TIPS TO MANAGE THE REGISTRATION WAVES

- **Email:** Send an email to your advisees encouraging them to go ahead and schedule appointments to register early!
- **E-Advising:** Have your students email you their list of planned courses; then you can review their DegreeWorks audit and respond with suggestions.
- **Sign-Up Sheet:** Have students sign up for certain days/time slots to meet with you
- **Resources:** Know where to find commonly used forms and resources (Substitution cards, Independent Study forms, Change of Major/Minor forms, Schedule Builder forms, Referral information for One Stop, Business Office, Success Center, etc.)
- **Make Announcements in Class**

FREQUENTLY ASKED QUESTIONS

- **Why do we do advising?**
  - Mentor students
  - Get students to complete degrees in 120 hours; retain students
  - Promote your classes
- **How do I know who my advisees are?**
  - All students have been assigned a faculty or academic advisor. Students can see who their assigned advisor is in DegreeWorks.
- **Where do I turn in Substitution Cards?**
  - The Registrar’s Office
- **What do I do if there is an error on DegreeWorks?**
  - Contact Karen Dukes in the Registrar’s Office
- **What happens when a student changes their major or minor?**
  - The student fills out a Change of Major form, retrieves appropriate signatures, submits to the Registrar’s Office.
  - The student will be updated to the newest degree plan and current catalog.
- **When will the Fall Course Schedule be published to the website?**
  - Hopefully soon.
- **What are the important dates for Summer and Fall?**
  - This information will be available via Course Schedule when Schedule Information is published.

SOAR/ORIENTATION DATES FOR SUMMER/FALL 2013

**Summer:** May 23, May 28

**Fall:** June 13-14; June 27-28; July 18-19

Transfers/Non-Traditional: Tuesday evenings from 4-7 on the following dates:

**CELA:** June 25, July 16, August 6; **COB & STEM:** July 2, July 23, August 13