

## 2015 New Student Orientation Plan

### **Overall plan**

Three UCAC plus three HSC advisors will be assigned to the health science majors group. Each advisor will be assigned approximately 8 students to work with individually during the group advisement session. Staff from other units will be encouraged to help so that we may have a high number of staff helping students with use of LoboAchieve, LoboTrax, and LoboWeb.

### **Prep**

#### **Two weeks before**

UCAC advisors will email an assigned group of students.

#### **Day before**

UCAC Advisors receive a list of students. The advisor will get to know more about the students by studying their record. Based on test scores and major given upon NSO reservation, advisors will prescribe several courses for each student, particularly English and math, and necessary pre-requisite, and FLC courses. This information will be placed in each student's worksheet. The student then begins their course search based on the prescribed worksheet.

All HSC and UCAC advisors will receive their assignment to rooms plus list of students by noon the day before each session.

### **Day Of, Group Advisement**

10:30 UCAC advisors remove holds and complete other advising Prep

11:00 Lunch

12:00 All advisors arrive at DSH 125, turn on PC, projector, prep classroom, usher in students

12:10 Begin PowerPoint

12:30 4 advisors go to DSH 141 and prep computer lab, assign seating to students

Give students time to transition to DSH 141 and bathroom break

12:45 Show students how to use LoboWeb (Presentation)

1:00 – 3:50 Students register for classes, advisors provide Individual sessions as students finish registering, advisors enter notes in LoboAchieve as much as possible.

As students finish registering and with individual advisement, they begin to explore degree programs, watch videos, explore UNM sites.

Staff from other units will roam around room to help students use the online tools.

Items covered in individual advisement sessions:

- Any AP/IP/Transfer Credit?
- Confirm intended major & Degree Plan
- Selected high impact freshman experience
- Compass exam information for those wanting to challenge placement
- Foreign language placement exam if applicable
- Confirm registration in 15 credit hours. Document reasons why a student registers for less than 15.

Advisors assigned to a group of 8 students will be able to spend approximately 10 minutes of individual time per student, and more overall as you work with the entire group. Advisors will take brief notes during these visits and document all the discussed items on LoboAchieve.

Concurrently the students in the computer lab are looking at LoboWeb and searching for the classes prescribed to them, and exploring their four year degree plan. Students will register and demonstrate their understanding of how core and major requirements go hand in hand. An advisor will help students navigate the online tools since the other UAC advisors are busy with individual sessions. Advisors will work on overrides once transfer credit or AP scores have been verified.

**NOTE: if an advisor cannot place, or does not finish placing, notes on LoboAchieve the day of orientation, the notes must be placed by the next day at noon.**

**Odds and Ends:**

Please bring 50 copies of department handouts to the first NSO. Leave any leftovers with UCAC for weeks when you are not there.

Bring a laptop/tablet for entering notes in LoboAchieve.