**Step 1: Describe What Will Happen for the Rest of the Time Together**

- We have ~2 hours to teach you some of the basics of scheduling and facilitate your creation of a good, first semester schedule;
- Each of you has a different academic background and will create a unique schedule;
- Do not worry where you start – keep your eye on degree progress toward graduation!
- After our initial work together, you will go at your own pace.

**Step 2: Teaching the Undergraduate Bulletin: Majors**

- We have a great resource you will use throughout your time at SB called the Undergraduate Bulletin.
- In addition to describing various University policies, the Bulletin provides great information about your major and major requirements;
- Let’s start by looking at your major. (click on majors; then choose a specific major; then click on degrees & requirements)
Review of the Degree Requirements

- Allow 2-3 minutes for students to look at the degree requirements, but don’t spend too much time here!!

Accessing Major Planning Guide

- Have students click on Sample Course Sequence
- In between “sample course sequence..” & “Freshman you will see a sentence that reads: “A course planning guide for the major may be found here”
- Have the student click on “HERE” to access the Major Planning Guide
TRANSITION TO ADVISOR LED PORTION OF ORIENTATION

**TALKING POINTS**

- Another important resource when planning your schedule;
- Focus on the **LEFT** column and give an example of the overlap between a major course and an SBC requirement
- Have students use their worksheet – they should place a STAR (*) next to the SBCs on their worksheet that have an overlap with a major course (use **LEFT** column)
- Remind students there are sometimes good reasons they cannot utilize the overlap: they may need separate SBCs for TAP, for FT status, due to course availability, etc.

REGISTRATION PROCESS BEGINS

**Step 4: SOLAR, Holds, & Class Search**

**Accessing SOLAR & Specific Course Search**

- Have the OLs direct students to SOLAR and remove any Holds
- Have students access Class Search under “Student Records”
- You will guide students through one single course registration.
- Have students choose A SINGLE major course recommended by their major advisor (see major checklist) and enter the course into Class Search
TRANSITION TO ADVISOR LED PORTION OF ORIENTATION

**Step 5: Basic Course Information for Scheduling**

- **Reviewing the Basics**
  - This screen shows all of this information about the course you selected. This includes Day, Time, Location, Professor, Class Status (open, closed, waitlisted), etc.
  - Explain that the waitlist is an option. Students would need to make sure they have the pre/co-reqs, that there are no time conflicts, & that this course will not bring them over the 16 credit max for the semester.
  - Your example may (may not) show recitations or lab sections; be prepared to discuss this when relevant
  - Highlight that the 5 digit code listed on the left helps make registration easier.

- **Enrolling in the course**
  - Have students click on a series of “Selects” “Proceed to Step X of X” and “Next” until they are enrolled in the course

**TALKING POINTS**

- A GREEN Check indicates successful enrollment a RED X indicates that you may have not been enrolled. It will have an error message that can help figure out why it didn’t go through.
TRANSITION TO ADVISOR LED PORTION OF ORIENTATION

**Step 9: Write the Scheduled Course (e.g., PSY 230) to Worksheet and Include Course Times**

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<thead>
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<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<td>ENGL 101</td>
<td>PSY 230</td>
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**TALKING POINTS**

- Now that you have registered for the course record the class in the worksheet to keep track of your schedule.
- You will continue to do this for each class you register for.

**Step 10: Repeat with Next Recommended Major Course or SBCs**

**TALKING POINTS**

- Congratulations you have registered for your first class at SBU
- Now you can register for the remaining courses listed by your major

**NOTE:** Once there are no other major courses have student register for SBCs (if applicable)

*An SBC Sheet will be available on the tables for students to use. You and/or the OL can facilitate the SBC search on an individual basis

**Step 11: Wrap Up**

- Print Schedule *(Instructions in Your Folder or On the Table)*
- Staple ESB Part 2 *(Orientation Part 2)* form to the Schedule
- If student is taking Chemistry, also *Staple the OCPP form*
- *INITIAL* Printed Schedule after Checking to see if the student is FT (if desired), TAP eligible from the current information available (major declared; 12 applicable hours);
- Remind student to send in any and all official transcripts not yet sent