



October 2019 Edition

Important Dates

<https://uwosh.edu/registrar/students/registration-information/add-drop-calendar/>

October 18 – Last day to drop 14-week courses

October 22 – Last day of first 7-week classes

October 23 – First day of second 7-week classes

Advising Myths & Misconceptions

There can be a lot of confusion about advising. What it is. What it isn't. Who can do it. Who can't. Let's set the record straight.

1. Advising = Registration

Advising, when done properly, is far more than reviewing class options for the upcoming semester. Unfortunately, too many students (and some advisors too) don't realize what it can and should be. Advising should be a relationship that provides a student with the challenge and support necessary for development, retention, progression, graduation, and success.

2. Faculty Advisors need only know major requirements

Faculty advisors need a working knowledge of USP and degree requirements, campus resources, career trends and more to be effective advisors. And, because faculty advise at the end of a student's college career, it is even more critical they know and understand all graduation requirements. This ensures students get the best possible advising experience, one they can trust, one they deserve.

3. Professional Advisors in the UARC can make students "do stuff"

Advisors do not tell students what to do, nor can they "force" students to do something. Advisors provide students with information, options (where they exist), and recommendations. Advisors assist students in incorporating this information into their personal wants and needs. Then, it is up to the student to decide. Sometimes they do what we recommend, sometimes they don't.

4. Advising is easy – anyone can do it

Advising is challenging. It requires the ability to learn a high volume of

highly detailed, complex and frequently changing information. It requires the ability to condense that information down into a more simplified version to be shared effectively with students. And, it requires the ability to listen and empathize and a willingness to meet a student where they are at and provide the appropriate measure of challenge and support.

5. Advising is way too hard – I could never do it right
Any Faculty/Instructor who cares about students and their learning and growth can be a great advisor. Learning the curriculum, policies and procedures of the university is both necessary and possible. Your UARC Advising Liaison can provide the training and support you need to become a confident and trusted advisor.

Using Navigate to Encourage Enrollment

Often departments are asked to close sections/classes due to low enrollment. A strategy that may help save some is a re-enrollment campaign in Navigate. This involves identifying the students in your major who have not yet enrolled for the next term and reaching out to let them know sections/classes may disappear if they don't act quickly. You can simply send them an email encouraging them to register or invite them to make an advising appointment. Here are the steps to complete a re-enrollment campaign (the links below include instructional videos).

1. Find the list of students with [Advanced Search](#) using these criteria;
 1. Enrollment History
Enrollment Terms (in any of these) = current term
AND
Enrollment Terms (in none of these) = next term
 2. Area of Study (select your programs/majors)
 3. Assigned to – select yourself as advisor if you want to contact your own assigned students or leave blank if for all majors in department
2. From the list of students generated you can select an Action;
 1. Send message: allows you to email all students from your search to prompt them to register
 2. [Appointment Campaign](#): allows you to invite students to schedule an advising appointment with you
 3. Watch: allows you to create a watch list so you can monitor which students have enrolled and which have not
 4. Export Results: allows you to create a spreadsheet of the student information

For other Navigate instructional resources click on the highlighted items under “Links” in the Student Profile

Links

[TitanWeb Course Catalog \(no login required\)](#)

[Advisement Report](#)

[Navigate How-To Docs](#)

[Navigate Tutorial Videos](#)

[How to change calendar sync from Google to Outlook](#)

NACADA Web Events

<https://nacada.ksu.edu/Events/Web-Events/Web-Events-Coming.aspx>

All events are from 1:00-2:00pm central time in the Reeve Theater. No need to register.

Thursday, November 14 - *All I Need to Know (about Academic Advising) I Learned...*

Wednesday, December 11 - *Academic Advising and Trans Equity: Building our Tomorrow*

Tuesday, February 11 - *A Deeper Look at Incorporating Coaching Conversations into Academic Advising Practice*

Thursday, March 19 - *Successful Advising Strategies for Supporting Student Academic Recovery*

Wednesday, April 15 - *Academic Advising for Social Justice: Theory, Reflection, and Practice*

Date in May, TBA - *Blunt Empathy: Skills and Techniques for Delivering Unwanted News in Academic Advising Situations*

Brought to you by the Faculty Advisor Development (FAD) workgroup in the UARC.
Send your **feedback to: whalleye@uwosh.edu**

The Advisory Council for Comprehensive Academic Advising <http://www.uwosh.edu/accaa>

View previous issues of the Advising Snapshot
at: <http://www.uwosh.edu/advising/faculty-advising/faculty-advisor-development-brown-bag-series>