

# Supporting Your Student Through Academic Planning and Course Registration

**Tulane Family Webinar**  
**April 10, 2024**

**Family Programs**

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TULANE UNIVERSITY

# Presenter

## Heather Cooper

*Associate Director of Student Engagement*

College Advising | Newcomb-Tulane College

[hcooper2@tulane.edu](mailto:hcooper2@tulane.edu)



# Purpose of this webinar

This webinar will provide information, resources, and advice to help you support your students as they engage in academic planning and preparation for the summer and fall course registration season.

# Objectives

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Advising Model at Tulane

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Registration time-tickets & timeline

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Advisor role & responsibility in registration

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Student role & responsibility in registration

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How you can support your students

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Reminders & Resources

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Questions

# Advising Model at Tulane

- College Advising
- Success Coaching
- Career Coaching
- Study Abroad Advising
- Fellowship Advising

Newcomb-Tulane  
College



- First Year Advisors
- Core College Advisors
- Pre-Professional Advisors
- Peer College Advisors

College Advising



# Where to Find Us?

Newcomb-Tulane College Advising

College Advising creates spaces for student-advisor collaboration designed to support student self-efficacy in making informed decisions using shared resources, university navigation, and degree-progress tools.

Contact Information  
Mussafer Hall  
Tulane University  
New Orleans, LA 70118  
E: advising@tulane.edu  
P: 504-865-5798

Public Events

Registration Round-Up  
Tuesday, April 9 at 4:00PM CDT  
Academic Learning and Tutoring Center

Registration Support Drop-Ins (Various Locations)  
Wednesday, April 10 at 1:00PM CDT  
Academic Learning and Tutoring Center

Registration Support Drop-Ins (Various Locations)  
Wednesday, April 10 at 1:00PM CDT  
The HUB Garage (River Residence Hall)

Registration Support Drop-Ins (Various Locations)  
Wednesday, April 10 at 1:00PM CDT  
Lavin-Berrick Center

## Virtual Advising

**Liza Cisneros (she/her)**  
Liza is a Junior majoring in International Relations and Homeland Security. In addition to being a

**Brynn Cross (she/her)**  
Brynn is from Baltimore, Maryland. She is a junior majoring in Psychology. Outside of Peer Advising,

**Neisha Gilmore (she/her)**  
Neisha is a junior at Tulane. She is a double major in Sociology and Social Policy & Practice while minoring in

NTC College Advising

How much time would you like? \*

15  
 30

How would you like to meet with your advisor? \*

In-person  
 Virtual

Submit

Let's Get You Scheduled!

Choose where you want to meet and for how long.

- Choose a 15-minute appointment if you are filling your graduation application, want to go over your registration, and have some quick questions.
- Choose a 30-minute appointment for matters that are more involved, such as academic planning and degree audit review.

**PLEASE NOTE** that some advisors may not offer every appointment type. If you receive a

Calendly

- **1-1 Appointment**: Students schedule with their assigned advisor up to 2 weeks prior to appointment.
- **Virtual Advisor**: During Priority Registration period, a Virtual Advisor is available Monday-Friday, 9am-5pm.
- **Drop-In Events**: Students can find our upcoming drop-in events on Wavesync.
- **Peer College Advisors (PCA)**: Students drop-in to meet with a student PCA between 11am-5pm, Monday-Friday.



# Drop-In Advising

- **All College Advisors** will be available in-person, April 10th-19th, 1-4PM (excluding weekends).
- No appointment needed.
- Find us at locations across campus.
- Focus on quick questions & registration issues.
- Big picture conversations & schedule tweaks can be addressed in 1:1 appointments after priority registration.
- Leadership team on hand for current semester concerns & support.



Newcomb-Tulane College  
College Advising

## DROP-IN ADVISING

April 10th - 19th\*  
1:00 pm - 4:00 pm

Available across campus:

1. Mussafer Hall
2. ALTC Writing Center
3. LBC
4. The Hub Garage

\* Weekdays only.



 Registration Resources Link

# How to Prepare for Registration

1

Create a class wish list using the [Schedule of Classes](#). Review degree audit and department websites or catalog to build your unique list.

2

Make an appointment with a [College Advisor](#), [Pre-Professional Advisors](#), and major/minor advisor for planning support, or attend a drop-in event with [Peer College Advisors](#) and [College Advisors](#).

3

Build a final planner, based on available classes, within 12 to 24 hours before their registration ticket opens. This allows students to see available classes that they can actively add when their registration time opens.

4

Review our tips for successful course registration: <https://advising.tulane.edu/registration> as well as resources from the University Registrar's Office: <https://registrar.tulane.edu/registration>

[Schedule of Classes](#)

[College Advisor](#)

[Pre-professional Advisors](#)

[Virtual Advisors](#)

[Peer College Advisors](#)

<https://advising.tulane.edu/registration>

<https://registrar.tulane.edu/registration>



# Registration Reminders

- ▶ Priority Registration = Period during which registration opens
- ▶ Schedule changes allowed until add deadline for fall semester
- ▶ Time Tickets are based on credits and cannot be changed
- ▶ Credit Minimum & Maximum
  - ▶ 12 credits or higher is full-time
  - ▶ May register for 17 credits at ticket time
  - ▶ Register for 19 credits after all student ticket times have opened
- ▶ Waitlists
  - ▶ Only add 3 classes
  - ▶ Not available if already registered for another section of same course

# End of Semester Reminders

## Academic Calendar Dates

- ▶ **April 10 – Registration for Fall 2024 begins**
- ▶ **May 1 - Last day of classes**
- ▶ **May 4-9 - Exam period**
- ▶ **May 18 - Commencement**

# Advisor role in registration



**NTC Core Curriculum**



**Support Decision Making**



**Encourage Balance**



**Course Recommendations**



**Refer to Specialists, Schools, Majors, Minors**

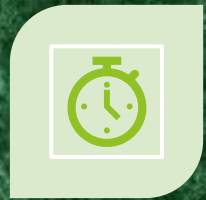


**Connect with Resources**



**Address Registration Issues**

# Student role



**IDENTIFY  
REGISTRATION  
TIME TICKET**



**ADDRESS  
REGISTRATION  
HOLDS**



**CONSULT ACADEMIC  
RESOURCES ACROSS  
CAMPUS**



**USE DEGREE WORKS  
AUDIT**



**PREPARE PLANNERS  
& CLASS WISH  
LISTS**



**REGISTER ON TIME &  
BE FLEXIBLE!**



# Encourage Flexibility & Options

- ▶ Most majors/minors at Tulane are flexible and there is time to adjust over time & before the start of the semester.
- ▶ There are 5 months before the Fall Semester begins! Stressing now will not manifest better outcomes.
- ▶ Your student may make schedule adjustments during the first two weeks of the semester.



## Summer Classes & Planning

- ✓ Time to commit
- ✓ Goal-setting
- ✓ Investment
- ✓ Support

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Tulane Summer School

[Summer School | Summer at Tulane](#)

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Tulane Summer Study Abroad

[Summer Abroad | Center for Global Education](#)

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Service-Learning Abroad

[International Programs | Tulane Center for Public Service](#)

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Undergraduate Research

[Undergraduate Research | Summer at Tulane](#)

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Transferring Credit into Tulane

[Transfer Credit | NTC Academic Advising](#)





# How To Support Your Students

- ▶ **Help your student reflect** on what classes they will enjoy and what they will excel in.
- ▶ **Discuss academic plans** that may require additional time or expense—summer school, study abroad, unpaid internships.
- ▶ **Refer them to College Advising** website for resources & appointment options.
- ▶ Remind them of **Virtual Advisor or Drop-In Advising** for urgent and quick questions.
- ▶ **Encourage flexibility & patience.** Help your student manage their expectations & encourage them to seek help from our entire team when they feel stuck.



# Resources

- ❖ [Degree Works Audit](#) (on Student Tab in Gibson)
- ❖ [University Catalog](#) for major/minor requirements
- ❖ Department websites
- ❖ [Schedule of Classes](#) for actual registration submission
- ❖ [Academic Calendars](#) published by University
- ❖ [College Advising website](#)
- ❖ Offices that most often place registration holds:
  - ❖ [Accounts Receivable](#)
  - ❖ [Student Health/Immunization](#)

# Questions?

Heather Cooper  
[hcooper2@tulane.edu](mailto:hcooper2@tulane.edu)  
504-247-1637