Dear Class of 2019,

Advising weeks for first-year students are scheduled November 2-13. In order to manage your expectations for the second advising session, please review the information below, as well as a checklist you should download and USE between now and Add/Drop/Swap. If you have any questions problems connecting with your PACCE faculty advisor, please contact:

Shari Obrentz, Assistant Dean, Director, PACE sobrent@emory.edu
Tina McDowell, Assistant Director, PACE tmcdowe@emory.edu

- **Role of PACE Faculty Advisor.** Remember, your PACE faculty advisor is one of many people who may advise you. They are still helping you transition to the Emory community, and are great people to ask about the balance of your schedule, first-year requirements, or GERs. They may not have specific information about majors or pre-professional advising, so if they do not, ask for a referral!

- **Scheduling Advising Appointments:** You should have already reached out directly to your PACE faculty advisor to schedule an advising appointment. Your PACE faculty advisor may have open-hours, or blocks of time to meet with you and other advisees. If you do not hear back from a PACE faculty advisor by November 10, please email Tina McDowell (tmcdowe@emory.edu)

- **Registration:** All First-year students will register AS A CLASS. It does not matter if you brought in more than 14 credits, the Class of 2019 will all have enrollment appointments November 16-18. If you miss your assigned appointment(s) you will have to wait until Add/Drop/Swap opens on November 23 to register.

  - **1st Appt Opens** | **1st Appt Closes** | **2nd Appt Opens** | **2nd Appt Closes**
  - 6:00 p.m. | 11:59 p.m. | 6:00 p.m. | 11:59 p.m.

- **Add/Drop/Swap:** After you register during enrollment appointments, there are a few days before A/D/S opens for ALL enrolled students on November 23. It will be open throughout the fall semester and winter break until January 19.

- **PACE 101:** You only have a few more weeks of PACE. Please attend class as we are discussing Advising, Summer Opportunities and your final session, The Degree Audit! Class sessions end BEFORE Thanksgiving. You MUST complete all assignments and attend any remaining events by December 4 in order to receive a Satisfactory grade.

- **Majors/Minors:** You may be more decided about a major or minor and have questions about declaring OR may be more open-minded, confused or searching for a place to connect. These are all OK! Remember OUE advisors, PACE advisors, the Career Center and others are available to discuss your choices.

- **Pre-Professional Advising:** Many of you may be considering pre-professional tracks such as business, health, engineering. Please remember we have specialized advisors to answer those questions, so look up the offices that do this type of advising and visit them! Not sure where to go? Your PACE faculty advisor has a list of contacts.

- **If you would like to schedule an advising appointment with an OUE Academic Advisor, you can schedule an appointment online:**
  - Login to ASST: www.emory.edu/ASST
  - Call the OUE 404.727.6069
# Fall 2015 Advising Meeting Checklist
## Pre-Registration for Spring 2016
Use this checklist as you pre-register and throughout Open Enrollment (Nov 23-Jan 19)

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<th>Checklist/Action Item</th>
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| 1. Registration Times: November 16-18. Enrollment times are staggered. | • Please CHECK BOTH enrollment dates and times.  
• These are listed in your Student Center in OPUS. |
| 2. Check your First-year requirements (FSEM, FWRT, HEALTH and PACE) | • Did you already take your FSEM? If yes, and you will pass, you are set! If no, or withdrew, you MUST enroll in Spring.  
• If you did not bring AP/IB credits for FWRT, or take in Fall, you MUST enroll in Spring (ENG 101, ENG 181 or CPLT 110).  
• If you do not pass Health 100, you MUST repeat next Fall (2016).  
• If you do not pass PACE 101, a U will be assigned as a final grade. |
| 3. Submit AP/IB or A Levels AND check that they POST IN OPUS | • ALL AP/IB or A level scores MUST be submitted to the Office of Admission by last day of Fall 2015 (NO EXCEPTIONS).  
• You will not be notified if scores are received, YOU MUST CHECK OPUS!  
• If a test scores is not posting, please visit the Office of Admission (Oxford Road Building). |
| 4. How was your Fall course selection and balance of schedule? | • What courses are you enjoying? Any that you are not?  
• Over-challenged or under-challenged?  
• Need assistance with study or time management skills? Remember EPASS and Academic Coaches (www.emory.edu/ASST). |
| 5. Put courses in your shopping carts | • What GERs are complete? What is left?  
• Have you narrowed an academic area of focus or still exploring?  
• Pick one or two classes that help you narrow your focus. |
| 6. A BALANCED schedule is a good schedule. Students should typically enroll in 15-17 Credits. See notes for enrolling above 19. | • First-year students will only be allowed to enroll in up 19 credits UNTIL your Fall grades post.  
• If you have a GPA ≥3.0, they may enroll in up to 22 credits. This will not be an option until January. |
| 7. Majors/Minors can be declared in Spring—but DO NOT HAVE TO BE! | • You may visit any department/program to declare a major.  
• Once you do, the department will assign a major advisor (could still be your PACE advisor).  
• The major advisor will be the new advisor of record. |
### 8. Pre-Professional Advising is Available

If you are thinking about a pre-professional track, please visit the advising offices.

- Pre-Business has open-hours EVERY day
- Pre-Health has Peer Mentor and Advisor open-hours EVERY day. Students can schedule appointments [www.emory.edu/ASST](http://www.emory.edu/ASST)
- Pre-Engineering (Dual Degree) advising available. Students can schedule appointments [www.emory.edu/ASST](http://www.emory.edu/ASST)

### 9. Add/Drop/Swap Works!

- You may still not get your perfect schedules, but A/D/S works! And is open for 2 months.
- Add/Drop/Swap will open on November 23.
- Add/Drop/Swap will close on January 19 11:59pm.

### 10. Use your advising network

- We encourage, but do not require you to meet with your PACE faculty advisor in the Spring before Fall pre-registration.
- Please check with your PACE faculty advisor for their preferences.