

Academic Advising at New Student Orientation 2014

Learning Objectives for our new students:

1. *Students should understand the university and general education requirements.*
2. *Students should understand requirements for their chosen major.*
3. *Students should be enrolled in courses that match their abilities and interests.*
4. *Students should know how to login to my.washburn.edu, search for available classes and enroll with their PIN.*
5. *Students should know their advisor and how to contact them.*
6. *Students should complete the registration process with a full course load (15 hours recommended) and leave campus with a printed schedule.*
7. *Students should enroll in WU 101 Washburn Experience*

Students will have the following at the time of advising:

- A list of the university and general education classes
- A coversheet with their WIN, PIN, test scores, transfer credits, etc.
- A list of advisor/advisee responsibilities

Checklist for Advising at New Student Orientation

New Student Orientation is an exciting time for incoming freshman and their families and guests. Many students are very anxious about college and it is important for the faculty and staff to be caring members of the university community. This initial interaction helps students build and maintain relationships with faculty and their academic department

- ✓ All students must enroll in WU 101 Washburn Experience (*required of all direct-from-high school students regardless of completed credit hours.*)
- ✓ Provide information to students about university and general education requirements for the degree.
- ✓ Ask about any college courses the student has completed during high school for credit. These transcripts may not have been received by the university yet.
- ✓ Make sure any needed overrides for classes are done.
- ✓ Ensure students are placed in the appropriate math or English course for their ability (see Math & English Placement Chart).
- ✓ Encourage students to enroll in 15 credit hours.
- ✓ All students must know how to login to my.washburn. Inform students that Washburn email is the university's official channel of communication.
- ✓ Provide information about major and degree requirements in the form of handouts or four-year plans.
- ✓ Inform the student where they can seek advising help after orientation. Make sure they have their advisor's name and contact information.