

Advisement Day - Tuesday, October 20, 2009

SPECIAL DIRECTIONS FOR FIRST-YEAR STUDENTS/FRESHMEN:

- Select your program below and look for information on a required meeting with your First Year Advisor.
- Then check for an additional meeting with your program (look for notations like *All Students*, or *First Year Freshmen*.) Some programs may not have this requirement for freshmen.
- Contact your First-Year Advisor if you have any questions (call the Advisement Center at 232-1465.)
- Print out a copy of your first semester course list, and bring it along to your meeting, along with your program plan sheet/eight-semester sequence, your planner, and your First Year Advising Guide.

HONORS STUDENTS

There will be a meeting at 12:00 noon, on Advisement Day, **for all Honors students, in APPA 210.**

REQUIREMENTS BY ACADEMIC PROGRAM

APPAREL DESIGN AND DEVELOPMENT

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWH 306, 1:00 p.m.**

All Students: Attend a group meeting on Advisement Day at **10:00 – 11:30 a.m. in Huff's, in the lower level of the Memorial Student Center** -- to obtain information about the upcoming semester. Bring a copy of your program evaluation/degree audit (available on the old AccessStout), as well as a list of your current classes, if you have specific questions for an advisor.

APPLIED MATHEMATICS AND COMPUTER SCIENCE

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWH 306, at 11:00 a.m.**

First Year Freshmen and students new to the program: Attend a *required* "Meet and Greet the Faculty" meeting at **10:00 a.m. in Harvey Hall 230.** Dr. Joy Becker, Program Director, will share important program information. This will be followed by snacks and a chance to interact with department faculty in the Mathematics, Statistics and Computer Science (MSCS) department office, **Harvey Hall 237.**

All Other Students: Prior to Advisement Day, arrange an appointment with your advisor by email, or by phone. Some advisors will post a sign-up sheet on their office door with available appointment times for Advisement Day. Print out your program evaluation/degree audit from the OLD Access Stout website (includes course work through Summer 2009) and your fall schedule through the NEW AccessStout website. Use these documents to check your progress towards meeting degree requirements (available in the AMCS program office, HARH 237L) and complete a tentative course schedule for next semester. Bring these materials with you to the appointment with your advisor.

An advisement hold, which blocks registration, will be placed on all program students. Your advisor will arrange for this hold to be removed after your advisement meeting, allowing you to register for the courses you and your advisor have agreed upon.

APPLIED SCIENCE

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWH 306 at 3:00 p.m.**

All Other Students: Attend required meeting at **1:00 p.m. in MICH 290**. Prior to Advisement Day, make an appointment to meet with your faculty advisor. Print your program evaluation/degree audit from (the old) Access Stout, print out a current course schedule, then complete a tentative course schedule for next semester and bring these along to the meeting. An advisement hold, which blocks your ability to register for classes, will be removed after meeting with your advisor.

ART (AND PRE-ART)

First Year Freshmen: Meet with your First Year Advisor, Heidi Gilbertson-Gansberg, at the following times in **JHSA 156:**

Undecided and Undecided.Art	9:00 – 10:00 a.m.
Graphic Design	10:00 – 11:00 a.m.
Studio Art and Multimedia Design	11:00 – 12:00 noon
Interior and Industrial Design	1:00 – 2:00 p.m.
Pre-Art (and any UND or UND.ART applying to Art major in March 2010)	2:00 – 3:00 pm.

All Other Students: are required to attend the general sessions as listed below for your concentration AND are required to make an individual appointment with your faculty advisor on Advisement Day. Students who fail to attend both the general and individual sessions as outlined will not be able to register for classes.

The Advisement/Registration Hold will only be removed once you have attended the general AND individual advising sessions on Advisement Day. Attendance at the General Session Meeting will be taken.

Required General Advising Sessions for ALL BFA in Art Students By Concentration on Tuesday, October 20th:

- **Graphic Design** **8:30 a.m. – 9:15 a.m** **APPA 210**
- **Industrial Design** **9:15 a.m. - 10:00 a.m.** **MICH 290**
- **Interior Design** **9:15 a.m. - 10:00 a.m.** **APPA 210**
- **Multimedia Design** **8:30 a.m. - 9:15 a.m.** **MICH 290**
- **Studio Art** **8:30 a.m. - 9:15A a.m.** **APPA 321**

Upper-class students: Locate your faculty advisor assignment and adviser's office location on the bulletin board outside the Art Program Office (APPA 324) or locate this information on your e-scholar account. Then sign up for your required appointment on the Advisement Day schedule posted on your advisor's office door. Before you meet with your advisor, print out your degree audit from the web (available through Access Stout) and prepare a proposed class schedule for the following semester. Bring these materials with you to the meeting with your advisor.

ART EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Students (excluding first-year freshmen and those who are currently student teaching) are required to attend the group advisement meeting in the **Memorial Student Center, Cedar/Maple Rooms from 10:00 – 11:00 a.m.**

From 12 noon until 4 p.m. faculty advisors will be available in McCalmont Hall 419. A registration hold is in effect if you do not attend the meeting. If you need additional advising, it is your responsibility to set up a time with your advisor by contacting Cheryl Jones at jonesch@uwstout.edu, or calling 232-1663.

Print your program evaluation/degree audit from Access Stout (terms prior to 2009) and your current class schedule from your Student Center on Access Stout.

BUSINESS ADMINISTRATION

First Year Freshmen: Meet with your first year advisor, Joann Deml, in **MSC Ballrooms B & C from 10:30 – 11:30 a.m.**

All Other Students: Print a copy of your program evaluation/degree audit from Access Stout. *There is an ADVISEMENT HOLD on your record that will be removed ONLY after you have seen your advisor.* All students **MUST** see their Business department advisor **AT LEAST** three days before their registration date. Schedule an appointment on your advisor's office door calendar. When you get to your scheduled appointment, take along a copy of your program evaluation/degree audit and any other material the information on your advisor's office door may tell you to take. Also take a written list of the classes you are currently taking, and a written list of classes you are considering taking next semester.

If you are planning to register for a Field Experience, Co-op or Internship, you MUST attend a special meeting with Bill Kryshak on Advisement Day, 1:00 p.m. in Applied Arts 210.

CAREER, TECHNICAL EDUCATION AND TRAINING

All Students: Contact Melody Brennan, Program Director, for an advisement appointment in 267 HMEC, 715/232-1088, brennanm@uwstout.edu. Print your program evaluation/degree audit from Access Stout.

COMPUTER ENGINEERING

First Year Freshmen: Meet with other CE students at the general meeting (below) – THEN – at **11:00 a.m. in AA 321** with your First Year Advisor, Celene Frey. Bring your Advising Guide and a pen or pencil.

All Students, including First Year Freshmen: Attend a *required* meeting at **10:00 – 11:00 a.m. in FRYH 114.** Advisors will be available after the general group meeting, or you can schedule an individual office meeting with your advisor. If you have advising questions it would be helpful to bring a current copy of your program evaluation/degree audit to the meeting.

CONSTRUCTION

First Year Freshmen: Attend the meeting at **9:00 – 10:00 a.m. in Ballroom A of the MSC** with your First Year Advisor, Celene Frey. Bring your Advising Guide, a copy of the Construction plan sheet and flow chart, and a pen or pencil.

All Other Students: Construction program advisors will be available to meet with their advisees at **9:00 a.m.** on Advisement Day. *Location of the group meeting will be emailed to all advisees one week prior to Advisement Day and posted on the Construction Program notice board.*

DIETETICS

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 1:30 p.m.**

Students who need to complete a field experience this fall, spring or next summer 2010, or any student interested in learning more about the field experience: Attend a mandatory meeting on Advisement Day at **10:30 - 11:30 a.m. in HMEC 240** to obtain handouts and instructions. Come prepared for a working meeting.

Students within 2-1/2 years of graduation or any students interested: are to attend the mandatory internship application process meeting at **11:30 - 12:00 p.m. in HMEC 240.** Bring your laptops for a working meeting!

Seniors Graduating in Fall 2009: Set up an appointment for senior check-out and to complete a senior survey.

- Refreshments will be served in between meetings.

- Prior to Advisement Day, arrange a meeting with your academic advisor by e-mail, phone, or sign-up on the advisor's posted Advisement Day times or other office hour times.
- Bring your program evaluation/degree audit (from Access Stout) and complete a tentative course schedule for next semester before the meeting with your advisor.

EARLY CHILDHOOD EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146, at 10:00 a.m.**

All Other Students: Program advisors will be available to meet with their advisees. Please check schedules posted outside your advisor's office to sign up for an appointment. Bring a current copy of your program evaluation/degree audit and a tentative course schedule for next semester with you to your appointment.

ENGINEERING TECHNOLOGY

First Year Freshmen: Attend the meeting at **1:00 p.m. in AA 321** with your First Year Advisor, Celene Frey. Bring along your Advising guide, a copy of the Engineering Technology plan sheet (any concentration), and a pen or pencil.

All other students will meet with the program director in **HE 208** at the following times:

- **Sophomores (59 credits and less) will meet from 9:00 – 10:00 a.m.**
- **Juniors from 10:00 am - 11:00 a.m.**
- **Seniors from 11:00 – 12:00 noon**

Students are encouraged to schedule individual meetings with their advisors prior to registration. **Attendance at these meetings is required. Students who do NOT attend will have a hold put on their registration for spring semester classes.**

FAMILY AND CONSUMER SCIENCES EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Students: An advisement meeting for all students — including freshmen — in the major will be held at **10:00 a.m. in HMEC 182**. Print off your program evaluation/ degree audit from Access Stout, and bring it with you! Students may sign up for individual appointments on schedules posted on your advisor's door, or on their bulletin board.

FOOD SYSTEMS AND TECHNOLOGY

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Students: Plan to attend an advisement meeting with your Program Director, Carolyn Barnhart, in **HMEC 230 from 1:00 – 3:00 p.m.** During this time, student internships, co-ops and field experiences will be presented and discussed. For individual appointments, if needed, come to HMEC 205 between 3:00 – 5:30 p.m.

GAME DESIGN AND DEVELOPMENT

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWH 306, at 9:00 a.m.**

All Students: Attend a **required** "Welcome" meeting at **10:00 a.m. in HARH 201**. Dr. Diane Christie, the program director, will share important program and course information. This will be followed by snacks and a chance to interact with department faculty in the Mathematics, Statistics and Computer Science (MSCS) department office, HARH 237.

GOLF ENTERPRISE MANAGEMENT

First Year Freshmen: Meet with your First Year Advisor, Joann Deml, in **MSC Ballrooms B and C at 9:00 – 10:00 a.m.**

An additional group advisement meeting with the Program Director will be held from **11:00 am - noon on Advisement Day for all freshmen in HMEC 436.**

All Other Students: Prior to Advisement Day, make an appointment to see your advisor before your registration day. Print your own program evaluation/degree audit from Access Stout, and bring it along with you to your meeting.

GRAPHIC COMMUNICATIONS MANAGEMENT

First Year Freshmen: Plan to attend two meetings: **9:00 a.m. in COMT 124** with all other GCM students, followed by a meeting at **10:00 – 11:00 a.m. in Ballroom A of the MSC** with your First Year Advisor, Celene Frey. Bring your Advising Guide, a copy of the GCM plan sheet, and a pen or pencil.

All Students: A mandatory meeting for all GCM students will be held at **9:00 a.m. in COMT 124** for announcements and brief individual meetings with advisors. Submit a signed GCM Progress Toward Degree Form to advisor. Individual advisement appointments are available. *An advisement hold, which blocks registration, will be placed on absent students.*

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT

First Year Freshmen: Meet with your First Year Advisor, Deb Mosey, in **JHSA 142 from 10:30 – 11:30 a.m.**

All Other Students: Prior to Advisement Day - Make an appointment to see your advisor before your registration day. Print your own program evaluation/degree audit from Access Stout and bring it with you to your meeting.

HUMAN DEVELOPMENT AND FAMILY STUDIES

First Year Freshmen: Attend two meetings. The first is at **9:00 a.m. in HMEC 155** with the program director. The second meeting is with your First Year Advisor, Vicky Thomas, in **JHSW 146 at 1:30 p.m.**

All Other Students: Retrieve and print a copy of your program evaluation/degree audit from Access Stout. Make an appointment to meet with your advisor on Advisement Day. Bring your program evaluation/degree audit, a list of your current classes, a proposed schedule, four-year plan and any questions you have to your meeting.

INFORMATION AND COMMUNICATION TECHNOLOGIES

All Students: Contact the Program Director, Byron Anderson, 232-1299, in **122 COMT at 9:00 – 10:00 a.m.** on Advisement Day about registration.

INFORMATION TECHNOLOGY MANAGEMENT

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWH 306 at 10:00 a.m.**

All Other Students: A mandatory meeting for all ITM students will be held in **COMT 124 from 10:00 a.m. - 12:00 noon.**

Prior to Advisement Day: you must print and review your program evaluation/degree audit via *Access Stout*. You need to build a tentative schedule based on the program evaluation/degree audit and the program plan sheet. You also need to bring these with you to all advisement sessions/advisor meetings.

Students who are graduating in December 2009 or May 2010 need to meet with Renee Gunderson for individual advising and final check-out.

If you need additional information it is your responsibility to set up a time with your advisor.

MANAGEMENT

- Your program evaluation/degree audit (for courses taken through Summer 2009) is available through Access Stout.
- Registration information will be emailed to you.
- On-campus students may schedule an appointment.
- If you need additional information please contact the program director, Wendy Dittmann, dittmannw@uwstout.edu, or Heather Graves, gravesh@uwstout.edu, or call 800/991-5291 before registering.

MANUFACTURING ENGINEERING

First Year Freshmen: Attend two meetings: **11:00 a.m. in AA 321** with other first year freshmen in Manufacturing Engineering, Plastics Engineering and Computer Engineering; then again at **2:00 p.m. in AA 210** with all Manufacturing Engineering students. Bring your Advising Guide, a copy of the Manufacturing Engineering plan sheet and flow chart, and a pen or pencil.

All Students, including First Year Freshmen: Attend a *required* meeting at **2:00 – 3:30 p.m. in Applied Arts 210**. Advisors will be available after the general group meeting, or you can schedule an individual office meeting with your advisor. If you have advising questions it would be helpful to bring a current copy of your program evaluation/degree audit to the meeting.

MARKETING AND BUSINESS EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Marketing and Business Education program students are required to participate in the advisement activities scheduled as follows:

- **MBE program students with 2 or more semesters of coursework completed but have not completed the Benchmark I interview** -- Meeting Times are scheduled at **8:00 a.m., 8:30 a.m., and 9:00 a.m.** start times. (Scheduled 30 minute small group meeting with either Urs Haltinner or Debbie Stanislawski)
- **Beginning Marketing and Business Education program students:** Freshman with one or two semesters of coursework completed -- Meeting Time **9:45 a.m. to 10:15 a.m.**, (Large Group Urs and Debbie) **No need to signup—be there.**
- **MBE program students that transferred into the program for another University or Technical College** -- Meeting Times are scheduled at **10:30 a.m. and 11:00 a.m.** start times (Scheduled 20 minute small group meeting with either Urs Haltinner or Debbie Stanislawski)
- **Junior/senior level students “if” you went through the Benchmark I interview—but have not moved through Benchmark II** -- Meeting Times are scheduled at **11:30 a.m., 1:00 p.m. and 1:30 p.m.** start times (Scheduled 20 minute small group meeting with either Urs Haltinner or Debbie Stanislawski)

Signup sheets are posted on MBE bulletin board by the MBE program office CT102. Please sign up by Monday, October 19th. Additional appointments can be made with Urs Haltinner or Debbie Stanislawski during the group meeting. Times will be available from 2:00 to 4:p.m.

PACKAGING

First Year Freshmen: Meet with your First Year Advisor, Denise Goers, in **BOWM 306 at 2:00 p.m.**

All Students: Attend *required* meeting at **10:30 – 12:00 noon in APPA 210**. Print your own program evaluation/degree audit from Access Stout and bring it along to the meeting.

PLASTICS ENGINEERING

First Year Freshmen: Attend a meeting at **11:00 a.m. in AA 321** with other first year freshmen in Manufacturing Engineering and Computer Engineering. Bring your Advising Guide and a pen or pencil.

All Other Students: Attend a required meeting with Adam Kramschuster, Program Director, from **10:00 – 11:00 a.m. in JHTW 170B**.

PROPERTY MANAGEMENT

First Year Freshmen: Meet with your First Year Advisor, Deb Mosey, in **JHSA 142 at 10:30 – 11:30 a.m.**

All Students: Doug Kennedy (HMEC 439) will be available to meet with you. Please check the schedule posted outside of his office to sign up for an appointment. Bring along a current copy of your class schedule or transcript, as well as a tentative course schedule for next semester with you to your appointment.

PSYCHOLOGY

First Year Freshmen: will be meeting in PSYC-100 class on October 15, 2009. Bring your first-year advising guides to class. Then, after October 15, please schedule a personal appointment with your first year advisor, Scott Correll.

All Other Students: Students should make an appointment with their faculty advisor for Advisement Day. Bring the most current copy of your program evaluation/degree audit and an unofficial, current transcript which reflects courses taken during Fall, 2009.

RETAIL MERCHANDISING AND MANAGEMENT

First Year Freshmen: Meet with your First Year Advisor, Debra Mosey, from **9:00-10:00 a.m. in Rm. 142 of the new Jarvis Hall Science Addition**.

RMM Seniors: Schedule an appointment with Dr. Maglio for senior checkout and advisement prior to registration. Bring an updated degree audit/program evaluation or completed program plan sheet and a copy of your fall 2009 schedule of classes. Contact Sue Jasperson (jaspersons@uwstout.edu) to schedule an appointment.

All Other RMM students: Attend the appropriate group advising meeting(s) listed below. If you do not attend a group meeting on Advisement Day, an advising hold may be placed on your registration until you have an individual advisement appointment with your assigned academic advisor. Bring a copy of your updated program evaluation and your *Semester-by-Semester Graduation Plan* to all advising meetings.

- **9:00 – 10:00 a.m. in HMEC 131** -- All new RMM majors who transferred to Stout for the first time in Fall 2009
- **10:00 – 11:00 a.m. in HMEC 131** -- All continuing freshmen (not first year freshmen) and sophomores who attended Stout during Spring and/or Summer 2009, or are re-entry students
- **11:00 – 12:00 noon in HMEC 131** -- All continuing junior RMM majors (must have earned 60 credits and have attended Stout during Spring and/or Summer 2009) or are re-entry students

Break- Out Sessions by Academic Advisor:

- **Dr. Murray — 12:00 - 1:00 p.m.** (*Location will be announced during morning group session.*)

- **Dr. Adel Mekraz — 12:00 - 1:00 p.m.** (*Location will be announced during morning session.*)
- **Dr. Renee Howarton** requests that her academic advisees schedule an individual advising appointment with her at least 1-2 days prior to their scheduled registration date.

SCIENCE EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Students: There will be a group meeting for all students from **11:00 – 12:00 noon in COMT 122**. Please come prepared with your four year plan and/or program evaluation/degree audit from Access Stout.

SERVICE MANAGEMENT

First Year Freshmen: Meet with your first year advisor, Joann Deml, in **MSC Ballrooms B & C from 10:30 – 11:30 a.m.**

All Other Students: Print your own program evaluation/degree audit from Access Stout, then schedule a meeting with Dr. Joe Holland in HMEC 438 on Advisement Day, or during scheduled office hours prior to your registration day.

SPECIAL EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 10:00 a.m.**

All Other Pre-SPED and SPED Students: Must register for advisement day meetings by going to:
www2.uwstout.edu/soe/webRegistration/

Your request for an advisement appointment will be verified and you will receive either an accepted or denied email. Your request will be denied if you sign up for the wrong session. You will need to go back and sign-up for the correct session (see list below.)

Mandatory meetings will be held in **VOCR 312** at the following times:

- **9:00 - 10:00** **students who are currently sophomore status**
- **10:00 – 11:00** **students who are currently junior status**
- **1:00 - 2:00** **students who are currently sophomore/junior status**
- **2:00 - 3:00** **students who are currently senior status**

Transfer Students: If you are a transfer student and have substitution needs, go to the link above, and select “Transfer Student Advisement”.

TECHNICAL COMMUNICATION

First Year Freshmen: Your First Year Advisor, Heidi Gilbertson-Gansberg, will contact you about a meeting time and place.

All Other Students:

- Attend required program meeting at **12:00 - 2:00 p.m. in HARV 205**.
- Schedule meeting with your assigned advisor for later that day, and print off your program evaluation/degree audit from Access Stout to show your advisor.

TECHNOLOGY EDUCATION **AND** TECHNOLOGY AND SCIENCE EDUCATION

First Year Freshmen: Meet with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 8:30 a.m.**

All Other Students (not including Student Teachers): Print your program evaluation/degree audit from Access Stout (terms prior to Fall 2009) and bring it to your advising session. Students are expected to attend the scheduled advising session(s) in **COMT 224:**

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|---|---------------------------|
| ○ Transfer Students | 8:30 – 9:30 a.m. |
| ○ Pre Benchmark I (including freshmen) | 10:00 – 10:45 a.m. |
| ○ Post Benchmark I - Pre Benchmark II | 11:00 – 11:45 a.m. |
| ○ Post Benchmark II/Spring 2010 Student Teachers | 12:30 – 1:15 p.m. |
| ○ Project Lead the Way Certification | 1:30 - 2:30 p.m. |
| ○ TECED/STMED 360 (bring one digital assignment) | 3:30 – 5:30 p.m. |

Students who do not show up for at least one of the sessions will have a hold placed on their registration. Please schedule an appointment with your advisor if you need individual assistance.

UNDECIDED

First Year Freshmen:

- *If your advisor is Celene Frey, and you are Undeclared, Undecided-Construction or Undecided-STEM – go to **AA 321 at 2:00 p.m.** Bring your Advising Guide and a pen or pencil.*
- *If your advisor is Scott Correll, and your major code is Undecided-Law, UND.HLTH or UND.HS – go to **HARH 411 at 10:00 a.m.** (90 minutes).*
- *If your advisor is Joann Deml and you are Undeclared/Undecided or UND.BUS — go to **MSC Ballrooms B & C from 8:30 – 10:00 a.m.***
- *If your advisor is Heidi Gilbertson-Gansberg, and your major code is UND or UND.ART — go to **JHSA 156 at 9:00 – 10:00 a.m.***
- *If your advisor is Denise Goers, and your major code is UND.ICT or UND — go to **BOWM 306, at 4:00 p.m.***
- *If your advisor is Deb Mosey and your major code is UND.HT, or UND (Last name beginning with N-Z) — go to **JHSA 142, at 1:00 – 2:00 p.m.***
- *If your advisor is Vicky Thomas and your major code is UND.EDT or UND — go to **JHSA 146 at 8:30 a.m. or 1:30 p.m.** (Note: UND.Education Career Cluster students also meet in **COMT 122 at 10:00 -11:00 a.m.** with Kevin Mason.)*
- **Undecided Transfer Students:** Meet with Kimberly Kozubovska in 13 Bowman Hall. There will be drop-in sessions 9:00 a.m. - 11:00 a.m. and 1:30 p.m. - 3:30 p.m.

All Other Upper-class, Undecided/Undeclared Students: Print a program evaluation/degree audit from Access Stout and bring it to your advisor meeting. Check to see who your advisor is on your program evaluation, or in your registration email. Contact that person to schedule an appointment *prior to your registration date*. You will have your advisement hold lifted, and be able to register *after* meeting with your advisor.

VOCATIONAL REHABILITATION

First Year Freshmen are required to attend two meetings; one in **VR 302 at 8:30 a.m.**, followed by a meeting with your First Year Advisor, Vicky Thomas, in **JHSA 146 at 1:30 p.m.**

Other students please note the following directions: Print your program evaluation/DARS from Access Stout. Students who transferred into the program after Spring semester will not have a program evaluation/DARS due to the conversion to PeopleSoft. The Program Plan sheet in your advisement folder will be updated so that it can be used for planning purposes on Advisement Day. Identify which classes you still need to take. You should soon get an email from Registration and Records telling you the date and time you can register for classes. Go online to check course listings for Spring 2010, and identify some classes you would tentatively like to take. On Advisement Day, pick up your advisement folder from **VR 250**. Bring the folder, your laptop, program evaluation and your list of classes to the group meetings scheduled in VR 302. (These meetings are mandatory.)

Sophomores: 9:00 a.m.

Juniors: 10:30 a.m.

Seniors: who have not yet completed degree clearance with Susie Eberhard should stop by VR 250 to set up an individual appointment.

SPECIAL EDUCATION CERTIFICATION: You should plan to attend meetings with Amy Schlieve in VR 310 at the times specified under the "Special Education" section (see above.)