Before:
  o Make sure you can log in the ARCH and WEBADVISOR to access MY ADVISEES. If you can't immediately see your advisee's name, search by a specific date, Summer Term 16, or Fall Term 16.
  o If the advisee's name is not listed, CALL the office and we will correct the issue immediately. Then, you can refresh the list.
  o Students in CH, BI and ESS will be block registered for their classes and labs.
  o Language courses will rely on the student completing the World Language Placement exam. If you cannot register a student due to test results and prerequisite issues, use the course exception form to add the course and Academic Support will collect the information to give to our office.

During:
  o If courses are closed, go for the second choice.
  o If they must have the course, put them on the waitlist.
  o The interactive class WL-1XXTR Arabic I with W&J and Gettysburg in GOOD 201 will be offered again. Students MUST have 12 other credits to add this course. Use a course exception form to add the course for Henderson's approval.

After:
  o Please approve your advisee's schedule using ADVISOR SIGNOFF, which is located on the Faculty Academics page on the ARCH, to lock the student's schedule and prevent any further changes.

Coverage of the office:

<table>
<thead>
<tr>
<th>Main Number</th>
<th>Carrie</th>
<th>Athena</th>
<th>Jodi</th>
<th>Brett</th>
</tr>
</thead>
<tbody>
<tr>
<td>814 641 3165</td>
<td>814 641 3173</td>
<td>814 641 3171</td>
<td>814 641 3170</td>
<td>814 641 3172</td>
</tr>
</tbody>
</table>

Friday, June 10: Brett (in office) – until 6pm
Saturday, June 11: Carrie Rhodes – 9am-1pm
  Athena Parent Meeting @ 11:30 in Ellis
Sunday, June 12: Athena (in office) – 3pm until 6pm
Monday, June 13: Athena – Parent Meeting @ 11:30 in Ellis
Friday, June 17: Brett (in office) – until 6pm
Saturday, June 18: Jodi (in office) – 9am until 1pm
  Brett – Parent Meeting @ 11:30 in Ellis
Sunday, June 19: Athena (in office) – 3pm until 6pm
Monday, June 20: Brett – Parent Meeting @ 11:30 in Ellis