

Academic Advising Seminar

Preparing for the Advisement Appointment/Advising Tools

October 16 & 17

Facilitated by: Lori Armstrong

1. Preparing for the advisement appointment
 - a. Become familiar with academic advising resources: Academic Advising Guide
 - b. Reviewing student records and progress: Individual methods for tracking
 - c. Preparing forms that need to be recorded into student's official record
 - d. Understand where resources are located for directing students
2. MyFSU advising tools
 - a. Academic Transcript
 - b. Comments
 - c. Test scores
 - d. Extender documents
 - e. Transfer Credit Articulation
3. My Degree basics
 - a. Dual degrees
 - b. Sections of the electronic checksheet
 - c. Class History
 - d. What if function
 - e. Gpa calculator
 - f. Notes
 - g. Planning basics
4. Advising beyond course scheduling
 - a. Internship plans/career goals
 - b. Financial aid considerations – SAP
 - c. Academic progress/future plans
 - d. Student involvement
5. Follow up to an advisement appointment
 - a. Check the plan
6. Recruiting and retention techniques – building relationships
 - a. Dawg Days
 - b. One-on-one visits with prospects
 - c. Advising RSOs