

Advising and Registration for 20/FA Classes during Coronavirus Emergency ADVISOR INSTRUCTIONS

Key updates are highlighted in yellow.

Things for advisors to do are highlighted in green.

Advisor Resources Webpage: This entire document, as well as many other resources, are available on the [Advisor Resources webpage](#). Be sure to bookmark this page in your favorite browser to make it easier for you to find these tools/shortcuts.

Registration Schedule: Students will be registering for 20/FA courses according to this schedule:

Monday, April 6	8 AM	20/FA schedule goes live/Advising period begins
Monday, April 13	8 AM	Registration opens for Seniors and Juniors
Friday, April 17	8 AM	Registration opens for Sophomores
Wednesday, April 22	8 AM	Registration opens for Freshmen
Thursday, April 30	5 PM	Registration closes

Students may register at any time from their assigned opening time until registration closes. The total number of **completed** credits on student's transcript, including accepted transfer, AP and IB credits determines class level. It does **not** include in-progress 20/SP credits. [Click HERE](#) for a chart of class levels by credit hours.

Advising Remotely: Please reach out to your advisees during the week of March 30th to let them know how you'd like to set up advising appointments. As with everything else right now, advising will have to be done using emails, phone calls, video chats, or Zoom sessions. Feel free to use whichever method works best for you and your advisees.

Colleague Self-Service (CSS): Students and advisors should use [Colleague Self-Service](#) for course selection and registration. CSS offers a more streamlined experience because students can search for courses and register within the same platform. While WebAdvisor remains available at this time, that will eventually no longer be the case.

Financial Responsibility Sign-Off: Students will **not** be able to register until they have completed the required financial responsibility sign-off in CSS.

Instructions for using CSS are available on the Campus Technology Services website:

- [Using Colleague Self-Service to Search and Register for Courses](#)
- [Viewing Your Advisees](#)
- [Financial Responsibility Agreement](#)

Progress Reports: The **Progress** report in CSS that shows how a student is progressing towards completing their graduation requirements is **now working for both the legacy and the new general education requirements**. Students should be 'attached' to the appropriate curriculum:

- Students who entered prior to 19/FA are in the legacy curriculum (FISHN, etc.).
- Most students who entered in 19/FA or 20/SP are in the new curriculum (FYE, Ways of Knowing, etc.)
 - *Transfer students and a few freshmen who enrolled this academic year and brought in a significant number of college credits are in the legacy curriculum.*

- If you or they have any questions about this, please contact Dawn Scialabba at scialad@juniata.edu or Ashley Koehler at koehlea@juniata.edu.
- Please note that the final phase of the project in which all POEs will be updated to the current requirements is not yet complete. These outdated requirements will appear in both CSS and WebAdvisor, so POE/Academic Advisors should use alternate materials from their departments as needed when working on POEs with their advisees.

Add'l Search Functions: CSS does not offer an option to search for courses by the number of credits. If you have an advisee who has a particular need for this option or wants to narrow down a search to look for courses at a more specific start time, they can do so by using the search functions still available on the [public version of the class schedule](#).

Submitting Forms Remotely: There are certain circumstances when students need to submit forms to register, including:

- **Course Exception Form – see note below***
 - Closed sections
 - No pre-requisites or co-requisites
 - Instructor approval required
 - Repeating a course
 - Credit overload
- Credit by Exam or Audit
- Independent Study
- Teaching Assistant
- Undergraduate Enrollment in Graduate Courses

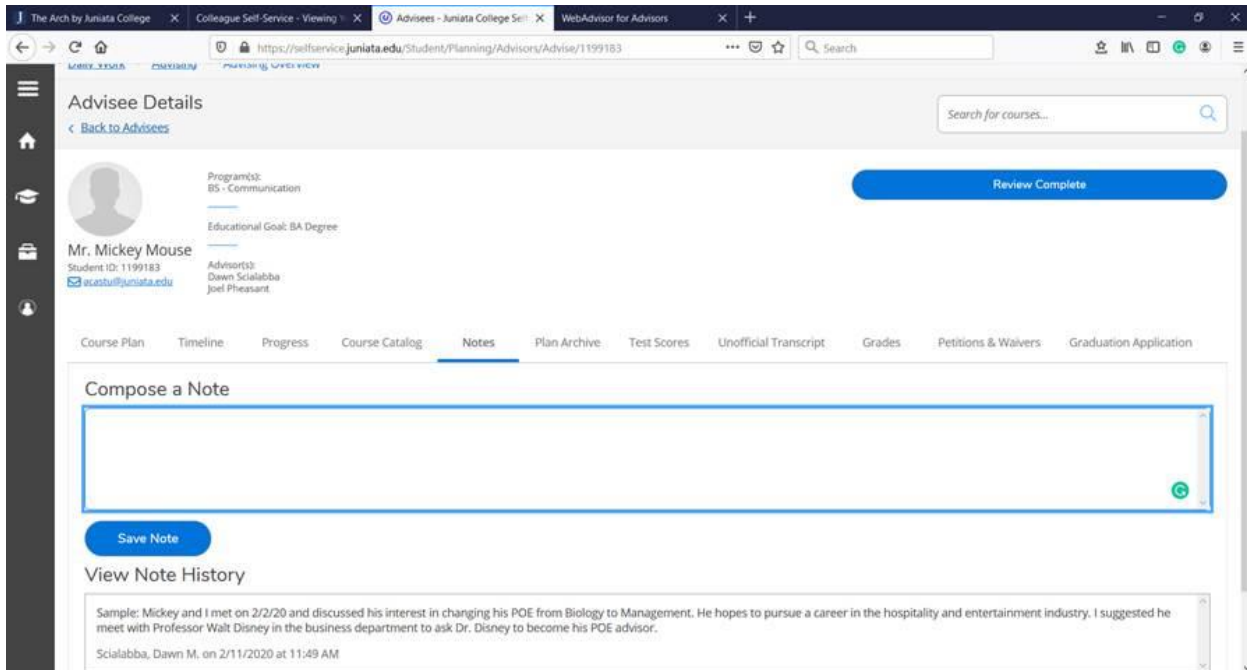
All these forms are available for students to download on the [Registrar's Office website](#). Once they download the appropriate form, they can type directly into it, then rename it and save it to their computer. Once they've done so, they should email the saved form as an attachment to the appropriate individuals (instructors, dept. chairs, advisors, etc.). **If you receive one of these emails from a student, please reply to the student that you approve their request.** The student will then forward the entire email chain with the form and all necessary approvals to the Registrar's Office.

***No Advisor Signatures Needed on Course Exception Forms:** With the approval of the Provost, the Registrar's Office has temporarily suspended the requirement for advisors to approve Course Exception Forms in order to reduce the demands on students, advisors, and Registrar's Office staff during this crisis. **Instructor approval is still required, as is department chair approval in the case of closed sections.** *Note: Advisor approval is still required for all other forms.*

Co-Requisites in Multiple Terms: If two courses are co-requisites but not in the same term (ex: short-term study abroad experiences), students will not be able to register for these in CSS. Direct your advisees to contact the Registrar's Office to register for these types of courses. No Course Exception Forms are needed.

Put Advising Notes in Colleague Self-Service: CSS has an Advising Notes function that exactly meets our needs for that type of communication. It also resolves the privacy concerns we had with Basecamp because advisors have access only to their advisees' files. Thus, please use CSS for all advising-related notes, effective immediately and as appropriate. Some more specifics:

- See page 3 for a screenshot of what the Notes screen looks like.
- After you compose a note, be sure to click the blue **Save Note** button to save it.
- Notes will be viewable by you, by other advisors assigned to that student, **and by the student.**



No Advisor Signoffs: The advisor signoff is not required at the end of the registration period -- in either CSS or your Advisee List found in the Faculty Academics menu in The Arch.

Financial Holds: Students with outstanding balances over \$1000 on their College accounts will not be able to register for classes until they reconcile their accounts. Bursar Lauren Perow will notify students in advance if they fall into this category. If you have advisees in this circumstance, direct them to contact Lauren for assistance at perowl@juniata.edu or 814-641-3302.

POE Deadline Extended: Also due to the COVID-19 emergency, the due date for sophomores and juniors to submit Program of Emphasis forms is extended until September 30, 2020.

QUESTIONS?

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