

Frequently Asked Questions

Q1. What general topics should I cover?

A1. There is a **group meeting** scheduled from 10:15 – 10:45. If **all** of your advisees are in a group meeting in Boyle, you should meet in that room with them.

- Premed/Biology – Gehl-Mulva Science Center 1097 (room 1095 on Saturday, June 13)
- Undecided – Boyle Hall 102
- Education – Boyle Hall 103
- Honors – Boyle Hall 106
- Paul Ngo – GMS 3112
- Accounting/Business – Boyle Hall 108
- All Others – your office – you may have a short group meeting, or start advising/registering at 10:15. All other majors will meet with you in your office at 10:15. You may hold a “group meeting” in your office, or you may find an empty classroom/conference room to have a group meeting with your advisees. Most of you should have enough space in your office. Please note that some of you may only have 1 or 2 students at 10:15 because you have 3 undecided and 2 English majors.
- Explain the **SNC** credit-hour system – all (most) courses are equal to 4 credits, and half-courses in Education, Music, Math 102, and some IDIS courses are equal to 2 credits. A normal load is four courses, or 16 credit hours. If your advisee needs to take MATH 102, we generally recommend that student take 14 credit hours in the first semester.
- **Core Curriculum courses** – I have given you the handout “First-Year Student Worksheet”. Each student has been given this. They were also given a link to this in late May – the link has course descriptions of the CC courses http://www.snc.edu/advisement/docs/first-year_student_worksheet1.pdf 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. They should come to your session with course preferences (rankings) marked on the worksheet. They should have one for you to keep in the advisee file folder.
- **Undecided students** – as a retention initiative, undecided students were asked to meet in a group at 10:15 – 10:45 with Kelly Johnson of Career Services. These students may come to you with some ideas about courses they want to take. 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 Core Curriculum classes that are of interest to them, that might result in a major or minor. Review the Descriptive Student Questionnaire (if they submitted it), especially the academic areas that interest them most, and in what subjects/courses did they do their best work, in what subjects/courses did they have the most difficulty?

- **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 in folder) - Remember, if their writing sample indicates a need for IDIS100 College Writing, **the course is required. They should not be placed in a WI course first semester.** Results are on the blue sheet and in the Test Scores Link in your Advisor - Advisee List. A 1 means they are required to take IDIS 100, a 9 means they can take a Writing Intensive course.

Modern Language (Bright Blue sheet in folder) – students are required to be competent in a second language (SL). See the guidelines at the following link http://www.snc.edu/registrar/Second_Language_Competency.pdf All students who studied Spanish, French, German, Chinese, Russian, Italian, and Latin in High School were required to take the placement test online on Day 1. Placement in FREN/GERM/SPAN/CLAS 203, or above meets the SL requirement. The results are available to you in Knightline – click on the link under Test Scores on your advisee listing.

QR – Quantitative Reasoning (Orange Sheet has results) - we administered a placement exam on Day 1. The results are in the advisement folder and in the Test Scores Link in your Advisor - Advisee List. A 1 means they are required to take MATH 102, a 2 means they can take a course beyond MATH 102. Please note that MATH 115 – PreCalculus does NOT meet the QR requirement.

- **First Year Experience** – explain this mandatory 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 CRN in Knightline is 1906 (Tues at 2:00).
- **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 with a temporary PIN after they leave that allows them to change their login password. They will be able to see their schedule in Knightline by going to Student Services, Registration, Student Schedule by Day and Time. After the students leave, **they will not be able to change their schedule (no registration PIN), but if they need to make a change, they can submit a Post Orientation Schedule Change Request at the following link: http://www.snc.edu/registrar/forms/schedule_change_form.html** They have this link on an Advisement bookmark.
- **Individual sessions** take 20-30 minutes. You have 4.25 hours to complete advisement, from 10:45 – 3:00. Lunch is scheduled between 11:30 and 1:15. You may schedule students during this time, but please allow them time to eat. Your box lunch will be available outside TWH 211– Academic Support Services at 11:30.

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 printed e-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.
- Advisement Report – information from the admissions application. Includes the Personal Statement.
- Other forms – High School transcripts, ACT report, etc.
- **Music** – there may be a **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.

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/docs/cohort.pdf> and include it in the folder. The paradigm for all education majors is located at http://www.snc.edu/advisement/docs/2014-2016/educ_paradigm_14-16.pdf

It really is not difficult, but feel free to contact me at x-3234 or any of the Education faculty. All Education majors should take EDUC 125, EDUC 130, PHIL 120 or THRS 117, and one other Core Curriculum class (Language 101 or 102, ENGL 150 or HUMA 100 if they can take a WI – if not, put them in IDIS 100). If EDUC 125 and 130 are closed, register them for Core Curriculum courses.

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 Ann Hintz at x-3234, or the Registrar's office at x-3216, x-3215

Q7. What do you do that has been successful?

A7. Please share with the group.

Notes

Advisement Meeting Notes

Day 2 in Cofrin 202 from 8:30 – 9:30 am

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. Textbooks – the students can buy books after registration – they can order for in-store pickup, and they can easily order online. There is a link in Knightline. Select Student Services, Registration, Order Textbooks Online.
5. **Drop off folders from sessions 1 - 4 in Todd Wehr Hall 211 (Academic Support Services).** Session 2, 3, and 4 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. **C-QR** – the quantitative skills placement test will indicate MATH 102, 120, 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 QR with SSCI 224 - Statistics (HS Algebra or MATH 102 prerequisite) 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 QR. 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 QR with MATH 123, she/he may take the class either semester (or their sophomore year) – 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 the descriptive student questionnaire 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 following link to see the SNC course equivalency which has been updated for Core Curriculum (<http://www.snc.edu/registrar/transfer/9911.pdf>). Refer to the following link for IB (International Baccalaureate) equivalency (<http://www.snc.edu/registrar/transfer/9913.pdf>).

My suggestion is that you do NOT register your advisee for a course they took as AP.

10. AP English – students can take AP Eng Lang/Comp or Eng Lit/Comp. For Eng Lang/Comp, we give credit for IDIS100 – College Writing. For Eng Lit/Comp, we give credit for ENGL 149 –(CC-EI), **but we do NOT give credit for C-WI – Writing.** Please let your advisee know that they can take PHIL 120 or RELS 117 as WI this Fall.
11. Half-Courses – if possible, fill in with another – if they need MATH 102, the student should probably take 14 credit hours in their first semester. It is okay to take 14 credit hours this first semester – pick up the additional 2 credits next Spring.
12. Art majors have been assigned to Katie Ries. Some undecided students may be interested in Art. Register them for ART134, ART 130 or 131, ART 110 or ART 112. Be sure to contact Katie to let them know the name of your Art major.
13. **Do not forget FIYR 100 A – CRN 1906** 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 2:00 for about 10 weeks. Attendance in FYE is **mandatory**. The course description follows:

New students are required to take a first semester discussion group course. Groups are facilitated by an FYE Mentor and a faculty/staff member and average 20 students. FYE groups first meet during the initial days of Week of Welcome. First Year Experience (FYE) groups address crucial issues that students inevitably face in their four years. Intense discussion and reflection on personal experiences while building strong relationships with other group members assists in the transition to the SNC community. Several meetings during Week of Welcome help to get students started in FYE and have basic questions answered quickly. Following Week of Welcome, there is a meeting each week through the first five weeks of the fall semester. Each meeting focuses on a different topic: Managing Personal and Social Choices for Healthy Living; Intimacy and Gender Roles; Respect for the Human Spirit; Academic and Intellectual Development; and Transitioning and Developing Relationships. The development of these discussion topics is based on issues students likely confront, consciously and even subconsciously, in their first year at SNC.
14. 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.
15. Your students should be well prepared – I spent 45 minutes with them yesterday and they should have ranked their CC 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 CC courses for this semester if they haven’t done so yet.
16. Any questions on the packet of materials that I gave to the Freshmen?
 - a. first-time freshman form

17. Education

ALL EDUC majors (including Music Ed) take EDUC 130 (C-IS) and EDUC 125 first year. Put them in both classes. We expect to have enough seats for those who declared a major of Education or Music Education in Fall and Spring semesters. Review the Education Paradigm for required and recommended CC courses.

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

18. Business/Accounting

See the paradigms, but in general, try to put the students in BUAD 142, ECON 101 or 102, Math per the placement test, and a Core Curriculum course – RELS 117 or PHIL 120. If BUAD 142 is closed, it will be okay to take in Spring, 2015. You may put the student in another Core Curriculum class or start language at the 101 level.

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 (C-IS)

HUMA/WMGS 110 A – Intro Women's & Gender Studies (C-DD, C-WI)

PEAC 200 A – Intro to Peace and Justice

21. C-PN Physical and Natural World

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

CHEM 105, PHYS 111 and PHYS 121 are courses designed for the science major. Although they meet the CC-PN 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.

CHEM 100 meets the C-PN requirement and is meant for the general student.

GEOL 105 and 115 are designed for both the general student and the Geology major.

BIOL 120 does NOT meet the C-PN requirement.

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

22. Pre Health Freshmen – Dr. Scheich will discuss the Pre health students in our meeting. In June, we pre-registered students in BIOL 120 and CHEM 105 (some were only registered in BIOL 120).

23. Please fill out the **green checklist and include a copy of the schedule in the folder**

You can print the schedule by clicking on the student name in your advisor/advisee list, Student Information, Student Schedule.