

FALL 2008
HUMBOLDT ONLINE ORIENTATION PROGRAM (HOOP)

ADVISING CHECKLIST FOR STUDENTS

Congratulations on successfully completing the Humboldt Online Orientation Program course. Advising is next, followed by registration. Here's a checklist to guide you through the process. Print this, and check the steps as you complete them.

- Access your DARS report** from www.humboldt.edu,
Click on *Web Reg* (under *Quick Links, Tools*, right of page)
Enter HSU ID number and your PIN
Choose *Student Services*
Choose *Student Records*
Choose *DARSWeb*
Choose *Submit an Audit*, then *Run Audit*
Wait a minute or two
Choose *View Submitted Audits*
Click on the name of your major under *View Link*
Click for a "printer friendly version"

- Review your DARS report.**
DARS has full audits in Anthropology, Art, Biology, Botany, Business Administration, English, Environmental Resources Engineering, Environmental Science, Fisheries Biology, Forestry, History, Journalism, Kinesiology, Native American Studies, Natural Resources Planning and Interpretation, Nursing, Oceanography, Philosophy, Psychology, Rangeland Resource Science, Social Work, Wildlife, and Zoology. Students in other majors will get a DARS report that audits all-university requirements (i.e. remediation, general education, DCG, American Institutions, units, g.p.a, etc.), but not major requirements. What all-university requirements have you already done? What do you still need to do? Do you need to take a remedial math or English course? If so, you must take it this semester.

- Review your Major Requirements.**
If your major requirements are included in your DARS report, go over that section carefully. If your major requirements are not included in DARS, go to www.humboldt.edu; choose *Majors and Programs*, then *List of All Programs*. Choose your major from the list, then choose *Program Requirements (pdf)*
Print and review. Note requirements already complete and what's left to take.

- Make a list of possible classes to take this semester.**
After reviewing your DARS and your major requirements you should have a good idea of what all-university and major courses you might take next semester. Now find out if/when they're offered....

Review the online Schedule of Classes.

From www.humboldt.edu, under Quick Links, choose *Class Schedule*, then *Classes* under *Fall 2008*. You can select by subject or use the *Alternate Index* to select classes categorized by what requirement (General Education, Diversity and Common Ground, etc.) a course meets. Don't be alarmed if general education classes look full. Seats are reserved for HOOP students, and your advisor will tell you how to request them.

Build a tentative schedule.

Make a note of any questions you'd like to ask your advisor.

Call or email (or both) the advisor contact for your major.

Identify yourself as a "**HOOP transfer student**" if you call. If you email, make sure "**HOOP transfer student**" is in the subject line. Arrange for a phone appointment. Faculty advisors have lots of demands on their time—just like you. Expect to get an appointment within one week from the time you make contact. Confirm the name, phone number, and time of the appointment. Make sure you know who's calling who! ***You will need to have access to a telephone and internet for the appointment.***

If you contact your advisor but do not get a response after one week, please call the Advising Center, 707.826.5224.

Collect your advising materials

Before the phone appointment begins make sure you've got your DARS, your major requirements list, and your tentative schedule handy. Make sure your internet is working and log on to www.humboldt.edu. Your advisor will do the same.

Contact your advisor at the appointed time.

You'll review your DARS, major requirements, and tentative schedule together. You'll have a chance to ask questions and refine your plans. Your advisor will give you your **registration access code**. If you need lower division general education classes that look full in the online schedule, your advisor will give you an email address for HOOP course requests that you can send directly to the registrar's office.

Register for classes.

You can find helpful instructions and registration tips at www.humboldt.edu, under *Quick Links*; choose *Registration*, then *The Ins and Outs of WebReg*.

If you need additional help.

choosing courses, contact the Advising Center, 707.826.5224, any time between 9-5 Mondays through Fridays. If you need help with the registration process, call the Academic Information & Referral Center, 707.826.4101 any time between 8-5 Mondays through Fridays.

