I. Group Advising Session (8:00 - 9:00 AM in the same room as Friday meeting)

What to review in advance:

- Each student's advising information, academic interests, placement results, and schedule in e-Services
- Graduation requirements: https://www.depauw.edu/academics/catalog/graduation-requirements/
- Winter Term and May Term options in the Schedule of Classes and on the Hubbard Center's Horizons website
- Note: all students will have attended an Orientation session on Sat. on Graduation Requirements

Things to bring to the Group Advising Session:

- Sign-up sheet for individual advising appointments (intervals of 20 minutes are typical)
  - Students who only have three classes (or less) should be given priority and scheduled first
  - Fall athletes with afternoon practices and students auditioning for music ensembles should schedule an early time
- If you are not in a room with a computer, you will likely want to bring your laptop
- You might bring the Advising Syllabus (available through the Advising link on the FYS Lib Guide)

What to cover in the Group Advising Session:

- Using the sign up sheet, your students should choose a time to meet you individually later in the day
- You might explain your approach to academic advising (tips are given on the Advising Syllabus, on which see above)
- Show students the Schedule of Classes either by displaying it on your laptop or by playing Dave Berque’s screencast
- Explain how course adjustments work since some students may need to add a course or make an adjustment on Mon.
  - Show students the Schedule of Classes (you may wish to display it using your laptop or play the screencast)
  - Explain that to make a course adjustment, they should browse the Schedule of Classes for courses with openings
  - Advise that they should take a variety of classes and to keep in mind the graduation requirements
  - Language classes are often good options since beginning language classes are normally offered only in the fall
  - Students can change the first-year seminar only in rare and exceptional cases (they should contact Mike Seaman)
- Students who wish to discuss a schedule change can do so in their meeting with you in your office later in the day
- Explain the consequences of dropping and adding classes:
  - Dropping and adding classes during the adjustment period will not appear on the transcript
  - The last day of the adjustment period is Wed., 8/29
  - Withdrawing from a course during weeks 2-7 of a term results in a grade of W on the transcript
  - Last day to withdraw from a course with a W is Fri., 10/26; note that first-year students cannot take classes P/F
- Advise students of options for Winter Term (part of semester I) and May Term (part of semester II) courses
  - Students can enroll in on-campus Winter Term courses beginning Monday
  - Many off-campus Winter Term courses are full or nearly full; students apply through the Horizons website
  - Enrollment for off-campus May Term courses begins Monday and ends on Dec. 31; see the Horizons website
  - More information about Winter Term and May Term off-campus courses is available at the Hubbard Center
- Students wanting to participate in Short Term Internships during Winter Term need to apply by Dec. 1. (cf. Hubbard)
- Students can take up to 4.5 credits per semester without additional tuition charges
  - Some courses are exempt from overload fees (see the handbook for details: https://goo.gl/bLSPHP)
II. Individual Advising Appointments (9:00 AM - 4:00 PM in your office)

Suggested web pages to have open:
- Student's advising transcript on e-services (review placement results, academic interests)
- SSC Campus to add notes of your advising session
- Schedule of Classes for students who need to make adjustments to their schedule
- You might also have a printout of the RAC codes (or them available on your computer)

What to cover in the Individual Advising Meetings:
- The most important aspect of the meeting is simply to get to know them, their interests and plans for the first year
- You might discuss their plans for the next four years and the future (see their academic interests on e-services)
- If a student needs to add a fourth class, review the transcript and SOC and discuss the options
- Give each student their Registration Access Code (RAC), available in e-services, which they need to make changes
- Encourage students to consider enrolling in a Winter Term or May Term class
  - They should visit the Hubbard Center to learn more about off-campus study opportunities
- Mention that they may see alerts about courses counting for more than one graduation requirement (e.g., IE or AH)
  - Let them know that you can make that change later, and that it’s nothing to worry about right now
- Ask that students keep you informed of changes to their schedules, preferably before the changes are made
- Note that School of Music students can adjust only non-music, CLA elective courses with the RAC code
- Mention that you will meet individually with them again during the two advising weeks (after Fall and Spring Breaks)