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Advising for Student Success: How to Avoid Get Yelled at by Your Dean and Your Advisee's Parents

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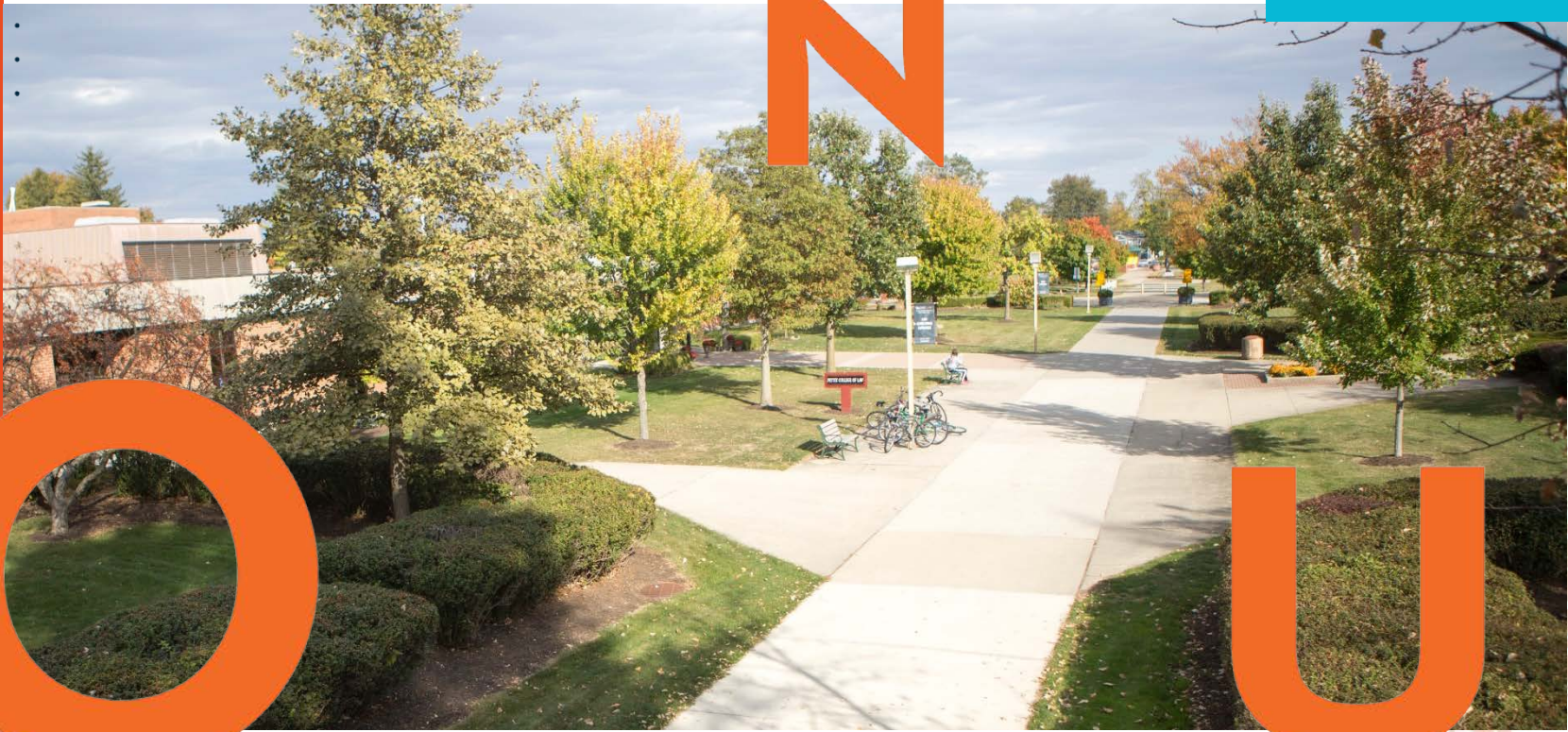
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ADVISING FOR STUDENT SUCCESS: HOW TO AVOID GETTING YELLED AT BY YOUR DEAN AND YOUR ADVISEE'S PARENT

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GOALS FOR TODAY

- **Recognize the functions of an advisor**
- **Demonstrate skills needed to guide students towards degree completion**
- **Utilize tools available to support the advisor**



HOW DO YOU FEEL ABOUT ADVISING?



THE IMPORTANCE OF ACADEMIC ADVISING


- **Increase student satisfaction and retention**
- **Monitor student progress towards graduation**
- **Help students develop realistic educational and career goals**
- **Refer students to appropriate offices for additional assistance when needed**



*you
are
important*



GETTING TO KNOW YOUR ADVISEE

- **We recognize the challenges**
 - 5 vs 50 advisees
 - **Reach out early in the term (maybe by email)**
 - **Introduce yourself**
 - **Let them know your office hours/location**
 - **How should they reach you**
 - **When should they reach out to you**
 - **Share your interests/expertise**
 - **Not just for new students**
- 

GETTING TO KNOW YOUR ADVISEE

- Ask about their:
 - Career Goals
 - Interest
 - Involvement in organizations
 - Internship experience/interest
- Let them know how you can help them
 - Connecting them with resources on campus
- Let them know when you will reach out again
 - Midterm grade time
 - Advising time
 - How do they sign up for an advising appointment?



YOUR ROLE IN THE ADVISOR/STUDENT RELATIONSHIP

- Your responsibilities (what do you have the power to do)
 - Guide them in selecting courses that will meet requirements
 - Add/drop dates (and HOW to add/drop)
 - Reminders to apply to graduate
- When (and where) to refer for academic approval
 - Student withdrawal
 - Transient forms
- Difficult academic conversations
 - When the major goal doesn't fit



Ohio Northern University - ADD/DROP Course Request Form



STUDENT ID#		(NAME) LAST			FIRST	MIDDLE			MAJOR	TERM	YEAR
Courses to ADD											
CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use	CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use
TOTAL											



IF COMPLETE WITHDRAWAL, CHECK HERE

Signatures required:

Advisor Signature and Date:

Dean, Associate Dean, or Assistant Dean Signature and Date:

Office of Residence Life Signature and Date *(if in residence hall):*

Controller Signature and Date:

IF HOLDS, CHECK HERE

Signature(s) required:

Controller/Date:

Admissions/Date:

Human Resources/Date:

Other/Date:

Please complete ALL that apply:

I am enrolling in over 19 hours total (18 hours total for Law students). Total number of hours: _____

Signature of Dean, Associate Dean, or Assistant Dean: _____ Date: _____

I am adding a course(s) late (7 days or more after the term has begun).

Signature of Dean, Associate Dean, or Assistant Dean: _____ Date: _____

There is a time conflict for two courses for which I plan to enroll.

First Course Instructor Signature and Date: _____ Second Course Instructor Signature and Date: _____

My total number of hours is dropping below 12 (not full-time enrollment).

(required for all)
Financial Aid Officer Signature and Date:

(required for student athletes)
Athletic Director Signature and Date:

(required for international students)
Academic Affairs Signature and Date:

For Registrar's Use Only:

Taken by: _____ Date: _____

Processed by: _____ Date: _____

Add/Drop Form Rev. 8/16/2012

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WHAT YOU ARE (PROBABLY) NOT

- Mental Health Counselor/Therapist
 - Listen, but refer
 - SART (sart@onu.edu)
- Job placement service
 - Brainstorm, advise, recommend but also connect with campus resources
(https://my.onu.edu/career_planning/student_services)

TOOLS TO HELP YOU BE A SUCCESSFUL ADVISOR

- Registrar forms
- The University Catalog
- DegreeWorks
- Guide to advising
 - [https://my.onu.edu/academic affairs/advising and tutoring/faculty guide for advising](https://my.onu.edu/academic%20affairs/advising%20and%20tutoring/faculty%20guide%20for%20advising)





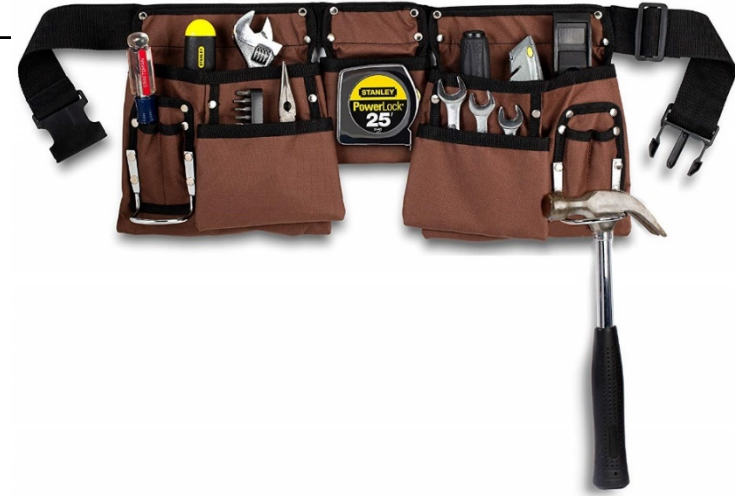
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DECLARATION OF MAJOR AND PROGRAM

ONU ID#: _____ NAME (Last, First, Middle): _____ Student Signature _____ Date _____	Students participating in the Four-Year Graduation Guarantee may only declare a single Major and no Minor(s). Changing Majors within the Guarantee requires approval of the Dean of your College. <input type="checkbox"/> I am participating in the Four-Year Graduation Guarantee.
TEACHER LICENSURE <input type="checkbox"/> Check this box to indicate your intent to pursue licensure	SPECIAL PROGRAMS <input type="checkbox"/> Pre-Dentistry <input type="checkbox"/> Pre-Law <input type="checkbox"/> Pre-Medical <input type="checkbox"/> Pre-Occupational Therapy <input type="checkbox"/> Pre-Optomety <input type="checkbox"/> Pre-Physical Therapy <input type="checkbox"/> Pre-Physician Assistant <input type="checkbox"/> Pre-Seminary <input type="checkbox"/> Pre-Veterinary
CHANGE OF COLLEGE New College: _____	Old College: _____
Dean Signature: Please sign below _____	Dean of College FROM which you are transferring _____ Date _____
MAJOR 1: _____ Concentration/Option (1): _____ Concentration/Option (2): _____ <input type="checkbox"/> 3+3 Law Degree: _____ Department Signature (for Major 1) _____ Date _____ Department Signature (for Conc/Optn 1) _____ Date _____ Department Signature (for Conc/Optn 2) _____ Date _____	MAJOR 2: _____ Concentration/Option (1): _____ Concentration/Option (2): _____ <input type="checkbox"/> Dual Degree Degree: _____ Department Signature (for Major 2) _____ Date _____ Department Signature (for Conc/Optn 1) _____ Date _____ Department Signature (for Conc/Optn 2) _____ Date _____
MINOR 1: _____ Department Signature (for Minor 1) _____ Date _____	MINOR 2: _____ Department Signature (for Minor 2) _____ Date _____
DROP previously declared major, minor, concentration, option, or special program.	Major: _____ Minor: _____ Concentration/Option: _____ 2nd Major: _____ Special Program: _____
New Anticipated Date of Graduation: _____	
Dean's Signature: _____ <input type="checkbox"/> Continue on Four-Year Guarantee <input type="checkbox"/> Four-Year Guarantee Voided Date _____	
Office of Financial Aid Signature: _____ (REQUIRED FOR ALL CHANGES - EXCEPT WHEN DROPPING A MINOR OR CONCENTRATION) Date _____	Processed by Registrar's Office Initials _____ Date _____

TOOLS TO HELP YOU BE A SUCCESSFUL ADVISER

- Registrar forms
- The University Catalog
- DegreeWorks
- Guide to advising
 - [https://my.onu.edu/academic affairs/advising and tutoring/faculty guide for advising](https://my.onu.edu/academic%20affairs/advising%20and%20tutoring/faculty%20guide%20for%20advising)



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THE ADVISING APPOINTMENT

- Let them know ahead of time what you expect them to bring
 - Should they come with a prepared schedule?
- Discuss any midterm grades of concern
- Open DegreeWorks with the student
- Review student information
 - Planned term of graduation
 - Any holds?
 - Declared majors/minors/options/concentration
 - Refer to appropriate office for changes

THE ADVISING APPOINTMENT

- Review the requirements for graduation
 - Is there any transfer work they've completed that is not appearing
 - Refer to their dean's office
- Assist them in selecting courses for the following semester
- Instruct them on how they will officially register for classes
 - They are not registered just because they have selected courses with you
 - Provide them their alt pin
- Document in DegreeWorks Notes (visible to student)

DEGREEWORKS

- How to log in
- Who has access to what?
 - FERPA refresher
- University Requirements
- College Requirements
- Major Requirements
- Double dipping
- Look Ahead
- What If
- Notes
- Dual Degrees/SAC



BEING THE BEST ADVISOR WE CAN...

Our roles have changed some, and our students look to us now more than ever for guidance

- **Do your best to be available**
- **Set expectations for them (and make them aware of these expectations)**
- **Use the resources (DegreeWorks) to help you and them**
- **Keep records of your meetings**
- **Be realistic with advisees about major and career goals**
- **Guide them in getting the help they need to succeed in and out of the classroom from the appropriate sources**
- **Don't be afraid to contact the Dean's Office for advice and guidance**

GO FORTH AND DO GREAT THINGS!

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EVALUATIONS

