Freshman Advisor Training 2015-16

Mary Neary Morley, Registrar
• Enrolled in courses based on placement exams results in Ch, Ma, Ph, and writing, priority as indicated on their reg forms and seat availability–maximum 45 “academic” units
• Can add 6 add’l units that are “non-academic (pizza courses, research, PE, PA)
• Students can log into REGIS through access
• Have sent all student a webinar (voice-recorded PPT) on their schedules and academic regulations
• Core requirements in catalog on page 221 and there is a sample class schedule for the first three terms
• Once orientation begins students may adjust their schedules using yellow drop/add card
  • Always need advisor’s signature
  • Limited to 45 units of academic classes
  • Need instructor signature if limited seating class (check REGIS for these classes)
  • Orange time conflict card
• Return signed drop/add card to the Registrar’s Office by October 16 – last day to add classes
• Last day to drop classes is November 18
  • Need a minimum of 36 units each term unless you petition the Dean’s Office for an underload
• New students cannot drop some courses:
  • Wr 001 or Wr 002
  • Ma 008 (Problem Solving in Calculus) student must attend the first week and do the homework sets – prof might let them drop
  • Any core class (Ma 1, Ph 1, Ch 1, Ch 3a, freshman HUM, etc.) without Dean’s permission
  • Freshman Humanities – must be in two different subject areas (English, History, or Philosophy). Cannot do Advanced Hums until 2 freshman hums are completed.
• New students cannot change some sections of courses:
  • Ma 001a Section 01; winter term will you also take Ma 001d
  • No changing of sections 02-12 in Ma without the Math Department signature
  • Recommend that students stay in Ph 001 Sections 01, 02, 09, or 10. Students who placed into sections 9 & 10 can take second exam to try and place out of Ph 1 into Ph 2 or Ph 12.
• Caltech Placement Exams:
  • Math – students already notified if they received credit for any of Ma 1 or Ma 2 sequences and schedules have been adjusted
  • Physics – students will take placement exam during orientation and will be notified of the results on Monday, first day of classes
  • Chem – students already notified and schedules adjusted
  • CS – students already notified and schedules adjusted
  • Bi placement out of Bi 1 – students need a 5 on the AP Biology exam and refer them to Bruce Hay
• Academic policies for this class:
  • New last year so 2nd year of new eligibility requirements
  • Reduced core – Ma 2 and Ph 2 requirements moved to option-specific requirements
  • First 2 terms of freshman year limited to 45 academic units. They can add up to 6 additional units of frontier (pizza) courses, PE, PA, or research
  • Freshman Seminar program again this year
  • 2 courses used for Advanced Hums and Advanced SS must be on grades
  • Students must take 3 writing-intensive course
• Policies continued:
  • Foreign languages cannot be used to fulfill Advanced Hums requirement; foreign language literature classes in some cases may count
  • Scientific communication class must be taken on grades
  • Must pay tuition for four years and no reduction in tuition for underloading
  • Students no longer qualify to graduate with honor
• Winter Term
  • Ma & Ph practical vs analytical for Ma 1b and Ph 1b
  • Must enroll in Ma 1d in winter term of they were in Ma 1A, section 1 in fall – Math Department will monitor
  • Continue with Ch 1b, Ma 1b, Ph 1b
  • Take Ch 3a or Ch 3x if they did not fall term
  • Enroll in a Hum class (different subject area than fall term)
  • Enroll in Additional Intro Lab if not completed in first term – like Ph 3, Ph 8b (must also take Ph 8c)
  • If planning on Bi or BiEngr option, take Bi 8 followed by Bi 9
• **Spring Term**
  - Continue with core Ma 1c and Ph 1c
  - Take Ch 3a or Ch 3x if they did not fall or winter term
  - Enroll in a Hum class (different subject are than first course if not already finished with 2 frosh hums)
  - Enroll in Bi 1or Bi 1x (continue with Bi 9 if Bi 8 taken winter term)
  - Enroll in menu class only offered third term (Ay 1, ESE 1, EST 2, Ge 1, and IST 4)
  - Enroll in Additional Intro Lab if not completed (APh 24, Ch/ChE 9, Bi 10, Ph 3, Ph 8c)
  - Will declare option in third term
Registration Tools

• Catalog and Course Schedule
  • Catalog – note important dates on p. 4; core requirements p. 221; option descriptions p. 227-286; course descriptions p. 407 (new 2015 catalog is online now)
    • Online only at: http://pr.caltech.edu/catalog/ or REGIS
  • Unit breakdown example: Ph 001 (4-0-5)
    • 4 hours in class (3 hours in lecture; 1 hour in recitation)
    • 0 hours in laboratory
    • 5 hours of homework/outside preparation
Registration Tools (con’t)

• Course Schedule – days, times, and locations that courses are offered each term
  • Online only: http://registrar.caltech.edu or through REGIS
• “OM” Classes (Organizational Meeting)
  • Professor & students will work out a regular time to meet
• “A” in the Days/Time Column indicates “To be Arranged”
• Grading Scheme (far right-hand column)
  Letter = Letter Grades Only
  Pass-Fail = Pass/Fail Only
  Blank = Grades May Exercise P/F
• Grades
  • Pass/Fail first two terms
  • Actual shadow grades in BOTH first and second terms along with narrative comments (but only P/F show on their records)
  • Third term shadow grades and commencement for midterm and then all letter grades for final grades
  • Advisor will be emailed their advisees’ freshman progress reports and shadow grades
• Eligibility (page 184 Scholastic Requirements)
  • Everyone must meet the same SIMPLIFIED eligibility requirements!
  • Students must still enroll for a minimum of 36 units to be considered fulltime and must successfully pass 33 units. When freshmen are on grades in third term they must pass 33 units with a 1.9 term GPA.
  • Students who fail a core class will be required to meet with the deans.
  • As advisor you will be copied on any email to freshman who are ineligible after the term.
  • Students must petition the Deans for reinstatement.
• Schedule Approval Process

• Beginning with registration for the winter term, students register via REGIS and you as advisor can do an online approval of the schedule or request a meeting with your students.

• Mandatory advisement in effect and students must meet at least once a year with you. Be sure to indicate on REGIS that your advisees have met with you before spring term.

• Adding and dropping via yellow cards (and orange time conflict cards) need advisor signature.

• You can say “No”, nicely!

• We have an Advising Arena on our website that contains lots of information and resources for you

• Please visit at http://registrar.caltech.edu/advising.htm
• Frontier Classes (“Pizza” Classes)
  • Fall term: Bi 2, Ch 10a, CS 9, E 2, Ph 10
  • Winter term: BE 1, ChE 10, EE 1, Ge 10
• Freshman Seminars (5 offered compared to 10 in 2014)
  • 3 for fall term
  • 2 for winter term
• 32 students requested a FS as their first choice; 56 as their second choice; 31 were enrolled
• Most popular “elective” again was CS 1 with 159 students enrolling
• Registrar’s Office
  • Located on the first floor in the Center for Student Services, Room 125
  • Website: http://www.registrar.caltech.edu/
    • Posted: Advising arena and materials; list of undergraduate & graduate option reps; academic calendars 2015-16, 2016-17, 2017-18; religious holidays; master schedules for core and large classes; UASH information and petition forms; change of option forms; change of advisor form, etc.
  • Phone: x6354 general line; x3651 Mary’s extension
  • Email: regis@caltech.edu