

NOTES FOR ACADEMIC ADVISORS

Preview 2009

Parmelee Hall:

The Orientation Office, overnight lodging, and meals will be located in Parmelee Hall. The front entrance doors will be unlocked from 7am – 7pm for Preview participants; the south service drive door (closest to the new athletic training center) will be unlocked everyday from 11am – 2pm.

Orientation Office Hours:

The Orientation Offices are located down the SE hallway of Parmelee. You can find orientation staff in Parmelee Rooms 159 – 162. We will also have a small remote office space located in the Parmelee Hall Lobby. The main line is 491-6011.

Orientation Database:

Preview advisors may view the orientation database to access information about student and guest numbers for each session. Log on to <http://www.casa.colostate.edu/>, click on “Faculty/staff login to Lighthouse” in the right-hand corner, and enter your eID username and password. If you have not already obtained a user name and password for lighthouse (the database), please go to casahelpdesk@colostate.edu. Once you have entered the database, click on “orientation” at the top of the page. Then click on “Reports” and the desired orientation program, and you will be able to view the most up-to-date session availability and attendance numbers. If you click on “Advising” and select the necessary details, you will be able to view your advising numbers for any given day. (IU advisors – please note that your numbers may change a few days before a session in an effort to balance advising numbers.)

Advisor Meetings:

All Preview Advisors are expected to attend advisor meetings throughout the Preview summer. Advisor meetings will be held on the following dates – June 16, June 23, June 30, July 7, and July 14 (all Tuesdays). Meetings will be held from 8:30am –9:15pm in Eddy 100.

Advisor Listserv:

Updates and other information can be sent to all Preview advisors by using the following e-mail address: previewadvisers@colostate.edu. Please note that “advisers” is spelled with an “e” instead of an “o”.

Advisor Resource Room:

The Advisor Resource Room in Eddy will be in Room 110. This room will have 2 phone lines (1-0475, 1-6482) and two computers. It will be staffed by Madlyn D’Andrea, Gaye DiGregorio, Cheryl Smith, Linda Stoddard, Shari Douglas and Ann Bowen; two staff members per session. It is intended as a resource for all advisors in case of overrides, referral for unhappy participants, general trouble shooting, etc.

Advisor Folders –Start of Day:

Advisors may pick up their advising folder on the morning of Day 2 in Eddy Room 110. There will be a crate conveniently labeled “Advisor Folders.” Each folder will contain notes and updates along with profiles/student summary sheets for the students you will be advising that day. Also included in your folder will be an Advisor Tally Sheet listing these student names, CSUIDs, and majors. These folders will be delivered to Room 110 the night before each Day 2 session. A request has been made to the Eddy

custodial crew to unlock Room 110 by 7:30am. Math placement exam results will be emailed to the Preview Advisor listserv by 5:00pm each Day 1 so you have this available to you before advising on Day 2.

Advisor Folders - End of Day:

Please return the advisor folder (including the advisor tally sheet) to Room 110 before leaving each day. Please keep all information you are returning to the Orientation Office on the left side of the folder (this includes any paper you would like to have recycled). Any information on the right side of the folder will not be removed, so feel free to leave any personal advising information on the right.

Advisor Tally Sheets:

Each advisor will receive an Advisor Tally Sheet listing the students that will be advised for the day. If a student changes his/her major, please indicate this and the new advisor name under the "COM to advisor" column (this will help with keeping track of each student). Also, please mark the "No Show" column when appropriate. If you accept a new student from another advisor, please write the student's name and information on the bottom of your Advisor Tally Sheet and which advisor you received the student from. Copies of the Advisor Tally Sheet (with comments that you have made) will be provided for all advisors unless you've already told me that you do not need a copy.

Profile/Summary Sheets:

Profile/Summary Sheets will be provided in advisor folders. Each student's advising code will be on the Profile/Summary Sheet. These forms are being printed by the Orientation Office straight from the database on the web. Please do not distribute the profile/summary sheets; this information is only for you as the advisor.

Schedule Planning Guides:

All Preview Advisors will be provided with a supply of Schedule Planning Guides. Advisors can find additional copies of the guide in Eddy 110 and are asked to distribute them to each student in the morning advising session. This guide includes AUCC information, IU193 information, and provides a place for the advisor to record the student's placement exam results (math and foreign language). This publication is a great way to give a lot of information to students in a very concise and confidential manner!

Change of Majors (COM) and Course Overrides:

You may change a student's major in the morning advising session on Day 2, as long as it is not a controlled major (information on controlled majors, i.e. majors with entrance requirements, can be found in the advisor online notebook). To assist with the change of major process, you will be provided with a map of the Eddy building advisor room locations and a list of advisor responsibilities in alpha order by major (also on the advisor resource website). You will need to send the student, with their paperwork, to the advisor for the new major.

The new major advisor will need to change the student's major online, in the Trouble Shooting website, (and will not sign off on profile sheets, as in past years). There is an online system for requesting a change of major, as well as for course overrides. Log in to www.casa.colostate.edu and click on Orientation (top, 2nd tool bar) and then Trouble Shooter Request (left). Janet Allen in Admissions will be changing majors. She may not be able to get all of the major changes in the system before registration and you may also need to request some course overrides in the afternoon registration session. The

system is user-friendly, places requests in a queue, and you will be able to check and see if the request has been completed. Advisors must still update their Tally Sheets.

Early Advising Sessions (EAS) or CSU Connect Attendees:

If a student attended either of these programs, which are sponsored by Admissions, a copy of the schedule for which they are currently registered will be included in your advisor folder (if the student has already registered for courses). If a student indicates that he/she has already registered and a schedule is not provided, you can look it up on ARIESweb or come by the office and we will print the schedule for you.

AP/IB Information:

Advisors can access this information by visiting www.colostate.edu/Depts/Registrar. There is a drop-down menu under “Transfer Office” which allows you to choose “AP” or “IB” information. You may also locate it on the Preview Advisor Notebook.

Meals:

Lunch will be offered to all advisors throughout the Preview summer on Day 2 sessions from 11:30am – 1:30pm. Lunch will be held in the Parmelee Hall Dining Center. When entering the dining center for a meal, please indicate your name at the meal check station.

Parking:

If you drive to Parmelee Hall, please park in the lots closest to Green Hall. Please do not park in the circle drive in front of Parmelee (unless you need an accessible parking spot; there are two in the circle drive) or in the parking lot immediately west of Parmelee. This parking is limited and needed for participant parking.

Mark Your Calendar:

We will have a mid-Preview lunch celebration on Friday, June 26 and an end-of-Preview lunch celebration on Friday, July 17. Lunch will be provided for both celebrations in the Lory Student Center. I will send a reminder email and RSVP request closer to each of these dates.

Friday, July 17 will be the last session of Preview. Advisor rooms need to be completely cleaned out and left the way they were found by Sunday, July 19, if not earlier. Please return your room key to Kerry Wenzler at the Orientation Office (in Parmelee until July 18 and then in Aylesworth Hall Room 207 after that date) no later than July 19 as they all need to be returned on July 20 to avoid any additional charges. Thank you!

Questions:

If you have any orientation related questions, please ask. I can be contacted at 491-3671/ 402-5958 or kerry.wenzler@colostate.edu.

***Thanks in advance for all of your hard work at Preview!
I look forward to a very fun summer with you all! ☺Kerry***