Supporting Your Student Through Academic Planning and Course Registration

Tulane Family Webinar
April 10, 2024
Heather Cooper

Associate Director of Student Engagement
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 the summer and fall course registration season.
Objectives

Advising Model at Tulane
Registration time-tickets & timeline
Advisor role & responsibility in registration
Student role & responsibly in registration
How you can support your students
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
Where to Find Us?

- **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, 9am-5pm.

- **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-5pm, Monday-Friday.
Drop-In Advising

• **All College Advisors** will be available in-person, April 10th-19th, 1-4PM (excluding weekends).

• 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.
# How to Prepare for Registration

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a class wish list using the Schedule of Classes. Review degree audit and department websites or catalog to build your unique list.</td>
<td>Make an appointment with a College Advisor, Pre-Professional Advisors, and major/minor advisor for planning support, or attend a drop-in event with Peer College Advisors and College Advisors.</td>
<td>Build a final planner, based on available classes, within 12 to 24 hours before their registration ticket opens. This allows students to see available classes that they can actively add when their registration time opens.</td>
<td>Review our tips for successful course registration: <a href="https://advising.tulane.edu/registration">https://advising.tulane.edu/registration</a> as well as resources from the University Registrar's Office: <a href="https://registrar.tulane.edu/registration">https://registrar.tulane.edu/registration</a></td>
</tr>
</tbody>
</table>

**Schedule of Classes**
- College Advisor
- Pre-professional Advisors
- Virtual Advisors
- Peer College Advisors

[https://advising.Tulane.edu/registration](https://advising.Tulane.edu/registration)
[https://registrar.tulane.edu/registration](https://registrar.tulane.edu/registration)
Registration Reminders

- Priority Registration = Period during which registration opens
- Schedule changes allowed until add deadline for fall semester
- 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 add 3 classes
  - Not available if already registered for another section of same course
End of Semester Reminders

Academic Calendar Dates

- April 10 – Registration for Fall 2024 begins
- May 1 - Last day of classes
- May 4-9 - Exam period
- May 18 - Commencement
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

- 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!

Tulane
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 are 5 months before the Fall Semester begins! Stressing now will not manifest better outcomes.

- Your student may make schedule adjustments during the first two weeks of the semester.
Summer Classes & Planning

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

Tulane Summer School
Summer School | Summer at Tulane

Tulane Summer Study Abroad
Summer Abroad | Center for Global Education

Service-Learning Abroad
International Programs | Tulane Center for Public Service

Undergraduate Research
Undergraduate Research | Summer at Tulane

Transferring Credit into Tulane
Transfer Credit | NTC Academic Advising
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.
Resources

- **Degree Works Audit** (on Student Tab in Gibson)
- **University Catalog** for major/minor requirements
- Department websites
- **Schedule of Classes** for actual registration submission
- **Academic Calendars** published by University
- **College Advising website**
- Offices that most often place registration holds:
  - **Accounts Receivable**
  - **Student Health/Immunization**
Questions?

Heather Cooper
hcooper2@tulane.edu
504-247-1637