

# 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 Faculty/Staff, click on my advisees found in the far left column, 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 21 – for those who have earned 90 or more hours
    - October 22 & 23– for those who have earned 60 or more hours
    - October 24 & 25– for those who have earned 30 or more hours
    - October 28 -open for all currently enrolled students (continues through the end of the semester)
  - ⇒ 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](http://www.etbu.edu)—Academics– Undergraduate Programs.
  - ⇒ 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)
- ⇒ **Look at Dropout Detective** prior to your advisee’s appointment to see if there are matters you need to discuss with them while you have them in your office. (missing chapel credits from previous semesters, midterm grades, absences, etc.)

### 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.

- ⇒ Provide the Degree Audit Checklist (only available for 18-19 catalog students) to your advisees to enable them to better keep track of what needs to be taken to complete the degree. Your Chair or Dean should have these available for you for the majors in your School or Department.
- ⇒ 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 them to use the mini-terms to help them 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 and athletic eligibility. (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.

### **Encouraging**

- ⇒ Remind your advisees to pay attention to payment deadlines for the next semester and to check their email even over the summer 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. (Friday, November 8th)

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