Welcome to New Advisor Training

Presented by OSD Academic Support (October, 2012)
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Rebecca Devereaux, Assistant Dean

Office of Student Development
engage • challenge • support • advocate
Whitten Student Center (818) 252-5232
Getting Started

• Introductions
  • Name, department, years & experience advising

• Objectives for today
  • Understand the fundamental needs and anticipated questions within an advising session
  • Recognize resources for responding to student inquiries
  • Build confidence going into advising sessions

What are the most important elements of a good advising session?
Consider Your Advising Philosophy

“Nurturing”

(+)
Caring
Helpful

(-)
Disempowers students
Fosters dependence

“Tough Love”

(+)
Empowers students
Fosters independence

(-)
Mean
Not helpful

THE TRADE-OFF

Where do your advising habits place you on the advising philosophy spectrum?
Great works require scaffolding around them while being built/improved.

Growth or improvement through scaffolding:
1) extends reach, and
2) is temporary

Your advisees need your help in scaffolding their planning and problem-solving abilities in college.
The Advising Partnership

- Starts at **SOAR** (Student Orientation, Advisement, & Registration)
- All students receive **Advising Syllabus**
- Shared responsibilities between student and assigned faculty advisor

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Advisor Responsibilities</th>
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<tbody>
<tr>
<td>Students are expected to do the following:</td>
<td>Advisors are expected to do the following:</td>
</tr>
<tr>
<td>1. Schedule at least one advising appointment with their major advisor each semester.</td>
<td>1. Be accessible for meeting during office hours by telephone or email.</td>
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<tr>
<td>2. Attend all scheduled appointments on time and prepared.</td>
<td>2. Understand and effectively communicate the required curriculum and graduation requirements, as well as University policies and procedures.</td>
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<tr>
<td>3. Call if they need to reschedule or make a change to the Advising Agreement.</td>
<td>3. Monitor and document students’ progress toward meeting their goals.</td>
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<tr>
<td>4. Come prepared to each appointment, bringing a variety of class options (preliminary schedule) and any academic records, as appropriate to the discussion.</td>
<td>4. Encourage students to set goals and plan realistic strategies to meet those goals.</td>
</tr>
<tr>
<td>5. Be an active learner and participate fully in advising.</td>
<td>5. Discuss potential career options within the student’s chosen major.</td>
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<td>6. Ask questions if there is confusion or if there is a specific concern.</td>
<td>6. Make appropriate referrals for students to resources and services on campus.</td>
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<tr>
<td>7. Complete all assignments or recommendations from the major advisor.</td>
<td>7. Assist students in working closely with their professors.</td>
</tr>
<tr>
<td>8. Share their personal values and goals with the academic advisor so he/she is aware of your interests and motivation.</td>
<td>8. Maintain confidentiality.</td>
</tr>
<tr>
<td>9. Grow in awareness about college programs, policies, procedures, and graduation requirements.</td>
<td>9. Foster problem-solving and decision-making skills in students in meeting their educational goals, especially as obstacles arise or plans must change.</td>
</tr>
<tr>
<td>10. Keep the academic advisor informed of successes, challenges, and questions along the way.</td>
<td>10. Help students appreciate the role higher education plays in meeting their goals and maximizing their potential.</td>
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**Evaluation Criteria**
The student and academic advisor will develop an on-going portfolio of the student’s advising work. This portfolio will consist of a variety of documents including the major worksheet, semester schedules, collaborative work resulting from various referrals on campus, and a variety of documents that demonstrate the student’s achievements of these outcomes.

**Advising Schedule**
Generally, the last week of October, and the month of November is advisement and registration for Spring classes. Advisement and registration for Summer/Fall classes generally occurs in late March/early April. Check the Woodbury web portal (http://my.woodbury.edu/staff/osp Academic Support and Advising - OASIS) for specific dates each semester.

The **UNIVERSITY-WIDE REGISTRATION GOAL**, by which all students should be registered for their next term’s classes, is the last day of classes in the current semester.
Quality Advising: The Basics

• How do you prioritize when you only have 30 minutes?

• Preview of today’s training:
  – Major worksheet (graduation requirements & progress)
  – Self-Service (online class schedule and student records)
  – Documenting the advising session
    • Advising Agreement
    • Concurrent Enrollment form
    • Paper registration (when online is unavailable)
    • Registrar forms
    • Advising Bulletin
### Graduation Requirements
- Finish all coursework
- Earn 2.0 GPA or better
- Complete total min. units
- Apply for graduation

### Your Academic (Major) Worksheet

**DEVELOPMENTAL (Writing/Math)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 043</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 100</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 149 Intermediate Algebra</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

**PRE-REQUISITES (1ST LEVEL)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 1</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
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</table>

**UPPER DIVISION (MAJOR & INTEGRATED GE)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 301</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 302</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 303</td>
<td>3</td>
<td>3</td>
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### How are advising worksheets audited?

By YOU!
Self-Service

- Woodbury’s electronic class schedules software (based on PowerCampus)
- Class times, transcripts, GPAs, “opening” registration, holds, more
- Examples

http://go.woodbury.edu
Documenting Advisement

Pre-Meeting:
- Review student’s major worksheet and audit it against unofficial transcript (Self-Service)
- Check registration holds
- Make note of GPA

During Meeting:
- Check-in with current classes
- Discuss 12-18 units (approx. 5-6 classes) for next term
- Student should search Self-Service for course offerings (times available) and save applicable options to “cart”

Meeting Step 1:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Section</th>
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<tbody>
<tr>
<td>WRIT 111</td>
<td>3</td>
<td>F12</td>
</tr>
<tr>
<td>Acad Writing I</td>
<td>3</td>
<td>F3</td>
</tr>
<tr>
<td>MATH 149</td>
<td>3</td>
<td>F2</td>
</tr>
<tr>
<td>Inter. Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 120</td>
<td>3</td>
<td>F2</td>
</tr>
<tr>
<td>Public Speaking</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 2:
Student (with or without advisor) searches for course options on Self-Service, then student saves to “shopping cart” before registering online.

Meeting Step 2:

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TOTAL CREDITS RECOMMENDED: 14-17
Concurrent Enrollment Form

• When taking courses outside Woodbury to transfer back to Woodbury for degree (i.e., Summer term)
• Concurrent enrollment form needs to be completed by student, signed by advisor, and submitted to Registrar BEFORE a student can transfer a course from another school
### Registration Form

**Woodbury University**

**REGISTRATION FORM**

**FALL**  |  **SPRING**  |  **SUMMER**  |  **2012**

**LAST NAME**  |  **FIRST NAME**  |  **MIDDLE NAME**
---|---|---
Jonas  | Joseph  | Nick

**INSTRUCTIONS:**
1. **This Registration Form is to be used for all initial class reservations.** (Program changes must be processed using the program change form.)
2. All matriculated students must receive an approved academic advisor signature.
3. New students will complete the student information data form at the registrar’s office.
4. Proceed to the business office and/or financial aid office to clear financial obligations. Failure to clear business office will invalidate this registration.

**REQUESTED COURSES:** Fill in each item from the schedule of classes.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>TITLE</th>
<th>UNITS</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>DAYS</th>
<th>B-TIME</th>
<th>E-TIME</th>
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<tr>
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<td>M, W</td>
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<td>09:15 AM</td>
</tr>
</tbody>
</table>

**Total Units:** 16

**NOTE:** You may not register for more than 18 semester units for undergraduate and 12 semester units for graduate students. Should you exceed this limit, the registrar’s office will drop you from your courses.

A. All independent study and internship directed study course registrations require that a signed and approved contract be submitted with this registration card.

B. The university publishes academic policies including required courses for graduation and honors those published requirements. The student is responsible for his/her program including meeting published requirements. The university assists the student to make prudent decisions by providing academic advising. However, the responsibility for the decisions made in the academic advising process remains with the student.

**Address:**

200 Stone Street  |  **City:** La Canada  |  **State:** CA  |  **Zip Code:** 91011  |  **Telephone:** 818-555-1111  |  **Student Signature:** Joe Jonas

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**Online registration may be unavailable:**

* During SOAR
* When pre-requisite not fulfilled
* When transfer work doesn’t match pre-requisite(s)

**Registration form must be completed in pen and signed by advisor**
Advising Log
Registrar Forms

Required advising times
- Oct/Nov (for Spring)
- Mar/April (for Fall)

Advisement Steps
1. Student makes appointment
2. Faculty advisor “opens” registration on Self-Service
3. Student searches Self-Service for class times
4. Student registers during assigned time

4) Register NO LATER THAN Registration Goal Date!
Timeline (cont’d)

• Dates to know
  – “Change of Program” (Drop/Add)
  – Withdrawal
• Holidays!
• Undergraduate students should apply for graduation 3 semesters in advance at Registrar’s (Miller Hall)
More Resources to Help

- Counseling
- Early Alerts
- Special Needs
- Tutoring
- Writing Center Coaches
- Academic Peer Mentors
- Soar Peer Advisors
Luis is a first-time freshman who has only gone through SOAR and is in 17 units currently. He wants to enroll full-time next semester.

Emily is a new freshman from Phoenix. In your last advising appointment she mentions she wants to transfer to a school back home.

Peter, a transfer from PCC, wants to graduate quickly because of a job. Last semester he took 18 units, earning just over a 2.0.