Supporting Your Student Through Academic Planning and Course Registration

Tulane Family Webinar

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TULANE UNIVERSITY
Office *of* Family Programs



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Tonight's topics:

- Advisor role & responsibility in registration
- Student role & responsibly in registration
- How you can support your students
- Registration reminders
- How students meet with an advisor

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

01

IDENTIFY REGISTRATION TIME TICKET

02

ADDRESS REGISTRATION HOLDS

03

CONSULT ACADEMIC RESOURCES ACROSS CAMPUS

04

USE DEGREE WORKS AUDIT

05

PREPARE PLANNERS & CLASS WISH LISTS

06

REGISTER ON TIME & BE FLEXIBLE!

How to Prepare for Registration

Create a Schedule Wish List

- Catalog
- Degree Audit
- Advising Website
- Registrar Website
- Department Website

Ask Questions

- College Advisors
- Pre-Professional Advisors
- Peer College Advisors

Finalize Planner

- Review Class Schedule
- Look for registration issues
- Have back ups ready

Register

- Log on prior to ticket time
- Navigate to registration page
- Submit registration
- Review Current Schedule

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How To Support Your Students

- **Help your student reflect** on what classes will provide challenge & balance.
- **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** to make a plan. It's OK to meet with any advisor.
- **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

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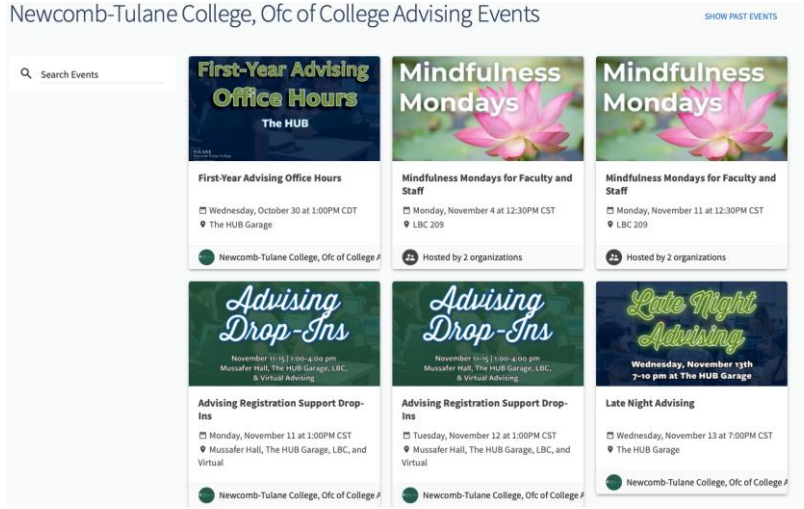
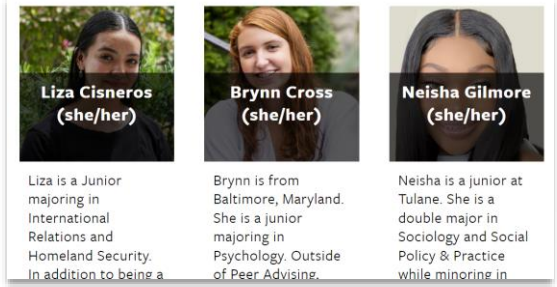
Where to Find the Team?

WaveSync

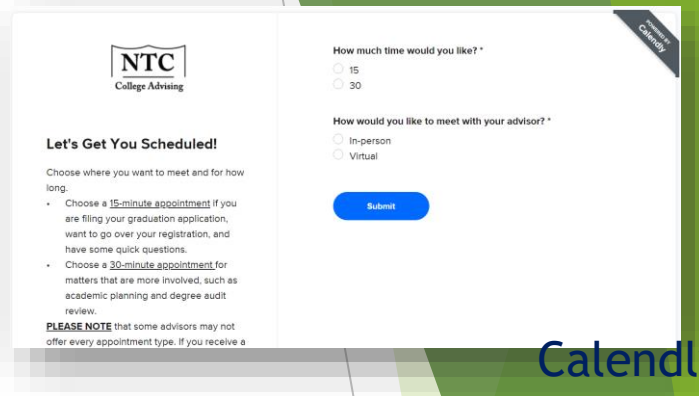




Peer Advisors



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 – 4 p.m.
- 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 a.m. – 4 p.m. in person or virtually 4 – 6 p.m., Monday-Friday.

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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 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/
- 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

End of Semester Reminders

Academic Calendar Dates

- April 1 - Registration for Fall 2026 begins
- April 29 - Last day of classes
- May 2-7 - Exam period
- May 9 – Grades Due

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Questions?

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