

## **ADVISING SNAPSHOT** March 2020 Edition

### **IMPORTANT DATES**

March 4-10	Early Alert ( <i>happening now!</i> )
March 18	Last day to drop 14-week class or withdraw
March 20	1 <sup>st</sup> 7-week classes end
March 23-27	Spring Break
March 30	2 <sup>nd</sup> 7-week classes begin

### **Fall Enrollment dates:**

March 2 – 6	Senior: 90+ credits completed
March 9 – 13	Junior: 60-89 credits completed
Mar 16 – Apr 10	Sophomore: 30-59 credits completed
Apr 13 – May 1	Freshmen: 0-29 credits completed

### **Closed Classes & Waitlists**

Departments are expected to provide instructions for students to follow if a course they wish to take is full on the department website. Some departments utilize the waitlist function in TitanWeb, while others keep waitlists in the department office or by individual instructor. Often waitlists are not used at all and students are simply instructed to check TitanWeb frequently for open seats. We recommend that departments use the waitlist function in TitanWeb because it is:

1. Consistent – students know how to proceed, regardless of the course, making enrollment and progression easier – this aids retention
2. Transparent – students understand the likelihood of getting into the course and can plan more effectively – this aids retention
3. Easy – students add themselves to the waitlist, making it easier for departments to manage
4. Informative – departments have data to better understand demand for courses

[Video tutorial on how students can wait list via Titan Web](#)  
[Printable waitlist instructions](#)

### **Retention Initiatives**

UW Oshkosh provides additional support for students who need to withdraw from the current semester or indicate they do not plan to return for the next semester.

In either case the student completes a [form](#) and, if withdrawing, meets with a staff member in Enrollment Management. The form and/or meeting is an opportunity for the university to learn about why the student is leaving. For students wanting to withdraw the meeting can help to determine if additional support might help the student stay enrolled. If the student is unable to remain enrolled, information on the reentry process is provided. In addition, students who indicate a desire to return in a future semester receive a follow up to aid in their return.

If it is after the withdraw date (Late Drop/Withdraw, March 18) the student will instead work with the Dean of Students Office. In these cases the student must have experienced some type of extenuating circumstance during the semester, causing significant disruption to their academic progress to be allowed to withdraw.

### **What can you do to support struggling students?**

As a faculty/IAS advisor you may be the first person a student comes to when they are struggling. In these situations it is important to respond well. And, depending on the severity of the situation, it can be difficult to know how to best respond.

#### Things you can say

- Thank you for sharing this with me.
- I'm glad you told me about this.
- It was really brave of you to share this.
- You are not alone.
- I'm not sure I'm the best person to help you with this, but I will help you find someone who can.

#### Questions you can ask

- Who else on campus have you talked to about this?
- What kind of support do you have at home?
- Do you know where/how to get help with this?
- If you can get the right help would you stay enrolled?
- What do you need to stay enrolled?

#### Referrals you can make (<https://uwosh.edu/resources/>)

- Counseling Center
- Dean of Students
- Financial Aid
- Health Center
- LGBTQ+ Resource Center
- Office of International Education (for international students)
- Student Accounts
- Student Achievement Services (for students of color)
- Undergraduate Advising Resource Center
- Veterans Resource Center
- Women's Center

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

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

View previous issues of the Advising  
Snapshot <https://uwosh.edu/advising/for-faculty-advisors/newsletters/>

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