

## TIMELINE FOR CLASSROOM BASED ADVISING

**Establishing personal contact with faculty is consistently linked with student success, persistence and satisfaction.**

- Week 1
- Inform students that you are available as a faculty adviser
- Specify your areas of knowledge – those areas in which you could advise most effectively
  - Discuss current vocational opportunities and future outlook in career fields related to your discipline
  - Explain how you can be reached outside of class. Give your office hours and encourage students to come see you with any questions.
  - Offer to answer any general advising questions in class.

Week 2

Refer students experiencing academic difficulty to:

The Academic Support Center, IC 3040

- Math Assistance, ext. 3339
- Peer Tutoring, ext. 3686
- Writing Center, ext. 3355
- Reading Center, ext. 3945
- Speech Center, ext. 3366

Centers for Independent Learning, IC 200, ext 2186, and off-campus sites

- Provide supplemental instruction in reading, basic English and study skills

Health and Special Services Office, IC 2001, ext. 2154

- Support services for students with documented learning and/or physical disabilities

Counseling and Advising, SRC 2044, ext. 2259

- Counseling for students experiencing personal problems that interfere with academic success.
- Referral to appropriate campus resources

ESL Advising Office, IC 2084C, ext. 3307

- Provides English skills assessment, advising and assistance with course selection and program planning for individuals whose principle language is not English.

Prior to Midterm

Classroom advising session

- Remind students of your availability as a faculty adviser.
- Alert students to watch for their registration eligibility date/time which will be sent to their myCOD e-mail account.
- Discuss the importance of proper planning and registering early.
- Encourage students to think about courses for which they will register.
- Review degree requirements by going over the Student Planning Worksheet(s) appropriate for your area of expertise.
- Explain the difference between the AA, AS, AES, AFA, AAS and AGS degrees.
- Discuss current educational opportunities and program requirements at transfer schools related to areas of your teaching assignment.
- Students who need assistance in an area with which you are unfamiliar can be referred to:
  - Another faculty member in the appropriate area
  - Counseling and Advising Services, SRC 2044, for a faculty adviser referral
  - An office that provides the needed service for the student
- Encourage students who are undecided on their major to make an appointment with a counselor in SRC 2044 and/or register for Education 1105, “Career Development”.
- Discuss the Withdrawal Policy and deadlines.
- Encourage students to update their Student Planning Worksheet with classes completed.
- Remind students that they should file a “Petition for Degree or Certificate” at the Records Office at least one term before their anticipated completion date.