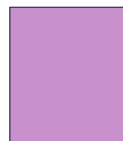


ADVISING "PROBLEMS" AND THINGS TO KEEP IN MIND

ORIENTATION ADVISING



Advising "Problems"

- Insufficient credits on registration form (i.e. no alternatives to account for conflicts and course closings)
- Assigning major courses only and sending students to SAAC advisers for GEP advising
- Permission required courses – no signatures or access to those signatures
- Permission required signatures for courses outside the major (for example, foreign language)
- Recommending classes that are currently closed
- Inappropriate math or science courses for GEP (Biol 130/160, Chem 105, Math 118)
- Incorrectly explaining requirements
- Failure to show up in the first place
- Changing advising locations with insufficient notice (several hours is helpful)
- Substitute advisers not familiar with the process
- Department offices closed or nobody available to field permission requests

Things to Keep in Mind

- Class availability list will be updated for each session and emailed to advisers prior to Advising and Registration. It shows number of seats available per course. Please provide alternates as the seat availability gets low (less than 5 seats). Please DO NOT schedule courses that do not appear on the list or are closed.
- English placement test results will also be emailed daily. The list will identify those students who placed into English 150. All other students are to enroll in English 101. A student who placed into 101 cannot enroll in 150. However, a student who placed into 150 can opt to take the 101/202 sequence. If a student feels they should be in 150, direct them to contact Rebecca Stephens, Director of Freshmen English, 715-346-4758 or CCC 439.
- Math and Foreign Language placement test packets will be emailed in late May. Students who have not taken the Math or Foreign Language placement exams or for whom the math placement is in error cannot enroll in Math or Foreign Language until their placements have been determined. Students can take the placement exams during the first week of the fall semester (exam dates listed in the GEP booklet).
- First Year Seminar classes are PR'd so that non-eligible continuing students cannot register, however, if an adviser lists an FYS on the registration form, the student will be put into the class without permission needed. Seats will be managed throughout orientation assuring some open seats in FYS at the last orientation. Please assure students if they aren't able to take an FYS, they can complete an extra 3 credits in the Investigation category of the GEP. There will be limited FYS seats in the spring semester.