm on May 2.

- **Undeclared first-year and sophomore students:**
 - keep possible majors going and fulfill general education and elective courses; use the Degree Audit from WebAdvisor.
 - refer to Career Development, Center for Servant Leadership and the Academic Support Center in their deliberation. 4-Year Planning Workshops are offered in the ASC as part of the process.
 - classes don't begin until September 2, so they have time to adjust their registrations between now and then if they choose a major by fall.
 - the **fourth semester** is the traditional time to declare a major so that a student is likely to finish in four years.
 - **Students who are ready to declare their major** should download the form in WebAdvisor, arrange for a major advisor, have that person sign, and return the form to the Registrar's Office **in time** for staff to enter the change in the system so the new major advisor is the one to electronically approve that student.
 - Students aren't always sure who to ask to be their major advisor. **They should either ask one of their professors or ask the department chair or administrative assistant for suggestions.** Students are free to talk with anyone/everyone in addition to their advisor.
 - Students can change advisors within a department, but should consult with both professors before making a change.

Advising Conversations Before Giving Electronic Approval are sometimes brief and focused on classes for the next term, but are sometimes much more. A student may be ready to take on a minor, an internship, begin graduate school conversations, or consider study abroad.

A student may be having academic difficulty and need to discuss the following:

- **Mid-Term Grades** are due April 2; find them in WebAdvisor; under Advisee Grade Report for all of your advisees.
- **Course Withdraw Deadline** is April 25—It may be a wise strategy for them. Can they improve in time? Help weigh possibilities and refer them to the professor of the course in question.
- Check advisees who are on **academic probation**. You were emailed a copy of their letter. Remind them that they must meet the cumulative GPA (1.75 for 2nd semester students, 1.9 for third semester, and 2.0 for fourth semester and on) and earn at least 3 credits. Refer them as appropriate to the ASC, Counseling, or Dean of Students.
- **If students tell you they are thinking of transferring**, help them check their assumptions (we can't afford it) by referring to Kirk Carlson in the Financial Aid Office, ext 7527 or to another office according to their assumption. If you're not sure where to refer them, send them to Jane or me in the ASC.

Indispensible Advising Tools: WebAdvisor and the Gustavus website containing department information, the online catalog, pre-professional interest links and more are the BEST sources of information. Many guides that were formerly in paper are no longer produced and current information is online.

- **Go to WebAdvisor under Faculty Information**, where you can see the list of your advisees; use the Advisee Alias List to email all of them to come and see you; check their mid-term grades.
- **When you email your advisees**, remind them to bring a copy of their Degree Audit to the advising appointment. Many will bring their laptop or iPad to access.

Additional Information:

Students who apply for admission to Athletic Training, Health Fitness, Education, or Nursing will hear about their acceptance, and will be assigned an advisor. This doesn't always happen in time for registration. If they are still on your advisee list, you might call them in for a quick check since they should have gone over an advising plan with faculty in their intended program. You will still need to release them in WebAdvisor to register.

Courses that must be registered for at the Registrar's counter

- If **permission** is needed, the student must bring the instructor's signature OR a print-out of an email from the instructor to the Registrar's counter.
- If a course is being **repeated**.
- If students **miss their assigned registration time**, register at the Registrar's counter.

Two Majors/Two Advisors – either advisor can approve the student to register.

Students Whose Advisors Are On Sabbatical or Have Left Gustavus:

- If **undeclared and ready to declare** (see students who are ready to declare a major above).
- If **undeclared, and not ready to declare**, they can make an appointment with Jane or me in the ASC. Have them call 507 933-7027, or stop by Johnson 204.
- If **declared**, meet with the department Chair for approval. Email approval, full name of student and ID to Kim Dirks, kdirks@gustavus.edu in the Registrar's Office.

Calculus Placement Test

ONLY for those majors that need Calculus. It is not proof of proficiency nor does it fulfill MATHL or 3 Crowns requirement.

<https://gustavus.edu/mcs/CalcPlacementExam.php>

Non-English Language Requirement:

Our colleagues in Modern Languages Literature and Culture have explained it beautifully here: <https://gustavus.edu/mlc/languagecoursereq.php>

Read and understand so you can talk with advisees and share the link with them.

Questions? call the Academic Support Center (7027) or the Registrar's Office (7495).