

Summer Orientation Edition July 2004



At Your Advising Station:

- * 2004 – 2005 Handbook for Undergraduate Students
- * 2004 – 2005 First Year Information Guide (FYI Guide)
- * Fall 2004 Schedule of Classes
- * Math Placement Test Results for all Orientation Session Participants
- * Modern Foreign Language Placement (CAPE) Test score key
- * Pens, Highlighters, and other supplies
- * Extra copies of First Semester Registration Form
- * First Year Advisor Newsletter

Welcome to Case's First Summer Orientation Session!

Thank you so much for volunteering to serve as a First Year Advisor in this new initiative to enhance the first year experience for our students. Current students have commented repeatedly how much they would have liked to have been able to talk to an advisor as they made decisions about their first schedule, and weighed options as they prepared for their first year. 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.

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
- ☐ Letter to First Year Advisor (if submitted)
- ☐ First Year Advising Information Sheet (if submitted)
- ☐ AP test scores (if applicable and if received)
- ☐ Copy of current schedule showing OTHR 888 (registration placeholder) and SAGES course (if accepted into program)
- ☐ Transfer credit evaluation (if applicable)
- ☐ 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 me before you leave!**

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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. In most cases you *will not* be seeing your own 2004 - 2005 advisees. You *will* be seeing students who have been selected to participate in the SAGES Pilot Program. Some of you will see students who are undecided about a major. (For example, if you are a Sociology professor, I might ask you to see someone who has indicated an interest in Anthropology.)

Q: When will I see my advisees?

A: Students will come in 6 different "groups" (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 4 or 5 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.

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

A: Your advisees will likely come with some schedule ideas developed from reviewing the *FYI Guide* and from listening to my presentation. You will also want 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 – English, Enhanced Physics and Calculus eligibility

Math Placement Test Score – to determine placement in MATH 120 or placement in Calculus I (if necessary for intended major)

Schedule – Check to see if s/he has been enrolled in the SAGES Pilot Program

First Year Advising Information Sheet (if submitted – to review academic interests, AP, IB or other forms of credit to be earned)

AP scores (if applicable; refer to *FYI Guide* pp. 68-69 for AP Equivalencies)

Transfer Credit Evaluation (if applicable)

Modern Foreign Language Placement Test (CAPE) Score (if applicable)

First Semester Schedule Development Suggestions in *FYI Guide*

Based on this information and your advisee's interests, you will help him/her select 4 or 5 academic courses, a PHED activity course and some alternate courses in the event that his/her first choices are not available.

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 SOLAR.

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FAQ's and Advising Procedures Cont...

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 First Year Advisors will be "floating" around the room, so flag one of us down and ask a question! ☺

Q: How do I know which English class my advisee should take and when s/he should take it?

A: Start with the *Registration Checklist*. This form will tell the student if s/he has been placed into either ENGL 148 in the fall, ENGL 150 in the fall, or ENGL 150 in the spring. Enrollment in SAGES First Seminar supersedes this placement information. AP credit for ENGL 150 places students out of this requirement even if the student was placed into ENGL 148.

Q: How do I know if my advisee has been admitted to the SAGES Pilot Program?

A: Students were notified via email in the last week of June. Those students had SAGES First Seminar – USFS 100 – placed on their schedules so you will be able to see this on the schedule in the advising file.

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. Additionally, the student might have listed exams and scores on the *First Year Student Information Sheet*. *AP Course Equivalencies* can be found on pp. 68-69 of the *FYI Guide*. If we do not have the AP score, flag down a "floater" for advice.

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

A: IB exam scores come in very late, often after school starts, so your advisee should make his/her best guess at his/her score and schedule accordingly. Make sure that you review the *IB Course Equivalencies* on page 70 of the *FYI Guide* 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, there should be two copies of a letter and a print out of the credit that was awarded. If we are still missing information, then a complete transfer credit evaluation was not possible. In this event, you will also 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.



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FAQ's and Advising Procedures Cont...

Q: So, what all do I have to do to determine math placement for my advisee?

A: First, look up the Math Placement Test score; this will tell you if the student should take MATH 120 (≤ 24) or a calculus I course (MATH 121, 125). Next, determine if the student has any AP, IB or transfer credit for Calculus. Then, determine if the student's academic interest requires calculus. If yes, and the student received ≤ 24 on the placement test, the student should register for MATH 120. If the student earned at least a 25 on the test, s/he is ready to take a calculus I course. Refer to the Registration Checklist to determine if the student was invited to take an enhanced calculus course; if so, see below. See the First Semester Schedule Development Recommendations for the appropriate calculus course.

Q: How do I know if my advisee should or could take an "Enhanced" ENGR 131, PHYS 123 or MATH 124/MATH 227 course?

A: Descriptions of all *Enhanced Course Opportunities* can be found on p. 18 in the *FYI Guide*. Anyone may take the Enhanced ENGR 131 if they have the interest and they feel they have extensive programming experience. For enhanced math and physics, students who meet eligibility criteria (SAT/ACT scores and high school courses) 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).

Q: What do I do if my advisee hands me a Modern Foreign Language Placement (CAPE) Test score report?

A: You will have a score key on your desk which corresponds to the different levels of French, Spanish, and German. Use this as a guideline for directing students into the appropriate level (101, 102, 201, 202 or 300-level) language course. Remember that foreign language courses are not required to meet General Education Requirements.

Q: What do I do if it appears that my advisee needs to or wants to register for more than 18 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 courses in their first semester. Occasional exceptions are made for music students, students pursuing a foreign language course, and the rare SAGES students. Flag down a Dean from Undergraduate Studies if you or your advisee needs 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 School can be found on page 17 of the *FYI Guide*. Review this 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. Recommendations for Pre-Law students can be found at the following website: <http://www.cwru.edu/provost/ugstudies/prelaw.htm>. There will be Pre-Law Handouts for review in the Resource Area of the Advising Room.

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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 a Dean to see if the course is appropriate to take in the first semester.

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. Students may choose any combination of ½ semester, full semester or varsity athletic options.

Q: Your advisee says, "I want to 'get out of' ENGL 150. Can I take the English Placement test?"

A: No. The English Placement test is offered only to (and required of) students who are entering Case earning transfer credit equivalent to ENGL 150. Students without college credit must take ENGL 150 according to their placement information on the *Registration Checklist* found in their packet. (The exception to this will be students admitted into SAGES.)

Q: My advisee asks why s/he was placed into ENGL 148. How do I respond?

A: Initial English placement is based solely upon SAT/ACT test scores. Students placed into ENGL 148 will be given a writing exercise on their first day of class and if they do well, will be instructed by the English department to move up to ENGL 150. However, students still need to go ahead and register for ENGL 148 as instructed.

Tips, Reminders, and Updates:

- ☞ Non-native English-speaking students placed into **ENGL 148** are **not permitted** to register for **ENGR 131**.
- ☞ 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.
- ☞ A few changes have been made to the *AP Credit Equivalencies*. Don't assume that you know a course equivalency – check the *FYI Guide* 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.
- ☞ **Proficiency tests** in biology, chemistry, computer programming, math, and physics will be offered during Welcome Days Orientation. See pp. 71-72 of the *FYI Guide* for further details.
- ☞ SAGES and non-SAGES **General Education Requirement Checklists** for all degrees are included in the *FYI Guide*.

