



## **VIRTUAL REGISTRATION STEPS FOR STUDENTS**

You can expect to have **15-30 minutes** from your scheduled appointment start time with your academic (major) advisor during your virtual academic advising session. To maximize the time you have with your academic (major) advisor, you are expected to complete the following prior to the appointment:

- Schedule an appointment with your academic (major) advisor (Refer to the Find Your Advisor list)
- Email an unofficial transcript to your academic (major) advisor (Refer to the Find Your Advisor list) or The subject line should read “Transcript – Your Major – Your Name” (i.e., Academic Transcript – MGMT– John Doe)
- Access a copy of the degree plan for your major at in [www.suno.edu](http://www.suno.edu)
- Prepare to discuss class selection using your transcript and degree plan (have copies of both for the session) We understand that unexpected events may affect your scheduled appointment.

If you are unable to make the appointment, you will need to reschedule. If your sessions does not begin within 5 minutes of the scheduled start time you will be asked to reschedule.

1. For **ZOOM** video conferencing appointments: You will need to create a ZOOM account for this option. If you select a ZOOM video conferencing appointment, you should use a computer or tablet for the best screen sharing capability.
  - a. Open the Zoom desktop client.
  - b. Join a meeting using one of these methods:
  - c. Click Join a Meeting if you want to join without signing in.
  - d. Sign in to Zoom then click **Join**.
  - e. Enter the meeting ID number and your display name.
  - f. If you're signed in, change your name if you don't want your default name to appear. Select if you would like to connect audio and/or video and click **Join**.



**NOTE:**

You can expect the same level of quality service in an online appointment as you would receive during an in-person advising appointment. When you access your Online Advising Appointment via the Zoom meeting link, you will briefly enter a waiting room until your advisor starts the appointment.

While in the waiting room, be prepared to begin the appointment as soon as you are accepted into the meeting room by your advisor. Advising appointments are scheduled back-to-back and not being ready to begin will result in a shortened appointment time. Once the advisor has accepted you into the meeting, the meeting room interface appears. Make sure your speakers are turned on and your webcam (if you have and wish to use a webcam) is turned on. At the end of your appointment click "Leave Meeting" to end the meeting.

For **Phone Appointments** using Zoom: Refer to the Find Your Advisor list to obtain the phone number assigned for your virtual academic (major) advising session. a. After joining a Zoom meeting, you will be prompted to join the audio automatically. If this prompt does not appear or you close out of it, click **Join Audio** in the meeting controls. b. Click Phone Call.

Follow the instructions for dialing in:

- ♣ Select the country you're calling from in the flag drop-down menu.
- ♣ Call one of the numbers provided.
- ♣ Enter your meeting ID followed by #.
- ♣ Enter your participant ID followed by #.

If you joined computer audio automatically, you can leave the computer audio and join by phone:

d. Click the arrow next to Mute/Unmute

Click Leave Computer Audio.

Click Phone Call and follow the prompt to dial in.