

# FSE Advising Tasks Packet 2

**Descriptions, guidelines, and worksheets for the final four FSE Advising Tasks:**

- Task 5: Email Questionnaire
- Task 6: your Degree Completion Plan
- Task 7: Transfer Institution Worksheet
- Task 8: your RBC Spring Schedule

*Each of these tasks must be completed by every new, full-time, first-time, degree-seeking student prior to their registering for Spring 2010.*



### Task 5: Advising Email Questionnaire

*Prior to your third FSE advising meeting, you must send an email from your RBC account to your advisor addressing the questions on this Questionnaire.*

Every new student is issued an RBC email address ( [personal email ID]@rbc.edu ). *Maintaining your RBC Email account is essential for receiving communications from all branches of the campus (including: academic classes, advising, administration, student affairs, and clubs / activities).*

If you have not yet learned your personal email ID (which also serves as your username for the Blackboard Online Course Management System), you may discover it via any of the following:

- From [www.rbc.edu](http://www.rbc.edu) , Access Banner Web and view your personal information tab, then click view email addresses.
- Contact the ITS Help Desk by phone: 862-6401 or by email: [helpdesk@rbc.edu](mailto:helpdesk@rbc.edu).
- Check with the Academic Computing Lab.
- Check with your Academic Advisor.
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Your default password is a capital "P" followed by the last six digits of your social security number. If you are unable to access your account after the first week of classes, contact the RBC IT Help desk at, [helpdesk@rbc.edu](mailto:helpdesk@rbc.edu) or (804) 862-6401.

Students may log into their accounts from the RBC webpage at <http://www.rbc.edu/email.html> . If you are unable to access your account after the first week of classes, contact the RBC IT Help desk at, [helpdesk@rbc.edu](mailto:helpdesk@rbc.edu) or (804) 862-6401.

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**ASSIGNMENT:** During the *second* week of classes, log into your RBC account and send an email to your advisor addressing the following questions.

(Note: RBC faculty & staff email addresses are generally, first initial + last name @rbc.edu . Email addresses can also be found at <http://www.rbc.edu/directory.html> .)

In the Subject Line place, "Advisee Email Questions". In the email body address:

1. Did you sign up for any clubs or organizations at the Orientation? If so, which one(s)? If not why not? If you had time and could start a new club what would it be?
2. Have you dropped any of the courses for which you were initially registered? If so, why?
3. Have you missed any class sessions for any of your courses? If so, why?
4. Which of your current courses do you feel is going to be the most challenging for you? What can you do to help yourself do well in this course?
5. Which of your current courses do you enjoy the most so far? What do you think it is about this course? Before the semester, would you have guessed that you would have said this course?

Note: part of this task is establishing and using your RBC email account; so, do not send an email from your own private email account.



### Task 6: your RBC Degree Completion Plan

To complete this task you will need to fill-in a Degree Completion Template for the RBC degree option that you are considering. These templates, along with Sample Degree Completion Plans, may be obtained from your Academic Advisor, the ACT Center, or the RBC Webpage under "Advising". Below is a list of the degree options available at RBC and the requirements to satisfy the "Minimum Core" common to all these options.

#### RBC Degree Options

ASSOCIATE OF ARTS DEGREE

ASSOCIATE OF ARTS DEGREE (with emphasis in History)

ASSOCIATE OF ARTS DEGREE (with emphasis in Government/Political Science)

ASSOCIATE OF ARTS DEGREE (with emphasis in English)

ASSOCIATE OF ARTS DEGREE (with emphasis in Philosophy)

ASSOCIATE OF SCIENCE DEGREE

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Behavioral Sciences)

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Fine Arts)

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Science & Math )

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Science)

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Mathematics or Computer Science)

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Business)

ASSOCIATE OF SCIENCE DEGREE (with emphasis in Philosophy)

#### RBC MINIMUM CORE

The Art of Language and Ideas

1. ENGL 101-102 6

2. Choose *one* course from this area 3

The Language and History of the Fine Arts

Choose *one* course from this area 3

The Human Experience

Choose *one* course from this area 3

U.S. & World Cultures

Choose *one* courses from this area 3

Quantitative and Symbolic Reasoning 3

Choose *one* course from this area

Investigation of the Natural World 4

Choose *one* course from this area

Physical Fitness & Wellness 2

PE 120

Computer Proficiency 0-3

TOTAL 27-30

In filling out your own plan, refer to the course descriptions from the RBC Catalogue, the Sample Degree Completion Plan for your chosen degree option, and degree requirements for your prospective major / degree program at your intended transfer institution. Be sure to fill-in a complete set of courses which would satisfy all the requirements for the degree, including electives. When assigning courses to specific semesters, be sure to take into account pre-requisites and workload (12 or more credits is considered "full-time"). It is a good idea to complete the requirements of the Minimum Core early, since these will fit into whichever degree option you ultimately select.

Remember: you are not now committing yourself to these courses; this is only a tentative plan, which you are free to revise in the future. *Your tentative plan must be completed before your third FSE advising meeting, where your advisor will review it with you.*

### **Task 7: Transfer Institution Worksheet**

*To complete this task, you must visit the website of one 4-year institution to which you are considering transferring; web-links to institutions with which RBC has transfer agreements can be found in the RBC Transfer Guide, <http://www.rbc.edu/transferguide.html>.*

*Utilize the institution's website and the RBC Transfer Guide to answer the following questions. Submit your completed worksheet to your advisor in your fourth FSE advising meeting.*

- 1. Name of the 4-year school**
  
- 2. Location (city)**
  
- 3. Undergraduate enrollment (# of students)**
  
- 4. One (other) bit of information of about the school that you didn't know.**
  
- 5. Transfer application deadline**
  
- 6. Transfer application requirements**
  
  
  
  
  
  
  
  
  
  
- 7. One bachelor's degree program (major) offered at the institution that you are considering**
  
  
  
  
  
  
  
  
  
  
- 8. A brief description of the program (including, any specific acceptance requirements)**
  
  
  
  
  
  
  
  
  
  
- 9. On a scale of 1-10, how interested are you in transferring to this institution?**
  
  
  
  
  
  
  
  
  
  
- 10. On a scale of 1-10, how interested are you in pursuing this major?**

**Note:** you are encouraged to visit the campus of the institution you are considering and/ or investigate other possible transfer schools and majors. If you do, be sure to report what you learn to your advisor.

### Task 8: your RBC Spring Schedule

To complete this task, you will need the RBC Course Schedule for Spring 2010 which is put out by the Registrar around November 1<sup>st</sup>; you will also need to consult your tentative Degree Completion Plan. In the Course Schedule find the listing of sections for each of the courses you plan to take next semester. For each class, choose a section which will fit in a manageable weekly schedule for you. Be sure to take into account: time conflicts, lab sections, study time, & (if you will be working) your job hours. Use the worksheet below to organize your schedule.

#### Semester Schedule Worksheet

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 8:30					
8:30 – 9					
9 – 9:30					
9:30 - 10					
10 – 10:30					
10:30 - 11					
11 – 11:30					
11:30 - 12					
12 – 12:30					
12:30 - 1					
1 – 1:30					
1:30 - 2					
2 – 2:30					
2:30 - 3					
3 – 3:30					
3:30 - 4					
4 – 4:30					
4:30 - 5					
5 – 5:30					
5:30 - 6					
6 – 6:30					
6:30 - 7					
7 – 7:30					
7:30 - 8					
8 – 8:30					
8:30 - 9					

After you have completed the worksheet, using the information in the Course Schedule, fill-in the table below with a list of each course number and title, section number, day(s) and times, and CRNs (the number in the far left column). Before your fourth FSE advising session (weeks 11-13), have your schedule ready to review with your advisor.

**My Semester Schedule**

<b>Course # &amp; Section #</b>	<b>CRN (from the left column of the schedule of classes)</b>	<b>Course Title</b>	<b>Course Day(s) &amp; Times</b>	<b># of Credits</b>
<b>Total Credits</b>				

Note: the signature of the Provost is required in order to enroll in more than 18 credit hours.