

### Scheduling Classes

[TOP] Monday, 9.25 or Tuesday, 9.26, ACPC advisers will be conducting a workshop to learn about how to help your advisees schedule their classes. Visit the following link to sign up and see the other workshops in our series: <http://www.signupgenius.com/go/20f0a4da9ad2aa4fe3-fall>

Scheduling is an exciting time of year for our students, but one that also can come with some stress. Faculty and academic advisers can help students create a schedule that will keep them on track for their goals, by guiding them to the appropriate information and resources.

Remember the tools you have at your disposal, and be sure to show them to your advisees as well!

[BULLET] The “Enrollment Dates” for students are now visible on their LionPATH Student Center. They have a “Shopping Cart Appointment” for when they are able to put classes into their shopping cart. They also have an “Enrollment Appointment” for when they are able to enroll in their courses. Make sure your advisees are aware of this, since it benefits them to schedule as early as possible.

[BULLET] The College Information Chart houses information for every major within the Penn State system. When you find the row that contains the college in which the major is housed, you can click “RAP” to see the major’s Recommended Academic Plan. That link is here: <http://advising.psu.edu/college-information-chart>

[BULLET] When you meet with your advisees, be sure to record it in Starfish. You can make an appointment in Starfish and then note the description of the meeting in “Outcomes.” Likewise, check the student notes in Starfish before you meet to see any notes from New Student Orientation and other previous advising appointments.

Scheduling is an opportunity to have a larger discussion about your advisees’ education, within and outside of their chosen discipline. Included is a link to an article on how advising can help educate students on the role of General Education: <https://muse.jhu.edu/article/583380>

Please sign up for our Scheduling Workshop to learn more about helping your advisees with scheduling. There will be sessions on Monday, September 25<sup>th</sup> and Tuesday, September 26<sup>th</sup>. The link to sign up for this and future workshops is here: <http://www.signupgenius.com/go/20f0a4da9ad2aa4fe3-fall>

Happy Scheduling! If you have any questions or concerns, please contact the ACPC at 814-898-6164 and an adviser will be happy to speak with you.

Thank you,

The ACPC Advisers