

## Summer Orientation Edition July – August 2009



### At Your Advising Station:

- \* 2009 – 2010 First Year Information Guide (FYI Guide)
- \* Fall 2009 Schedule of Classes
- \* Modern Foreign Language Placement (CAPE) Test score key
- \* Pens, Highlighters, and other supplies
- \* Extra copies of First Semester Registration Form
- \* First Year Advisor Newsletter
- \* "Is PHYS 123 Right for You?" Handout
- \* "Last Minute Reminders" Handout (New)

### Welcome to Summer Orientation 2009!

*Thank you so much for volunteering to serve as a First Year Advisor during the Summer Orientation programs! Your willingness to serve as an advisor this summer demonstrates your commitment to first year students and to their successful transition to college life and to the Case community. I greatly appreciate your interest, enthusiasm and dedication. You play a vital role in helping our new students have a positive introduction to their first year experience! In addition to the help that you provide to our new students, Summer Orientation also offers you an opportunity to make connections with students that might have an interest in your department.*

*In this document, I have tried to provide the information that you will need in order to respond to questions or concerns addressed by your students. Please take a few minutes to read through this document as you prepare to meet with your advisees.*

### In the Advising File:

- 📁 Student Data Sheet
- 📁 Registration Checklist
- 📁 First Semester Registration Form
- 📁 First Year Advising Information Sheet (if submitted)
- 📁 AP & IB test scores (if applicable and if received)
- 📁 Student Transfer Evaluation (if applicable)
- 📁 Shopping Cart (if completed)
- 📁 Advisor Log Notes Sheet (make any comments that you would like to pass along to me or the student's permanent first year advisor)
- \* **Make sure that your advising files are returned to the check-in desk before you leave!**

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**New for Summer  
Orientation 2009!**

- ❖ Major/Minor Changes: **MIDS** (Management Information & Decision Systems) Minor Eliminated
  - ❖ Engineering has the option to complete a **double major on the BSE**.
  - ❖ **AP Equivalencies in Spanish Literature and French Literature changing; specific courses awarded for credit still pending.**
  - ❖ **New IB Equivalency in HL Computer Science**
  - ❖ **IB Theatre Studies changed. IB Dance, Arabic, and Visual Arts under review.**
  - ❖ New sections have been added to the *FYI Guide*:
    - ♦ **Major Declaration Process**
    - ♦ **Department Representatives and Contacts 2009-2010**
  - ❖ The **labs for BIOL 214, 215, and 216** have been uncoupled from the lecture and are not required for all students. (Listed separately as **BIOL 214L, 215L, 216L**).
  - ❖ Students placed into **MATH 120** on the basis of their math placement test results (score of < 25) will enroll in a lecture-based version of the course. The web-based version of the course has been discontinued.
  - ❖ Student may now receive credit for **101 Language Courses without taking 102**. This is a change from previous years, where students would need to complete 102 in order to receive credit for 101.
  - ❖ New two-semester model of First Seminar for students that need additional time to develop writing skills. Placement in these sections, like placement in ESL sections, will be made on the basis of the analysis of the Writing Diagnostic.
  - ❖ New course time slot, **TR 11:30-12:45**. First-year students should try to avoid courses during this time, especially those who need Math and Chemistry.
  - ❖ **Nancy Dilulio** new Assistant Dean in Undergraduate Studies. Will be doing **Pre-Health Advising** instead of Biology.
- Reminder**
- ❖ All incoming first year students are following the SAGES curriculum.
  - ❖ The universal degree requirements for all entering first year students are as follows:
    - *First Seminar* – 4 semester hour course to be taken in first semester
    - *2 University Seminars* (6 semester hours total) to be completed by fourth semester
    - *Writing Portfolio* comprised of writings completed in First Semester and University Seminars to be completed by the end of the 4<sup>th</sup> semester
    - *1 Departmental Seminar* to be completed in 2<sup>nd</sup> or 3<sup>rd</sup> year
    - *Breadth Requirements* - specified by each school and the college to be taken throughout the undergraduate experience
    - *Senior Capstone*

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### *Preparing for Academic Advising*

#### Before Orientation

- ❖ Review the *FYI Guide* <http://www.case.edu/provost/ugstudies/year1/FYIGuide0910.pdf> and spend time familiarizing yourself with the following portions: Schedule Recommendations for Pre-Med & Pre-Dent, Enhanced Course opportunities, First Year Schedule Development Recommendations, GER Checklists, First Year and PHED Course Offerings, and AP & IB Course Equivalencies.
- ❖ Familiarize yourself with the forms that you will see at your advising station and in your advising file.
- ❖ Review this Newsletter to become acquainted with common questions and advising procedures.
- ❖ Look over the First Year Schedule Development Recommendations in the *FYI Guide* for the majors in which your assigned students have expressed an interest. (You will receive a tentative list of students and appointment times a couple of days prior to your orientation session.)

#### Before Your First Advising Appointment

- ❖ Review the list of students that you will be seeing and pay special attention to the **Math Placement test score and the Modern Language Placement test score** (if applicable).
- ❖ Review the **Registration Checklist** to see if the student needs to take MATH 120, and/or is permitted to take enhanced calculus (optional) and/or physics (optional).
- ❖ Look to see if a **Student Transfer Evaluation** is included. If so, this will list AP, IB, and transfer credit received and evaluated to date. If present, review the courses for which the student has received credit.
- ❖ Review the **First Year Advising Information sheet** including the **Letter to the First Year Advisor** (if received) to look for any issues/questions that might impact the advising appointment.
- ❖ Review the **First Year Student Information** sheet (if received) to see if AP, IB or transfer credit is anticipated, but not reported on the Student Transfer Evaluation. Check to see if the student plans to participate in a Varsity sport.
- ❖ Review the list of courses that students placed into their **Shopping Cart** (if completed).

#### Important SAGES Details for First Semester Schedule Development

- ❖ All students will include the 4-semester hour First Seminar in their fall semester schedules.
- ❖ There are 9 different times available for the “seminar” portion of First Seminar:  
MW 9:00, MWF 11:30, MWF 2:00, MWF 3:00, TR 8:30, TR 10:00, TR 1:15, TR 2:45, TR 4:30
- ❖ All students will also have a “4<sup>th</sup> Hour” on their schedule – MW 12:30 – 1:45; 4<sup>th</sup> hour times will be spent at least in part in UCI institutions, plenary sessions, special seminars, and in advising discussions.
- ❖ After scheduling all other courses during Summer Orientation, students will be asked to identify preferences for First Seminars that fit into their course schedule.
- ❖ All students will be placed into a First Seminar by the First Year Dean and the SAGES Director during August. A handful of students for whom English is a Second Language will be placed into an ESL First Seminar (based on a review of the writing sample).
- ❖ Students must leave room in their schedule to accommodate the addition of a First Seminar; therefore, they will only register for 3 or 4 academic, credit-bearing courses during summer orientation.

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### FAQ's and Advising Procedures

**Q: Whom will I advise?**

A: Most of you will be advising students in your academic discipline or in a closely related discipline. (For example, if you are a Sociology professor, I might ask you to see someone who has indicated an interest in Anthropology, Economics or Pre-Med.) Some of you will see students who are undecided about a major. These students will most likely not end up being your advisees.

**Q: When will I see my advisees?**

A: Students will come in 6 different “groups” (approximately 1 hour blocks of time) over the two days of advising and registration. Students will be assigned to a specific appointment time each hour (e.g. 10:00, 10:20 or 10:40). An Undergraduate Studies or Orientation staff person will direct students to your table when you are ready to see a student. **Remember that you have approximately 20 minutes to meet with your advisee.**

**Q: What am I supposed to help my advisees “do?”**

A: You will be helping students develop their first semester schedule. You will assist your advisee in selecting **3 or 4 academic courses, Physical Education Activity course(s) and alternate courses** according to registration guidelines and earned credit (AP, IB, transfer). **You do not have to help them select specific days and times of courses – there will be Registration Assistants to help facilitate that process.** However, you may want to familiarize yourself with the days and times for the large/most common first year classes that are offered at only one time.

**Q: How will I help my advisees develop their schedules?**

A: Ideally, your advisees will come with some schedule ideas developed from reviewing the *FYI Guide* and placing courses in their Shopping Cart, and/or from listening to my presentation. You will need to talk to your student to quickly assess his/her academic interests. Then you will review the following information to determine eligibility and placement for specific courses:

- **Registration Checklist – Enhanced Physics and Calculus eligibility** (enhanced courses entirely optional), and **Math Placement** – to determine placement in MATH 120 or placement in Calculus I (if necessary for intended major)
- **First Year Advising Information Sheet** (if submitted – to review academic interests, AP, IB or other forms of credit to be earned)
- **Student Transfer Evaluation (if applicable)** – to determine what AP, IB, and/or transfer credit that student has earned.
- **Modern Foreign Language Placement Test (CAPE) Score**
- (if applicable; will be with your student information)
- **First Year Schedule Development Suggestions** in *FYI Guide*
- Based on this information and your advisee’s interests, you will help him/her select 3 or 4 academic courses, a PHED activity course and some alternate courses in the event that his/her first choices are not available.
- **Schedule Development Suggestions for Pre-Med and Pre-Dental Students** in the *FYI Guide* for students interested in pursuing these professional school opportunities.
- **Shopping Cart** (if completed) – to view what courses that student is interested in taking.



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### FAQ's and Advising Procedures Cont...

**Q: What forms are my advisee and I supposed to complete?**

A: You will use the *First Semester Registration Form*. After developing the schedule and listing alternates as well, you and your advisee will sign the form. The top (white) copy you will keep and place in the advising file. The student will take the bottom (yellow) copy with him/her to the Registration Assistant to register for courses using SIS.

**Q: What do I do if my advisee is interested in an academic area with which I am not familiar? a.k.a, "I'm Stumped! Help Me!"**

A: Listen to your advisee's interests. Review the suggested schedule in the *FYI Guide* and degree requirements in the *Handbook for Undergraduate Students*. Additionally, staff from Undergraduate Studies and a couple of advisors will be "floating" around the room, so flag one of us and ask a question! And, don't hesitate to use your fellow advisors as resources as well!

**Q: What if my advisee says s/he has AP credit?**

A: If the student listed Case on their AP exam, we should have a report and that AP report should be in the file and their credit should appear on the **Student Transfer Evaluation**. Additionally, the student might have listed exams and scores on the *First Year Student Information Sheet*. *AP Course Equivalencies* can be found on pp. 98 – 99 of the *FYI Guide*. If we do not have the AP score, note that on the Advisor Log Note sheet and then advise the student according to AP Equivalencies. If you still have questions, flag down a "floater" for advice.

**Q: What if my advisee says s/he has IB credit?**

A If the student listed Case on their IB exam, we should have a report , the IB report should be in the file, and their credit should appear on the **Student Transfer Evaluation**. Additionally, the student might have listed exams and scores on the *First Year Student Information Sheet*. *IB Course Equivalencies* can be found on page 100 of the *FYI Guide*. If we do not have the IB score, note that on the Advisor Log Note sheet and then advise the student according to IB Equivalencies. Make sure that you review the *IB Course Equivalencies* with your advisee to see exactly which tests (pay close attention as to whether or not your student took the HL or SL exam) s/he took and what credit s/he is likely to earn.

**Q: What if my advisee says s/he took college courses while in high school and should have transfer credit?**

A: Look in the advising file. If the student submitted all appropriate paperwork and transcripts, the credit that was awarded will appear on the **Student Transfer Evaluation**. If we are still missing information, then a complete transfer credit evaluation was not possible. In this event, you will find two copies of a letter outlining what information is still missing at this time. One copy is to remain in the file and the other may be given to your advisee. If transfer credit evaluation is pending, encourage the student to avoid taking classes similar to the ones that s/he previously took. If you have any questions about the transfer credit information in your file or if there is no transfer credit information in your file, ask a staff member from Undergraduate Studies for assistance.

**Q: What if my advisee comes in with significant AP, IB and/or transfer credit (e.g. > 30 hours)?**

A: In the Resource Area of the advising room, we will have Bulletins, Handbooks, and a laptop. If you are unsure of how to advise a student for the next level of course to take, then ask an Undergraduate Studies representative for assistance. If needed, we can use the *Bulletin* and major information in the *Handbook for Undergraduate Students* and listed on departmental websites.

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### FAQ's and Advising Procedures Cont...

**Q: So, what do I tell a student placed into MATH 120 based on the math placement exam?**

A: First, review the Registration Checklist with the student. Students placed into MATH 120 scored < 25 on the mathematics placement exam, and will have to complete MATH 120 before enrolling in a calculus course. Students placed into MATH 120 and enrolled in the fall semester will be given a second placement exam on Tuesday August 25, 2009 (during the first day of MATH 120). Students scoring well on the second exam will be able to move into a calculus course. Students not scoring well will remain in MATH 120. The student's copy of the Registration Checklist will have a MATH 120 information sheet attached. If a student is interested in a major(s) that does not require calculus, the student does not have to take MATH 120. However, if the student's major(s) does require at least one calculus course, s/he MUST take MATH 120 in the fall semester. Rarely, a student placed into MATH 120 has earned AP, IB or transfer credit for calculus. In the event that this occurs, consult with a representative from Undergraduate Studies and/or Chris Butler (if available) to discuss appropriate placement.

**Q: How do I know if my advisee should or could take "Enhanced" PHYS 123 or MATH 124/MATH 227?**

A: Descriptions of all *Enhanced Course Opportunities* can be found on p. 30 in the *FYI Guide*. Eligibility for enhanced math and physics is based on strong SAT/ACT math and English test scores and the completion of calculus and physics in high school. Students who meet eligibility criteria will receive an "Invitation" on their Registration Checklist. If students are eligible and interested in these opportunities, please review the descriptions. Students invited to take Enhanced Calculus must have AP, IB or transfer credit for either MATH 121/125 to enroll in MATH 124 or credit for MATH 122/126 to enroll MATH 227. Students who have AP, IB or transfer credit for PHYS 115 or 121 (Physics I) will decline this credit if they choose to enroll in PHYS 123 (Physics I). *Enhanced calculus and physics courses have very limited enrollments.*

**Q: What do I do if it appears that my advisee needs to or wants to register for more than 19 semester hours (an overload)?**

A: Generally, first year students are not permitted to take an overload in their first semester. Students should be taking 4 or 5 academic, credit-bearing courses in their first semester totaling no more than 19 semester hours. Flag down a Dean from Undergraduate Studies if you or your advisee need to inquire about this situation, but the initial answer is "No."

**Q: My advisee says that s/he is interested/majoring in "Pre-Med" or "Pre-Law." What do I do?**

A: Pre-Med and Pre-Law are not academic majors. Schedule Development Recommendations for students interested in applying to medical or dental School can be found on page 22 of the *FYI Guide*. Recommendations for First Year Students with an Interest in Pre-Law can be found on page 24. Review these with your advisee. Students should incorporate these recommendations with the other recommendations made for major(s) of interest. There are not specific course requirements for students interested in attending law school. However, there are recommended skill and knowledge sets that would be helpful in both preparing to gain admittance to law school, as well as studying law.

## Summer Orientation Edition July – August 2009

### FAQ's and Advising Procedures Cont...

**Q: My advisee asked to take a course that is not listed in the *FYI Guide*; can s/he?**

A: Usually, no. However, if you feel that your student meets the prerequisites for the course, you may check with an Undergraduate Studies representative to see if the course is appropriate to take in the first semester. Exceptions to the rule include 300-level History and Political Science classes. Additionally, if a student has AP or transfer credit for PSCL 101, almost all 200 and 300-level Psychology classes will be available. If students meet prerequisites and/or have appropriate placement, they may consider 300-level foreign language and mathematics classes.

**Q: Your advisee asks, “Do I really have to take physical education classes?”**

A: Yes. All Case students are required to complete 2 semester hours (zero credit) worth of physical education activity courses. Students should complete these courses within their first two years at Case if at all possible. Students may choose any combination of ½ semester, full semester or varsity athletic options. Remind Varsity Athletes to register for their sport!

**Q: What do I do if my advisee says that he/she wants to take a French, Spanish, or German course? Modern Foreign Language Placement (CAPE) Test score report?**

A: You should look at your student information list and verify that the student took the modern language placement test. If so, the score will be listed. Refer to the Modern Language Placement (CAPE) score key on your desk which corresponds to the different levels of French, Spanish, and German. Use this as a guideline for placing students into the appropriate level (101, 102, 201, 202 or 300-level) language course. Remember that foreign language courses are not required to meet SAGES General Education Requirements.

**Q: What should I write on the Advisor Log Notes form?**

A: You may include a variety of information there, but essentially, the information should be of use to Undergraduate Studies as they review the student's schedule, and to the student's future advisors. For example, you might note that a student has AP scores that we do not have; that the student has changed his/her mind about academic interests; or that the student was very excited/agitated/nervous, etc.

**Q: My advisee needs a course that appears to be closed. What do I do?**

A: Course enrollments are altered throughout the summer to allow students an equal chance of enrollment during each of the four Summer Orientation sessions. Additionally, Undergraduate Studies works closely with academic departments to monitor the need to increase class sizes and/or to add new sections. If a required (not preferred) class is closed, the student will have the opportunity to fill out a form in the Registration Room to indicate that they were not able to get into the class. The Dean for First Year Students will review each student schedule and such requests and make necessary schedule adjustments. Case is successful in getting students into the classes that they **need**. Students do not always get the classes that they want in the particular semester that they **want** (e.g. a Biology major might have to wait until next fall to take DANC 103, but will get into CHEM 105 this fall).

**Q: My advisee says that she took college courses while in high school but does not have a transfer credit evaluation in her file. How do I advise her?**

A: Ask the advisee if she has submitted all of the transfer credit paperwork on the Orientation checklist. Ask the advisee what course(s) she took and if she took them on a college campus. Get a sense if the particular course(s) might have an impact on course selection for the fall. If it seems likely that the transfer course might have an impact, seek advice from Claudia Anderson or one of the other Undergraduate Studies representatives to determine the best strategy for course selection.

## Summer Orientation Edition July – August 2008



### Tips, Reminders, and Updates

- ☞ Non-native English-speaking students will likely be placed into an **ESL First Seminar**. If so, they are **not permitted** to register for **ENGR 131 or for 200-level ENGL courses**. If you have such a student, steer them away from these courses.
- ☞ Make sure that students include a **PHED activity course** on their schedule. Varsity athletes should register for their sport. Marching Band and Eurhythmics count toward the PHED requirement.
- ☞ Don't assume that you know an AP or IB course equivalency – check the *FYI Guide*, pp. 98 – 100 to be sure.
- ☞ If you have any concerns about an advisee or any issues that you feel I need to address, please write your comments on the **Advisor Log Notes** sheet inside the advising file.
- ☞ Remind students that they will have an opportunity to make **schedule adjustments** during Welcome Days Orientation on the First Year Student Drop/Add Day, and during the first two weeks of classes. (SIS enrollment closes for them after they register for courses during summer orientation and does not re-open until August 22.)
- ☞ **Proficiency tests** in chemistry, computer programming, math, and physics will be offered during Welcome Days Orientation. See pp. 101 – 102 of the *FYI Guide* for further details.
- ☞ **SAGES General Education Requirement Checklists** for all degrees are included in the *FYI Guide*.
- ☞ **Alternates, Alternates, Alternates.....Please!** ☺
- ☞ **DO NOT GIVE STUDENTS THEIR ADVISING FILES. STUDENT FILES SHOULD BE RETURNED TO THE UNDERGRADUATE STUDIES REPRESENTATIVES.**