

East Texas Baptist University

Advisor Registration Checklist

Preparing

- ⇒ Use the “Advisor Sign-Up” sheets or some other appointment booking tool for students to be able to make an appointment for their registration meeting.
- ⇒ E-mail your advisees- (Go to ETBU website, click on Info For Faculty/Staff, click on My Advisees found in the far right column of the first box, and then log in to the intranet as prompted. At the bottom of the list, select “E-mail All advisees,” and it will prepare an e-mail with a bcc to your advisees.)
 - ⇒ Give them instructions as to how to make an appointment with you which includes the dates they can register:
 - October 22nd & 23rd – for those who have earned 90 or more hours
 - October 24th & 25th – for those who have earned 60 or more hours
 - October 26th & 29th – for those who have earned 30 or more hours
 - October 30th -open for all currently enrolled students (continues through the end of the semester)
 - **November 5th- registration will open for new Spring enrollees- use this information to encourage your advisees to come in early to register**
 - ⇒ If you would like, suggest to advisees that they have a tentative plan for their schedule to aid in the efficiency of your meeting . Encourage them to look at their degree audit in Campus Connect and semester-by-semester plans on the website:
www.etbu.edu—Academics– Undergraduate Programs and find their major.
 - ⇒ Encourage them to make sure they do not have any holds on their account prior to the appointment time they set. (FYI-if they try to register before their date that corresponds with the number of hours earned, it will look like they have a hold in your Campus Connect)
 - ⇒ Academic Success will host a Tiger Tools session to help students understand the process. Feel free to promote it to your advisees- Friday, October 19th 10:00 am in MARH 107
- ⇒ **Look at Dropout Detective** prior to your advisees’ appointment to see if there are matters you need to discuss with them while you have them in your office. You can also look at their midterm grades in grade viewer in Campus Connect or in your “My Advisees” list with the dropdown in the “Terms Enrolled” column.

Registering

- ⇒ Using your Advisor log-in to Campus Connect, verify the following with students during their appointment:
 - ⇒ Degree Audit– make sure there is one on file and that it is the correct degree, major and minor. If no degree audit is on file or it is wrong, help the student to complete a Declaration/ Change of Major Form and submit it to the Office of Academic Success. See if there are any

courses in “electives” at the bottom of the degree audit that you think should be counting for a specific course in the major/minor or gen. ed. portion of the degree audit.

- ⇒ Transcripts– make sure the transfer, CLEP or AP credits that a student thinks should be on the transcript are there.
- ⇒ Use student’s degree audit, supplemented by transcripts for course selection. Especially for Srs, Jrs and Sophomores, be mindful of the 4-year course rotations provided by the departments so that you enroll the student in a required course that may not be offered again before his/her anticipated graduation date.
- ⇒ With the advisee’s input, determine number of hours the student can be successful in. Explain that 8 semesters X 12 hours ≠ a bachelor’s degree. Encourage the use of the mini-terms to help earn the 30 hours a year in order to stay on track to graduate in 4 years. Students must be enrolled in at least 12 hours for Financial Aid purposes, athletic eligibility and to be a resident on campus. (Exception: A student needs less than 12 hours to graduate. Make sure they talk to someone in the Financial Aid office. Do not enroll a student in courses they do not need just to get them to full-time, financial aid will not pay for those courses.) **MAKE SURE TO MAKE NOTES IN FAS IF STUDENTS DEVIATE FROM YOUR COURSE SUGGESTIONS WITH AS MUCH INFORMATION AS POSSIBLE IN THE NOTES.**
- ⇒ Balance advisee’s class load where possible between MWF and TR. Discuss travel days and practice times, etc. with student athletes.
- ⇒ Use the Advisor Guide for Gen Ed to help students select courses when one is not specified in their degree plan (**ie. General Biology is not a good option for a science gen ed credit for non Bio. majors**)
- ⇒ Register the student for any mini-terms that are available at this time as well if he/she chooses to take mini-terms. If you have questions about the policies of mini-terms see the Advisor Guide for Gen Ed.
- ⇒ Make sure you register all students in the 2017-2018 or 2018-2019 catalogs in Chapel every semester. Any students before the 2017-2018 need to be in chapel as well if they do not have credits for 75% of their enrolled semesters yet. (see catalog under Spiritual Development in the 2016-2017 or earlier catalogs to determine number of semesters needed based on the number of semesters enrolled at ETBU as a full-time student) Direct any students who have “NC” for any semesters of Chapel to talk to Kalee Brearton in Spiritual Development to work on a plan to make-up the semesters.

Encouraging

- ⇒ Remind your advisees to pay attention to payment deadlines for the next semester and to check their email even over the Christmas break since Tigermail is our official means of communication.
- ⇒ Provide suggestions or tips for the classes that they may be struggling in and remind them of the deadline to drop a class if you two feel it may be necessary. (November 9th)

Please call the Office of Academic Success if you have questions- Ext. 2076