

Calendar of Advising

First Year

Summer Orientation and Registration (SOAR day) Advising meeting: Scheduling for First Year

Orientation Advising Meeting (Group) (Usually the afternoon before first day of fall classes)

- Review academic policies (drop/add dates, courses needed for full-time status and financial aid, etc.)
- Obtain student's local/campus address/phone/e-mail
- Provide your office location, hours, e-mail, phone, and how you should be contacted and when
- Review course schedule
- Schedule first individual advising meeting
- Overview of academic planning and advising, Essential Education Plan, major, certificates, electives and other options

Ideally - Meet with advisees at about fourth week of fall term (may be individual or group)

- Review any assessment instruments available (such as ACT records, Educational Planning Form, College Student Inventory or Learning and Study Strategies Inventory) or discuss what types of experiences they are interested in having
 - Initial discussion of academic/career goals. Ask them what to you hope to do? What will be important to you in your career/life? (Examples: security, high income, helping people, etc.) "WHY do you want to be a ___ major?"
 - Discuss experiences/problems to date
- Encourage (and provide information if needed) time management
- Discuss where they expect to need support; make referrals as appropriate (See Pathways brochure)

November meeting (individual)

- Verification of registration. Review (and adjust if necessary) schedule for winter/May
- Review student goals
- Review academic progress at mid-term (D/F or No report)
- Referral recommendations as appropriate (see instructor during office hours, drop courses, go to SI or Writing/Reading/Speaking Lab, meet with Pathways mentor on study skills, see counselor, do interest inventory, etc.)

Touch base in January or February

- How did first term end up?
- Review goals
- Encourage self-assessment as first step in major/career planning
- Encourage use of Pathways/Career Services resources
- Outline what student needs to do to prepare for registration

March meeting

- Review student progress and goals
- Review grades to date
- Discuss academic probation policies as necessary
- Plan schedule for next year (and summer sessions if applicable)
- Discuss timing and procedures for formally declaring a major
- Review first-year experience/concerns

Second Year

- Review goals. Are you happy with major?
- Encourage students to begin building their resume
- Talk with students about learning more about jobs that one might get with this major
- Encourage students to seek out complementary co-curricular and work experiences (See biology department Advisee Activity Record, Career Services Brochure, Enhancing Your major handout)
- Inform students about professional organizations and activities