Advising Tips

Advising Meeting

- **Registration Request Form**: This form is available in FalconLink, search Registrar (Educators) card. During your advising meeting, record a list of their top choices (We encourage students to concentrate on a list of courses, not specific sections) and a list of alternate courses should their first choices be closed.
- **Primary Advisor Hold**: Only after meeting with your advisee(s), you will need to release their primary advisor hold. Instructions in FalconLink, Registrar (Educators) card, Release Advising Holds. They will be unable to register if this hold is not released.

Important Resources

- **Fall 2019 QuEST (Gen Ed)**
  *Ensure advisees register for courses that fulfill the appropriate requirements. Search by attribute type in The View.
- **TheView- QuEST & Beyond**
  *Found in FalconLink (most up-to-date source of the schedule of classes)

Advisees “need to know” for Registration

- **Registration priority times** are established by class level and total credits earned. Registration is available to students beginning at their assigned time.
- **Encourage advisees** to login to Self-Service Banner at least two days before they are scheduled to register. *(If username/password do not work, contact ITS (Tech Support) immediately).*
- **Need to register for more than 18 credits?** Student must come to the Registrar’s Office to be reviewed for approval.
- Students must make sure they have no **outstanding holds** on their account *(i.e. Primary Advisor, Unpaid Account Balance or Engle Center)*. Click on **View Holds** on the Student Records Menu.
- **Academic Probation Students**- limited to 14 credits.
- **College Honors Program**- Courses designated with “HONORS” in the title.
- **Pass/Fail/Audit**- Must be approved by the Registrar’s Office. If approved, an email confirmation will be sent to the student. If not approved, the grade mode will be changed to letter grade. Requests must be received by posted deadlines.
- **IMPORTANT**: Encourage students to print their schedule after any registration session. View an advisee’s schedule, in **Self-Service Banner, Faculty & Advisor's Menu, Student Information Menu, Student Schedule**.

Important Dates

- **March 27**: Registration materials available online (FalconLink, Registrar (Educators) card)
- **April 1**: Advising begins
- **April 5**: Registration begins for Disability Services students/students studying off-campus
- **April 8**: Registration begins for Grantham students