Advising Notes and Reminders

Advising Days – April 26, 27 – for 2016 fall registration | See www.calvin.edu/go/advise for a list of helpful links.

Appointments and sign-off

1. Advising rosters – When checking the portal, select a future term (16/FA) for the most accurate list. The portal 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. Direct the student to Academic Services to change their advisor.
   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 in the portal (Services > Courses and Advising). All students are required to meet with their advisor before registering for classes, without being signed-off, students will be unable to register at their assigned time.

3. Appointments - Please be sure to post your advising calendar (online or manually) as soon as possible. Be sure to communicate to your advisees early about when you would like 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. Printed door schedules are available online.

Resources

4. AERs - For your convenience, we have provided printed reports for each of your advisees, excluding May/August graduates. You may also view these reports via the portal. Students have been instructed to select 6 or 8 classes to discuss with their advisor for the upcoming semester.

5. Schedule of classes – Use the live online course lists to view the most updated class schedule. Academic Services will e-mail a .pdf list a week before Academic Advising days. (See courses.calvin.edu)

6. Student Resources - Students are encouraged to check out our online FAQ or visit Academic Services (SC 360).

Reminders

7. 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.(www.calvin.edu/go/cce)

8. 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.

9. Honors Program - Please check online for current information.

10. Core Credits - Please remind first and second year students to complete the Health & Fitness and FIT sections of the core early in their academic career.

Deadline to declare discontinued programs

Current students wishing to pursue an architecture minor, art history major, theater major, Greek major, Latin major, classical languages major, or Latin secondary education major or minor should formally declare their intention to the Office of Academic Services by June 30, 2016.

Important Dates

<table>
<thead>
<tr>
<th>April 8</th>
<th>Last day to drop full semester courses</th>
<th>May 12</th>
<th>Classes end 10 PM</th>
<th>May 26</th>
<th>Final semester grades due 4:30</th>
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</thead>
<tbody>
<tr>
<td>April 26</td>
<td>Registration for fall 2016 begins</td>
<td>May 13</td>
<td>to 19 – Exams.</td>
<td>June 30</td>
<td>Deadline to declare major or minor in discontinued program</td>
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<tr>
<td>April 29</td>
<td>Last day to drop second-half courses</td>
<td>May 21</td>
<td>– Commencement</td>
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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