Prepping for Advising

- Read the Advising chapter in the New Faculty Handbook and “Reminders for Advisors” flyer.
- Get to know the Advisor's Toolkit.
- Look over the Advising Updates for the latest departmental info/changes relevant to advising (at the University Studies website).
- Scan the Registration Handbook for the relevant semester.
- Peruse and bookmark My Info.
- Have ready access to departmental curriculum sheets/checklists and CORE 2.0 Courses for the relevant semester (in Advisor's Toolkit).
- Become familiar with Advisor Dashboard (MyInfo>Secure Area>Faculty Services>Advisor Dashboard), or arrange with department admin to get advisees’ MSU transcripts in advance of appointments.

Scheduling for Advising

- Decide on advising time blocks and length of appointments during pre-registration advising; 15-30 minutes is typical.
- Post an advising sign-up sheet with generous over-offering of appointment times.
- Make an e-mail list of your advisees.
- E-mail advisees, telling them: 1) advising is now, 2) sign up for an appointment, 3) review major requirements, 4) look over Core courses in remaining categories, 5) rough out a schedule of classes, 6) jot down questions, and 7) sign up for two time slots if needed.

Note: Monitor your sign-up sheet closely, and cross out changes in availability.

Advising I: The Basics

- Ask how the student is doing in the major.
- Ask how classes are going (Problems? Developing interests?).
- Check status of student’s Core (See Transcript).
- Advise for Core: 1) Courses that connect with major? 2) Courses that fit interests?
- Other important areas to cover, as necessary:
  - Math Placement (see Math Flow Chart and student test scores in Advisor Dashboard)
  - WRIT 101 Exemption? (ACT 28, SAT 650)
  - University Seminar: After first year, CLS 201 (30+ credits), COM 110, or LS 101
  - Fulfilling N + CS alternatively by taking two science courses from selected List (at “Note 2.”)
  - Spanish? (see Modern Languages info)

Advising II: Adding Value

- MINORS (Interest developing? See individual department curricula in catalog)
- INTERNSHIPS (Department coordinator? Career Services internship info)
- NATIONAL STUDENT EXCHANGE (Must have over 24 credits)
- STUDY ABROAD (Sophomore or above)
- UNDERGRADUATE RESEARCH (Departmental options, Undergraduate Scholars Program)
- HONORS PROGRAM
- SCHOLARSHIPS AND AWARDS (Departmental recommendations)
- GRADUATE SCHOOL
- CAREER OPTIONS (Career Services)

Transfer Student Advising

- From outside MSU (see “Transferring to MSU.”)
  - Orientation
    - Option 1: Early individual appointments
    - Option 2: Transfer Orientation
  - Department gets transfer credit evaluation for advisor or
  - Student needs some form of transcript and/or course descriptions.
  - Advisor explains how credits have transferred for Core and departmental requirements.
  - Department has ultimate authority for allowing transferred courses to apply to degree requirements; not so for Core equivalency.

Major changers

- Review Core Progress.
- Review major requirements and determine level in degree program.
- Discuss department-specific advising/registration procedures.

Help for Advisors

Academic Advising Center x3532, 130 Gaines Hall