

Advising Reminders and Notes, November 2023

Dear Academic Advisor,

This message provides some important reminders and notes for advisors as we head into the registration period.

Advisor Resources

- **Videos and Slides:** For those who missed the Advising Conversations: Advising students interested in Nursing session, the video recording and slide deck are available on the [For Advisors, Resources and Trainings page](#)
- **Schedule of Classes:** The schedule of classes for Jan. Term '24, Spring '24 (Traditional), and Winter '24 (Accelerated) is available in Self-Service.
- **Jan/Spring/Winter Registration Window:** Student Registration for McMinnville and Portland courses is slated to open on Monday, November 6th. OCE registration opened on Monday, October 30, and McMinnville and Portland student may submit add forms for OCE classes, though they will not start to be processed until November 10. Student Registration for the Accelerated programs is currently open. Additional information about registration is available on the [Registration Schedule website](#).
- **Pre-Nursing Program:** Information about our Pre-Nursing Program is available on the [Pre-Nursing Advising website](#).

Self-Service Notifications

- **Student Registration Holds:** All students have certain tasks that they must complete before they are able to register for classes. Some students may have additional holds depending on their profile status. Here is a list of common holds that a student may find flagged in Self-Service:
 - **Advisor Approval Hold:** For McMinnville undergraduate students only. See below for additional information.
 - **Emergency Contacts Hold:** Students are required to update/confirm their Emergency Contacts every 60 days. This can be done in Self-Service under "User Options".
 - **Linfield Educational Services Agreement (LESA) Hold:** Students are required to complete the LESA form once per year. Most students will not have this hold during this registration cycle but some may. This form can be completed in Self-Service under "User Options" in "Required Agreements"
 - **Student Accounts Hold:** These holds can be placed on a student account for a variety of reasons. If one of your advisee asks you about this, please have them connect directly with Student Accounts.
- **Self-Service Tips**
 - **Attendance.** As mentioned in the Provost's Friday message last week, you can use the Attendance feature in Self-Service. Students then have access to the attendance information. Having that information easily accessible can be beneficial for both faculty and student.
 - **Notes:** Use the Self-Service "Notes" section in the Advisor Menu to recap or summarize an advising conversation you had with a student. These notes can be viewed by the student and any other advisor assigned to the student (in the future). While it is not intended to be used as

a back-and-forth communication tool, it can be a helpful way to document the main conversation for future reference.

- **Restricted Notes:** Use the Self-Service “Restricted Notes” section in the Advisor Menu to make any advising related notes that you want to share only with other advisors. These restricted notes are not seen by students.

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.
- **INQS*125: Inquiry Seminar:** Please verify that your advisees have a plan for taking INQS*125 if they have not done so already. This course is intended to provide foundational knowledge and is typically taken in a student’s first year. There are several offerings of INQS*125 this Spring.
- **Do you advise students who struggle with writing?** Please recommend they register for IDST*110: Introduction to College Writing. In IDST*110, students will: improve grammar, punctuation, organization, research and argumentation skills and increase confidence in writing! Offered Spring 2024 on TTh 1:00 - 2:35 pm.
- **Registration Readiness Fair:** Thank you to all who sent students to the Registration Readiness Fair this week. We had a great turn-out with many students’ “Holds” getting taken care of. Great prizes were raffled off and all the tacos and cinnamon twists were eaten! While the fair was announced in the last Advisor Reminders and Notes (September), we will continue to look for ways to get the word out to more faculty in the future.
- **Declaration Forms Processing:** Academic Advising has paused the processing of Declaration Forms until the end of Registration week. We have a large number of forms awaiting processing and so as of November 10th you may see an up-tick of requests to be added as an advisor to students declaring a major or a new program. Please reach out to Academic Advising if you have any questions regarding this process.

Thank you for all you do for students in your role as an Academic Advisor. If you have any questions or would like additional support, you can contact me directly or connect with Academic Advising at advising@linfield.edu.

Sincerely,

Joe Latulippe, PhD
Associate Provost for Academic Support and Accessibility