

*Ferris State University*  
*Academic Advising Seminar*  
*March 15, 2012*

| <b><i>Date:</i></b>   | <b><i>Eastern Time</i></b>         | <b><i>Presenters</i></b>           | <b><i>Website:</i></b>   |
|-----------------------|------------------------------------|------------------------------------|--|
| <i>March 15, 2012</i> | <i>11:00 a.m. –<br/>12:30 p.m.</i> | <i><u>Mikael Snitker-Magin</u></i> | <i><a href="https://ferris.adobeconnect.com/r3x45pkqw0x/">https://ferris.adobeconnect.com/r3x45pkqw0x/</a></i> |

***Topic: Communicating with Your Advisee***

***Participation***

***To view the presentation slides during the teleconference:***

- 1. Please copy and paste the website into your browser.*
- 2. You will be asked to login as a “guest,” please provide your first and last name and click “enter meeting.”*

***To join the audio portion of the teleconference:***

- 1. Once you are in the meeting, a pop-up will appear and you will be prompted to type your phone number, area code first.*
- 2. Select “call my phone” and you will receive a call for the webinar.*
- 3. You will automatically be placed into the conference, so please put your phone on mute.*

***-OR-***

***4. If your dial in number is associated with an extension, please use the number provided below in order to participate in the audio portion of the webinar.***

***Dial in number: 877-278- 1946***

***Housekeeping***

- 1. Prior to the webinar, please make sure that your computer has Adobe Acrobat, you may want to log in 20 minutes before in order to alleviate any technical difficulties.*
- 2. Please ensure that you are using a phone with the mute capability.*
- 3. Questions and comments will be received via the chat feature in the webinar. Should you want to verbally ask a question, you will select the icon to raise your hand and the presenter will call on you. Please take your phone off of mute at this time.*
- 4. The presentation is expected to last for 90 minutes, so please plan your schedules accordingly.*

***For assistance***

*Please log on to the website 20 minutes prior to the webinar. Should you have any problems, please contact Deb Cox at [cox@ferris.edu](mailto:cox@ferris.edu) or 231-250-6761.*