Faculty Information for Priority Registration –Summer/Fall 2013

Priority Registration opens on April 1, 2013
Tell students to go to MYCOURSES/CHECK YOUR HOLDS in MYSCCC to see the date they can register.

FACULTY ADVISING WEBPAGE has advising information, videos, and the appointment sign up sheets for you to print. Log into MYSCCC and go to the Faculty tab. See the link on the left side for the FACULTY ADVISING WEBPAGE.

All programs have the opportunity to provide their own method of reaching out to their students. Departments may supply a letter to be e-mailed or receive a list of all their students or create another form of individualized contact with their students to encourage students to register early. Faculty can support the advising process by looking at ways to recruit students for advisement.

SUGGESTIONS:

• You may work with your department to determine special projects that will assist with advising. Examples: Set up a table to see students as they come through your area. Send out e-mails to students in your classes encouraging them to seek someone for assistance in planning their future classes and plans.
• Speak in class briefly about the importance of meeting with a faculty member and registering early. Students should check their e-mail and student portal for Priority Registration Information.
• Post your advising sign-up sheet on your office door or pass around a sign-up sheet in your classes for students who want to meet with you for advisement.
• Faculty can e-mail students to verify and encourage them to come in early for advisement.
• If you have students in your classes who want to change into another program, send them to Admissions(Ammerman Building, Room 103) to complete a “Change of Emphasis” form.
• Tell the students to check their SCCC e-mail for priority registration information!
• You can spend some of the eight hours required for advising in the Advising/Testing Lab from April 8-11. Hours are available from 9-4. There are 6,200 Liberal Arts Students!! Contact Julie Davan by March 31 to set up advising hours in A102 labs. Her e-mail is davanj@sunysuffolk.edu

FACULTY MAY:

• advise during common hour,
• are encouraged to advise throughout the semester,
• tell students to seek out faculty in their major curriculum, or in the case of liberal arts students, suggest they choose a faculty member to talk with, or visit a counselor in the Counseling Center (Ammerman Building, Room 209).
• tell students that the role of the faculty member is to speak with them about their future plans, goals, and classes. If a student needs assistance in selecting the class times and dates, they may proceed to a location listed below.

Students can receive assistance, selecting CRNs, days and times, and answering questions:
• Testing and Advising Labs in the Ammerman Building Room 102 Monday through Friday, April 1 – April 12 from 9-4 Faculty/Counselors/staff available to assist.
• Student Activities – Babylon Student Center has computers available for student use by the Information Desk in E-Stop.

TRAINING FOR FACULTY:

Some departments are providing their own training. Others are having a counselor come to their faculty meetings to discuss the SAIN and answer any other questions. Advising training is offered by counselor, Nicole Reitman X4411. If you would like Nicole to train one of your faculty who would then train others in the department, let us know.