Required Advising Session Information

Session one:
Information Form completion (see form appendix) and general welcoming discussion, including motivation for the first year at Coastal Carolina University. It is important to begin on a very positive note. Expectancy theory is an excellent motivational theory to work into these first developmental advising sessions.

The Information Form indicates all the mandatory information each advisor must include on his/her version of the form. Items not indicated as mandatory may be changed by individual advisors as long as all advisors address developmental advising issues. It is also recommended that students be given a four year plan to complete. (In majors where the four year plan has been crafted for all students, that plan should be dispersed and reviewed.)

Session Two:
Spring Registration is the primary reason for the second advising session. The Registration Form (see form appendix) is completed and signed by both the advisor and the student. A copy is given to the student and one is placed in the student’s advising folder. Students are also instructed on how to register for classes in WebAdvisor. The four year plan should be discussed; forward progress for degree completion should also be addressed. In addition, if this meeting occurs after Mid-Term Grades have been received, those grades should be discussed with the students. Recommendations for any learning assistance needed should be offered to the students and documented either on the mid-term grade report sheet or on the communication log.

Session Three:
To be determined by the advisor and the advisee as needed.

Mandatory E-mails for Fall Semester:

- “Welcome to Coastal Carolina University” e-mail immediately prior to Welcome Week sent in Blackboard and WebAdvisor.
- Notification of the last day to drop or add a class and an explanation of what that means. Remember these students are new to these processes.
- Invitation to the first advising session sent in Blackboard and Web-advisor.
- One month into the semester, congratulations on completing your first month at college, reminder to come in for advising appointment, friendly update on upcoming events. (Remember pop-ups in Blackboard are effective.)
- Six weeks prior to Spring Registration, reminder to come in for appointments to select and register for spring classes.
- Reminder of the last date to withdraw from classes; include key information to consider when making these decisions.
First-Year Advising

- Mid-Term Grade reports, congratulations or concerns, and information on available resources to assist students in a better outcome.
- Additional reminders about registration and withdrawal dates.

Personal Checklist for Advising as a Retention Tool

Availability:
- Keep regular office hours for student meetings
- When leaving the office for teaching or meetings, leave a note on the door stating a return time
- Make sure the University Academic Center’s office hours are well publicized
- Whenever possible, allow for as much time as the advisee needs

Information:
- Know about the majors in the discipline of choice, as well as other majors at Coastal Carolina University
- Know about campus resources and events
- Know advisees by face and/or first name
- Keep an Excel sheet of meetings with advisees, as well as their contact information including person/phone/email and parent contact
- Remember Blackboard and Webmail are useful tools for passing on helpful information
- Remember student files should be kept in a professional fashion

Student Advocate:
- If an advisee is unsure or introverted and they need to contact another campus resource, call, email, or walk the student to those resources and assist them as their advocate where appropriate
- If a student needs to take paperwork to the Registrar’s Office, Student Accounts, or Financial Aid Office, have a student worker or advisor walk with them whenever possible.
- When an advisee has unrealistic expectations, diplomatically explore reality with them. Example: students who want to go to medical school with a GPA of 2.2. Gently explain that medical school requires a much higher GPA.
- If the student has a valid point regarding a policy or procedure, assist them in making their point in a respectful, effective way with the appropriate office or person
- By being an advocate, advisors help students find their voice and the power of their voice

Developmental Aspects:
- Students know their advisors care about them and that they are not just an ID number
First-Year Advising

♦ Advisors do not make decisions for students, but rather give them the tools to improve their own decision-making skills
♦ Take the time to help students with problems related to study skills and low academic performance without diminishing the student
♦ One negative statement to a human being requires five positive statements to that same individual to counterbalance the negative effects
♦ Negative statements are responded to much more strongly than positive ones in terms of emotion
♦ Be interested in the personal and educational goals of advisees
♦ Attempt to establish a warm working relationship with all Coastal Carolina University students
♦ Always be honest with advisees even when the truth is difficult
♦ Do not become defensive when a student is disgruntled and do not take negative statements personally
♦ Understand that students are people too and respect their emotions and the challenges of maturing and coping effectively
♦ Assist students in focusing on their strengths and playing to those strengths
♦ Assist students as much as possible, even if they want to transfer
♦ Follow up and expect students to follow up as well
♦ Try to make the advising process enjoyable and the advising center a place people enjoy being
♦ Have some fun with it!

Policy for Pre-Registration Advising

Prior to registering for classes, students must meet with their advisors. This meeting is used to update current tracking sheets, and discuss courses to be taken in the upcoming semester. The following is a list of things that should be done during a Pre-Registration meeting:

- All advisors will use the formal Registration Form as approved through the Registrar’s Office
- The year, term, name (first and last), the student ID number, major and advisor must all be filled out completely
- All recommended courses must be completed with the action, department, and course number
- All advisors should provide a minimum of two approved alternative courses whenever possible
- The advisor must sign the bottom of the form
- The student must sign the bottom of the form
- During advising for the Fall Semester, any courses being recommended for Maymester, Summer I & Summer II must be designated under the day and time column
- Make a copy of the form once it has been signed by the student and place the copy in the student’s file
First-Year Advising

- Once the student has been advised by their First-Year Advisor, the Advisor will walk the advisee to a student worker or Peer Leader for training on Web-advisor (this is especially critical during the Fall semester)
- Prior to the start of the semester, schedules will be printed and checked for course requirements and pre-requisites by the advisor

**Policy and Procedure for End-Dating Advisees in Datatel**

The advisors in the Academic Advising Center will place an end date on a student’s file in Datatel only in the following circumstances:
- The student has withdrawn formally from the university
- The student failed to attend the university after building a schedule; the advisor will not enter an end date until one month after the start of classes in the semester, thereby allowing schedules to be rebuilt due to non-payment or other extenuating circumstances
- These are the only times an advisor should end date the student (in effect leaving the student without an advisor in the system).

*Transfer Student Policy on Academic Advising*

Many students transfer to Coastal Carolina University from other colleges and universities. These students attend special transfer orientations before the beginning of their first semester. Any student transferring in with three to twenty-four credit hours will be advised in the University Academic Center during transfer orientation.

Once the transfer student has completed thirty plus credit hours they will be transferred to the appropriate academic department. This transfer may occur mid academic year. All undeclared students will be advised in the First-Year Advising Center regardless of credit hours.

All advisors will assist in the advising of undeclared transfer students as need demands, in order to advise said students in a timely fashion. The Administrative Assistant will schedule and assign the undeclared transfer students to the advisors.

*Advising Year at a Glance: First-Year Advising Center*

**June:**
- Schedule building begins for all incoming first-year students.
- Summer Orientation as scheduled.
- Transfer orientation as scheduled.
- Attend FYE Faculty Workshop.
July:
- Schedule building for all incoming first-year students
- Summer Orientation as scheduled.
- Transfer Orientation as scheduled.
- Planning for University 110 class.

August:
- Advisors attend appropriate Welcome Week activities.
- University 110 begins as part of Welcome Week.
- Begin first “Getting to Know You” advising session. (See advising Information Sheets)
- Complete set up of Blackboard sites for University 110 class and all advisees.

September:
- Finish “Getting to Know You” advising sessions.
- Begin pre-registration advising.
- Begin work on individualized four year plans.
- Monitor students/advisees who have received Early Alert notifications.

October:
- Pre-registration throughout the month in earnest.
- Continue individualized four year plan.
- Mid-term grade review and discussion.
- UNIV 105 begins if warranted as Fall II class for students with a mid term GPA of 1.0 or lower. (Voluntary)
- E-mail sent early in the month explaining procedure for withdrawing from a class and the possible ramifications.

November:
- Finish registration advising.
- Assist students with special permission and/or building of spring schedule if necessary.
- Begin discussion of final exams and end of the semester information.
- University 110 holds final class after Thanksgiving break.
- Testing tips and positive coping skills for final exams.

December:
- Print and post final grades for all advisees.
- Send appropriate e-mails to all advisees regarding their final grades.
- Print and check all spring schedules for advisees and send individualized e-mails.
First-Year Advising

January:
- Recommend University 105 for students who need to improve their academic standing at Coastal Carolina University.
- Completion of Student Success Contract with students struggling academically.
- Review spring schedules based on fall grades.
- Communicate with all advisees through e-mail reviewing grades and completion of course requirements.
- Welcome students back to classes.
- Spring FYE classes begin for students receiving lower than a “C” in the fall.

February:
- Meet with advisees for developmental advising.
- Review four year plan for successful degree completion.
- Work with students who want to change major/minor.

March:
- Begin pre-registration advising for fall semester.
- Withdrawal from a course continues in earnest.
- Mid-term grade review with all first year students via e-mail and in person wherever possible.

April:
- Begin transition to departmental advisors.
- Completion of registration.
- Summer orientation planning.
- Testing tips review and support for final exams.

May:
- Review final grades and send e-mails to students explaining necessary action.
- Audit all student files and prepare files for June first transfer to departments.
- Last week in May all first-year students being transitioned to departments will have their first-year advisor end-dated in Datatel.
- Annual report due for all Academic Advisors by third week in May.