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