

Summer Orientation: Flow Chart for Advisors

Attend the Faculty Advisor Training

Prepare for the Advising Meeting

- The advisees you meet at Orientation are unlikely to be your permanent core advisees. You will receive the names of your advisees for Orientation from AASC by email before the start of your session. You may view your advisee's academic background on ImageNow prior to meeting with your advisee. Review the core curriculum and programs for first-year students.

The Orientation Advising Meeting

- Day one of Orientation
 - You will meet with your advisees in small groups to become acquainted with them and to discuss the core curriculum and the registration process they will follow on day two of orientation. Students will also attend a variety of information sessions.
- Day two of Orientation
 - Be sure to bring your advisor *Handbook* and the *Undergraduate Catalogue* to the registration sessions.
 - Attend the pre-registration session at 7:30 a.m. to receive updates on course information pertinent to registering your advisees.
 - Meet individually with each student for thirty minutes. Each advisor typically sees ten students.
 - Each student's academic background can be found on ImageNow. Messina, and Loyola 101 can only be changed after consulting with the faculty co-Director of Messina.
- IMPORTANT POINTS TO REMEMBER:
 - ✓ Discuss core requirements with each student. Help students understand the importance of the core as the foundation of a Jesuit education. Encourage students to explore new interests through the core, but also to be mindful of an intended major (see the ***Core Requirements by Major*** chart).
 - ✓ Register students for math or language courses only at the level determined by their placement scores.
 - ✓ Beware of schedule conflicts. Use the block schedule form for planning.
 - ✓ Advanced Placement Test scores are not received until late July. If possible, avoid registering students for courses for which AP credit is anticipated. Students will receive written notification of eligibility for AP credit later in the summer, at which time schedule adjustments can be made. Students who know their scores can use the AP score chart as a planning tool but credit is not awarded until the Dean of First-Year Students & Academic Services has received and reviewed the scores.

