

# Checklist for Advising New Freshmen

## Fall 2015

Four orientations were held during May, June, and July. At these orientations about 285 freshmen were tested and registered for their fall classes. Currently we have about 475 freshmen on our list, so we will have close to 20 hundred students who have not registered. We do however want all students to have a one-on-one meeting with their advisor. Those who already have a schedule can make adjustments as needed, and those who did not already schedule will have to be scheduled. We do put them into their classes first semester, then we will be showing them how to use WebAdvisor to develop their own schedules as part of our FYE curriculum. Use this meeting to establish a good rapport with each advisee.

### Suggested Steps for Advising Session

1. Introduce yourself and ask student to introduce him or herself.
2. Ask the student to fill out the Contact Information form while you check their information:
  - Check the student's placement test scores. There should be a hard copy in the file, but you can also get the scores in WebAdvisor under "View Test Summary"
  - This year we used Accuplacer for writing (no reading test) and ALEKS for math.
  - Cut-off scores on separate hand-out.
    - a) **If the student already has a schedule:**
      - **Check it against the test scores to make sure they are in the correct English and Math classes.**
      - **Ask the student what they want to major in and make sure all selected classes are compatible with that major – especially math (see Math Requirements by Major)**
      - **Ask the student if they are comfortable with the schedule and make any changes that are needed.**
    - b) **If the student does not have a schedule;**
      - **Ask what the student wants to major in and develop a schedule based on that major.**
        - **Put them in your FYE section if they are not already in it.**
        - **Put them in the English they place into.**
        - **Put them in a math class if there is one available that fits their placement.**
        - **Put them in Core classes such as African American Experience, Social Sciences, Dimensions of Wellness, Humanities, language.**
        - **If the student is ready to go into the first class in the major (BIO 103 or CHE 103 for example) put them in that (check prerequisites).**

- c) Try to get a full schedule of 15 credits for every student. If classes are not available, try to get at least 12 credits and contact Susan Chikwem to let her know what classes are needed. We want to avoid having freshmen trying to get signed into classes, but since numbers are much higher than expected, departments are still working on trying to set up new sections.
- d) Print out the schedule, one for the student and one for yourself. Let them know that they can view their schedule on WebAdvisor. Tell them that they should check their schedule on WebAdvisor on Wednesday the 26<sup>th</sup> before they go to their first class to be sure that nothing has changed, such as classrooms, times or sections.
- e) Let them know that you will be their instructor for FYE and that we will be discussing the core curriculum and major curricula and helping them to make a four year plan for degree completion. Also let them know that they can come to you any time they need help, that you will be their point person to direct them to any services they may need.

**Changes from last year:**

- We no longer have developmental reading courses or ENG 098. ENG 099 is now Integrated Writing and Reading.
- We will not be scheduling any labs for reading, writing or math.
- The math department is doing accelerated MAT 098 and 099, seven weeks each, for those who need higher math, so they can get both levels of developmental math out of the way in one semester. If you see two maths on a schedule MAT 098 02A & 099 02B (or 3A&B, 5A&B, 6A&B) this is the accelerated math. Mat 098 01, 02, 04 etc are regular sections.
- We are short of math sections. We will try to make them available first for those going into math intensive majors.