

Section 11: Advising & Academic Support Information

Academic Responsibilities of CFs

Collegiate Fellows are selected for their **scholarship**, leadership, experience, and desire to help other students, and are trained to be familiar with the campus, faculty, **resources**, and residential and **academic procedures**.

CFs have a variety of responsibilities: peer counseling, facilitating activities, and programs that encourage community building in the halls, **acting as general resources and referral agents on the floor**.

CF Relationship with Advising Center

You should call the Advising Center when:

- **You notice a student:**
 - Is not going to class.
 - Is working too many hours.
 - Is going home all the time.
 - Is talking about transferring.
 - Doesn't seem to study.
 - Has sleeping and waking schedules mixed up.
- **Your floor or section would like help with:**
 - Learning strategies - before or after tests, before mid-terms or finals, etc.
 - Pre-registration.
 - Questions about requirements.
 - Planning ahead.
 - Transcript review.
 - Preparing to see their advisors.
 - Other questions you are not able to answer

The Advising Center may call you when:

- **Students are of concern because:**
 - We don't know where a student is
 - Academic Alerts come in from professors who are concerned about a student
 - Mid-terms show some potential disasters
 - A first-year goes on academic probation after fall semester

Advising Resources on Campus:

- Advising Center
- Admission Counselors
- Summer Registration Advisors
- FTS and Curriculum II Advisors
- Major Advisors
- Faculty Contacts
- Chaplains
- Center for Vocational Reflection
- Career Center
- Registrar
- International Education
- Counseling Center
- Coaches
- Student Affairs Staff

What is Academic Advising?

Advisors assist by helping you:

- Gather accurate information about curriculum, degree requirements, and courses.
- Investigate majors, further education, and careers.
- Choose courses.
- Explore academic opportunities that might be unfamiliar: research, Phi Beta Kappa, graduate school, internships, and study abroad.
- Develop strategies to improve your academic performance.
- Referral to campus resources.
- Prepare you to shape your college academic career according to your skills, values, and interests.

How do you get an advisor?

- **First-Year Students:**
 - **Curriculum I:** FTS professor will be the advisor throughout first year.
 - **Curriculum II:** Faculty from CII courses will be the advisor throughout first year.
 - Your FTS advisor or Curriculum II professor refers you to other faculty members in your major, tentative major, and/or pre-professional interest, informs you of additional advising resources and is a place to start if you have a question or problem.
- **Second Semester First-Year Students, Sophomores, Juniors, and Seniors:**
 - Depending on the department, you will either choose or be assigned an advisor.
 - Students interested in Athletic Training, Education, or Nursing find out the spring of their sophomore year if they have been accepted into the program. An advisor is assigned at that time.
 - The Major/Advisor Declaration Form is in the Registrar's Office, Advising Center, and on Web Advisor.
- **Transfer Students**
 - **Certain of your major:** you should use the Major/Advisor Declaration Form to arrange for a major advisor.
 - **Uncertain about a major:** you should meet with the Director of Academic Advising in the Advising Center.

What will an advisor do?

- Be your advocate as a student!
- Ask questions and listen.
- Examine possibilities.
- Examine decisions and their consequences.
- Help set or change priorities.
- Use both strengths and weaknesses to assess abilities and skills.
- Refer to other college resources, opportunities, and people,
- Be open and respectful.
- Make you comfortable to disagree and reconsider.

What can an advisor help with?

- Meet with **new students** the day before fall courses begin to review registration.
- Meet before registration in November and April to review courses.
- Meet concerning January Term possibilities.
- Meet in January with new students on academic probation to revalidate spring registration.
- General education, major and graduation requirements.
- Preparation necessary for graduate programs.
- Be aware of and how to attain **fellowships/scholarships** - Fulbright, Phi Beta Kappa, etc.
- Review transfer students' degree audits and
- Acclimate transfer students to department opportunities and campus resources.

What is my role in the advising relationship?

- **Students are in charge of:**
 - **Talking with an advisor before registering (this is mandatory!).**
 - Initiating meetings with advisors
 - Making an appointment with advisors far enough in advance of registration date or course withdraw deadlines.
 - Talk with their advisors if they are having academic difficulties and do not know who to go to for help.

Academic Calendar 2008-2009

September

September 4-7	Orientation for New Students
September 8	Classes Begin
September 21	Late Registration Deadline

Common Advising Issues During September

- **Referrals** to other on campus resources
 - **Readjust class schedules:** drop and add during the first two weeks.
 - **Balance** academic work, jobs, and co-curricular responsibilities.
 - Living in a **residence hall** for the first time
 - **Study habits.**
 - **Accessing information** in the library and the internet.
 - **Academic Alert notices:** faculty notifies Advising Center of students of concern.
 - **Diversity:** first-generation college students, international students, students of color, out-of-state students, sexual orientation, economic background, disability status, and family situations.
 - **Learning disabilities:** usually disclosed by the student and accommodations arranged with faculty members and the Advising Center.
 - Please refer students who you believe to have learning or physical disabilities to **Laurie Bickett** in the Advising Center.
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October

October 6-7	Nobel Conference 45: H ₂ O Uncertain Resource
October 24-27	Reading Break

Common Advising Issues During October

- Preparation for **J-Term** and **spring registration.**
 - First time they will have a complete class schedule online
 - Understand how to read the degree audit.
 - Requirements for possible majors and general education.
 - When to declare a major – traditional time is spring of sophomore year
 - When to plan study abroad and/or an internship
 - Importance of GPA, whether they have declared a major or not
 - Encouragement to take electives - wanting only what fulfills a definite requirement
- **Mid-terms** stress
- **Slump**
 - Newness has worn off but the close attachments haven't been made yet.
 - Questioning choice of college.

Advising & Academic Support Information

November

- October 28** **Mid-Term Grades Due**
These grades are just indicators of how things are going at the mid-point. Grades are not sent to parents; students are expected to share information.
- November 2-19** **Registration for J-Term (November 2-5) and Spring (November 8-19)**
Instructions sent by e-mail about three weeks before appointment to register.
- November 13** **Course Withdrawal Deadline**
You have ten weeks to decide whether to keep all your courses and receive a final grade for the semester.
- November 25-29** **Thanksgiving**

Common Advising Issues During November

- **Mid-term grades.**
 - **Registration** will be different from June Registration; it will be done electronically.
 - **Course withdrawal deadline.**
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December

- December 15** **Final Day of Classes**
December 16 **Reading Day**
December 17-21 **Final Exams**
December 21 **Fall Semester Ends**
December 22-Jan 3 **Christmas Recess**

Common Advising Issues During December

- How to pace work and prepare for **finals**.
 - How to arrange for **incompletes**, if necessary.
 - **Many things due at once**, including Christmas in Christ Chapel.
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January

- January 4-29** **January Term**
Jan. 30-Feb 7 **Touring Break**
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February

- February 8** **Spring Semester Begins**
February 16 **Late Registration Deadline**
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March

- March 25-April 5** **Spring Break**
March 31 **Midterm Grades Due**
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Advising & Academic Support Information

April

April 12-22	Fall 2010 Registration
April 16	Withdraw Deadline
April 28	MAYDAY! Conference

May

May 1	Honors Day
May 19	Final Day of Classes
May 20	Reading Day
May 21-25	Final Exams
May 25	Spring Semester Ends
May 30	Commencement

Campus Resources

Advising Center (Student Union) x7027

Julie Johnson, Director of Academic Advising
Jane Lalim, Assistant Director of Academic Advising
Laurie Bickett, Disability Services Coordinator

- **Advising Services:** transcript review, academic planning, adjustments returning to class after illness or leave, decide to withdraw from a course, referral to campus resources.
- **Academic Support Services:** study/learning skills, referral to campus resources, special needs accommodations.
- **Disability Services:** reviews documentation, accommodations, support for students with special needs.

Career Center (Student Union) x7586

Brian Koeneman, Internships Director
Heather Banks, Assistant Director, Internships
Cynthia Favre, Director of Career Management, Associate Director of Career Management
Kristen Hartz, Career Counselor
Kristen Nelson, Career Program Assistant

- Assessment of interests, skills and values
- Information on how majors relate to careers
- J-Term Career Exploration sites
- Internship sites

Counseling Center (Student Union) x7027

Stacey Gerken, Interim Director of Counseling Center, Staff Psychologist
Rachel Slater, Counselor
Lisa Rinehart, Staff Psychologist
Ann Friederichs, Administrative Assistant

- **Individual Counseling:** concerns related to relationships, identity, self-esteem and self-confidence, sexuality, family problems, eating behavior, body image, depression, anxiety, sexual violence, cultural differences.
- **Group Counseling:** developing healthy relationships, grief, food and body image concerns, surviving sexual assault and abuse, LGBT concerns, adult children of alcoholics.

Advising & Academic Support Information

- **Consultation:** while maintaining confidentiality, counselors are available to consult with students, residence hall staff, faculty, administrators, and parents regarding student concerns.
- **Referrals:** off-campus professionals or agencies for services not available at the College.

Reference Librarians (Folke Bernadotte Library) x7567

- If you are unsure how to access information electronically, please ask for assistance.

Peer Assistants (Campus Center) x7607

- Students PA's & Judy Douglas, Director of Alcohol and Drug Education. Confidential, alcohol and drug or related wellness concerns. Referral to off-campus resources.

Writing Center (Confer) x6027

- Graduate Intern for ELL (English Language Learners) & Student Tutors. Help with grammar, clarity, coherence, thesis development or other writing concerns. Bring your work and a copy of the assignment with you. This is not a proofreading service.