Students with a DECLARED MAJOR designation who attend IntroDUCKtion are scheduled to meet with a department advisor during day two of the program (day one of transfer program).

MATERIALS NEEDED FOR ADVISING:
- Laptop Computer/iPad (Please bring these fully charged as we may not have power connections at every table)
- Faculty Advising Manual

STUDENTS WILL BRING:
- Student Orientation Handbook: see page 18 for fall term course planning
- Fall Schedule Worksheet: includes FIG schedule, SAT/ACT scores
- AP/IB Scores
- Placement Scores – These will be emailed to students. Scores can be accessed in the IntroDUCKtion Advising Summary on DuckWeb.

LOGISTICS
- An email will be sent with the department advising schedule at least 1-2 days before each advising day. Look for your department and name to find out the start and end time of your scheduled appointments.
- Arrive at the EMU Ballroom at least 15 minutes before your published start time to allow time to pick up your appointment/worksheets and set up your computer at your advising table.
- After your last advising appointment, sign and return the appointment sheet with the yellow copies of the advising worksheets to the ballroom lobby check in table.

ACADEMIC ADVISING AND REGISTRATION WORKSHEET
- You will receive a worksheet for each student scheduled with you for each session. Pick these worksheets up with your appointment sheet in the ballroom lobby.
- Worksheets are labeled with student name, ID and PIN information.
- At the end of each appointment, give student WHITE copy and retain YELLOW copy for our records.

ADVISING FOR FALL COURSES
- Use DUCKWEB to access student records and guide you through the questions on the worksheet. If you currently do not have the student advising link under the FACULTY tab on DuckWeb, an authorization form must be signed by your department head and submitted to the Registrar’s office.
- Review the handbook and fall schedule worksheet to help students determine acceptable choices for fall term including alternative courses. Classes that carry through the year could be noted on the lower portion of the form. Refer students to the First Year Program table in the ballroom lobby for any changes in their assignment.
- USE COURSE NUMBERS: avoid listing specific CRN information.
- Use form to record comments, recommendations or other notable advising issues.
- Give student the WHITE portion of the advising form and refer to the computer lab in Knight Library for class registration.

REMINDERS when working with students:
- Writing- Alphabetical determination for registration in WR121: A-G = Fall; H-O = Winter; P-Z = Spring
- Eligible students can register for WR122 and WR 123 at any time
- Special writing sections for low SAT/ACT students are available. Eligible students receive a letter during day one of program. These students may register for WR 121 in fall regardless of alphabetical determination. There is also an additional one credit WR 195 course that provides additional 1-1 support.
- Math- students may register for math courses based on SATM/ACT scores or by score on placement test.
- Students admitted on probation (very few, if any). Recommend TLC 101 for winter term and the three 1 credit TLC classes. Schedule should reflect lower previous academic performance
- If student has credit that has not been recorded in DuckWeb, student must submit official transcripts/scores.