

SOAR 2009

April 17, April 18, June 12, June 25,
and July 21

Course Registration Best Practices

Sample materials and
downloadable SOAR Guide
can be found at
www.moreheadstate.edu/basictraining

SOAR Schedule

- **Schedule**

- Registration lists - Tuesday
- Displays – after 3:30p Thursday, take down immediately after SOAR

Prospect / Applicant Profile

- Data Sheet – same form as last year
- Test Scores
 - Watch out for multiple test scores
- Label with PCC Requirements
- Developmental waivers – Janie @ 3-2084

Welcome Session

- Course Registration – Setting expectations
 - Work in groups
 - Advisor assignments
- Account Activation
- University Requirements – very general
- General Ed Explanation
- Developmental Education

Course Registration Best Practices

- Orientation to Advising and Major
 - 128 hours
 - Departmental requirements – credit hours
 - Majors / minors / options
 - Explanation of terminology – gen ed., credit hour, MSU 101, major, area, and course level
 - Identification of academic advisor
 - MWF/TTTHF schedule

Course Registration Best Practices

- **Course Scheduling**
 - Issues to consider – (morning / night person, work schedule, consecutive classes)
 - Schedule Planning
 - Developmental Classes
 - MSU 101
 - Recommended Schedule
 - Student assistance?

Course Registration Best Practices

- **Course Registration**
 - Datatel instructions – SOAR Guide pg. 19 (login instructions)
 - Detailed instructions for actual course selection
 - Copy of completed schedule

Course Registration Best Practices

- Possible Handout Materials
 - List of all courses and sections suggested for first semester
 - Online registration instructions
 - Trial schedule forms (SOAR Guide pg. 16)
 - Curriculum maps
 - Class planning calendar (MWF / TTTHF)
 - Copy of completed schedule

Course Registration Best Practices

- Possible Handout Materials
 - Gen Ed and Major/Program Requirements
 - Contact information

SOAR Guide Academic Information

- Pg. 9 – Academic Programs
- Pg. 13 – General Education Program
- Pg. 14 – Course Placement by ACT/SAT Scores
- Pg. 15 – PCC Requirements
- Pg. 16 – Trial Schedule
- Pg. 17 – 19 – Eagle Account Login Info

Other...

- Excuse memo – April 17th
- Phone List