

Supporting Your Student Through Academic Planning and Course Registration

Tulane Family Webinar
November 5, 2025

Presenter



Heather Cooper

Direct of College Advising
Newcomb-Tulane College

hcooper2@tulane.edu

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 spring and summer course registration.

Objectives

Advising Model at Tulane

Advisor role & responsibility in registration

Student role & responsibility in registration

How you can support your students

Registration Reminders

Resources

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



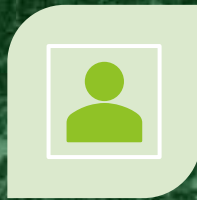
Address
Registration
Issues



Student Role in Registration



IDENTIFY
REGISTRATION TIME
TICKET



ADDRESS
REGISTRATION
HOLDS



CONSULT ACADEMIC
RESOURCES ACROSS
CAMPUS



USE DEGREE WORKS
AUDIT

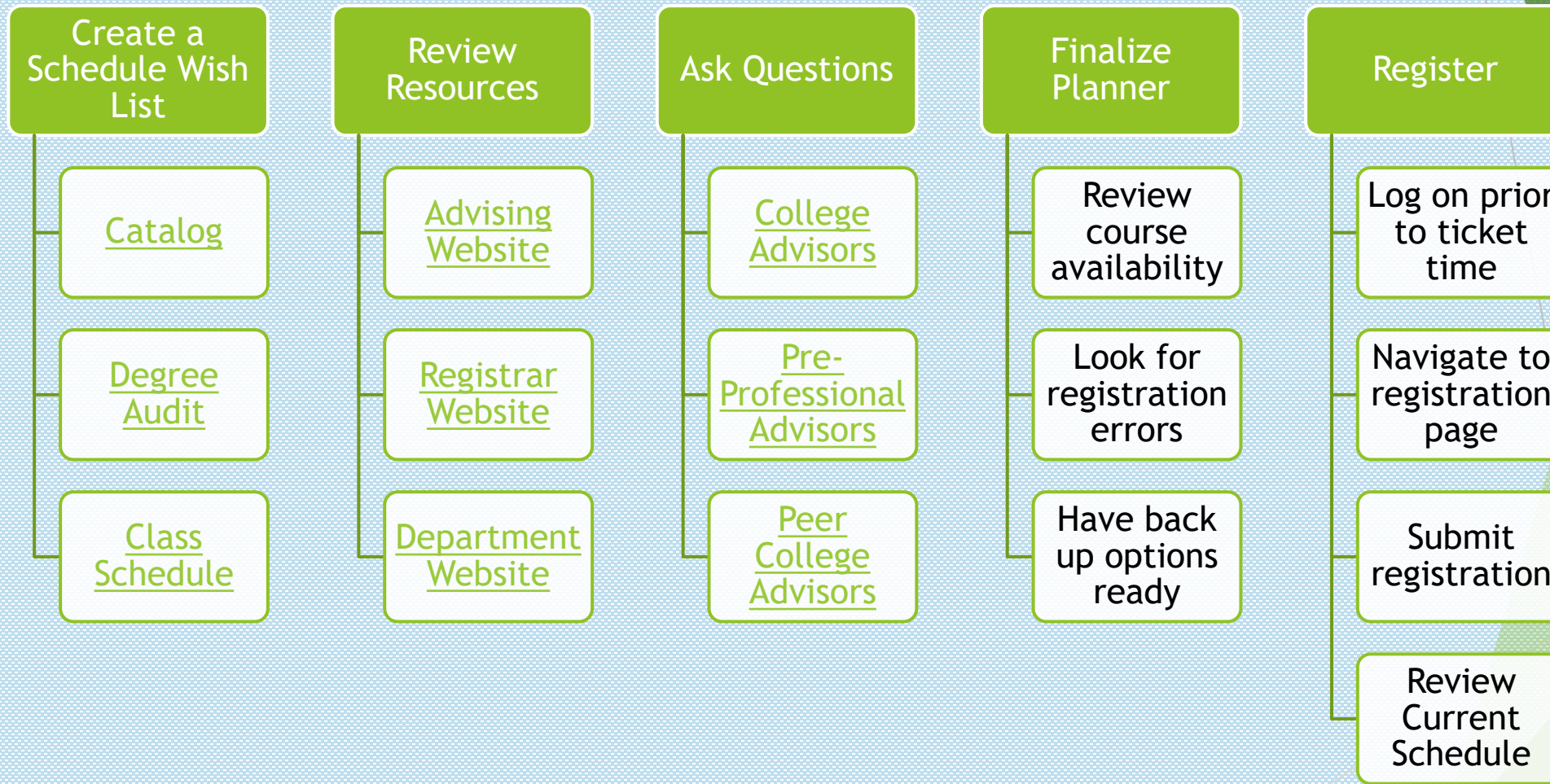


PREPARE PLANNERS &
CLASS WISH LISTS



REGISTER ON TIME &
BE FLEXIBLE!

How to 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 (EOD Nov 14)
- ▶ Waitlists
 - ▶ Only waitlist for up to 3 classes
 - ▶ Not available if already registered for another section of same course

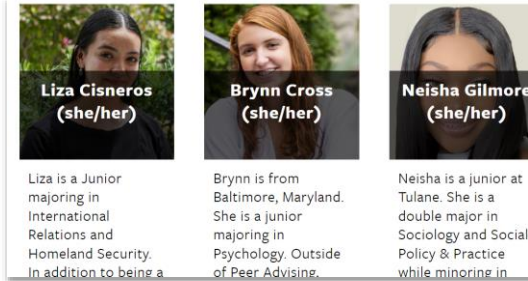
Where to Find the Team?

WaveSync

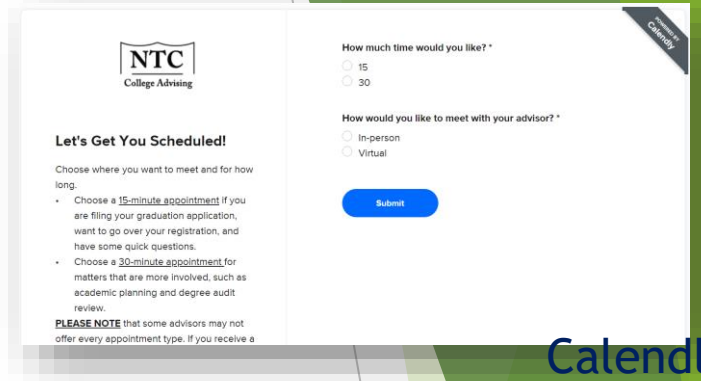
Newcomb-Tulane College, Ofc of College Advising Events



Peer Advisors



Schedule Ahead



Calendly

- **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 Monday-Friday, 1-4PM.
- **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 9-4PM, Monday-Friday, in person. 4-6PM virtual.

Drop-In Advising

- **All College Advisors** will be available in-person, Nov 10-13th, 1-4PM.
- **Virtual Advisors** available on Zoom, Monday-Friday 1-4PM.
- **Late Night Advising** on Nov 12th 6-8pm in the Hub Garage
 - ❖ 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

Summer Classes & Planning

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

Tulane Summer School

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

Tulane Summer Study Abroad

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

Service-Learning Abroad

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

Undergraduate Research

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

Transferring Credit into Tulane

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

Financial Aid

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



Resources

- [Degree Works Audit](https://registrar.tulane.edu/degree-audit/degree-works-students) found on Student Tab in Gibson:
 - <https://registrar.tulane.edu/degree-audit/degree-works-students>
- [University Catalog](https://catalog.tulane.edu/) for major/minor requirements:
 - <https://catalog.tulane.edu/>
- [Schedule of Classes](https://classschedule.tulane.edu) for course search & registration submission:
<https://classschedule.tulane.edu>
- [Academic Calendars](https://registrar.tulane.edu/academic-calendars/undergraduate) 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):
<https://studentaccounts.tulane.edu/contact-us>
 - [Student Health/Immunization](https://campushealth.tulane.edu/about/policies/registration-holds):
<https://campushealth.tulane.edu/about/policies/registration-holds>

End of Semester Reminders

Academic Calendar Dates

- ▶ Nov 3 - Registration for Spring 2026 begins
- ▶ Dec 5 - Last day of classes
- ▶ Dec 8-13 - Exam period
- ▶ Dec 15 – Grades Due

Questions?

Heather Cooper

hcooper2@tulane.edu

504-247-1637