

# Supporting Your Student Through Academic Planning and Course Registration

Tulane Family Webinar  
March 26, 2025



TULANE UNIVERSITY  
Office *of* Family Programs

# Presenters



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# Purpose of this webinar

**This webinar will provide information, resources, and advice to help you support your students as they engage in academic planning and preparation for fall and summer course registration.**

# Topic Outline

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Advising Model at Tulane

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Advisor role & responsibility in registration

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Student role & responsibility in registration

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How you can support your students

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Registration Reminders

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Resources

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Questions

# Advising Model at Tulane

- College Advising
- Success Coaching
- Career Coaching
- Study Abroad Advising
- Fellowship Advising

Newcomb-Tulane  
College



- First Year Advisors
- Core College Advisors
- Pre-Professional Advisors
- Peer College Advisors

College Advising



# Advisor Role in Registration



NTC Core  
Curriculum



Support  
Decision  
Making



Encourage  
Balance



Course  
Recommendations



Refer to  
Specialists,  
Schools,  
Majors, Minors



Connect with  
Resources



Address  
Registration  
Issues



# Student Role in Registration



IDENTIFY  
REGISTRATION TIME  
TICKET



ADDRESS  
REGISTRATION  
HOLDS



CONSULT ACADEMIC  
RESOURCES ACROSS  
CAMPUS



USE DEGREE WORKS  
AUDIT

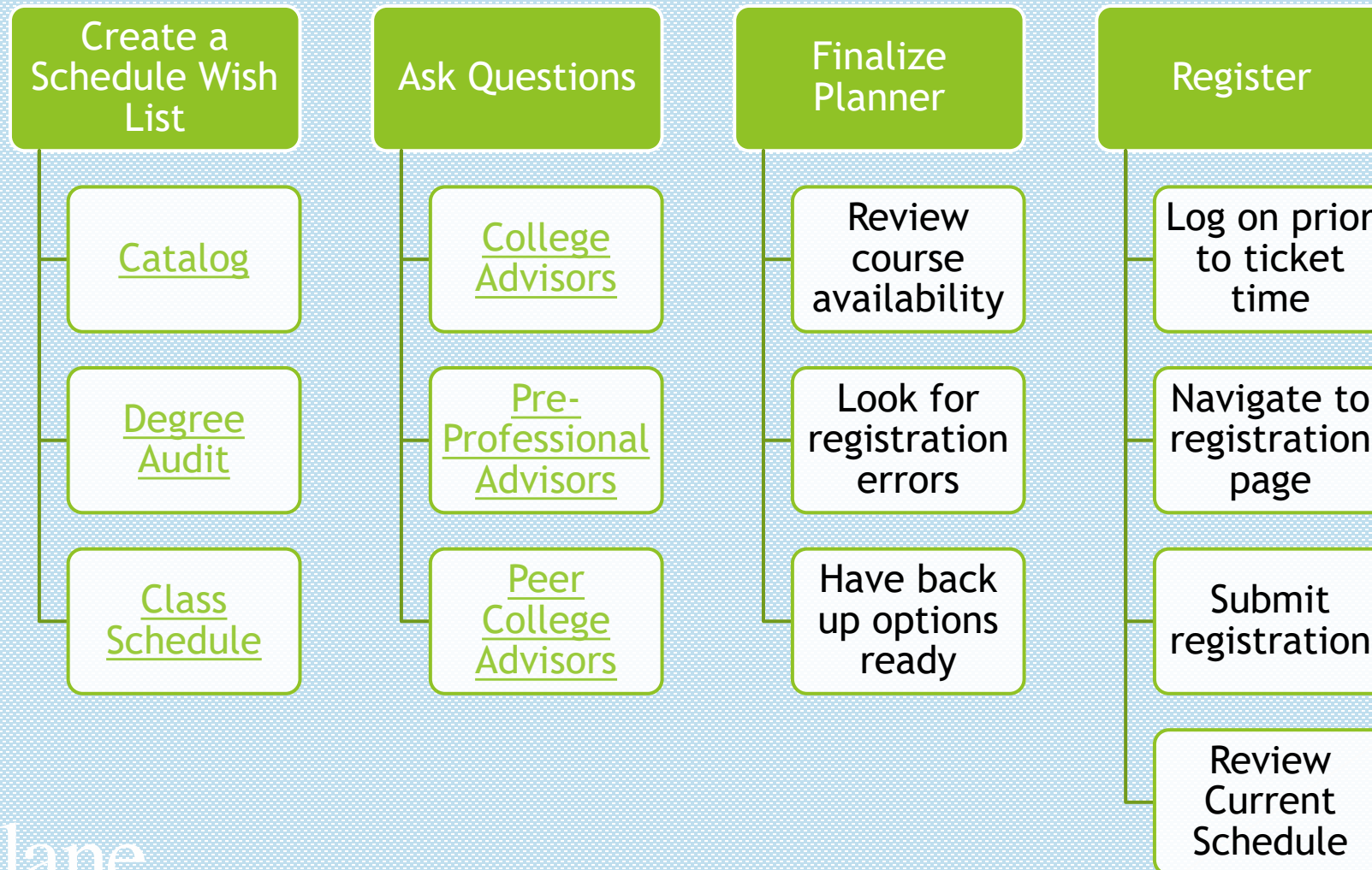


PREPARE PLANNERS &  
CLASS WISH LISTS



REGISTER ON TIME &  
BE FLEXIBLE!

# How Students Prepare for Registration







# How To Support Your Students

- ▶ **Help your student reflect** on what classes they will enjoy and what they will excel in.
- ▶ **Discuss academic plans** that may require additional time or expense—summer school, study abroad, unpaid internships.
- ▶ **Refer them to College Advising** website for resources & appointment options.
- ▶ Remind them of **Virtual Advisor or Drop-In Advising** for urgent and quick questions.
- ▶ **Encourage flexibility & patience.** Help your student manage their expectations & encourage them to seek help from our entire team when they feel stuck.

# Encourage Flexibility & Options

- ▶ Most majors/minors at Tulane are flexible and there is time to adjust over time & before the start of the semester.
- ▶ There is time between now and next semester. Stressing will not manifest better outcomes.
- ▶ Your student may make schedule adjustments during the first two weeks of the semester.



# Registration Reminders

- ▶ Priority Registration = Period during which registration opens
- ▶ Schedule changes allowed until add deadline
- ▶ Time Tickets are based on credits and cannot be changed
- ▶ Credit Minimum & Maximum
  - ▶ 12 credits or higher is full-time
  - ▶ May register for 17 credits at ticket time
  - ▶ Register for 19 credits after all student ticket times have opened
- ▶ Waitlists
  - ▶ Only waitlist for up to 3 classes
  - ▶ Not available if already registered for another section of same course

# Where to Find the Team?

## WaveSync

Newcomb-Tulane College, Ofc of College Advising Events

The screenshot displays a grid of advising events on the WaveSync platform. The events listed include:

- First-Year Advising Office Hours** (The HUB): Wednesday, October 30 at 1:00PM CDT, The HUB Garage.
- Mindfulness Mondays** (Faculty and Staff): Monday, November 4 at 12:30PM CST, LBC 209.
- Mindfulness Mondays** (Faculty and Staff): Monday, November 11 at 12:30PM CST, LBC 209.
- Advising Drop-Ins** (Registration Support): Monday, November 11 at 1:00PM CST, Mussafer Hall, The HUB Garage, LBC, and Virtual.
- Advising Drop-Ins** (Registration Support): Tuesday, November 12 at 1:00PM CST, Mussafer Hall, The HUB Garage, LBC, and Virtual.
- Late Night Advising**: Wednesday, November 13 at 7:00PM CST, The HUB Garage.



## Peer Advisors

Three peer advisor profiles are shown, each with a photo and a brief bio:

- Liza Cisneros (she/her)**: Liza is a Junior majoring in International Relations and Homeland Security. In addition to being a...
- Brynn Cross (she/her)**: Brynn is from Baltimore, Maryland. She is a junior majoring in Psychology. Outside of Peer Advising,...
- Neisha Gilmore (she/her)**: Neisha is a junior at Tulane. She is a double major in Sociology and Social Policy & Practice while minoring in...

- **1-1 Appointment:** Students schedule with their assigned advisor up to 2 weeks prior to appointment.
- **Virtual Advisor:** During Priority Registration period, a Virtual Advisor is available 1-4pm M-F
- **Drop-In Events:** Students can find our upcoming drop-in events on [Wavesync](#).
- **Peer College Advisors (PCA):** Students drop-in to meet with a student PCA between 11am-3pm, Monday-Friday.

## Schedule Ahead

The screenshot shows the "Let's Get You Scheduled!" form from NTC College Advising. It includes a "Submit" button and a "Cancel" button. The form asks for the following information:

- How much time would you like? \*
  - 15
  - 30
- How would you like to meet with your advisor? \*
  - In-person
  - Virtual

Additional text on the form includes: "Choose where you want to meet and for how long." and "PLEASE NOTE that some advisors may not offer every appointment type. If you receive a..."

Calendly

# Drop-In Advising

- All College Advisors will be available in-person, April 7-10, 1-4PM.
- No appointment needed.
- Find us at locations across campus.
- Focus on quick questions & registration issues.
- Big picture conversations & schedule tweaks can be addressed in 1:1 appointments after priority registration.
- Leadership team on hand for current semester concerns & support.

Newcomb-Tulane College  
College Advising

## DROP-IN ADVISING

April 10th - 19th\*  
1:00 pm - 4:00 pm

Available across campus:

1. Mussafer Hall
2. ALTC Writing Center
3. LBC
4. The Hub Garage

\* Weekdays only.

Registration Resources Link

Audubon Place  
Calhoun Street

## Summer Classes & Planning

- ✓ Time to commit
- ✓ Goal-setting
- ✓ Investment
- ✓ Support

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Tulane Summer School

<https://summerschool.tulane.edu/>

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Tulane Summer Study Abroad

<https://cge.tulane.edu/appointment>

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Service-Learning Abroad

<https://cps.tulane.edu/academics/international-program>

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Undergraduate Research

<https://undergrad-research.tulane.edu/>

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Transferring Credit into Tulane explanation & link to  
schedule a meeting with a Transfer Credit Specialist

<https://advising.tulane.edu/resources/transfer-credit>

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Financial Aid

<https://summerschool.tulane.edu/financial-aid-0>

# Resources

- [Degree Works Audit](#) found on Student Tab in Gibson:
  - <https://registrar.tulane.edu/degree-audit/degree-works-students>
- [University Catalog](#) for major/minor requirements:
  - <https://catalog.tulane.edu/>
  - \*\*Note: The catalog is available to all, the audit is specific to your student and linked in Gibson Portal on the student tab.  
<https://registrar.tulane.edu/degree-audit/degree-works-students>
- [Schedule of Classes](#) for course search & registration submission:  
<https://classschedule.tulane.edu>
- [Academic Calendars](#) to identify decision points:
  - <https://registrar.tulane.edu/academic-calendars/undergraduate>
- Offices that may place registration holds:
  - [Accounts Receivable](#):  
<https://studentaccounts.tulane.edu/contact-us>
  - [Student Health/Immunization](#):  
<https://campushealth.tulane.edu/about/policies/registration-holds>

# Questions?

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