Academic Advising & Spring Semester Registration Information

Office of Student Services
Fall 2021
Steps for Successful Advising and Registration for Spring 2022

Advising Appointment or Group Advising Session

- Before your Advising Appointment/Group Session
- During your Advising Appointment/Group Session
- After your Advising Appointment/Group Session
- Review General Education Requirements/Major Requirements and important dates and deadlines
- Review Academic Standing Policies
Before Your Advising Appointment/Session

• View your Academic Advisor in Student Admin (SA System)
  • Hint: It may have changed
• Wait for and read emails from your Academic Advisor
• Schedule/Select an Advising Appointment/Session
• Satisfy requirements that remove holds in SA System
• Research your intended major
• View your Academic Requirement Report in SA System
• Select classes and put them into your SA System "Shopping Cart"
• Look up your Enrollment Date in SA System
Before your Advising Appointment or Group Session

Step 1: View your Advisor on your SA System

1. Select “Academic Progress and Advising”

2. Select “Advisor”
Before your Advising Appointment or Group Session:

**Hartford Advising Team**
- Kayla Hogrefe
- Abby Maruca
- Melissa Manning
- Peter Tribuzio
- Jetsenia Rodriguez

*Your advisor might be not be the person you met with at orientation.*
Before your Advising Appointment or Group Session
Step 2: Look for and read the email from your Advisor

- **Wednesday, September 22nd:** Email sent by advisor
- Read the entire email before scheduling appointment.
- Email will have link to Nexus to schedule a Virtual or in-person appointment or Group Advising Session (Business students will only find their Group Advising links in Nexus. See email from your advisor for details).
- Appointments and Sessions are available September 23 to November 13
Before your Advising Appointment or Group Session

Step 3: Select Advising Appointment or Group Advising Session via Nexus

- Link to Nexus Advising Appointments will be in email your advisor sends.
- Links to the Group Sessions will be available in Nexus. Non-Business students will also receive links to group sessions in email.
- You can also search for your Advisor on Nexus: https://nexus.uconn.edu/

*Group Advising Sessions Registration Links can be found on Nexus or here: https://advising.hartford.uconn.edu/remote-advising/
Before your Advising Appointment or Group Session

Step 4: Taking Care of Holds (Service Indicators)

Examples of Holds
- Academic Advising Required
- Welcome to the Pack
- Protect the Pack
- Bursar
- Alcohol Edu
- SF Responsibility
- COVID
Before your Advising Appointment or Group Session

Step 5: View Your Academic Requirements (Advising Report)

- It might take a few minutes to load
- Can View as a PDF
- Shows the courses you have completed, transferred, or are currently taken
Before your Advising Appointment or Group Session

Step 6: Research Majors

- UConn Undergraduate Catalog: [https://catalog.uconn.edu/](https://catalog.uconn.edu/)
- UConn The Major Experience Website: [https://tme.uconn.edu/](https://tme.uconn.edu/)
- Visit the School/College or Major Department website

Step 7: Add classes to your Shopping Cart
Before your Advising Appointment or Group Session

Step 8: Know Your Enrollment Date

Select “Manage Classes”

Select “Enrollment Appointment”
Things to do During your Advisement Appointment/Group Session

• Be on time
• Know where appointment is (If virtual- what WebEx room? If in-person- what room?)
• Bring questions
• Have classes in Shopping Cart
• Take NOTES!!!!!
Things to do After Your Advisement Appointment/Group Session

• Finalize classes to put in Shopping Cart
• Enroll in classes via the SA System (on or after your ‘Enrollment Date’)
  • Enrollment Dates based on number of completed credits- Seniors enroll first, Freshman enroll last
  • Email Advisor if you have any questions or concerns

Other notes-
• At least half of your credits need to be on your home campus
• 12 credits is considered full-time
• Be aware of important dates and deadlines
• Check your UConn email daily
Some Important Dates:

**Monday September 13** - Last day to drop a class via SA System - classes dropped after this date will have a “W” for withdrawal and student will need to fill out on-line Schedule Revision Form

**Monday October 25** - Registration for Winter, Summer and Spring 2022 opens (by class)

**Saturday November 21** - to Saturday November 27 - Thanksgiving Break

**Monday November 15** - Last day to drop class

**Friday December 10** - Last day of fall classes
Bachelor Degree Requirement Categories

120 Credits Total

General Education Reqs

Major Reqs

Elective
There are 11 Schools and/or Colleges at the University of Connecticut. If a student is not admitted directly into a School/College, they will need to apply/petition to get into the School/College of their choice (except for CLAS- students only need to declare CLAS Major). Each School/College has their own admission requirements/procedures/timelines. See the UConn’s Undergraduate Catalog and/or your Advisor for more information.
Students must maintain a certain grade point average (2.0 GPA) to be in good academic standing

- Some School/Colleges have additional specific requirements
- Scholastic Probation: when a student falls below a 2.0 GPA
- *Scholastic Dismissal: usually happens when a student is on Academic Probation for 2 semesters in a row

*Details about Scholastic Standing can be found here: [https://scholasticstanding.uconn.edu/summary-of-important-information/](https://scholasticstanding.uconn.edu/summary-of-important-information/)

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Midterm Warning Grades

• Issued by most professors when student has C-, D+, D, D-, F, U, or N grade in 1000-level & 2000-level courses
  • *Important: Always know how you are doing in your courses*
• Students notified via automatically generated email
• Receive a midterm warning?
  • Take it seriously
  • Talk to professor
  • Discuss with advisor
  • Utilize support resources
• **Monday, Nov. 15** = Last day to submit schedule revision request (“drop”) form
  • Advisor must approve
  • Financial aid and degree progress implications
Non-Degree (including ECE) Decisions

- Accept or decline by **TBD- Late December**
  - Decisions are final and cannot be changed after deadline
- Accept = Counts as part of undergraduate record on transcript
  - you can only accept a grade of C or higher
- Decline = remains in non-degree record on transcript

- Consult with advisor if unsure

[nondegreedecisions.uconn.edu]
Review

• Check your UConn email often- and look out for email from your advisor
• Prepare for your Advising Appointment or Group Session
• Arrive on-time and know where the appointment/session is
• Email your advisor if you have any questions or concerns
• Register for classes on or immediately after your Enrollment Date
• Have a great semester!!
Review Questions

• How many credits do you need to be enrolled in to be considered full-time?
  • 12 credits

• How do you find know who your Academic Advisor is?
  • Via Student Admin

• Name at least two things you should do before your Advising Appointment or Group Advising Session?
  • View your advisor, Make advising appointment or select a group advising session, take care of any holds on your account, view your academic requirements, know your ‘Enrollment Date’, research majors, put classes in your Shopping Cart

• What percentage of your credits need to be on your home campus?
  • At least 50%

• What is the minimum GPA required to stay in good academic standing?
  • 2.0

• What is the best way to contact your Advisor?
  • Email

• When should you make your advising appointment?
  • ASAP!!!!

• When can you enroll in Spring 2022 classes?
  • On or after your Enrollment Date