FACULTY ADVISING INFO

Prepared by the Office of the Registrar for FACULTY

IMPORTANT DEADLINES FOR FALL 2013 REGISTRATION

Dates	Topic
March 28 – April 5	Students meet with Advisor to CLEAR ADVISING HOLDS
April 8 - 19	Registration Appointments Begins (12:00 am) – 1 st pass
June 12 - 28	New Students/Readmits Registration Period
July 22 – August 2	Late Registration (\$100 late fee assessed) – 2 nd pass
August 8	FEES DUE
August 21 – September 12	Open Registration

^{**}During the first week of registration, the Office of the Registrar will not accept any forms. Students should be able to register online via self service.**

"Class of ..." Class Requisites

After each assigned class has had an opportunity to register, the "class of..." class requisite will be removed prior to the start of the next class registration window.

Registration Windows:

Priority Reg Groups: April 8-19 Class of 2013/2014 (seniors): April 9-19 Class of 2015 (juniors): April 10-19 Class of 2016 (sophomores): April 11-19 New Students (class of 2017): June 12-28

FACULTY RESOURCES?

The Office of the Registrar has centralized academic advising and course management forms online: https://www.csum.edu/web/registrar/faculty

Question: How do I release an ADVISING HOLD?

Ans: Follow these steps in the Advisor Center:

- 1. Click on My Advisees.
- 2. Click "View Student Details."
- 3. Click the "General Info" tab.
- 4. Click "Service Indicators."
- 5. Click "Advisor Registration Hold."
- 6. Click the RELEASE button located in the right corner.
- 7. Click "OK" to save the transaction.
- 8. The hold will disappear.

Don't forget to review the student's **ACADEMIC ADVISEMENT REPORT** with your advisees. This will inform the student if they are ON TRACK to graduate.

Question: Student comes to me asking to support a manual add due to a "time conflict." Do I sign the Late Add form?

Ans: Requests for "adds" due to time conflicts will be taken into consideration when the Fall 2013 term begins. Do not sign anything. More information will be provided in the Fall.

Question: I need you to sign a PRE-REQUISITE WAIVER FORM. Will you do this for me?

Ans: If faculty signs a pre-requisite waiver form, the student will be added beginning the second week of 1st pass registration, April 15.

Question: I am an OPEN UNIVERSITY student, can you sign my Add form?

Ans: Open University students must attend class first when the term begins; forms will be processed in the second week of the term, if space is available.

Forward comments or questions to Evelyn Andrews – <u>eandrews@csum.edu</u> or <u>registrar@csum.edu</u>