



# *Freshman Advisor Training 2015-16*

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- Enrolled in courses based on placement exams results in Ch, Ma, Ph, and writing, priority as indicated on their reg forms and seat availability—maximum 45 “academic” units
- Can add 6 add’l units that are “non-academic (pizza courses, research, PE, PA)
- Students can log into REGIS through access
- Have sent all student a webinar (voice-recorded PPT) on their schedules and academic regulations
- Core requirements in catalog on page 221 and there is a sample class schedule for the first three terms





- Once orientation begins students may adjust their schedules using yellow drop/add card
  - Always need advisor's signature
  - Limited to 45 units of academic classes
  - Need instructor signature if limited seating class (check REGIS for these classes)
  - Orange time conflict card
- Return signed drop/add card to the Registrar's Office by October 16 – last day to **add** classes
- Last day to **drop** classes is November 18
  - Need a minimum of 36 units each term unless you petition the Dean's Office for an underload





- New students cannot drop some courses:
  - Wr 001 or Wr 002
  - Ma 008 (Problem Solving in Calculus) student must attend the first week and do the homework sets – prof might let them drop
  - Any core class (Ma 1, Ph 1, Ch 1, Ch 3a, freshman HUM, etc.) without Dean's permission
  - Freshman Humanities – must be in two different subject areas (English, History, or Philosophy). Cannot do Advanced Hums until 2 freshman hums are completed.







- New students cannot change some sections of courses:
  - Ma 001a Section 01; winter term will you also take Ma 001d
  - No changing of sections 02-12 in Ma without the Math Department signature
  - Recommend that students stay in Ph 001 Sections 01, 02, 09, or 10. Students who placed into sections 9 & 10 can take second exam to try and place out of Ph 1 into Ph 2 or Ph 12.





- **Caltech Placement Exams:**

- Math – students already notified if they received credit for any of Ma 1 or Ma 2 sequences and schedules have been adjusted
- Physics – students will take placement exam during orientation and will be notified of the results on Monday, first day of classes
- Chem – students already notified and schedules adjusted
- CS – students already notified and schedules adjusted
- Bi placement out of Bi 1 – students need a 5 on the AP Biology exam and refer them to Bruce Hay





- Academic policies for this class:
  - New last year so 2<sup>nd</sup> year of new eligibility requirements
  - Reduced core – Ma 2 and Ph 2 requirements moved to option-specific requirements
  - First 2 terms of freshman year limited to 45 academic units, They can add up to 6 additional units of frontier (pizza) courses, PE, PA, or research
  - Freshman Seminar program again this year
  - 2 courses used for Advanced Hums and Advanced SS must be on grades
  - Students must take 3 writing-intensive course





- Policies continued:

- Foreign languages cannot be used to fulfill Advanced Hums requirement; foreign language literature classes in some cases may count
- Scientific communication class must be taken on grades
- Must pay tuition for four years and no reduction in tuition for underloading
- Students no longer qualify to graduate with honor







## • Winter Term

- Ma & Ph practical vs analytical for Ma 1b and Ph 1b
- Must enroll in Ma 1d in winter term if they were in Ma 1A, section 1 in fall – Math Department will monitor
- Continue with Ch 1b, Ma 1b, Ph 1b
- Take Ch 3a or Ch 3x if they did not fall term
- Enroll in a Hum class (different subject area than fall term)
- Enroll in Additional Intro Lab if not completed in first term – like Ph 3, Ph 8b (must also take Ph 8c)
- If planning on Bi or BiEngr option, take Bi 8 followed by Bi 9



## • Spring Term

- Continue with core Ma 1c and Ph 1c
- Take Ch 3a or Ch 3x if they did not fall or winter term
- Enroll in a Hum class (different subject are than first course if not already finished with 2 frosh hums)
- Enroll in Bi 1 or Bi 1x (continue with Bi 9 if Bi 8 taken winter term)
- Enroll in menu class only offered third term (Ay 1, ESE 1, EST 2, Ge 1, and IST 4)
- Enroll in Additional Intro Lab if not completed (APh 24, Ch/ChE 9, Bi 10, Ph 3, Ph 8c)
- Will declare option in third term





# Registration Tools

- Catalog and Course Schedule
  - Catalog – note important dates on p. 4; core requirements p. 221; option descriptions p. 227-286; course descriptions p. 407 (new 2015 catalog is online now)
    - Online only at: <http://pr.caltech.edu/catalog/> or REGIS
    - Unit breakdown example: Ph 001 (4-0-5)
      - 4 hours in class (3 hours in lecture; 1 hour in recitation)
      - 0 hours in laboratory
      - 5 hours of homework/outside preparation





## Registration Tools (con't)

- Course Schedule – days, times, and locations that courses are offered each term
  - Online only: <http://registrar.caltech.edu> or through REGIS
- “OM” Classes (Organizational Meeting)
  - Professor & students will work out a regular time to meet
- “A” in the Days/Time Column indicates “To be Arranged”
- Grading Scheme (far right-hand column)
  - Letter = Letter Grades Only
  - Pass-Fail = Pass/Fail Only
  - Blank = Grades May Exercise P/F





- Grades
  - Pass/Fail first two terms
  - Actual shadow grades in BOTH first and second terms along with narrative comments (but only P/F show on their records)
  - Third term shadow grades and commencement for midterm and then all letter grades for final grades
  - Advisor will be emailed their advisees' freshman progress reports and shadow grades







- Eligibility (page 184 Scholastic Requirements)
  - Everyone must meet the same SIMPLIFIED eligibility requirements!
  - Students must still enroll for a minimum of 36 units to be considered fulltime and must successfully pass 33 units. When freshmen are on grades in third term they must pass 33 units with a 1.9 term GPA.
  - Students who fail a core class will be required to meet with the deans.
  - As advisor you will be copied on any email to freshman who are ineligible after the term.
  - Students must petition the Deans for reinstatement.





- **Schedule Approval Process**
- Beginning with registration for the winter term, students register via REGIS and you as advisor can do an online approval of the schedule or request a meeting with your students.
- Mandatory advisement in effect and students must meet at least once a year with you. Be sure to indicate on REGIS that your advisees have met with you before spring term.
- Adding and dropping via yellow cards (and orange time conflict cards) need advisor signature.
- You can say “No”, nicely!
- We have an *Advising Arena* on our website that contains lots of information and resources for you
- Please visit at <http://registrar.caltech.edu/advising.htm>





- Frontier Classes (“Pizza” Classes)
  - Fall term: Bi 2, Ch 10a, CS 9, E 2, Ph 10
  - Winter term: BE 1, ChE 10, EE 1, Ge 10
- Freshman Seminars (5 offered compared to 10 in 2014)
  - 3 for fall term
  - 2 for winter term
- 32 students requested a FS as their first choice; 56 as their second choice; 31 were enrolled
- Most popular “elective” again was CS 1 with 159 students enrolling





- Registrar's Office

- Located on the first floor in the Center for Student Services, Room 125
- Website: <http://www.registrar.caltech.edu/>
  - Posted: Advising arena and materials; list of undergraduate & graduate option reps; academic calendars 2015-16, 2016-17, 2017-18; religious holidays; master schedules for core and large classes; UASH information and petition forms; change of option forms; change of advisor form, etc.
- Phone: x6354 general line; x3651 Mary's extension
- Email: [regis@caltech.edu](mailto:regis@caltech.edu)