I. 1:35 – 2:20 p.m. – Notes Lang 111
   A. Scheduling announcements for SOS staff
   B. Organize materials for advising room (see Organizing Materials and Advising Room Checklist, 4-2)

II. 2:20 – 2:30 p.m. – Escort from Learning Partnership Classrooms
   A. Meet students in classrooms and take to Lang Breakout rooms for Academic Program Planning Session

III. 2:30 – 4:30 p.m. – Breakout rooms in Lang
   A. Administrative Tasks
      1. Each student receives:
         a. Registration Information Packet
         b. First Year Student Insert
         c. Declaration of Curriculum
      2. If necessary, direct students to specific locations in the room
         a. Keep similar majors together for group advising
         b. Use the PowerPoint to show seating locations (if used)
      3. Show listing of MAJORS for the room (i.e. of that College)
         a. Move students to the hallway if they don’t see the major that they are interested in (to go to the appropriate room for advising)
      4. Complete DECLARATION OF CURRICULUM
         a. Show list of Majors
            1. Ask students to list major on card as identified on PowerPoint
            2. As collected, verify on each card that the major is:
               a. Correctly identified (and is a UNI major)
               b. A major in your advising room
                  i. Discuss with student any discrepancies and, if necessary, move student to hallway to go to a different room
      5. Give to DAVE
         a. FRESHMAN- Declaration of Curriculum Forms
         b. Any remaining REGISTRATION INFORMATION FORMS
         c. Extra inserts
   B. ADVISING/SCHEDULING Presentation
      1. Find an appropriate time to break for cookies and pop during your presentation
         a. Stagger times when rooms are out in hallway for break
   C. INDIVIDUAL ADVISING/SCHEDULING
      1. As you move around the room working with students, use these resources:
a. Registration Information Form and Advisement Report
   1. Check for Notes or stickers and transfer, CLEP or AP coursework
   2. Check ACT and ALEKS scores
b. Course descriptions
c. Survey of Liberal Arts Core Textbooks
d. Open Class lists

2. Remind students that they are building a tentative schedule but these could be the classes they take for the Fall semester.
   a. Don't let students get bogged down in details - final course selections and schedule will be discussed with advisors the next day.

3. Don't force student into courses
   a. For example: If they are in a business group but don't want to take Macroeconomics, explain the consequences and let them decide. Have the student write a note to ask their advisor in the morning.

4. If you are asked a question that would be useful for everyone to know the answer - make an announcements to group as appropriate.

D. Completing Individual Schedules / Close Planning Session
   1. Make sure they have all aspects of their pre-schedule complete, including training signature.

2. Final Announcements/Reminders
   a. Circle Academic Advising phone number on insert. Contact Academic Advising if you have questions or need schedule change after orientation.
   b. All students must have a signature from a staff member to enter the advising area on day 2.
   c. Remind students to check in at the Rod Library at least 15 minutes prior to the time on handbook.
   d. RELAX THIS EVENING and DON’T WORRY ABOUT THE CLASS SCHEDULE.
      i. Will meet with an Academic Advisor on day 2 to discuss classes and finalize schedule
      ii. Will not necessarily know what classes are open/closed...and you may rearrange your schedule into one that will not work!
      iii. Enjoy the evening activities!

VII. 4:45 Escort students to Lang Auditorium for Home by the Dome
   A: Last SOS staff member out of the advising room
   1. Room is cleaned up of materials and pop cans
   2. Bring Advising Room Folder and Room Sign to Lang 111
   3. Notify Advising staff of any concerns.