

# ADVISOR ORIENTATION GUIDE-SHEET

- ✓ **Provide an Overview of the Session** (*Group Facilitated*)
  - ✓ **Bulletin Overview** (*Group Facilitated*)
    - **Students will:**
      - **Access the Bulletin**, their **Major**, & **Review Requirements**
      - **Access the Major Planning Guide**, review of required course work (*left column*)
      - Place an **asterisk/star** next to the SBCs on the **Advising & Scheduling Worksheet** that will be satisfied by the major
  - ✓ **SOLAR Registration Walkthrough** (*Group Facilitated-Single Major Suggested Course Registration*)
    - Advisor will **REVIEW** basics of enrolling (day, time, waitlist, lab/recitation, etc)
    - **Students will:**
      - **REGISTER** for a major suggested course from their list
    - **RECORD** course name, 5 digit class number & meeting times in **Advising & Scheduling Worksheet**
  - ✓ **Individual Registration of Remaining Major Suggested Courses** (*Students works Independently w/ Advisor Assisting as Needed*)
    - Student **RECORDS** course name, 5 digit class number & meeting times in **Advising & Scheduling Worksheet**
  - ✓ **Individual Overview of How to Search for SBCs & Registration** (*Advisor Assisted*)
    - **REVIEW** what SBCs student needs and how to search (*\*See How To Search for SBCs Handout*)
    - Student **RECORDS** course name, 5 digit class number & meeting times in **Advising & Scheduling Worksheet**
  - ✓ **REVIEW Final Schedule as Students Finish**
  - ✓ **PRINT Schedule** (*\*See How-To Print Handout*)
  - ✓ **STAPLE to the Schedule:**
    - (**ALL Students**) EXPERIENCE STONY BROOK Part 2 Reminder
    - (**SOME Students**) OCPP Reminder only if they are taking CHE 131
- \*Please Remind Students to Send Their Official Transcripts from ALL Institutions Attended\***
- ✓ **INITIAL the schedule**
  - ✓ **See You @ Part 2!!!** (*Part 1 of Orientation is Ended*)