

The banner image shows a blurred background of a building with large windows and trees. The word "REGISTRAR" is written in a large, white, serif font across the center of the image.

# REGISTRAR

## Mandatory Advising Timeline April 25 – May 6, 2022

- Timeline

- March 4 Mandatory Advising overview via email
- March 24 Training session 10:30-11:30 via zoom: How to Remove a Hold
- April 1 Email to Department Chairs & Administrative Assistants by Registrar
- April 4 Email to Faculty from University Registrar
- April 4 Email to UGRD students from University Registrar
- April 7 Email to Students from the Dean of Academic Support Services (Drahmann)
- April 20 Distribution of Department listing of advisor and their advisees
- April 25 – May 6 Mandatory May Advising period dates
- April 26 Faculty Advising Workshop: 3 p.m. to 4 p.m.  
<https://scu.zoom.us/j/97540205119?pwd=Vjc0eWFJRy85cm83TE1CbWdGd0VyQT09>
- April 27 Faculty Advising Workshop: 10:30 a.m. to 11:30 p.m.  
<https://scu.zoom.us/j/97540205119?pwd=Vjc0eWFJRy85cm83TE1CbWdGd0VyQT09>
- May 6 Deadline for faculty to submit remaining names of advised students to Admins
- May 6 Deadline for Department Admins to remove holds of advised students
- May 9- May 20 Registration appointment period

- Department AA's will remove holds of students who have been advised by May 6. Note: Undeclared students may choose to meet instead with a University Advisor in the Drahmann Center, and the advisor will remove the hold. Fall registration begins on the following Monday, May 9. If you are inundated, please feel free to contact the Office of the Registrar and we will be glad to assist you. If holds are not removed promptly, students may miss their appointed time to register and a fair opportunity to enroll in all of the classes that they are targeting for fall. However, it is the students' responsibility to meet with their advisor. If they do not schedule a meeting by May 6, the hold will remain until the requirement is met. You may wish to send a reminder to those students on your list who did not schedule an appointment. (Student's email addresses are included on your list and the copy of the spreadsheet that accompanies it. Filter the EXCEL spreadsheet by ORG, Advisor or Advisee.) Those students who were not advised by the target date will still need to be advised by your department and the hold removed before they can register. If their assigned advisor is not available, the chair of your department or other designee can advise the student. Note: **You can run the public query, yr\_advising\_hold, at will to see which students have not had their "hold" removed.**
- Here are specific directions for [How to Release a Hold](#). Please review this document so that you are familiar with the Four types of holds you may have (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> majors). This documentation is also listed on the Registrar's Resource page in PeopleSoft.
- The Office of the Registrar will provide you with a complete listing of your department's advisors and their advisees by Wednesday, April 20. Please distribute a copy to the appropriate advisor. These lists will be sent via email attachment. (Use these lists or the spreadsheet I include to help you maintain records of who has been advised.)
- **Students are responsible for printing their own degree audits** and scanning a copy to their advisor. This is explained in the documentation that registrar, Duane Voigt will be sending to you, your Chair, faculty and students.
- Most of you have gone through this process and are able to manage it in person or online. This process requires that you develop good communication between you and your faculty so that students will be advised and the holds removed in a timely manner. If holds are not removed promptly, students may miss their appointed time to register and a fair opportunity to enroll in all of the classes that they are targeting for fall.

Thank you for your important contribution!