

# Academic Advising Top 10

## Engagement and Development

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| <b>Student outreach</b>             | Students should know who you are and how to contact you. Be welcoming and available. Share office hours and how best to make appointments. Respond to student email. |
| <b>Share expectations</b>           | Send a welcome email. Develop an advising syllabus and communicate what you would like students to do prior to an advising appointment.                              |
| <b>Be aware of campus resources</b> | Reach out to other offices that might assist you in answering your questions or providing support to students. Refer students when necessary.                        |

## Advisement and Registration

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| <b>Use advising resources</b>                                    | There are a lot of great resources to help answer your advising questions: colleagues in your academic department, Advisement and Transition, Associate Dean, Cortland Advisor Resource Packet (CARP), Degree Works, Starfish, Student Registration and Record Services. Utilize these resources when you have a question.  |
| <b>Meet individually with each advisee</b>                       | Set aside specific time for advisement and registration. Provide students with their registration PIN only after their advisement meeting. Let students know how to set up an advising appointment and how to prepare.  |
| <b>Review credit totals</b>                                      | Monitor and review overall credit totals for degree. <b>Students need between 120-126 credits to graduate.</b> The credit total required for a particular degree is found at the top of the Degree Works audit and includes current in progress credits. Many students will need to take elective credit to reach 120-126 credits.  |
| <b>Be knowledgeable about department and degree requirements</b> | You are the expert in your discipline. When recommending courses be aware of required course sequencing, timing of course offerings (fall/spring), overlap with General Education requirements, presentation skills and writing intensive courses. Keep in mind the foreign language requirement for your degree, as well as any specific GPA requirements for your major.  |
| <b>Communicate transfer credit policies</b>                      | Be aware of transfer credit limits and ensure all transcripts (AP, CLEP, college credit) have been received. Make sure transfer students have completed a GE waiver form (if appropriate). Complete the permission to transfer credit process if a student is interested in taking a course at another institution and transferring it back to SUNY Cortland. Keep in mind, writing intensive courses must be completed at SUNY Cortland. |

## Academic Planning and Support

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| <b>Discuss degree plans</b>      | Take time to discuss and map out a plan for degree completion. Discuss career goals and hopes for life after graduation. Utilize Career Services.   |
| <b>Monitor academic progress</b> | Check in and monitor academic progress. Are students meeting the minimum GPA to be in good academic standing, to meet your program requirements? Review flag alerts and kudos in Starfish to see how the semester is going. Do a GPA repair kit to help students know what is needed to stay on track. Document what you discussed. |