October 23, 2017

Dear Faculty and Staff Colleagues,

Happy mid-term, advising, and upcoming registration!

I am writing to remind you of some core-related advising resources that are available to you (all are posted on the University Core Blackboard site (under “Advising”) and many are posted on the University Core Website (see “Registration Information: Spring 2018” and “Information for Faculty”)) as well as to update you on some core registration details for Spring 2018.

**Core-Related Advising Resources**

- **Advising Guide:** An updated advising guide, specific to the University Core (both previous and new), is posted. Removed from the guide are the details about students transitioning from the previous core to the new core, since that deadline has now passed.

- **Registration Guide:** An updated University Core Registration Guide is posted. This registration guide is comprehensive in that it shows all courses that are approved or pending approval in each area, including the designations. Please note that students will need to consult zagweb for term-specific course offerings (showing students how to do an advanced search by attribute type will be very helpful here; see below - I have also posted a PDF with a tutorial on how to do that advanced search).
  
  ➔ To search by attribute go to “Search for classes”; select Spring 2018 as the term; select “Advanced Search”; highlight specific department or all departments (highlight the top department and use the shift and down arrow keys); highlight relevant attribute under “Attribute Type”- all core courses/designations are listed as “Core: …”; select “Section Search.” (see also PDF posted for a tutorial on doing an advanced search by attribute type).

- **First-Year Seminar Titles and Descriptions:** Most FYS sections are now open to both freshmen and transfer students to allow for greater interest and scheduling flexibility.
  
  Please note:
  
  - Engineering majors complete the FYS requirement through their first-year sequence (ENSC 191 & 192).
  - Teacher education students complete the FYS requirement through EDTE 201, which is being newly designed as an FYS.
  - Honors students complete the FYS requirement through RELI 193H: The Problem of God.

- **Core Worksheets:** Updated core worksheets (general, transfer, school-specific) as a supplement to degree worksheets provided by your College/School are posted. School-specific worksheets are posted only on the University Core Blackboard site.

- **Registration Guide for Florence and Study Abroad:** Coming soon! We are working on registration information to assist students (and their advisors) who wish to study abroad.

- **Master Approval Spreadsheets:** Coming soon! Although the University Core Registration Guide is comprehensive, we are also working on a master spreadsheet that
will be updated regularly. To assist in four-year planning, we are including information about when courses are likely to be offered, as that information is available.

Please also review other information on the University Core Blackboard Site and/or the University Core Website that may be helpful.

**Core Staffing & Enrollment**

Based on a very recent report about the number of students needing to complete particular core requirements (in both the previous and new core), we expect to see the following patterns during registration:

- **First-Year Seminar:** Flexible enrollment (we should have enough seats for all students, including frosh and transfer). Students should select several choices in case their first choice fills before they register; please note that we have a number of sections that also fulfill designation requirements.
- **Writing and Reasoning:** Limited enrollment; some freshmen may have to complete these requirements in Fall 18.
  - Please note: There are 71 students in the previous core who have not yet fulfilled ENGL 101 and 57 students in the previous core who have not yet fulfilled PHIL 101.
- **Communication & Speech:** Flexible enrollment with enough seats for all students.
- **Scientific Inquiry:** Limited enrollment; please encourage any sophomores under the new core to enroll; some freshmen will have to wait until their sophomore year to complete this requirement.

Please also note that you will see reduced caps in two core courses: PHIL 201: Philosophy of Human Nature and World/Comparative Religion to ensure enrollment for our engineering and nursing majors without overloading sections. Courses will be returned to their full caps for open registration.

**Pilot of Spring Freshmen Registration for First-Year Core**

AVP Mermann-Jozwiak approved a pilot of spring registration for freshmen for three first-year core courses: ENGL 101: Writing, PHIL 101: Reasoning, and COMM 100: Communication & Speech, in an effort to test the viability of such a system to help control and forecast enrollment in first-year core courses. Jill Culley, Associate Director in Academic Advising and Assistance, will be enrolling approximately 400 freshmen for one to two of these courses prior to their enrollment date. Selection of the pilot group was based on several factors, primarily students who did not yet have credit for at least two of these three first-year core courses. I will notify students who have been enrolled for one or more of these courses next week.

If your advisees were enrolled for any of these first-year courses as part of the pilot, please encourage them to remain in their assigned sections, unless they have a significant conflict. Advisees will be able to drop these courses during their registration period; however, they will
only be able to re-enroll into different sections on a space-available basis. Remaining seats after the pilot group is enrolled in ENGL 101, PHIL 101 and COMM 100 will be available for all students during their regular registration period.

**Open Session on Core-Related Advising**

I will hold an open session for core-related advising on Friday, November 3 from 12:00-1:00 in Jepson 120. I will provide some general information but reserve most of the time for Q&A. Join us for a light lunch (provided) and please bring your questions. For food planning, please RSVP to Mary Mealey (core@gonzaga.edu).

Please forward this information to anyone in your area (e.g., staff) who is involved in advising in any way. Thank you for your engagement in this process and please let me know how I can continue to support you in this vital role.

My Best,

*Molly*

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