

ADVISING DAYS AND WINTER COURSE REGISTRATION – FALL 2009

ADVISING DAYS occur Monday, October 26 – Tuesday, November 3 (Week 6 – Tues. Week 7)
REGISTRATION, using the Kalamazoo College Portal, begins Wednesday, October 28

LOGISTICS

To get to the Portal, go to <https://portal.kzoo.edu/> (login using your usual username and password) and click on “WebAdvisor” in the upper right hand corner.

To see a current list of advisees

- In WebAdvisor, click on “List of Advisees” under “Faculty Information” (or “Advisor Information”). IMPORTANT – In order to see only current advisees, enter today’s date as the start and end date. (If you select the Term, you will see all advisees that you have had in that term, which is not necessarily current if advisees have switched to new advisors).
- Let Dotty Richardson in the Registrar’s Office know if you are missing names or seeing some you don’t expect (Dotty.Richardson@kzoo.edu; x7204).

To e-mail your advisees

- On the Portal, click on “Directory” under Resources on the right hand column.
- Click on “NEW! My Advisees” and then “E-mail all”

Timeline and appointments

- Please post appointment times.
- Because registration priority is based on class standing, please plan on meeting with your senior advisees first, followed by juniors, sophomores, and first years.
- Ask all students to bring a list of winter courses of interest, in priority order, with plenty of alternates.

All students must go online to register, using the Kalamazoo College Portal, after being cleared by their advisors.

Priority registration will follow the following timetable (starting at 5:00 each evening until 4pm the next day):

- Senior Class – Wednesday, October 28
- Junior Class – Thursday, October 29
- Sophomore Class – Monday, November 2 – Tuesday, November 3
- First Year Class – Wednesday, November 4 – Thursday, November 5
- Visiting International Students – Monday, November 9 (9am-4pm)
- Online drop/add will open on Wednesday, November 11 for all advisor-approved students to adjust schedules

Students wishing to have the best course selections should register during their assigned time period. Students who do not register during their appointed time will not be able to register until the drop/add period, which begins Wednesday, November 11.

To clear a student for registration

- Log into the Kalamazoo College Portal, <https://portal.kzoo.edu/>
- Click on “Faculty Information” (or “Advisor Information”).
- Click on “Advisee Action List.”
- Click on “Term” to select “Fall 2009” OR enter today’s date as both the start date and end date. Then hit “Submit.”
- Your list of advisees will appear.
- Click on the empty box next to the name of the advisee you wish to clear.
- Click on “View/End Restrictions” from the drop-down menu; hit “Submit.”
- You will see “ADV Advising Hold” if the student is not yet cleared.
- Put in the date and hit “Submit.” (Important – a student is cleared at midnight on the date you indicate, so if the student needs to register the day you meet, enter yesterday’s date.)

CURRICULUM CHOICE

Ask your **sophomore/junior/senior** advisees—in advance – if they are staying with the old curriculum or moving to the new one and discuss this, along with winter course selections. There is now a Degree Audit tool in WebAdvisor that will show you which curriculum your advisees are currently associated with and where they stand with respect to the graduation requirements for that curriculum and any declared majors, minors, or concentrations. Degree Audit is available under the Advisee Action List in WebAdvisor.

If your advisees plan to stick with the old curriculum,

- Ask them to review their Degree Audit online
- Ask how they will complete general education requirements

If your advisees plan to opt into the new curriculum, they must

- Attend one New Curriculum Planning Workshop (many students have already done so; more workshops are offered regularly)
- Complete a New Curriculum Planning Worksheet (available at <http://www.kzoo.edu/advising/Advising.php>)

In order to move officially to the new curriculum, continuing students must send their worksheet to the Dean of Advising (pixley@kzoo.edu), who will

- Notify the student, the advisor, and the Registrar that the student plans to graduate under the new requirements
- Forward the worksheet to the advisor to discuss with the advisee

IMPORTANT QUESTIONS TO ASK

First Years

- Ask your advisees to complete a Curriculum Planning Worksheet to help them think about how they can best use the new curriculum (available at <http://www.kzoo.edu/advising/Advising.php>).
- First-year students who completed the math/science pre-registration form over the summer have been pre-registered for math and science courses in winter and spring. These pre-registrations will show up on the winter and/or spring schedules for these students. Students who are no longer interested in staying on this track may drop the courses online once they have been cleared to register. Otherwise, students should plan on staying in the classes as spaces will likely not be available in winter or spring.
- This is the time when many first years “hit the wall.” Ask your firstlings how they are doing, listen carefully to their answers, and see if you can help. Please let Zaide Pixley know about issues that concern you.
- This is a good time to review academic goals and plans. Are your advisees still headed in the same direction?

Sophomores

- Ask Sophomores about their plan for fulfilling the language requirement.
- Remind your Sophomores that
 - they are required to declare a major in winter quarter
 - short-term study abroad applications are due in November
 - long-term and extended-term applications are due January 15
 - students planning to go on six- or nine-month programs should pick up applications before leaving campus for break and fill them out during break.

Juniors

- As you know, juniors on study abroad do not participate in registration for winter term. There are a number of juniors on campus, however, who will need to meet with you.
- Make sure juniors understand exactly where they are with major requirements.

Seniors

- Make sure that your advisees understand what they have to do to graduate this June.
- Seniors wishing to opt into the new curriculum must do so by the end of fall quarter.

ASSISTANCE**Registrar's Office**

Dewing Ground Floor

337-7204

regist@kzoo.edu

Extended hours during priority registration dates – open until 8:00pm!

Academic Advising

Dewing 108/109

337-5755 (Zaide Pixley) or 337-5767 (Lesley Clinard)

pixley@kzoo.edu or lclinard@kzoo.edu

Help Desk

Upjohn Library

337-5800

helpdesk@kzoo.edu

Having an academic mentor who notices what's happening makes a critical difference. Thank you.