

Advising Group Meeting – October 4, 2017

Information Handout

Upcoming Deadlines

- Language placement and exemption testing – Oct. 9th at 4pm – search in MyUMW to sign up
- Honors Program students – program essay due by Oct. 18th (or risk missing early registration)

Advising Expectations & Materials

- *Advising Reports* – use Campus (<https://umw.campus.eab.com>) to access your students' notes from summer orientation advising, and to post your own advising report. It is expected that we add an advising report for each of our advisees. You can find the past notes/reports by selecting your student and then looking under the Reports/Notes tab near the top of the page. You can create an advising report by clicking on the link to the right when you are in your student's file.
- *Advising Links* – you can find the Spring 2018 Registration Guide online (http://academics.umw.edu/registrar/files/2011/08/Guide-to-Registration-Spring-2018_FINAL.pdf) and the Spring 2018 schedule is posted on the Registrar's Page (<http://academics.umw.edu/registrar/course-schedules-and-registration/>). The Registrar's page includes a link to the course schedule and the registration appointment times.
- *Alerts and Concerns* – please talk with your advisees about any academic concerns that you have about their work, as well as any “Unsatisfactory” marks that they receive from other instructors. If you have any other concerns that you feel are outside of your academic advising role or that should be brought to the Dean of Student Life, please go to <http://www.umw.edu/concerns/>.