

The Nitty Gritty for Faculty Advisors during Orientation

1. *Students check in at Gressette Gym*- faculty do not have a part in the check-in process
2. *“Focus on Your Major”*- Those needed in the Focus on Your Major should arrive to their specific classroom for this session.
 - This is done differently for most schools, but usually the dean and some department heads are in this session to introduce themselves to the new students
3. *Faculty and Stallion Society members lead students to the appropriate location for the registration portion of the day*

School Locations

- a. School of Agricultural and Natural Resources
 - i. Location: Agricultural Sciences Building
 1. “Focus on Your Major”- Room 139
 2. Registration- Computer labs 132 and 143
- b. School of Nursing and Health Sciences
 - i. Location: Health Sciences Building
 1. “Focus on Your Major”- Computers labs 167 and 257
 2. Registration- Computer labs 167 and 257
- c. School of Science and Mathematics
 - i. Location: Britt Hall and Conger Hall
 1. “Focus On Your Major”- Britt Hall- Rooms 103 and 105
 2. Registration- Conger Hall- Rooms 222 and 221
- d. School of Liberal Arts
 - i. Location: Conger Hall
 1. “Focus on Your Major”- room 231
 2. Registration- rooms 231, 220, 219 and computer lab 230
- e. School of Human Sciences
 - i. Location: Conger Hall
 1. “Focus on Your Major”- room 319
 2. Registration- Conger Hall- rooms 319, 317, 316, and 315 and computer labs 318 and 322
- f. School of Business
 - i. Location: Conger Hall
 1. “Focus on Your Major”- first floor of Conger Hall
 2. Registration- Conger Lab 109
- g. Undecided Students

- i. Location: Carlton Center
 - 1. "Focus on Your Major" – room 105
 - 2. Registration- computers in the Academic Achievement Center (AAC)
 - I. Registration is done in the above listed classrooms, grouped by school, however faculty advisors can feel free to do some one-on-one advising as needed in the group- classrooms located near the registration labs
 - II. Afterwards, the student is a registration form with a list of class options (done either in the group discussion or a meeting with the advisor in the group)- advisor directs student to the registration computer lab (listed above)
 - III. Pins are enabled by a staff member upon students entering the lab for registration
 - IV. Stallion Society members are available in registration labs to help students with the process; faculty advisors are available for questions regarding degree plans and helping to find alternate class options if needed
- 4. *Once registered, students can go back to Gressette Gym to clear up any issues with financial aid, housing, etc.*
 - 5. *Students can then conclude the day with a lunch courtesy of the dining hall- free to students*
 - Faculty advising that day also receives a free lunch. See your school's administrative assistant for a ticket.

What about Learning Support Students and their Advisors?

- Students with two or more learning support classes (thus, classifying them as learning support students) will now come to Orientation Days with a schedule made for them. For those with schedule conflicts needing alterations, they will see
- All LS students will be assigned a major advisor by the associated school (same process as non-LS students).
- LS students will be pre-registered by the ASCs.
 - Students will receive a copy of the schedule and instructions on how to make schedule changes prior to orientation.
 - Should students require schedule changes on orientation day, they will be sent to the Carlton Center for assistance.
 - There should be few changes to be made on the day of orientation, as students will be encouraged to make these changes in advance (Cathy, Charla, Ruth and Kim will be located in the ASC to assist students).
- Registration for Spring
 - LS students will meet with major advisors and will be advised into non-LS classes (in hopes that they pass).

- Math 0097 students will be advised into Math 0099.
- Exit Testing
 - Students who pass the COMPASS test will have met with a major advisor and will have a schedule for spring.
 - On re-testing days, ASCs and Cathy will be in place to make schedule changes for those students who are unsuccessful (ensuring students are scheduled to repeat the required LS course).
- Student deemed ineligible to take the COMPASS (those who failed the course)
 - LS instructors will notify Cathy of failing students.
 - Cathy and ASCs will ensure failing students are scheduled to repeat the required LS course.
- Holds will be placed on the schedules of those students who remain in two or more LS classes.

And Undecided Students?

- Undecided students will be handled in a very similar manner. However, these students will now be advised as a group in Carlton and register with their faculty advisors in the lab when they register. For undecided advisors, the only change to the orientation schedule is the fact that they will now be group advised in Carlton.