



Undergraduate Advising & Registration: Advisors' Overview

Whenever possible, use language about advising with students that signals it's broader than just "picking classes" and includes discussion about their overall experience, progress, interests, and goals! *Advisors should proceed with advising and authorizing registration for students with holds.*

Before Advising Session

Invite advisees to sign up for advising meeting during two-week advising period. Pulling advisee lists in Self-service:

1. *Manage advisees> My advisees- Advanced search, select most recent term or term registration is open for (Summer or Fall 2023) and main term> Search.* This list displays holds, and you can email certain checked advisees or all.
In Advanced search, advisors can also filter their list by those "on stop list" and email this group. (After clicking the email icon, be sure to copy and paste email addresses from the To: field into Bcc: to keep addresses private if communicating about a sensitive topic such as "you have a hold due to an account balance.")
2. *Reports, Student Contact List, Spring 2023, and advisor= your name, and View Report.* Spreadsheet can be exported to Excel or PDF, and includes student email, should you to want cut and paste into email. It does not list the presence of holds, but includes advisees with a signed FERPA release (last column).

Clarify location- Zoom, phone, or office, and request students complete tasks prior to meeting, such as:

- review their degree progress report (DPR) in [Self-Service](#).
- for undeclared students, review required courses for possible major(s) in [catalog](#) and the [core guide](#).
- place courses in cart and check for common registration errors in Self-Service by clicking on Reports, then "Check My Cart."
- check for holds (stops) in Self-Service by clicking on Registration, then Courses. Students with a hold will see a red banner with a message "Account is on Stop list" along with a description of the hold.

Devote time to review and prep for students prior to meeting to allow time for discussion:

- **Review Degree Progress Report (DPR).**
 - check remaining requirements, credits (towards 124), overall/major gpa, expected grad date.
 - approval for 4Plus will appear at top of DPR.
- Honors DPRs at [this link](#); enter student PCID number (preceded by the letter P; see PCID numbers in Self-service) and "View Report." Scroll down to find Honors section, including HON courses and language requirement (through 202 or equivalent). For reference, see the [Honors program overview](#).
- Review [Beacon](#) notifications and prior advising notes, and midterm grades ("Midterm & Final Grading by Advisor" under Reports on Self-Service).
- If needed for English/math/language, placement results are on self-service under Reports, "Degree Progress (Advisor)", click on "results" under placement column.
 - refer to the [advising guide to placements](#) as needed.
 - contact studentsuccess@hood.edu for help with students who still need to complete placement; SSC will enroll in the "new student advising & placement" Bb course to take placement(s).
- Jot suggested classes.
- Advising, accessibility, Beacon, and related resources can be found on the [Faculty Resources](#) Student Success Center page; view all Summer and Fall 2023 course sections at a glance with the List All Course Sections report in Self-Service.

During Advising Session

Lead with general, open-ended questions: How are they doing currently? in specific courses?

Interest in current or potential major and future plans?

- Students complete a [Withdrawal from Class](#) form, if needed, by deadline (Mon 4/10 for spring 2023 for undergrads)

Review progress in major and degree (credit hours and gpas), and expected graduation date.

- Students complete the [Undergraduate Change of Expected grad date](#) form as needed.
- Students who have declared their major and who are interested in a [4Plus program](#) should complete the [4Plus Dual Degree Request form](#). Students who have not yet declared their major, may do so by completing the [Declaration of Major form](#) and submitting it to the registrar's office. For more information about 4Plus programs, visit www.hood.edu/4plus.
- Encourage summer term as a way to get ahead, caught up, or repeat courses.
- Courses may only be taken at other institutions with completion of the [prior approval](#) form and if not offered at Hood during that semester/session. Students and advisors can view transfer course equivalencies in Self-Service by clicking the Planning tab, then Hood Transfer Equivalencies Report.

Registration date is by student's *current* earned credit hours classification; student must actually register for courses in cart to enroll!

- See [Academic Calendar](#) for registration dates by classification Mon 4/17/23 – Wed 4/19/23
- [Student User Guide](#) is available for course registration for students needing an overview of the registration process.

Review recommended courses:

- Advisors can view the "Students' Cart by Advisor" report on Self-Service to view cart contents and errors; select (your) Advisor name, registration term and year, and View Report.
- Students who checked cart courses and received registration errors that are unexpected or don't seem accurate should contact registrar@hood.edu with specific details about the courses and errors to address before registration opens. *Pay special attention to transfer students as the database may not always recognize their transfer coursework as fulfilling prerequisites.*

Recommend next steps or resources for students, such as completion of [Registration forms](#):

- [Registration & Drop/Add form](#) with instructor/advisor approvals is used for overriding pre-requisites, registration for departmental honors/independent study, or inability to register in self-service for any reason; emailed approvals can also be sent to registrar@hood.edu.
- [Declaration of Major/Minor/Certificate Form](#) if needed.

After Advising Session

Authorize students to register in self-service (Advising, Authorize Registration, select My advisees and Advanced Search, select Period (e.g. 2023/Fall and Main session) and Search. Check box(es) and click "authorize" icon to Save). Must authorize students separately for multiple terms (e.g. Summer and Fall).

Enter an [advising note](#) in Beacon as an "[update](#)."

- Include recommended courses, significant topics, recommended next steps/resources.
- Check box to copy student so they receive an emailed copy of the advising summary note!