

Frequently Asked Questions

Q1. What general topics should I cover?

A1. You do not need a group session – Education advisors have been scheduled for a group session in Boyle 115 and Honors is scheduled in Boyle 113. I spend 50 minutes with parents and students on Day 1 going over the following items which used to be covered in a group session.

- Explain the **SNC course system** vs. a credit-hour system – Since Banner, we really are in a credit-hour system with all courses being equal to 4 credits or half courses being equal to 2 credits. A normal load is four courses, or 16 credit hours.
- **General Studies courses** – in your binder, I have given you a “First-Time Freshman Worksheets” which includes GS course descriptions. Each student has been given this. They were also given links to these in early June. Explain the areas and discuss specific courses as you deem necessary. Remember that I have spent time with the students discussing this material, so they should be somewhat familiar with it, but you can certainly expand on this in a group or in individual sessions. They should come to your session with course preferences (rankings) marked on the worksheet.
- **Undecided students** – these students can be encouraged to contact Career Services, go to the Career Services website and explore major areas, take a short survey at MyMajors.com. Try to register the student in a course that might become a major area for them – perhaps Economics (ECON 101 or 102), or Communication (COME 122 or 124). Select General Education classes that are of interest to them, that might result in a major or minor. I have included a Career Services handout to give your undecided students (feel free to give to students who are uncertain of the major they have picked, too).
- **Writing** – you may discuss writing intensive courses as well as writing across the curriculum. If your advisee is required to take IDIS100 – College Writing, let them know that this will be a great foundation course for them, that it will help them throughout their SNC career.
- **Placement test results** – inform your advisees of the results of the Math, Writing, and Modern Language placement tests. **Writing (blue sheet has results)** - Remember, if their writing sample indicates a need for IDIS100 College Writing, **the course is required. They should not be placed in a GS9 course first semester.** **Modern Language** has used an online placement exam for the 6th year. All students who studied Spanish, French, and German in HS were asked to take the test, regardless of their intent to continue with a language. The results are available to you in Knightline – click on the View link under test Scores on your advisee listing. **GS8 – Quantitative (orange sheet has results)** - administered a placement exam on Day 1. The results are in the advisement folder.
- **First Year Experience** – explain this non-credit enrichment program to your students. Your advisees have met in an FYE group on Day 1 and will continue those meetings during Week of Welcome and into the first several weeks of class. The CRNs in Knightline are 1717 (Tues at 3:00) or 1718 (Tues at 4:00). Football players should be registered in section A.

- **Knightline** access after leaving campus – your advisees have had access to Knightline since they deposited. We have disabled their PIN for Summer Orientation so that advisors can work with their advisees. They will receive an email from Tod Maki with a temporary PIN two days after they leave that allows them to change their login password. They will be able to see their schedule. They can also see their schedule in their Zimbra calendar starting the day after they register for classes. **They will not be able to change their schedule, but if they need to make a change, they should contact me via phone or email. I will make changes throughout the summer.**
- **Individual sessions** take 20-30 minutes. You have 5 hours to complete advisement, from 10:00 – 3:00. Lunch is scheduled between 12:00 and 1:30. You may schedule students during this time, but please allow them time to eat. Shelly or Mary will deliver a box lunch around 11:30 each advisement day.

Q2. What is all this stuff in the advisement folder?

A2. There are lots of letters, forms, etc. in the folder, all of which are important, but some are very important to you as a summer advisor.

- The **descriptive student questionnaire** (if returned by the student) is a four- page form that students fill out to inform us as to their strengths, interests, etc. **Be sure to read this**, as you will learn a lot about your advisees. They may indicate major, favorite types of courses, career interests, foreign language interest, AP courses, and other concerns.
- Admissions forms and letters – the application for admission, essay, references, and acceptance letters all have valuable information that helps you advise these students.
- Other forms – High School transcripts, ACT report, etc.
- Music – there may be a bright yellow sheet of paper alerting you to your advisee’s interest in music. Please encourage the student’s continued involvement in music while they are here at SNC.
- **Success** – some students have been admitted with the requirement of participating in the Success Program. If so, there are 2 purple sheets – one to be given to the student, one to remain in the advisement folder. Register your advisee for IDIS110A, CRN 1271.
- **Academic Survival Skills** – some students have been **recommended** to take IDIS 110 – Academic Survival Skills. Although not mandatory, this course could be very helpful, so you may wish to encourage their participation. There is a red sheet if the student is recommended for Karen Goode-Bartholomew’s class.

Q3. What do I do if my advisee wants to be an education major?

A3. Do not panic – Make sure that the student completes the Cohort form <http://www.snc.edu/education/forms/Cohort.pdf> and include it in the folder. The paradigm for all education majors is located at http://www.snc.edu/advisement/docs/2010-12/educ_paradigm_1012.pdf

It really is not difficult, but feel free to contact me at x-3234 or any of the Education faculty.

Q4. What is the checklist? (that bright green sheet)

A4. This checklist will help you make sure you have covered everything. It also allows you to document your session and leave notes for me and for the permanent advisor.

Q5. Are there any useful web sites?

A5. The registrar’s website (www.snc.edu/registrar) is very useful. The advisement website is also very useful, www.snc.edu/advisement

Q6. What do I do if the advisee is not on my Knightline Advisee list?

A6. Call Jeff Ritter at x-3234, cell 619-7691, or the Registrar’s office at x-3216, 3215

Q7. What do you do that has been successful?

A7. Please share with the group.

Notes

1. Why have this meeting?
2. **Read the student's file** – especially the descriptive student questionnaire – it provides so much good information about the student.
3. Read my info as well – Frequently Asked Questions
4. Books – the students have been given information on books by the bookstore. They can buy books after registration – they can order for in-store pickup, and they can easily order online. If their book is eligible for rental in the Fall, they will be given a refund in August.
5. **Drop off folders from sessions 1 - 3 in Todd Wehr Hall 112.** Session 2 and 3 folders can be picked up when you drop off the previous session folders. Please return folders after you complete advisement – I review the folders and will begin assigning permanent advisors for Fall.
6. Some students (parents) have requested an early advisement appointment because they have a commitment – please accommodate them. If you cannot do so, send them to me with their advisement folder and I will advise them.
7. **GS8** – the math placement test will indicate MATH 102, 123, 115, 124, 131, CSCI 110, 150, or SSCI 224. If a student will major in POLI, PSYC, or SOCI, she/he should plan on meeting GS8 with SSCI 224 - Statistics in the sophomore year. If your advisee has an interest in computer programming, CSCI 110 – Introduction to Computer Programming is a good course, and meets GS8. A student should take MATH 115 if he/she is going to take MATH 124 or MATH 131 (Calculus) and needs more preparation for calculus. If your advisee will be meeting GS8 with MATH 123, she/he may take the class either semester – it is not necessary to take that class in the first semester.
8. Keep it simple – give them four courses that they can succeed in – IDIS100 (College Writing) if needed, Math per the placement test, Foreign Language per the placement test. Look at questions 7 and 8 of the descriptive student questionnaire – (“best work” “most difficulty”) and suggest a course in which they have done well in high school. Give them a major course, or an elective course. It is not too early to take a class in the minor.
9. AP – Advanced Placement – we will receive AP info in July, so if your advisee has taken an AP course and has taken the test, refer to the AP sheet in your binder to see the SNC course equivalency. My suggestion is that you do not register your advisee for a course they took as AP.
10. Half-Courses – if possible, fill in with another – if they need MATH 102, then they may benefit from IDIS 110, a PHED class, or a Music class. It is okay to take 14 credit hours this first semester – pick up the additional 2 credits next Spring.

11. Art majors have been assigned to Jim Neilson. Some undecided students may be interested in Art. Register them for ART134 sections A or B. Be sure to contact Jim to let him know the name of your Art major.

12. **Do not forget FIYR 100 A or B.** It is not enough to just schedule them for the course. Discuss the course as a noncredit course that is an introduction to College Life and SNC life. Meets during summer orientation, week of welcome, and on Tuesday at 3:00 or 4:00 for 7 or 8 weeks.

13. You may request advisees – Check “Assign this student to me” on the green-colored checklist, #7, and I will assign them to you. Please return their folder – do not retain it. You may also suggest another advisor.

14. Your students should be well prepared – I spent 50 minutes with them yesterday and they should have ranked their GS courses – they may need some help with major courses, but they do have the info and should have an idea. When you schedule their individual appointment, please tell them to rank the GS courses for this semester if they haven’t done so yet.

15. Any questions on the packet of materials that I gave to the Freshmen?
 - a. 1st year paradigms
 - b. first-time freshman form

16. **Education**

ALL EDUC majors (including Music Ed) take SCSI 220 (GS3) – Lifespan Human Development and EDUC120/125 Freshman year. Put them in SSCI 220 or the EDUC half-courses, but not both. Do not register them for just one of the Education half-courses.

GS1 – RELS 106 or 114

GS2 – PHIL 120

GS3 – SCSI 220

GS4 – Physical Science only (no Biology)

GS5 – HUMA100 or ENGL150

GS6 – POLI 130 or HIST 116

GS7 – any except HIST 112/113

GS8 – MT123 or more advanced, including SCSI224

Have your advisee fill out and sign the Cohort form!!

It is required that EDUC majors buy a Mac Computer. Contact Krissy Lukens if you have questions. She had a table at the Resource fair to answer questions. Go to the following link for more information:

<http://www.snc.edu/education/technology.html>

17. **Business**

ACCT 205 – Financial Accounting is now taken in the **Sophomore year**. Accounting, Business, and IBLAS no longer take Financial Accounting in Freshman Year. See the paradigms, but in general, try to put the students in BUAD142, ECON 101 or 102, Math per the placement test, and a Gen Ed course.

18. **Political Science**

POLI majors used to take POLI 130 (GS6) and POLI 160 in their Freshman year. They now are required to take POLI 130 and (POLI 150 (GS3) or POLI160) in their Freshman year.

19. **Retroactive Credit for Foreign Language and Math**

If the student gets a B in the language course (203 or above), she/he can get 8 retroactive credits (if 102, 4 retroactive credits). Math – if they take MT132 and get a B, they get retroactive credit for MT131 (4 credits).

20. Please consider the following courses –

LEAD 200 A – Introduction to Leadership Studies

HUMA/WMGS 110 A – Intro Women's & Gender Studies

PEAC 200 A – Intro to Peace and Justice

21. **GS4 Natural Science**

Dr. Larry Scheich, Associate Dean of the Natural Science Division, has asked me to pass along the following information regarding advising students for GS 4 courses:

BIOL 120, CHEM 105, PHYS 111 and PHYS 121 are courses designed for the science major. Although they meet the General Education area 4 requirement, **these courses are not meant for the student who does not have a solid background and interest in science**. Do not register a non-science major in these classes.

BIOL 115 and CHEM 103 are courses designed for the Nursing major. They are restricted to Nursing majors only.

BIOL 180, CHEM 100, meet the GS4 requirement and are meant for the general student. GEOL 105, and GEOL 115 are designed for both the general student and the Geology major.

Please contact me (x3234) or Larry Scheich (x-3958) if you have any questions.

22. Pre Med Freshmen - Please be careful in advising premed students with less than a 24 ACT Comp. Jack Williamsen analyzed students who registered for BIOL120, CHEM105, and MATH131. The data indicate that those students with less than a 24 ACT Comp score experienced difficulty (dropping 1, 2, or 3 courses, and having a low GPA) . However, if you have premed (BIOL, Pre-vet, etc) students, they should take BIOL120, CHEM 105, and the highest Math they placed in. If they want to “lighten their load,” defer the Math course until second semester. Do not defer BIOL or CHEM as that puts them out of sequence for their science courses.

23. ECON 100 – Fundamentals of Economics – a new course that meets GS3. Please consider this course for your advisees who are not majoring/minoring in Business, Accounting, IBLAS, or Economics.

24. Geology 105 – Geology – when registering your advisees for Geology, please refer to the following (section D requires one CRN, sections B and C require 2 CRNs):

GEOL 105 D – CRN 1682 - Lecture at 8, 9, 10-11:50 TWTh

GEOL 105 B – CRN 1221 – Lecture at 9 MTThF
- CRN1226 - Lab at 1-2:50 T (Freshmen only)

GEOL 105 C – CRN 1221 – Lecture at 10 MTThF
- CRN1226 - Lab at 1-2:50 Th (Freshmen only)

25. Please fill out the green checklist.