Spring 2024 Advising Meeting Outline

Springfield College Advising Model: PRIDE ADVISING

Advising is not a transactional experience, it is a conversation. Advising is:
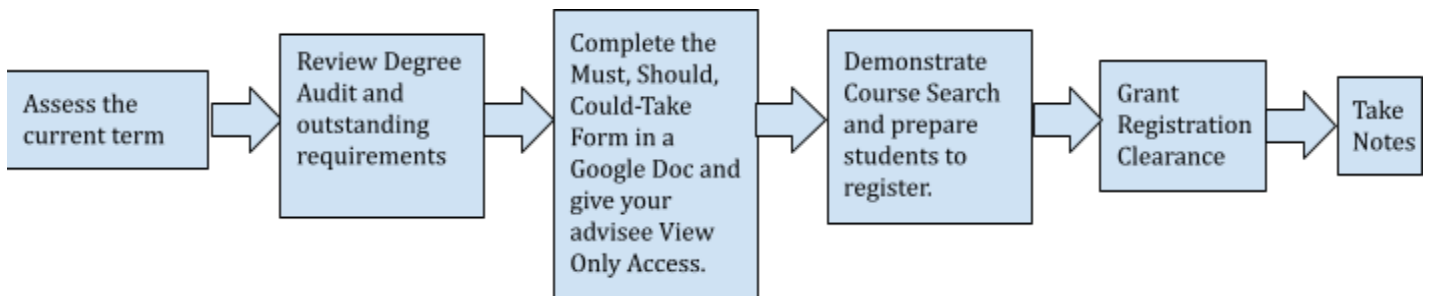
Personal *to promote rapport between students and advisors*
Reflective *to foster an understanding of their academic journey*
Intentional *to nurture academic achievement from matriculation through graduation*
Developmental *to ensure students are achieving individual outcomes*
Empowering *to make well-informed decisions*

Assess the current term → Review Degree Audit and outstanding requirements → Complete the Must, Should, Could-Take Form in a Google Doc and give your advisee View Only Access. → Demonstrate Course Search and prepare students to register. → Grant Registration Clearance → Take Notes

1. **Assess how your advisee is doing this term.** You can only access Fall 2023 midterm grades in PrideNet, My Profile, My Advising, clicking on your advisee's name, Grade Report, Midterm Grade Report.
   NOTE: Students can only access Fall 2023 midterm grades in PrideNet, My Academic Info (Fall 2023), My Grade Report, and then clicking Midterm Grade Report.
   a. Are there any academic or personal concerns that require intervention now, or that may impact course decisions for next term?
      i. If personal concerns come up or are getting in the way of academic achievement, be sure to encourage students to take full advantage of campus resources, including the Counseling Center, Health Services, Spiritual Life, Diversity, Equity, and Inclusion, etc.
   b. Is the major still appropriate for your advisee's goals?
      i. If students are interested in exploring other majors, please connect them to the Academic Advising Center ASAP.

2. **Review your advisee's degree audit with them.** You can only view degree audits in Degree Works: PrideNet, My Profile, Advisee Details, search your advisee, click Degree Audit on the left menu.
   NOTE: Students can view their degree audit in Degree Works: PrideNet, My Profile, My Student Profile, click Degree Audit on the left menu
   a. Make sure your advisee understands how to read their degree audit. You can view the full degree audit or toggle to an audit that shows only outstanding requirements.
   b. In addition to the audits, Sequencing Guides for 2023, 2022, 2021, and 2020 students (all majors and most minors) are available on PrideNet, Academics, Academic Advising Center.

3. **Complete the MUST, SHOULD, COULD-TAKE Form.** This form is available on PrideNet, Academics, Academic Advising Center, Advisor Resources. After it is completed, give students "view only" access.
    a. MUST-TAKE courses must be taken in the upcoming term for your advisees to stay on track to graduate. If they get closed out of one of these sections, it should represent a problem that you are able to help with. Be very selective when completing this section.
    b. SHOULD-TAKE courses are high priority, but not critical. You do not need to know about these if they do not get in. Make sure to consider sequencing guidelines and prerequisites needed.
    c. COULD-TAKE courses are flexible timing major or minor requirements, Core Curriculum domains, or elective courses. Identify as many options as possible, so that your advisees know what courses can be chosen if their first and second choices are closed.
    d. Tips for completing the **MUST, SHOULD, COULD-TAKE Form:**
        i. Avoid listing specific sections of courses, unless a section is required for majors only
        ii. Make sure options are clearly identified, i.e. "One of the following:" or "MATH 215 or PSYC 211."
        iii. List courses by code not name, i.e. BIOL 131 & 133 (not Anatomy & Physiology II).
        iv. Identify Core Curriculum domains, i.e. Literature or Historical and Social Literacy or Health and Wellness TE/Global
        v. Specify how many credits your advisee should register for if taking a variable credit course.
            1. REMINDER: When students register for a variable credit course the default credit will be entered. Students will then need to click the Schedule and Options tab in the Register for Classes screen to adjust the variable credit by clicking on the credit, making the numeric change, and clicking submit.
        vi. Indicate the total number of credits a student should register for at the bottom of the form

4. **Demonstrate Course Search.** Generally, you just need to show students how to search for a couple of courses, and they will pick it up.
    a. Click "MyProfile" tab
    b. Click "Course Search"
    NOTE: Students will need to click My Student Profile, My Registration and Planning, then Course Search
    c. Select "Spring Semester 2024" for term
    d. Select "Traditional Full Semester" for subterm
    Note: Change subterm if you are looking for half-semester courses.

To search for a specific course:
1. Start typing a course prefix and number in the "Course" field
2. Click "Search"
3. Repeat the process to search through other course offerings using the green "Search Again" button
4. Other search criteria options:
   a. Course Level: to filter by collegiate level, i.e. Undergraduate, Graduate, or Doctorate
   b. Department: to search for courses offered by an academic department
   c. Advanced Search: includes fields to search by modality or specific times/days

To search for a course that fulfills a specific Core Curriculum domain:
1. Use Core Curriculum Domain field to search for a specific Core Curriculum course
2. Select a Core domain
3. Click "Search"
4. Repeat the process to search through other Core domain offerings using the green "Search Again" button

5. **Prepare students to register for courses.** You will not have access to this link, but it is important for you to relay this information on how to navigate the register for classes link to students with the following instructions:
   a. Click "MyProfile" tab
   b. Click "My Student Profile"
   c. Click "Registration and Planning" on the left
   d. Click "Register for Classes"
      NOTE: This link will only work if you do not have any holds on your account and it is your access day and time (or later). You must clear all holds on your account in order to register for classes. To see if you have any holds, click "Holds" in the upper right of your My Student Profile.

To register for classes using Enter CRNs:
1. Click "Enter CRNs"
2. Enter one CRN per box
3. Click "Add to Summary"
   a. By adding courses to your summary, you are adding courses to your shopping cart. *NOTE: Courses in your Summary box, marked as pending, do not reserve you a seat in the course.*
4. Click "Submit" in the Summary box
   a. By clicking submit, you are buying the courses in your shopping cart and officially registering for classes.

To register for classes using Find Courses:
1. Search for each course one-by-one using the Course Search Instructions
2. Click "Add" next to each course you wish to register for
   a. By adding courses to your summary, you are adding courses to your shopping cart. *NOTE: Courses in your Summary box, marked as pending, do not reserve you a seat in the course.*
3. Click "Submit" in the Summary box
   a. By clicking submit, you are buying the courses in your shopping cart and officially registering for classes.

6. **Grant registration clearance for your advisees.** At the end of your advising meeting, you must grant registration clearance for your advisee by:
   a. Click "Hold" in the upper right of the Student Profile page.
   b. Check off the box next to Reg Clearance Hold
   c. Click "Release".
   d. Click "OK". (You do not need to write a comment in the comment box. If you do enter a comment, the student will be able to see it.)
   e. You and your advisee can see if registration clearance has been granted by ensuring "Registration Clearance" is no longer listed under Holds.
   f. *Once you grant clearance for a student you can not remove it. You must email Registrar@springfield.edu to request removal of registration clearance for a student.*

7. **Take advising notes.** Focus on summarizing academic decisions made by the student and recommendations you discussed. Do not include details about personal situations.
   a. For example: Jordan and I met to discuss course selection (see planning form for more info). I emphasized that he needs to include some electives over the course of the next two years (minimum of 25 cr needed). Also recommended he repeat HIST 102. He'll consider adding the HLTH minor.