

## **Advisement Center Block Registration Processes**

### **ACKER – Letitia Thomas**

- All ACKER data form information for BMS, CAS, COM, and UNM students should be sent to Letitia Thomas.
- All other departments (professional schools mostly), including PHM, will be the primary for Acker student advisement. Letitia Thomas should be cc'd on data forms for her records.
- Advisement conversations with students to begin when Data Form information is received.
- Advisor will contact student via email or phone to discuss the development of the student schedule.
- Advisors will register students (in named majors) for classes.
- Advisor will send schedule confirmations to students, letter of explanation and business card (may be given in person if student comes for campus appt).

### **Athlete Services – Patricia Wilson**

- Letter sent to accepted student-athletes from Dr. Donald Reed, Associate AD/Academics, welcoming students to UB and athletics, and informing them of our advising and registration (scheduling) process.
- Team advisor given folder to add SAT scores and appropriate placements; data forms added as they come available.
- Team advisor contacts student(s). Either phone appt. is set up or an in-person appointment, when possible. International students are emailed.
- Intended major is discussed; course selection; skill placement; gen ed rules, etc.
- Student is registered by advisor and schedule is sent with the advisor's card, a letter in a special response envelope, and a card for the student to confirm schedule.
- Adjustments may be made to schedule during summer orientation program or per phone conversation or last day to drop/add.
- Copy of student schedule is put in a folder and given to coach.

## **Biomedical Sciences – Kelli Hickey**

Pharmacology and Toxicology (formerly Biochemical Pharmacology), Biochemistry, Biomedical Sciences, Bioinformatics (Biophysics concentration only), Biotechnology, Medical Technology, and Nuclear Medicine Technology

- Advisor reviews orientation data form and high school transcript for all intended and/or accepted freshmen.
- Depending on major, students are registered in an appropriate block and reserved courses.
- Advisor mails a schedule along with a cover letter, business card and information on their intended/approved major.
- Students will be directed to contact advisor if circumstances warrant changes to the prescribed schedule (i.e., AP credit, summer courses, placement exams, etc.).

**Center for Academic Development Services – Henry Durand (Sheryl Marable – EOP; Marita Daniels – ACE)**

### **EOP – Sheryl Marable**

EOP receives Student Orientation Data Forms from the Office of New Students Programs.

- EOP student data forms are reviewed by assigned EOP Counselors.
- Counselors register all EOP freshmen by placing them into appropriate blocks and reserved classes.
- Completed class schedules are mailed to students or distributed to students during the CADS Summer Program in July.

### **ACE**

- All ACE data form information is entered into a database. Orientation Data forms of students with intended majors in the School of Management and the School of Nursing are forwarded to those departments for registration and a copy of the data form is also sent to ACE.
- Data forms are assigned to Advisors for review of transcripts and data information.
- Advisement conversations with students to begin at the end of April.
- Advisors contact student via email or phone to discuss the development of the student schedule.
- Advisors register students for classes.
- Advisors send schedule confirmations to students, letter of explanation and business card (may be given in person if student comes for campus appt).

- All accepted ACE engineering students transcripts and data forms will be reviewed by an ACE advisor, however registration into the engineering blocks will be done by an engineering advisor.

**College of Arts and Sciences – Brian Waldrop**

<http://casadvising.buffalo.edu>

- Student is entered in database when we receive Data Form.
- Student is assigned an advisor.
- Students are sent a postcard asking them to complete an on-line orientation.
- At conclusion of on-line orientation students are asked to make contact with CASSAS office to make an appointment for course selection. ART and COM students make appointments with their departments.
- Advisors conduct 30 minute appointments with students and register them for courses.
- Advisor sends schedule confirmation to student, letter of explanation, and business card (may be given in person if student comes in for appointment).
- Student meets with advisor during summer orientation (if necessary).

**School of Architecture and Planning – RJ Multari**

<http://wings.buffalo.edu/ap>

- Advisor reviews student orientation data form and high school transcript.
- Intended major (ARC or END), Advanced Placement courses, college course work, and highest level of math completed are noted by advisor in conjunction with previously submitted high school transcript.
- Students are registered into appropriate blocks based upon declared major and are mailed their course schedule.
- Advisor sends schedule confirmation to student, cover letter, business card, supply list, and syllabus for ARC 101 for freshmen BS Arch students as part of the course schedule packet.
- Student registration and mailings begin in late May on a rolling basis based upon receipt of completed student orientation data form.
- Students are given a presentation at academic orientation about what courses are in their schedule and why, with the opportunity for questions and answers and modifications to their schedule if necessary and appropriate.
- At academic orientation, information regarding the late-August Studio Orientation to Architecture (SOAr) will be distributed. This is a mandatory program for all students registered for ARC 101.
- Questions regarding admission to the School of Architecture & Planning should be directed to the School of Architecture & Planning Advisement.

### **School of Engineering – Kerry Collins-Gross**

- Data forms received for engineering students admitted to the school of engineering (APD or AFD decision; not AF or AP) and computer science students are reviewed by an engineering advisor.
- Data forms for EOP, ACE, and Honors Scholars accepted into engineering are sent to those units directly with a copy to Kerry for easy coordination. EOP, ACE, and Honors Scholars intending computer science are handled by those units independently.
- Major, AP course work, college course work, and highest level and current courses in math and science are noted by an engineering advisor in conjunction with previously submitted high school transcript.
- Students who are ready to proceed into the standard engineering or computer science curriculum (based on their data form, 9-12 math and science scores, and SAT/ACT data) are mailed their course schedule packet, with a welcome letter from the Office of Undergraduate Education including our telephone number and website address for any necessary follow-up advice, a frequently asked questions document, and information about the use of AP credit. Students are given a presentation at orientation about what courses are in their schedule and why, with the opportunity for questions and answers.
- Students who need a slightly modified course schedule to allow for preparatory math or chemistry work or even advanced math courses are typically contacted by an advisor to discuss their prospective schedule. Schedules are then mailed as above.
- Registration will occur on a rolling basis from mid-May to late-June.

### **School of Management – Diane Dittmar**

<http://mgt.buffalo.edu/undergrad>

- Student receives letter from Dean after admission. It contains contact info for student services area in School of Management (SOM).
- After receiving Data form from New Student Programs the SOM advisor registers student into appropriate block (based on student intended major, high school transcript and bio info).
- Students are mailed their schedule, a letter from Diane Dittmar, and are directed to our digital freshman orientation to be completed prior to the on-campus orientation. Registration will occur on a continuous basis beginning the first full week of May.
- Students are asked to review the digital orientation and are directed to a website to submit an electronic verification form before attending the July orientation. The form solicits questions, which the SOM will respond to via e-mail or phone or at the July orientation.

- The digital orientation introduces the student to the tools for success as well as opportunities, programs, policies and procedures at the University and in the SOM that will aid the student in making a successful transition to college as well as provide a frame of reference for the academic component of the July orientation.

### **School of Nursing – David Lang**

- Orientation data form and high school transcript reviewed by an advisor.
- Advisor contacts student by e-mail to schedule a registration appointment.
- Registration appointments with students will begin Monday, April 20.
- Advisor registers student for courses.
- Advisor mails schedule packet to student.

### **School of Pharmacy and Pharmaceutical Sciences - Cindy Konovitz**

- Student information entered into a database.
- After receiving Data form from New Student Programs the student is registered into appropriate block (based on student high school transcript and bio info), until the blocks are depleted. Remaining students will be registered for individual courses without a block.
- Students are mailed their schedule, a “welcome letter”, the current Early Assurance information sheet, information regarding the Pre-Pharmacy Listserv, and a business card. Registration will occur on a continuous basis until all students are registered.

### **School of Public Health and Health Professions – Cassandra Walker-Whiteside**

Public Health and Health Professions (Exercise Science/Nutrition, Occupational Therapy, and Physical Therapy)

- Students’ data forms are received in PHHP.
- Students are assigned to advisors based on major.
- Students are sent a postcard & e-mail notice to contact office to schedule a telephone or in-person appointment to discuss registration.
- Student records are reviewed before appointment to identify appropriate placements.
- Student schedule is discussed and finalized during appointment.
- Student is registered for classes.
- Student is sent registration packet including schedule, departmental information and advisor contact information (business card).

**Student Advising Services** – Lisa H. Tuyn (includes undecided and undecided University Scholars)

<http://sas.buffalo.edu/>

- Data form information is entered in database.
- Student is sent SAS postcard, directing student to call to schedule an appointment with an advisor and to complete Pre-Registration on-line guide.
- Student calls to schedule appointment and is assigned to an advisor.
- Advisor reviews transcript and data form information.
- Advisor registers student for courses.
- Advisor sends schedule confirmation to student, letter of explanation and business card (may be given in person if student comes for campus appt).
- Advisement conversations with students to begin mid-April.
- If student does not call to schedule an appointment, office staff will contact student.

**University Honors College** – Donald McGuire

- Student is assigned to an advisor and database is updated.
- Advisor reviews transcript and data form info.
- Western New York students are encouraged to visit with an academic advisor on campus between May 1<sup>st</sup> and June 15<sup>th</sup>. At that time, Gen Ed and Departmental requirements are shared and students are advised on best course for first semester by their Honors advisor. For Non Western New York students (non 716 or 585 area code) and students who could not attend the on-campus meetings, individual advisor sets up and performs academic advising via telephone.
- Advisement conversations with students to begin after 5/1 for Honors.
- Advisor registers student for courses.
- Students submit an Honors Seminar request by May 15<sup>th</sup>, are assigned an Honors Seminar after that date and are usually registered into that seminar during the 3<sup>rd</sup> week of May.
- Advisor sends schedule confirmation to student, letter of explanation, and business card.