

APR 10 1996

4/1/96

A & S SEMESTER TRANSITION ADVISING RECOMMENDATIONS

A number of special publications are being prepared to assist students and advisers as we prepare for the conversion to semesters. A *Student Semester Transition Guide* will be published by the end of spring quarter (Table of Contents attached). To help students better plan their final year under the quarter system, a publication listing winter and spring quarter 1997 course offerings will be available along with the Fall 1996 Schedule of Classes in late April.

The college office will coordinate advising for the semester transition and will provide training for departmental/program advising coordinators. Each department and program will need to plan for the transitional advising of students in its program during spring quarter 1996. In particular, departments will need to:

1. By April 19: Name a departmental advising coordinator, if you don't already have one. This person will be a liaison to the college office, degree audit, etc. and will have responsibility for training other departmental advisers. The coordinator will work with Trudy Robertson, Chris Habrecht, and the advisers in the college office.
2. By end of spring quarter 1996: Plan now how your department will provide advising for the transition--e.g., group information sessions or individual appointments or a combination of group and individual. Determine if (or when) your department will place advising holds on students who have not met with an adviser.
3. Beginning with their fall quarter 1996 advising sessions: Provide students with information about what they will need to complete their degree requirements (e.g. which courses to take in 1996-1997 and which semester courses they will need after the conversion), verify degree audit and check sheet information. Document in students' files.
4. By fall quarter 1996: Post quarter/semester equivalencies (CC-1's) and schedule of future course offerings at convenient locations throughout your department. Update information thereafter.
5. Throughout the transition: Ask faculty to announce current semester transition information in their classes--e.g., repeat options, future course offerings, advising information/requirements.
6. Throughout the transition: Provide updated information to A & S departments, other colleges, and college office re. scheduling changes (e.g. last time French 111 or Calculus 185 will be offered).

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