

Advising Tips & Reminders

*A helpful guide for working with first year students:
academic planning and course registration tips.*

Academic Advising University of Minnesota, Morris

Key points to consider:

College Writing (CW)

- ❖ Encourage students to take College Writing in their first year.
- ❖ Exemption from CW: ACT English score 27+ (ACT exemption not recognized for Pre-Med students.)
- ❖ Students with ACT English of 18 or lower are encouraged to take Engl 1001 & 1002 Fundamentals of Writing I and II *instead* of Engl 1011 College Writing. (note: both courses in sequence must be taken and not mixed with Engl 1011.)
- ❖ If AP or transfer credit is anticipated but scores not here, defer Engl 1011 until Spring semester.

Foreign language placement (FL)

- ❖ Encourage students to take foreign language as soon as possible: skills decline quickly.
- ❖ Interpreting test results: placement at the 2001 level EXEMPTS students from FL.
- ❖ If students choose to continue in FL, they should register for the 2001 course or as noted on test summary in the student file.
- ❖ Students should register for courses indicated by the placement exam.
- ❖ Consult with the foreign language faculty for placement into advanced level courses.

AP scores

- ❖ AP scores are reported to UMM in July upon the students' request.
- ❖ APAS reports will reflect AP credit awards when scores are received.
- ❖ For registration purposes, assume that credit will be awarded for AP exams taken; schedules can be adjusted if necessary. (especially in the case of College Writing)

Transfer credit

- ❖ APAS reports in files include transfer credit received to date. If the student indicates that courses are missing, students should take responsibility to request that an updated transcript be sent from their previous institution or contact the Transfer Specialist with questions.
- ❖ Transfer credit will be applied to General Education Requirements and major requirements if made possible by the academic disciplines.

Math placement

- ❖ Math faculty strongly recommend that students follow their math placement.
- ❖ Math is NOT a requirement for all students. (may take other M/SR courses instead)
- ❖ Undecided majors: may wait to take math until it is clear which course is best option.

Pre-Professional programs

- ❖ Guide in advisor handbook/ <http://www.morris.umn.edu/academic/advising/worksheets.htm#pre>
- ❖ Most pre-professional programs require Chem 1101-General Chemistry in the first term.

FYS

- ❖ All first year students must register for IS 1001
- ❖ FYS is a degree requirement: students should not drop this course.
- ❖ Encourage students to choose three to five different sections as possible course options.
- ❖ Convey positive elements of the course; all are interesting, good courses.
- ❖ The course is interdisciplinary; section choice does not have to be in the student's major.

Pre-advising survey

- ❖ Optional pre-advising survey was sent to all new students.
- ❖ Useful for advisors in getting to know advisees.

Reserved seats for new students

- ❖ Spaces have been set aside for new freshmen in FYS sections only. They will be distributed among the registration sessions. If other courses show as "full" on the student registration system, they are indeed, full. Please advise students to use the wait list option.

Registering for Music courses

- ❖ Music majors must register for Mus 0100-Concert Attendance each semester and begin Mus 1101-Music Theory sequence in the first term.
- ❖ Register new students for private music lessons (MUS 1200-1223) in the 095 section. (note: there is no sec 95 for voice, students register for MUS 1046, Class Voice instead)
- ❖ MUS 1310, Univ. Choir, does not require permission, MUS 1320, Concert Choir does- students audition for this during Orientation and add it to their schedule at that time.

Registering for General Chem & Intro Psy

- ❖ In web registration students must FIRST register for the lab/discussion and then the lecture portion of the course.

Combined course registration

- ❖ ARTS 1101, 1103, 1105 and ED 2101, 2111 registration can only be done by Registrar Office staff [a staff member will be in the computer labs when registration takes place].

Waiting lists

- ❖ Use of the wait list option within the student registration system. It is most beneficial as it tracks the exact date and time of the students' request and made as part of the registration process. *Waitlist requests are sent to Jeri as an e-mail so using this system instead of paper forms can also give her information about unusually high demand for a course as registration is actually happening. Typically, wait list requests are processed immediately after each registration session.*

FERPA

- ❖ Please do NOT ask Registration Assistants/OGLs to organize information in student's folders. This is no longer necessary and is a direct violation of FERPA guidelines. New students who request help from these students and show them anything from their folder are, in effect, giving these student permission to view their private records.

Registration cancel/add form

- ❖ Copies of these forms will be with the Registrar's Office staff if they are needed, also can be printed from Registrar's Office web 'Forms' page. The 'Schedule Form' in the packets are good for planning out what courses to register for.

Credit max per term

- ❖ UMM does not have an official policy on maximum number of credits students may register for. However, the system will limit them to 20 credits. Also, occasionally an at-risk student may have this set at a LOWER limit and we need to honor this.

Printed schedule of classes

- ❖ Students will learn how to print a summary of their classes during the Power Point presentation. It is a printable function within web registration that lists classes in a weekly grid according to times and days of each class. Please note that courses without specific times or listed as ARRanged in the Class Schedule (e.g. arrange private lesson) are listed at the bottom of the grid. In other words, all courses should be there. If students are registered for a second-half-semester class a different weekly view will show them these classes.