

Ferris State University
Academic Advising Seminar
March 15, 2012

<i>Date:</i>	<i>Eastern Time</i>	<i>Presenters</i>	<i>Website:</i>
<i>March 15, 2012</i>	<i>11:00 a.m. – 12:30 p.m.</i>	<i><u>Mikael Snitker-Magin</u></i>	<i>https://ferris.adobeconnect.com/r3x45pkqw0x/</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 coxd@ferris.edu or 231-250-6761.