

Advising Reminders and Notes, April 2023

Dear Academic Advisor,

Registration for the traditional Summer and Fall semesters will open on April 17th. We have provided the following timely and useful reminders and notes as you prepare for the upcoming registration cycle.

Advisor Resources

- The Advising website--[For Advisors, Resources and Trainings page](#)--offers video tutorials, worksheets, and other resources for all faculty advisors.
- Also on the Advising website--[For Students page](#)-- includes updated advising-related information for students. As an advisor, you can also check out the tutorial videos on Self-Service that show the student's view of the system.
- **Add Forms:** Students submitting an Etrieve Add Form will need Advisor approval. This form is used for several reasons, including for students who want to take an Online OCE course but are a campus-based student. Please encourage students to carefully read any registration warnings (yellow) and alerts (red) before submitting an Add Form. Only red alerts will prevent a student from adding a course in Self-Service. These messages typically explain why the student was unable to register for a specific course (such as they have not met a prerequisite or they need Instructor consent, etc.) and can inform students on which boxes to check on the form or can alleviate the need to submit an Add form altogether. Timely processing of these forms by advisors will help students complete their registration more effectively.
- **Advising Event Postponed:** Advising Conversations: *First Year Advising* originally scheduled for April 14th will be rescheduled for a later date due to scheduling challenges. We're sorry for any inconvenience. Additional information will be provided once a new date and time is determined.
- **Peer Advising Specialists Help:** In addition to our professional staff, the Academic Advising Office has seven Peer Advising Specialists who can help students with general questions, Etrieve forms, navigating Self-Service, technology issues, and can assist with schedule planning. Please have students contact advising@linfield.edu (or 503-883-2250) for assistance.

Self-Service Notes

- **Student Holds:** As an advisor, you can see any registration hold your advisee has when looking at their profile in Self-Service. These notifications appear as red boxes on the top right of the window. Students typically must complete the **Linfield Educational Services Agreement (LESA)** once per academic year and they must confirm their **Emergency Contacts** every term. Students can see any hold they have, including the Advisor Hold, by going to their Plan and Schedule menu in Self-Service.
- **Progress Reports:** Remember that when reviewing Progress Reports in Self-Service, you need to conduct a manual verification of the Linfield Curriculum section. When in the Progress Report tab, you can click on the button called "View a New Program" and select the top option called "0 My Possible LCs" to see a student's comprehensive set of courses that could be used in each of

the LC categories. Utilizing both of these reports is critical when reviewing LC progress with students. Please see the [video tutorial](#) for additional details.

- **Self-Service Tip:** When looking at a Progress Report, if an LC requirement has not been met, you can click on the “Search” button in that requirement, and it will take you to a list of courses that can be used to satisfy the requirement. This is a great tool for quickly finding classes that a student needs to complete a requirement.

General Reminders for McMinnville Advisors

- **Request Approval to Register Forms:** Remember that all McMinnville undergraduate students need to be cleared to register by their advisor through an Etrieve Form process. Please help us get the word out to the students. Students will be blocked from registration until an Advisor approves their request.
- Please complete the [Advising Preferences Form](#) if you are a) teaching an ADV course in fall, or b) are interested in working with FY and/or Pre-Nursing students in 2023-24, even if you’re not teaching a first-year appropriate course. <https://forms.office.com/r/Vi7FLz0thx>
- **Stoplight Survey:** If you are teaching new first year students, you may receive the next round of the Stoplight Survey to be completed in Cat Compass. Please see the [Student Care and Support website under Faculty and Staff](#) section for additional information and a list of FAQ regarding the Stoplight survey.
- **Pause on Declaration Forms Processing:** Academic Advising has paused the processing of Declaration/Change of Major form for most students. We will resume processing forms around April 24th. If you get an Advisor Approval Request in Etrieve, it is likely the case that the student is *required* to Declare their major in order to register for classes. We appreciate your assistance in processing these cases.
- **On-boarding of New Incoming Students:** Academic Advising staff will be working with all new incoming students to assist them with building their fall schedules. We are shifting to this practice to enable the Registration and Orientation Leaders (ROLs) to focus on welcoming, navigating systems, community building, and other aspects of the transition process. Please let us know if you have any suggestions or information that would be useful as we help advise new students.

If you have any questions or would like additional support, you can contact me directly or connect with Academic Advising at advising@linfield.edu.