Faculty Advising Best Practices for Registration Advising

One of the biggest components of faculty advising is helping students register for classes that keep them on track for their individual graduation plan. During advising and registration weeks, students generally need help with:

- Updating their graduation plan (Smart Planner).
- Selecting classes that keep them on track to graduate.
- Balancing course and unit loads (ensuring they don't overload in a difficult semester).
- Getting holds removed in time for their registration appointment.

Below are some best practices for our academic advising weeks:

Best Practice 1: Prepare for advising before academic advising weeks begin.

- ❑ Check the Academic Calendar for advising and registration dates.
- ❑ Review your major Curriculum Roadmap.
  - Take some time to remind yourself of what classes students should be signing up for this upcoming term depending on their year at Cal Maritime.

Best Practice 2: Communicate your availability and expectations for advising prior to academic advising weeks.

- ❑ Email your advisees with details:
  - How should they schedule their advising meeting with you?
    - Clearly state if they require an appointment or if they can drop-in at assigned hours, and what the modality of the meeting is (i.e., in-person or zoom)
    - Tip: You can use Academic Advising Campaigns to send your advisees a link to make appointments with you through The Passport (see "Passport Instruction Manual").
  - How should your advisees prepare for the meeting?
    - Make sure they know if they need to have their classes already selected for your approval, have their Smart Planner up to date, etc.
    - Tip: Send them the link to their Curriculum Roadmap, the Smart Planner tutorial, etc. if you'd like them to have something done before the meeting.

Best Practice 3: Have the meeting! And discuss graduation plans and any concerns.

- ❑ Ask if they are on track to pass everything this term!
  - If they're concerned about a course, you'll want to remind them about resources to support the course (i.e., tutoring, University Advising, etc.), and the outcome of failing a critical path course (delayed graduation).
- ❑ Review their graduation plan (Smart Planner and Academic Requirements Report).
  - In Smart Planner, make sure all courses are scheduled and assigned to the correct term based on co and pre-requisite requirements, and term typically offered.
    - See our Smart Planner Tutorial for help using the tool for the first time.
    - Tip: Use the Curriculum Roadmap for help determining course order and term typically offered.
    - Tip: Smart Planner should indicate if any classes are out of order. To check this, click "Arrange My Plan", then click "OK". Review the errors and update the out of order classes, then click "OK" to save.

- Refer students to the General Education Course List for help selecting General Education requirements (i.e., what classes are offered next semester that fulfill their Area B2 Life Science.)
- Refer students to the Class Registration Restrictions List to confirm if a course will be reserved for a specific student cohort, and if/when the class registration hold will be removed.
- For transfer students, it's best to review their "Transfer Credit: Report" in PeopleSoft to make sure everything articulated correctly.
- Make sure Smart Planner includes all outstanding requirements (matches the Academic Advisement/Requirements Report). We've seen Smart Planner missing an Area C or other GE course from time to time, so double checking is critical!

- [ ] Review your advisee's proposed class schedule in Schedule Planner.
  - See "How to Use Schedule Planner" for help with this tool.
  - Note any potential conflicts and recommend alternatives if needed.
  - Remind students to send their preferred schedule to their PeopleSoft Shopping Cart to prepare for their registration appointment.
- [ ] Make sure they know their registration day and time.
  - Students can see their registration time and day in their PeopleSoft Student Systems > Student Center > under "Enrollment Dates".
  - Refer students to the "How to Enroll in Courses using PeopleSoft" guide for help if needed.

Best Practice 4: If a student is entering their final year, double check the following graduation requirements in their Academic Requirements Report:

- [ ] Are they on track to complete the minimum program units to graduate?
  - Tip: If they received a MTH 100/101 waiver, they may be short units, so double check!
- [ ] Are their GPAs above the 2.0 minimum (Cumulative, Campus, Major GPA)?
- [ ] Do they have any outstanding substitutions that need to be made?
- [ ] **If it is a student's last term**, make sure all requirements are either completed or in progress in their Academic Requirements Report.
  - Tip: Make sure to click "Expand All" in the Academic Requirements Report to open all requirement areas.

Best Practice 5: Ask for help if you need!

- Department chairs can confirm substitutions, plans for sunsetting/expiring courses, and if your department has any additional advising materials.
- University Advisors can assist with:
  - Explaining policies and filling out forms (i.e., overloads, waivers of pre-requisite, time conflicts, major change applications, applying for a minor, advancing in class, etc.).
  - Finding summer courses and getting them approved for transfer (Course Equivalency Request).
- See our Advising Handbook for how to remove holds. Still having trouble removing an Advisor Registration Hold? Email Office of the Registrar at registrar@csum.edu for assistance!

For additional questions, feel welcome to reach out to University Advising at advisor@csum.edu! We can walk you through the tools and best practices as well!