

# TAO: Summer Advising Guide (2020)

Thurs. July 2 (1:00-2:30pm): **Summer Advising Info Session** (Zoom: <https://stmarys-ca.zoom.us/j/95890276932>)

\*\*Students will be directed to their Spring 2020 advisors through July. *Faculty on leave will be reassigned.*

## July 6-10

### ALL-ONLINE Student Changes

- GaelXpress registration is closed to all students.
- Students seeking ALL-ONLINE schedules may make changes through their advisor.
- Advisor Registration Approval is required.
- If advisor is unavailable, use [the RSARR Form](#) for TAO assistance.

## July 13-17

### All Returning Student Changes

- GaelXpress registration is open to all students.
- Students may change their schedules through the self-registration portal in GaelXpress.
- Advisor Registration Approval is still required.
- If advisor is unavailable, use [the RSARR Form](#) for TAO assistance.

## July 20-24

### First-Year Pre-Enrollment

- GaelXpress registration is closed to all students.
- Transfer students will continue to be registered by transfer advising faculty.
- Grad students (only) may register for courses through their program directors, but NOT through GaelXpress.
- TAO will register incoming first-year students.

## GaelXpress

### How to Register Your Students

***GaelXpress: Faculty menu:***

1. **My Advisees**→ **Fall 2020**→ **Student Name**→ **Search & Register.**
2. **[Drop down]: Choose classes. Check boxes for desired sections**→ **Submit.**
3. **[Drop down]: "Register" for each class chosen. Check "Drop" boxes near courses being removed from the student's schedule**→ **Submit.**

**Reassurances: 1) If students like their schedules, they don't need to do anything!**

**2) Most students will have a mix of online, in-person, or hybrid courses in their schedule.**