

Advisor Agenda – 12th Grade

Monday, March 8th

10:50 – 11:30 a.m.

1. Daily Bulletin
Please make the Daily Bulletin available to your advisees to check as they enter and/or leave Advisor each day this week. If you take time to read it out loud, the speakers will lose valuable minutes from their presentations

2. Overview the Week in Advisor
 - Explain that we are on an activity schedule Mon-Thurs this week
 - Explain that seniors WILL meet each day as an Advisor group in their regular room (their reward of time off will occur next week...see attached schedule)
 - Monday through Thursday this week they will have Personal Finance presentations from our community partners OSU Federal Credit Union and the OSU College of Business.
 - They are expected to attend each day and attendance will be taken. The exception will be those Link Leaders who are helping their crews with registration Tuesday and Wednesday

3. Introduce your speaker

Advisor Agenda – 9th, 10th, and 11th Grades

Monday, March 8th

4. Read Daily Bulletin

5. Overview of Registration Activities in Advisor
 - Explain that we are on an activity schedule Mon-Thurs this week
 - Describe registration schedule for the week to your advisees
 - Explain that Monday and Tuesday they will be preparing for actual registration
 - Explain that 9th and 10th graders will receive their forms and start registration on Wednesday
 - 11th Graders will attend Career Fair at OSU on Wednesday and then register for classes on Thursday

6. Registration Activity 1
See attached activity
Students will need
 - (1) their transcripts
 - (2) their PEPP or Academic Plan in their Advisor folder
 - (3) a pencil

Part I. Introduce the Transcript

Have each student clear their desk except for their transcript and begin by defining terms.

- **Academic History** – These are the classes you have already taken and completed. Listed next to each class are the following:
 - A grade for the class
 - A credit amount awarded
 - An “area code” which determines to which credit the class applies. We will define codes in a minute.

- **Work in Progress** – These are classes in which you are currently enrolled. There is no grade awarded yet because you have not finished the credit. There is a credit amount and an “area code.”

- **Plan-Co Basic Plan for Grade Year** – Let’s break this down column by column
 - Area – This column includes a code and the name of the credit you need to earn. Take a look at the codes. Do you see where they were applied under Academic History? Are they correct...for example, were you given EN credit for a Geometry class by mistake?

 - Require – This column provides the number of credits for each area required for graduation

 - Complete – This column tells you how many of those required credits you have already completed. Take a moment and see if that seems right...compare it to your academic history.

 - W/Prog – This column details the credits you are signed up for this semester.

 - Remain – This column details how many of each credit you need to graduate. PLEASE NOTE that it takes into account your W/Prog credits and ASSUMES you will pass those classes with credit.

 - Totals – are listed at the bottom.

 - Grad Year (listed in personal info at top left and next to words “Plan-Co...Year.” This is the year you are scheduled to graduate. If you are retained, it reflects that fact. Remember that you need:
 - 6 credits to be a sophomore
 - 12 credits to be a junior
 - 17 credits to be a seniorFor example: If you were a 9th grader last year and did not earn 6 credits, your grad year will read 2013, even though you came in with the class of 2012. Your grad year will change when you reach the appropriate number of credits under the “Complete” column.

Advisor Note – At this time you may want to give students a few minutes to digest the information provided and let them take a long look at their transcript. If they have questions or concerns about their transcripts that are beyond your expertise, please send an e-mail the student’s counselor.

Part II. Complete Academic Plan

Students need their Advisor folder. Juniors should find their Academic Plan form in their file. Sophomores and freshman should turn to the Education Profile page of their PEPP. Have them get out a PENCIL to work on their plans.

The purpose of this activity is to make more sense of transcript by breaking down their credits by Area and then determining if they are on track to move to the next level and/or graduate.

The pencil is very important in this activity. Students will need to erase any planned class they had placed on their form that they did not take. They may also need to erase/edit coding, etc.

- Have students move back and forth between their transcript and their Academic plan/Education Profile to check for changes, errors, additions/etc.
- Please note:
 - Once students have filled in all the blanks for AT (Applied/Fine Arts) they must move courses that clearly are an Applied or Fine Art into the Elective category. In fact...most transcripts have coded these classes as EL (Elective) once that requirement has been met.
 - Students who have taken Read 180 for a full year earn 1 EL credit and 1 EN credit. The same is true for yearlong math (Algebra or Geometry). Students earn 1 EL credit and 1 MA credit for completing a full year.

Complete the activity by pointing out to students their totals and comparing to what they need to move on to the next level. **Hold these completed forms for Day 2 activities.**