

REGISTRATION / ADVISING INSTRUCTIONS

RECOMMENDATION: *Print your schedule out (from MyAQ) the Sunday night or Monday morning before the first day of classes to update your classroom locations. Every semester there are last minute classroom changes that may result in a change to your schedule.*

1. What is MyAQ?

- MyAQ is a website in which you can access information about yourself as a student at Aquinas. The link to open MyAQ is located in your ELM page. MyAQ contains information about your:
 - Schedule and Classroom Information
 - Current and Past Grades
 - Name and Contact Information of your Advisor (located in your *Profile*).
 - Financial Aid
 - The full Aquinas College Schedule for a given semester (*Using Search for Sections* or *Search & Register for Sections.*)

2. What do I do if I would like to change my schedule?

- If you would like help to decide whether or not to drop or add a class, please see your assigned academic advisor. If you don't remember who your advisor is, look at your *Profile* in MyAQ.
- You can also contact the Registrar/Advising office and we will help you to revise your schedule. Our contact information is below:
 - Location: Hruby Hall room 30
 - Phone: Phone Number is 616 632-2866
 - Email: advising@aquinas.edu
- To find out what classes are still open, use either the *Search for Sections* or the *Search & Register for Sections* link in MyAQ.
- To drop or add a class, you can either make the changes yourself online via MyAQ, OR you can come in to the Registrar/Advising office to fill out a drop/add slip.
 - To make the changes online, simply click on the *Register and Drop Sections* link in MyAQ and follow the instructions.
 - All drop and add dates can be found on the Aquinas website in the Registrar/Academic Advising page. The most important dates are as follows:

2010 Fall Semester:

Friday, October 29 is the last day to ADD a 2nd Quad/Mod (8-week) class.

Friday, October 29 is the last day to DROP a 16-week or Directed Study class with **no academic penalty.**

Friday, November 5 is the last day to DROP a 2nd Quad/Mod (8-week) class with **no financial penalty.**

Friday, November 19 is the last day to DROP a 2nd Quad/Mod (8-week) class with **no academic penalty.**

If you have any trouble and don't know where to go, contact the Registrar/Academic Advising Office, at HH 30 or ext. 2866

3. Will I receive my grades in the mail?

- No. Official correspondence from the Registrar/Advising office will be sent to you via your Aquinas email. You should immediately forward any other email address that you use to your Aquinas email address (or vice versa). Except in extreme circumstances, we do not send student information to you through the postal service.
- Your grades and other student information can be found on MyAQ, including Midsemester Progress Reports. At midsemester you will be given either a (S)atisfactory, (M)arginal, or (U)nsatisfactory in each of your classes.

What options do I have if I am not doing well in a class or if I received an M or a U at midterm?

- Speak with your instructor to find out exactly how you are doing in the class.
- Contact the *Academic Achievement Center* in AB1A, ext. 2166.
- Set up an appointment with your academic advisor.
- If you receive a (M)arginal or (U)nsatisfactory in a given class, it is an indication that you are not performing adequately in that class. Most students are able to improve their performance in a way that can positively impact their final course grade. Follow the steps above to work toward improving your performance.

4. How and when do I register for new classes?

- Set up an appointment with your academic advisor between November 3 & November 22.
- To find out who your faculty advisor is, click on the *My Profile* link in MyAQ.
- Create a tentative schedule using the scheduling worksheet. Printed schedules will be mailed to you. Online you can access the schedule through the Registrar/Advising webpage on Aquinas' website www.aquinas.edu. The most up-to-date information on available classes can be found in MyAQ by using the *Search for Sections* or *Search & Register for Sections* link.
- To be eligible to register, you must first meet with your advisor to review your educational plan. After this meeting, your advisor will give you electronic permission to register for classes.
- **Register online using MyAQ. Directions can be found in the second page of the Aquinas Schedule, or online in the Aquinas' Registrar's Website at www.aquinas.edu.**
- The first date for registration is based on class level. Freshmen will begin registering on Nov 22.

5. How and when do I declare a major or minor?

- Meet with your current advisor to pick up the Major/Minor Declaration form and your advising folder.
- Meet with the Department Chairperson of the department in which you will declare your major, who will sign your Declaration of Major form and collect your advising folder.
- Bring the signed form to the Registrar's Office in HH030, where you will receive the name and contact information of your new advisor.
- You must declare a major by the time you have earned 30 credits toward a degree, which usually occurs during your third semester at Aquinas.

6. Why do I have an academic advisor?

- Academic Advisors have a very different role from that of a high school counselor. Typically your academic advisor will be a professor from the academic area that you are interested in majoring. This individual is an expert in his or her field, and is your partner in planning your educational program. Although at times your academic advisor may contact you, it is usually expected that you will contact him or her to set up advising appointments.
- You should meet with your advisor at least once a semester to schedule classes. At this meeting you will also discuss your major requirements and your progress toward degree completion. You must meet with your academic advisor during the advising period to schedule your classes for the next semester. The advising period for this fall (2010) will be from November 3 to November 22.
- It is also a good idea to contact your academic advisor a week or two after school starts to introduce yourself and get to know him or her.
- If you have forgotten the name of your academic advisor, you can find it by looking at your profile in MyAQ.

The Advising Appointment

The process of academic advising is a two-way interaction in which the advisee and the advisor work together to achieve a common goal. Both the advisee and the advisor have responsibilities to fulfill in order for the process to work. Here is some information so you will know what your advisor will expect of you and what you can expect of your advisor.

Advisee Responsibilities

- Seek advising from appropriate advisors at appropriate times.
- Keep scheduled appointments. If it is necessary for you to reschedule your appointment, please call your advisor before the appointment.
- Ask specific questions regarding general education requirements, academic policies, resource referrals (tutoring, notetaking, career exploration, personal counseling).
- Monitor your academic progress.
- Before your appointment, look over the schedule and prepare a list of classes you are considering taking.
- Tell your advisor about your study habits, strengths and weaknesses, academic progress.
- Listen to your advisor and consider his/her advice and recommendations.

Advisor Responsibilities

- Keep scheduled appointments. Contact student if it is necessary to reschedule.
- Be prepared with appropriate materials (student file with academic information, class schedule, general education and major checklists, resource referral information).
- Provide accurate information about classes, general education and major requirements, registration and drop/add deadlines, academic policies and procedures.
- Assist in the evaluation of your academic progress.
- Listen to advisee's concerns and questions and assist in making decisions and solving problems.
- Suggest options for careers, majors, and selection of courses.

**Faculty advisors should post office hours on their door.
Students are responsible for seeking them out.**