

KGCOE FACULTY ADVISING



APATHY

IF WE DON'T TAKE CARE OF THE CUSTOMER,
MAYBE THEY'LL STOP BUGGING US.

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AGONY

NOT ALL PAIN IS GAIN.

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ACHIEVEMENT

YOU CAN DO ANYTHING YOU SET YOUR MIND TO WHEN YOU HAVE VISION,
DETERMINATION, AND AN ENDLESS SUPPLY OF EXPENDABLE LABOR.

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Section I

Definition/Responsibilities

- Definition of Faculty Advising
- Expectations and Responsibilities
- Advisor/Advisee Partnership
- Limitations on the Role of a Faculty Advisor
- Beneficial Outcomes



ARROGANCE

THE BEST LEADERS INSPIRE BY EXAMPLE. WHEN THAT'S NOT AN OPTION,
BRUTE INTIMIDATION WORKS PRETTY WELL, TOO.

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Section II

Advising Skills

- Advising Skills
 - Questioning, Listening Skills, Referral Skills
- Characteristics
 - The Do's of Advising, The Don'ts
- One to One Advising Session
 - Methodology, Timetable, FAQ
- Students at Risk
 - Identification, Common Errors



MEDIOCRITY

IT TAKES A LOT LESS TIME
AND MOST PEOPLE WON'T NOTICE THE DIFFERENCE
UNTIL IT'S TOO LATE.

Section III

Advising Resources

- Links
 - Course Descriptions, Dept. Flowcharts
- Freshmen
 - Early Alerts, Hold Policy, Typical Schedule
- Guide to Release of Records
- Liberal Arts
 - Qualifying Exam, Requirements
- Mathematics Courses – “C” or better policy
- Minors
- Policies – Institute Level



CONSULTING

IF YOU'RE NOT A PART OF THE SOLUTION,
THERE'S GOOD MONEY TO BE MADE IN PROLONGING THE PROBLEM.

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Section IV

Student Resources

- ASC Quick Reference Guide
- ASC
- Resources
 - Counseling Center
 - International Students
 - Financial Aid
 - KGCOE Student Services
 - Student Problem Resolution Office
 - Study Abroad
 - Trio
 - Tutoring Services



TROUBLE

LUCK CAN'T LAST A LIFETIME UNLESS YOU DIE YOUNG.

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Handouts

Difference Between High School and College
Learning Style Self Assessment: How I Prefer to
Learn

Note Taking

45 Study Skills to Study By

Study Tips – Time Planning

Test Taking – ABC's

What You Need to Know to Improve your grades



TEAMWORK

A FEW HARMLESS FLAKES WORKING TOGETHER CAN
UNLEASH AN AVALANCHE OF DESTRUCTION.

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Advising Notes

February/March 2005

In This Issue:

Dates to Remember

Registration - Unmet Needs

Financial Aid

Final Exam Policy

Suspension – What Students Need to Know

Student/Faculty/Staff Game Night

Dates to Remember

February 18	Last Daytime class
February 21-25	Final Exams
February 25	Last Evening class
February 27-March 6	Winter/Spring break
March 7	Daytime class begin
March 14	Last day to Add/Drop
March 15	Student/Faculty/Staff Game Night

Registration - Unmet Needs - If your advisees are having difficulty getting into a class they need for spring, remind them to fill out an Unmet Needs request on SIS. The departments monitor these requests. When restrictions are lifted, (there are still some NTID and evening restrictions in place) the department will first place the students on the Unmet Needs list into the open slots.

Financial Aid - Each student is assigned a financial aid counselor based on the student's last name. Students should see their financial aid counselor if they are