

Summer Orientation 2020 Advisor Training Workshop

Incoming Class (as of 7/15/20):

- 383 students (368 first-years, 15 transfers)
 - Transfer = a student who has been enrolled full-time in a post-secondary institution for at least one semester *after graduation from high school*
- 27 of them have been approved to be Distance Learners (not on campus; taking all classes online from remote location)

Orientation:

- All sessions are virtual; combination of live presentations and pre-recorded videos
 - Zoom links will be available on Orientation website:
www.juniata.edu/orientation
- Dates:
 - Friday, July 17
 - Saturday, July 18
 - Sunday, July 19
 - Monday, July 20
 - Wednesday, August 5 (early start to accommodate students in radically different time zones)
- Individual advising appointments will be via Zoom or phone call

Advising Questionnaires:

- Students completed questionnaire to provide current info on academic interests, co-curricular interests, transfer/AP credits, FYC preferences, etc.
- Also includes student preference for Zoom vs phone for advising appts, email, phone #
- Complete spreadsheet with all student info will be emailed to all Orientation advisors
 - Look up your advisees' info on the spreadsheet
 - Have received approximately 350 responses; if student is missing from spreadsheet, they haven't submitted a form

Advising Appointments:

- Schedules sent to advisors for each session via email
- All appts are 45 minutes long this year
- No opportunity for students to pre-register for classes or learn registration software before appts; **advisors will be registering students for 20/FA classes during the appts**
- Students will receive email with appt schedule from Dawn Scialabba two days prior to their Orientation date

Advisor Prep for Appointments:

- Look at Advising Questionnaire to see format each advisee prefers
- Set up Zoom sessions as appropriate
- For phone calls, we recommend advisor call the student
- **Email each advisee individually 1-2 days prior to their Orientation date**
 - Introduce yourself
 - Provide instructions for appt (phone call instructions, Zoom link, etc.)

Group Advising Presentations:

- Health Professions, Chemistry, and ESS - group advising sessions for students with interests in their areas
- Will be in first time slot on the advising schedule; students in those areas not scheduled for individual appts during that slot
- Zoom links for students to access group presentations also posted on Orientation website

Department Advising Guide:

- Emailed to all Orientation advisors
- Helpful if you have advisee who changes their academic interest unexpectedly so you can still assist them in building a schedule

What Classes Should They Take?

- **ALL students are in the new curriculum, including transfers!**
 - GEC developed 'step-down' system of course waivers for WK, SW, FYE courses based on the number of credits students are transferring in
 - Waivers have already been applied to students' records, so you can see what they've been waived out of by looking at Progress report in Self-Service or Program Eval in WebAdvisor
- Transfer credits that have been fully processed have been posted to their transcripts
- AP scores have NOT come in yet
- Students noted on Advising Questionnaire if they have college credits or AP/IB/CLEP scores
- Typical Schedule for First-Year Students (12-16 credits total is recommended)
 - First-Year Composition (3 credits); First-Year Foundations (1 credit)
 - **DO NOT REGISTER STUDENTS FOR FYC OR FYF!** *Courses added to their schedules by early August; leave space in their schedules for 4 credits to be added*
 - Recommended POE courses – see Dept Advising Guide
 - Electives or exploratory courses

Registration Instructions (Self-Service tutorial at end of today's workshop)

- Use Self-Service (or WebAdvisor) to register students
 - **Need to drop the billing adjustment on their schedules** (just like dropping a class)
 - Have to add one other course first before you can drop the billing adj.
 - Feel free to pre-register them for appropriate POE courses before appt, if you'd like
- **Put them on waitlists for closed courses but register them for alternate course now to get them to a full schedule of 12-16 credits!**
 - COVID restrictions may mean a lot less flexibility in letting students into closed sections

What Classes Are Available?

- Course Offerings in Self-Service – Be sure to filter to 20/FA courses only!
 - Can search for courses and register in same application
- [Class Scheduling Assistant](#) (public version of class schedule)
 - More efficient results when searching
 - Option for more precise search by class start time
 - Does not update in real time; refreshes once an hour; course may look open but actually be closed, especially during high activity periods such as Orientation
 - Self-Service or WebAdvisor is final authority if sections are open/closed

Watch for These in Your Email:

- Advising Appt Schedule for each session you are advising
- Advising Questionnaire spreadsheet
- Department Advising Guide
- Orientation Advising Talking Points – suggested outline for appts
- Academic Pathways Planning Worksheet – for new curriculum
- Day of Orientation Advisor Bulletin

To Do In Advance:

- Set up Zoom advising appointments as needed
- Email each advisee individually 1-2 days before Orientation date
- Check to make sure you can access advisees in Self-Service or WebAdvisor by two days before their Orientation date (i.e., by July 15 for July 17 Orientation)
 - Email registrar@juniata.edu if you are missing anyone
- Review Department Advising Guide

After Appointments:

- Make note in student advising file as needed to provide info to future advisors
- No sign-off or Basecamp form this year
- Email Dawn Scialabba at scialad@juniata.edu with any special concerns or if student tells you they have changed their academic interest

Have Questions/Need Help:

In advance: Email Dawn Scialabba at scialad@juniata.edu

- If you have an emergency and cannot do your advising appointments, call Dawn at 814-251-3603!

During appts: Call Registrar's Office at 814-641-3165 or email registrar@juniata.edu

- Registrar's Office will be fully staffed from 12-5 PM and available to help troubleshoot any registration issues

Any Announcements/Questions?**Notes from Self-Service Tour/Tutorial:**