To: All Academic Advisors

From: Dr. Jacob Butler, Interim Academic Dean
Mr. Andrew Little, Interim Director of Enrollment Management and Records

cc: Academic Division Chairpersons

Date: November 13, 2020

Re: Pre-registration Instructions for Academic Advisors for Spring Semester 2021

The following information outlines how you as an academic advisor is to conduct academic advising with your advisees for pre-registration for Spring Semester 2021.

1. First, you must get a list of your advisees and the Spring Semester 2021 class schedule. You must get a list of your advisees from your academic division chairperson.

2. Secondly, you must access the "Morris College Pre-Registration Form" online. You will need to complete and submit this form to the Office of Enrollment Management and Records for each of your advisees. Click here to access the form.

3. Contact each of your advisees to schedule a pre-registration session. This may be done via Zoom, email, or telephone.

4. As you conduct the pre-registration session with each advisee, you and the student will discuss the courses he/she needs using the "Course Needs Sheet" and the "Morris College Pre-Registration Form." You and your advisee must complete the pre-registration form together.

   NOTE: To access the "Course Needs Sheet," see instructions below on page 2.

5. After completing the "Morris College Pre-Registration Form," you must submit it online by clicking the "Submit" button at the end of the form. This will automatically be sent to the Office of Enrollment Management and Records and they will enter the student’s class schedule into Jenzabar.
To obtain a copy of each advisee's "Course Needs Sheet" on LMS, please follow the instructions below:

a. Log in to the Learning Management System (LMS).
b. After you have logged in, the Home page will appear.
c. At the top of the Home page, you will see several tabs. Please click on the "Faculty Tab"
d. The "Faculty Portal Page" will appear on the far left side of the faculty portal screen. Click on the "Academic Advising link." The "Academic Advising Page" will appear.
e. In the middle of the Academic Advising page, you will see My Advisees setup menu. Click the arrow key of the Advisee Status to currently registered status. This will give a list of your advisees that are currently registered for the fall semester. If you need to view all advisees leave the Advisee Status to All. Make sure you select the appropriate term (semester) that you would like to view. Then click the search button to view a list of your advisees.
f. Choose one of your advisees name, the tools and information screen will appear with a list of option you can explorer. Choose the Course Needs link.
g. Once you are on the "Course Needs" portal page appear, click the recalculate student progress button first to make sure your advisee's worksheet has the most current course needs information. Then click on the "My Advising Worksheet PDF link" to view your advisee's "Course Needs Sheet" information.

Instructions for accessing the "Morris College Pre-Registration Form":

1) From the Morris College Home Page, go to the bottom of the page and click "Faculty and Staff".

2) Scroll down and click "Faculty & Staff Forms." On that page you'll see the form: "Morris College Pre-Registration Form".

3) In consultation with each advisee, complete and submit the form by clicking the "Submit" button at the bottom of the form. This will automatically be sent to the Office of Enrollment Management and Records and they will enter the student's class schedule into Jenzabar.