

TO: Undeclared Liberal Arts Students
FROM: Dr. Francis Talty, Undeclared Liberal Arts Advisor
DATE: October 23, 2008
RE: Advising for Spring 2009 Course Selection and ISIS Registration

The Advising period for all University students for this semester begins on **October 27, 2008**. I encourage you to see me, your Undeclared Liberal Arts advisor, to be prepared for your Spring 2009 Course Registration when enrollment appointments begin on **Nov 12th**. During the weeks of Oct. 27th and Nov. 3rd, I will be adding extra hours for advising (see below) and the Centers for Learning will also be available for Advising and ISIS assistance. You are strongly urged to see me during my office hours or attend a workshop at the Centers for Learning at a time that is convenient for you. This is your opportunity to plan your schedule and be ready for registration.

University policy states that students whose status is Undeclared, **must** choose a major/academic plan by the time they have earned 60 semester credits, and students who have already earned 45 credits will have an Advising Flag placed on their account requiring them to be advised in order to register.

Here are a few important things you need to do:

Beginning now: Students can log in to **ISIS Self-Service** to see their **Enrollment Appointment** and view the **Schedule of Classes**. Start thinking about which courses you want to take before being advised. The schedule of classes is also available on the Internet at <http://www.uml.edu/admin/registrar>

October 27 – Nov. 7 Drop in to see Dr. Talty during his Advising Hours or attend a workshop at the Centers for Learning. It is very important that you come to advising prepared with specific questions and ideas about which courses and/or majors are of interest to you.

Dr. Talty's Drop-In Advising Hours from Oct. 28 – Nov. 4th

<u>Tues. 10/28</u>	<u>12:00 – 4:00</u>	<u>Mon. 11/3</u>	<u>10:00 – 12:00</u>
<u>Wed. 10/29</u>	<u>12:00 – 4:00</u>	<u>Tues. 11/4</u>	<u>10:00 – 2:00</u>
<u>Thurs. 10/30</u>	<u>10:00 – 12:00</u>		

Location: Durgin Hall (Music Building) Room 104

Additional hours will be available once registration begins.

The small group Advising sessions will be available at the Centers for Learning Advising Center on the 3rd floor of O'Leary Library (south campus). Please drop in or call 978-934-2941 to make an appointment for a workshop. Also, if you would like assistance making a workable schedule or would like some help using ISIS to register, please go to the Centers for Learning.

Nov. 12th: First day for any student to enroll in classes Winter Intersession or the Spring 2009 semester. Verify your **enrollment appointment** through ISIS.

Hold Flags: When you log in to register, you may see a message that you have a Hold Flag. If you have a Hold Flag, you may not be able to submit your schedule until it is lifted. Read the message to find out what kind of Flag it is and where to go to get more information. When you are able to get the flag removed, you should log in and submit your schedule. If some of the classes you want are closed, please return to Dr. Talty or to the Centers for Learning to find appropriate alternatives.

If you are unable to get your Hold Flag lifted in the next couple of weeks, I will be keeping my regular office hours for the remainder of the semester. Advisors will also be available at the Centers for Learning to assist you in selecting classes.