

Advising Notes and Reminders

Advising Days – October 23-24 – for 2018 Interim & Spring Registration | See www.calvin.edu/go/advise for a list of helpful links.

Appointments and sign-off

1. **Advising rosters** – When checking the [Faculty & Staff Resources Page](#), click the “List of Advisees” link, then **select a future term (18/SP)** for the most accurate list. This list updates with changes immediately whereas Moodle may take up to a week to update. Please contact CIT directly with any questions regarding Moodle functions.
 - a. You may advise students not on your roster if it is appropriate, but they will not be able to register until they have met with their assigned advisor. If the student wishes to change their advisor, direct them to the Registrar’s Office (SC 360).
 - b. The **Professional Readiness Exam** of the Michigan Tests for Teacher Certification has been added to the right hand side of the printed roster so Education advisors may see which advisees passed (P) or failed (F) the exam.
2. **Advisee Registration Sign-Off** – Once a student is advised, sign them off on the [Faculty & Staff Resources Page](#) (Courses and Advising> Advising Registration Sign Off). All students are required to meet with their advisor before registering for classes. **Students will be unable to register at their assigned time if they are missing advisor sign-off.**
3. **Appointments** – Please be sure to **post your advising calendar** (online or manually) as soon as possible. Please communicate to your advisees early about when you plan to advise. We encourage you to spend at least 30 minutes with each of your advisees. These appointments are more than a time for students to choose classes, they are integral to the intentional process of holistic advising.

Resources

4. **Course Catalog**— The 2017-2018 catalog is now available online at catalog.calvin.edu.
5. **AERs** – For your convenience, we have provided printed reports for each of your advisees. You may also view these reports via the [Faculty & Staff Resources Page](#). While students have been instructed to select 6 or 8 classes to discuss with their advisor for the upcoming semester, an email reminder from their advisor would be helpful.
6. **Schedule of classes** – Use the live online course lists to view the most updated class schedule. Our office will e-mail a .pdf list a week before Academic Advising days. (See courses.calvin.edu)
7. **Student Resources** – Students should check out our [online FAQ](#) or visit the Registrar’s Office (SC 360).

Reminders

8. **Cross Cultural Engagement courses** – The full details of the CCE requirements can be found online. It is crucial that students be thinking about how to fulfill this section of their CORE requirements. Encourage your advisees to think about fulfilling their CCE credit early in their time at Calvin. ([CCE](#))
9. **Off-campus programs and core** – Most off-campus programs offer opportunities for students to fulfill core requirements, advanced planning can help students make the most of these opportunities. Contact the off-campus programs office at 616.526.6382 or visit their website.
10. **Honors Program** – Please check [online](#) for current information.
11. **Core Credits** – Please remind first and second year students to complete the World Language section of the core early in their academic career.
12. **Financial & Health Services Holds**— Please remind students that they cannot register if their account is on hold. They should contact the Financial Services or Health Service Office to learn about clearing the hold.
13. **Credit Requirements**- Please remember that students who will have completed 124 semester hours by January 2018 need to be registered for a minimum of 12 semester hours of required course work if they rely on federal aid for tuition. Federal aid (not Calvin scholarships) may be reduced if the student is taking elective work after completing 124 semester hours.

Important Dates

October 23— Second-half semester courses begin
November 22-24 Thanksgiving Break – no class
December 11- Wednesday class schedule

December 12- Reading Recess
December 13- Exams begin at 9 AM
December 19- Exams end at 10 PM, Christmas Vacation begins

Thank you for your academic advising work. If you have questions, please contact me at dhebrear@calvin.edu or 616.526.6040.

Sincerely,



Dana M. Hebreard, Ph.D. | Associate Director for Academic Advising