



SUPPORTING YOUR STUDENT THROUGH ACADEMIC PLANNING AND COURSE REGISTRATION

TULANE FAMILY WEBINAR

NOVEMBER 1, 2023

Tulane

PRESENTER



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PARENT SUPPORT IN REGISTRATION

After tonight, you will know:

- Our Advising Model
- Advisor role in registration
- Student role in registration
- Understand *when* students register
- What technology students will engage during registration
- How to support students before, during, and after registration
- What resources are available to students



ADVISING MODEL

Multi-Team Approach to Advising Support

- First Year Advising Team
- Core Advising Team
- Major Advisor
- Pre-Professional Advising
- Fellowship Advising
- Career Advisor and Educator
- Success Coach
- Peer Advisors & Mentors
- Tutors



ADVISOR ROLE IN REGISTRATION



Core curriculum



Major exploration



Watching for balance



Course & curriculum recommendations



Referrals

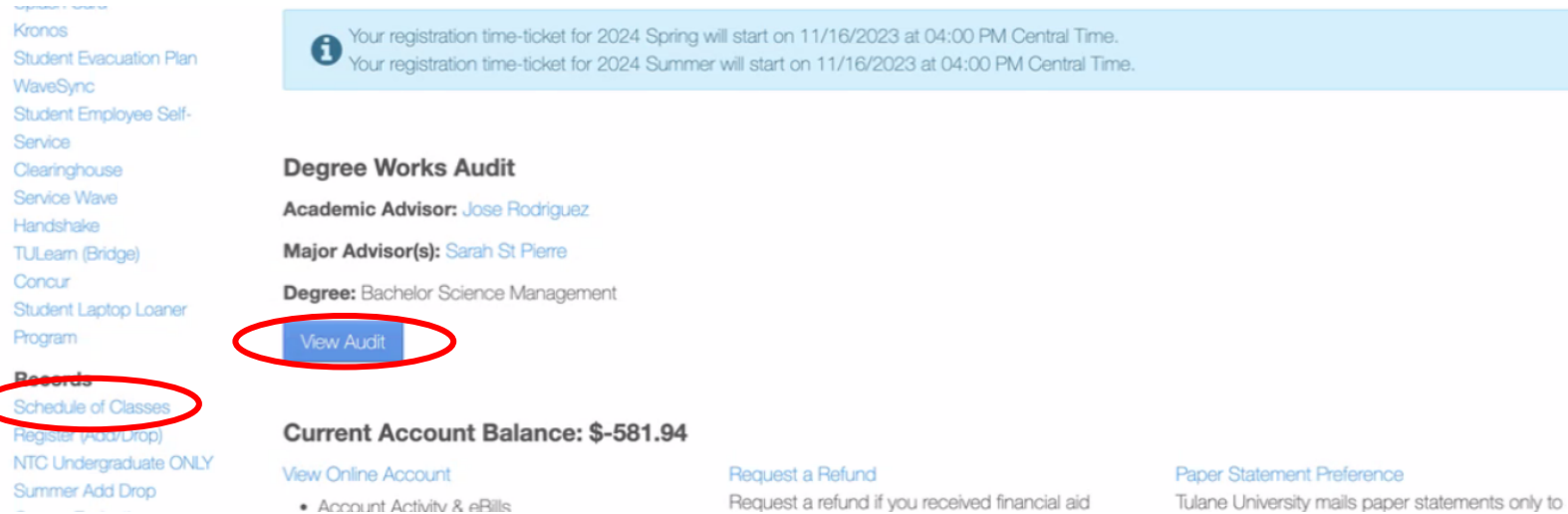
REGISTRAR TIME TICKET

Group	Date	Max. Earned Credits	Min. Earned Credits
Spring Scholars	10/23/23		
School of Medicine	11/6/23		
School of Social Work	11/6/23		
Athletes	11/6/23		
School of Law - 3L, LLM, LD	11/28/2023		
School of Law - 2L, LS, SL	11/29/2023		
Graduate Students	11/6/23	999.999	32
	11/7/23	31.999	0
Undergrad Students	11/8/23	999.999	100.5
	11/9/23	100.499	81
	11/10/23	80.999	64
	11/13/23	63.999	42
	11/14/23	41.999	27
	11/15/23	26.999	1
	11/16/23	0	0
	11/17/23	0	0
Newly Admitted NTC Students	6/1/24		

QUICK FACTS

- Based on number of earned credits
 - Does not include AP OR IB
- Cannot be altered
- Time ticket does not close until week 2 of next semester!

WHERE TO FIND SCHEDULE OF CLASSES & DEGREE AUDIT



Kronos
Student Evacuation Plan
WaveSync
Student Employee Self-Service
Clearinghouse
Service Wave
Handshake
TULearn (Bridge)
Concur
Student Laptop Loaner Program

Records
Schedule of Classes
Register (Add/Drop)
NTC Undergraduate ONLY
Summer Add Drop

View Audit

Current Account Balance: \$-581.94

[View Online Account](#)
• Account Activity & eBills

[Request a Refund](#)
Request a refund if you received financial aid

[Paper Statement Preference](#)
Tulane University mails paper statements only to

Info Your registration time-ticket for 2024 Spring will start on 11/16/2023 at 04:00 PM Central Time.
Your registration time-ticket for 2024 Summer will start on 11/16/2023 at 04:00 PM Central Time.

Degree Works Audit
Academic Advisor: Jose Rodriguez
Major Advisor(s): Sarah St Pierre
Degree: Bachelor Science Management



- ✓ Gibson online
- ✓ Select "Student" tab
- ✓ Schedule of Classes is located on lefthand side
- ✓ Degree Audit is located under your Academic Advisors name

BREAKING DOWN THE SCHEDULE OF CLASSES

Search Search Results **My Planner** Register (Add/Drop) **Current Schedule** Term: 2024 Spring

Course: Title:

Level: All Instructor: All Status: All

Campus: All Course Type: All

Part of Term: All

Subject Area: All

- 360 Courses
- Accounting
- Admiralty Law
- Africana Studies
- Aging Studies
- American Sign Language Studies
- Anatomy - Graduate

Curriculum Requirements: All

- Aesthetics & Creative Arts
- Arch Adv Hist/Theory Elective
- Foreign Language
- Formal Reasoning
- Global Perspectives
- Honors
- Law Professional Skills Req

Online Course Only
 Exclude Courses Closed to Remote Learners
 Include related courses from other subject areas

Reset Search Form

Search: All Courses Professional Advancement Only

Mon Tue Wed Thu Fri Sat Sun

Starts Between All and All

Courses that meet on any combination of the selected days
 Courses that meet on all of the selected days

Course Cart
BACK UP

Courses Planned (7)

- 10078 MATH-1220-01 Calculus II
- 12243 PHYS-1320-01 General Physics II
- 12250 PHYS-1321-21 General Physics II Lab
- 19720 CHEM-1085-34 General Chemistry Lab II
- 50070 CHEM-1080-50 General Chemistry II
- 50770 CENG-1890-01 Service Learning
- 52657 CENG-1180-01 Impacts in Chem Engineering

Total Hours (13)

Continue

QUICK NOTE

- There will be a banner in the schedule of classes that displays YOUR registration time

IMPORTANT TERMINOLOGY

The screenshot shows a course search interface with the following elements:

- Navigation:** Search, Search Results, My Planner, Register (Add/Drop), Current Schedule
- Term:** 2024 Spring
- Search Fields:** Course: (circled), Title: (circled), Level: All, Campus: All, Status: All (circled), Instructor: All, Course Type: All, Part of Term: All
- Subject Area:** All, 360 Courses, Accounting, Admiralty Law, Africana Studies, Aging Studies, American Sign Language Studies, Anatomy, Graduate
- Curriculum Requirements:** (circled) All, Aesthetics & Creative Arts, Arch Adv Hist/Theory Elective, Foreign Language, Formal Reasoning, Global Perspectives, Honors, Law Professional Skills Req
- Filters:** Online Course Only, Exclude Courses Closed to Remote Learners, Include related courses from other subject areas
- Reset Search Form** button
- Search:** All Courses, Professional Advancement Only
- Course Cart:** BACK UP, Courses Planned (7): 10078 MATH-1220-01 Calculus II, 12243 PHYS-1320-01 General Physics II, 12250 PHYS-1321-21 General Physics II Lab, 19720 CHEM-1085-34 General Chemistry Lab II, 50070 CHEM-1080-50 General Chemistry II, 50770 CENG-1890-01 Service Learning, 52657 CENG-1180-01 Impacts in Chem Engineering, Total Hours (13), Continue button

Course: the course code

- CHEM 1080
- MATH 1210
- SISE 2010

Title: name of the class

- General Chemistry I
- Calculus I
- Social Innovation and Social Entrepreneurship

Curriculum Requirements

- Directly lines up with Degree audit (more on that later)

Status

- Change to "open" to see only classes that have seats available

UNDERSTANDING THE COURSE DESCRIPTION

SISE-2010-01 Intro Social Innov/Entrepreneu				CRN:74963			Add	
Instructor	Shom, Verse C.	Credit Hours	3	Type	Days	Times	Bldg.	Room
Campus	Uptown	Max Seats	25	Lecture	TR	11:00AM - 12:15PM	HT	406
Dates	08/21/2023- 12/16/2023	Avail. Seats	0					
		Wait List	N/A					
Co-Requisites: SISE2890-11 Service Learning								
Course Restrictions: Open to Undergraduate								
Attributes: Race and Inclusion, Social & Behavioral Sci								
Course Notes: Mandatory 20-hour service learning component SISE 2890-11.								

SISE-2010-02 Intro Social Innov/Entrepreneu				CRN:74964			Add	
Instructor	Otten, Rebecca M. Shom, Verse C.	Credit Hours	3	Type	Days	Times	Bldg.	Room
Campus	Uptown	Max Seats	25	Lecture	MW	09:00AM - 10:15AM	HT	406
Dates	08/21/2023- 12/16/2023	Avail. Seats	0					
		Wait List	N/A					
Co-Requisites: SISE2890-12 Service Learning								
Course Restrictions: Open to Undergraduate								
Attributes: Race and Inclusion, Social & Behavioral Sci								
Course Notes: Mandatory 20-hour service learning component SISE 2890-12.								

Co-requisite

- Must be registered with
 - e.g. labs, discussions, service learning
- Click on the hyperlink to go directly to class

Attributes

- Represents what core curriculum will be satisfied through class (may not always meet all listed)

Course Notes

- May have important message about course
 - Co-requisites, Prerequisites
 - Register for course in department

Days

- MW – Monday/Wednesday
- TR – Tuesday/Thursday
- T – Tuesday
- R - Thursday
- F – Friday

MAKING MOCK PLANNERS

The screenshot shows the Tulane University Schedule of Classes interface. At the top, there is a green header with the Tulane University logo, the text "Tulane University Schedule of Classes", and a user greeting "Welcome Jose! [Log Out]". Below the header is a navigation bar with tabs: "Search", "Search Results", "My Planner" (selected), "Register (Add/Drop)", and "Current Schedule". A "Term:" dropdown menu is set to "2023 Fall".

The main content area is divided into two sections. On the left is a "Planner Chart" showing a weekly schedule from Sunday to Saturday. The time slots range from 7:00 am to 10:00 pm. Courses are represented by colored blocks: blue for ECON1020-03, red for SPAN1020-01, blue for GESS1900-01, orange for ECON1020-02, green for ECON1020-01, red for MATH1230-01, and yellow for MCOM3010-03. On the right is a "Course Cart" with a list of courses and their details. The cart shows two planners: "Planner 1" (checked) and "Planner 2" (8 courses). The courses listed are:

- 35929 MATH-1230-01 Stats For Scientists
- 36220 ARST-1050-04 Beginning Drawing I (Conflict)
- 36753 MCOM-3010-03 Management Communication
- 50959 ECON-1020-01 Intro to Macroeconomics
- 50960 ECON-1020-02 Intro to Macroeconomics (Conflict)
- 91091 SPAN-1020-01 Elements of Spanish II
- 93368 GESS-1900-01 Sex, Power and Culture (Conflict)
- 93380 ECON-1020-03 Intro to Macroeconomics

At the bottom of the course cart, it shows "Total Hours (26)" and a "Continue" button. Blue arrows point from the course cart to the planner chart, indicating the flow of adding courses to the planner.

Adding planners

- Select the "+" button at the top of course cart
- Feel free to rename them to match your goals

Adding multiple sections

- Some classes may be crucial to your major, plan your schedule around multiple times
- Make a backup to your backup planner
- Your planner will tell you where conflicts exists

FINAL STEP – SUBMIT REGISTRATION

Search Search Results My Planner Register (Add/Drop) Current Schedule Evaluation Results Term: 2024 Spring

Your registration time-ticket for 2024 Spring will start on 11/16/2023 at 04:00 PM Central Time
Your registration time-ticket for 2024 Summer will start on 11/16/2023 at 04:00 PM Central Time

2024 Spring Registration

Add CRN: Add

[Tulane University Academic Calendar](#)

To save changes to your registration, click the "Submit Registration" button. If there are any errors, no changes to your schedule will be saved.

CRN: 11221 ARST-1050-01 Beginning Drawing I	Available Seats	Credit Hours	Days	Times	Registration Status
15	3	MW	09:00AM - 11:50AM	Add	
CRN: 58454 CDMA-1201-03 Career Dvlp & Mgmt I	45	2	W	01:00PM - 01:50PM	Add
CRN: 46863 ECON-1010-04 Intro to Microeconomics	190	3	MWF	12:00PM - 12:50PM	Add
CRN: 50662 MATH-1230-01 Stats For Scientists	70	4	MWF	08:00AM - 08:50AM	Add
CRN: 55369 MATH-1231-02 Stats for Scientist Recitation	35	0	R	02:00PM - 03:15PM	Add
CRN: 59075 MCOM-3010-03 Management Communication	25	3	MWF	10:00AM - 10:50AM	Add

Time conflict with CRN 11221

Current Registered Hours: 0

Course Cart

Planner 1

Courses Planned (6)

- 11221 **ARST-1050-01**
Beginning Drawing I
Conflict
- 46863 **ECON-1010-04**
Intro to Microeconomics
- 50662 **MATH-1230-01**
Stats For Scientists
- 55369 **MATH-1231-02**
Stats for Scientist Recitation
- 58454 **CDMA-1201-03**
Career Dvlp & Mgmt I
- 59075 **MCOM-3010-03**
Management Communication
Conflict

Total Hours (15)

Submit registration

- Cannot submit registration when yellow error messages are present
- Check current schedule tab for accuracy

Registration Status

- Add
- Remove
- Waitlist

WHAT MAY STOP REGISTRATION: HOLDS

Student ID 558000283 × Name Banner, Banner B. Degree Bachelor Science Management

[Advanced search](#)

Level Undergraduate **Classification** Senior **Majors** Legal Studies in Business (Freeman School), Psychology **Minor** Marketing **Program** Business BSM

College Business School **Academic Advisor** Estoque, Kevin Salas **Major Advisor** Battiest, Charlotte Maureen, Ruscher, Janet Beth

Hold BD - Acct Rec Dipl Encumbered, BT - Acct Rec Transcript Hold, HI - Hlth Immunizations Reg Hold



Who To Contact Regarding Holds

- Student Health Center holds (immunizations@tulane.edu)
- Accounts Receivable holds (acctrec@tulane.edu)
- Student Athlete Holds (email athletic advisor)

REMINDERS



Enroll in 12+ credits to be considered full-time



Allowed 17 credits max until 11/20, then 19 credits



Connect with advising for feedback on your schedule

HOW TO SUPPORT YOUR STUDENT

- Help your student reflect on what classes they will enjoy and what they will excel in.
- Have conversations with your student about academic plans that may require additional time or expense. (e.g. summer school ideas, study abroad, etc.)
- Refer them to the Advising website or advisor email links to schedule an appointment
- Refer them to Advisor of the Day or Drop-In Advising for urgent and quick questions.
- Remind your students to be patient and flexible. Help your student manage their expectations and encourage them to seek help from advisors when they feel stuck

CONNECT WITH ADVISING

First Year Team Events:

- Registration Round Up
- First Year Webinars
- Midnight Advising
- Drop In Advising

Assigned advisor opportunities:

- Office Hours, varies
- 1-1 Appointments
- Email Questions
- Check in after registration



ADVISING DURING REGISTRATION

Drop-in at Mussafer Hall, Nov 6-17

- Peer Advising, 9-5
- All Team Advising, 9-4:30

Drop-In at the Hub Garage, Nov 13-17

- First Year Team, 9-4:30

Virtual Advisor of the Day

- All Team Advising, 9-4:30

ACADEMIC CALENDAR DATES

- 11/20-26 - Thanksgiving holiday
- 11/27 - Classes resume
- 12/8 - Last day of classes
- 12/9-12/10 - Study period
- 12/11-12/16 - Exam period
- 12/20 - Grades due for all students

OTHER HELPING PROFESSIONALS ON CAMPUS

- **Academic Learning & Tutoring Center**

- Peer Tutoring
- Writing Center
- Supplemental Instruction

- **Success Coaching**

- Task Management
- Work/Life Balance
- Executive Functioning

- **Case Management**

- Victim Support
- Complex non-academic issues

- **Counseling**

- Primary concern: Mental Health
- High anxiety, stress, traumatic event

- **Professor Office Hours**

- Write out questions
- Understand how they are grading
- Understand material
- Avoid asking only about grade

- **Career for Big Picture Decisions**

- Pre-Professional Advisors
- Career Coaches

- **Peer Support**

- Academic Peer Advisors
- Peer Career Advisors
- Peer Success Leaders
- Waveleaders & Tide Mentors