

UNK Faculty Advisor Training

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As not all faculty teach alike, not all advisors advise alike. Accuracy and consistency of information, however, are the hallmarks of good advising. To this end, we have created this guide to faculty advising at UNK.

According to the National Academic Advising Association:

Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes.¹

Importance, roles, and responsibilities of faculty advisors:

<https://nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Faculty-advising.aspx>

Faculty advising affects student retention (and through that, recruitment) by helping students achieve their educational goals and develop academic and pre-professional relationships during their undergraduate education.

¹ <https://nacada.ksu.edu/Resources/Pillars/Concept.aspx>

QUICK REFERENCE GUIDE (who to contact and why), referring students to other offices:

[Academic Advising and Career Development](#) (308-865-8501) – if you're not sure who else to call, can't see an advisee or their audit, or a student needs to change their advisor, if there is a hold on the student account (FTF – First Time Freshman) that you can't remove or you need help removing a 'regular' advising hold

Admissions – (308-865-8526) if a student has a New Student advising hold

International Education – (308-865-8246) if an international degree-seeking or exchange student has questions about their status or regulations regarding their Visa

Registrar's Office – (308-865-8527) questions regarding student athlete eligibility, transfer questions (308-865-8440), graduation questions (308-865-8444), issues with Degree Audit functionality

Counseling – (308-865-8248) if you are concerned for a student's mental health or well-being

UNK Police – (308-865-8911 or if it's an actual emergency just 911) if you are concerned for a student's safety (or your own)

Student Health – (308-865-8218) if a student needs to 'get a note' from their doctor or needs a referral to be seen by a physician, they send out official health notifications for students when appropriate

[Learning Commons](#) – (308-865-8728) refer a student if they need either a subject-specific tutor, writing help, or could benefit from a success coach (a 'life' tutor) to help them create a study planner or with study skills

Disability Services for Students – (308-865-8214) if a student has or needs accommodations or has questions about accommodations

Technology issues – Canvas (308-865-8268), other tech issues call the Help Desk (308-865-8363)

Specific guidelines

English placement guidelines –

- ACT English subscore of 17 is required for students to enroll in ENG101. If we do not have the official score, MyBlue will not allow enrollment.
- SAT writing subscore of 520 or greater is the equivalent. However, MyBlue does not recognize SAT scores so a permit is required from the English Department Chair.
- As fewer students bring in ACT scores, more students will be required to take the English Placement Exam.
- International students cannot be fully admitted to UNK without passing an English language proficiency exam. This score *does* allow students (exchange or degree seeking) to enroll in ENG101 *without* taking the placement test.

Math Placement Guidelines –

- The [math placement grid can be found here](#). Permits must be obtained from the Math Department Chair for students with SAT scores or placement scores, as they are not recognized by MyBlue
- Students should be encouraged to take the math placement test (offered by the Math department on an individual basis) if:
 - They do not have ACT or SAT scores
 - They do not believe their ACT or SAT scores reflect their math abilities
 - Students can only take the math placement test ONCE
 - Students cannot take the math placement test after they have taken a math class at UNK

[CLEP/AP \(non-traditional credit\)](#) – for some subjects, credit may be earned by departmental test-out, retroactive credit, or earning a specific score on the AP or CLEP test(subject and required scores can be found by using the hyperlink above). The Registrar’s Office manages these options (other than the departmental test-out).

Advising information - techniques, tips, and tricks:

- If you don't see an advisee on your list in MyBlue, UNSELECT 'Enrolled Only' and click on FILTER. You'll get a list of all students *eligible* to enroll, not just those who currently *ARE* enrolled.



List Filters

Clear All Filter

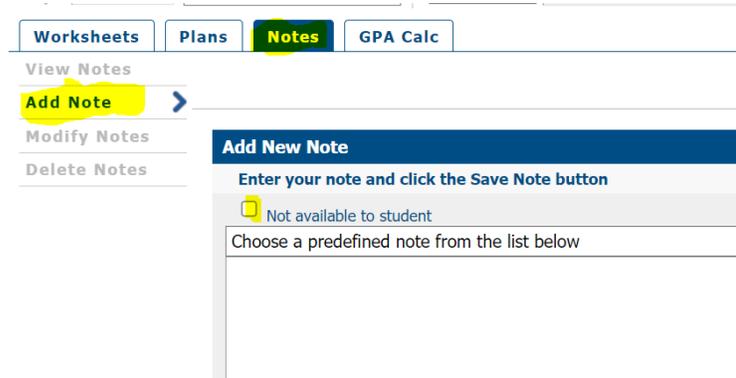
Filter by Status

Enrolled Only

Applied for Graduation

All advisors develop their own style of advising, but there are a few things you can do to make your advising sessions more effective and efficient.

- The easiest way to keep track of what you've advised each student to take is to keep notes on their Degree Audit. You can then take a quick look at them prior to your next meeting with the student to refresh your memory.
 - HOW TO ADD A NOTE TO THE AUDIT:



Worksheets Plans **Notes** GPA Calc

View Notes

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Not available to student

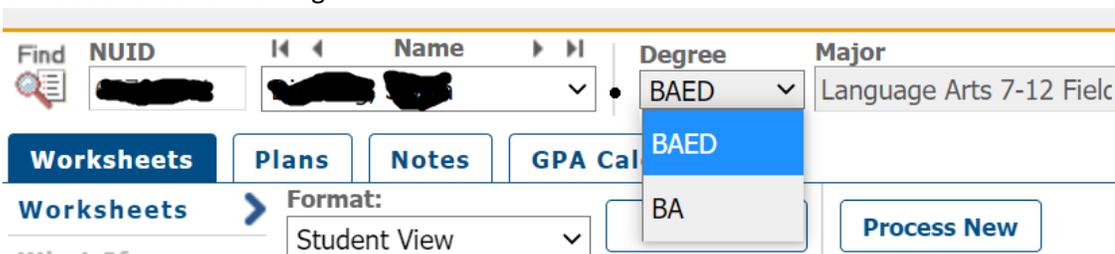
Choose a predefined note from the list below

- If you simply note what classes you advised them to take, you can see if they followed your advice. This is also useful in case of accusations of mis-advising. This isn't a frequent charge, but it does arise occasionally.
 - By selecting the availability to student box prior to saving each note (see above), you can make the note viewable by the student or NOT. If you want the student to have access to the classes you recommended, make it viewable (do not select the box).
 - The notes *others* have made on the student audit can also be helpful. Academic probation and suspension notes, early alerts, and course waivers are also in the notes, as well as notes that previous advisors have included.
- Remember, while students ARE ultimately responsible for their own academic requirements and progress, they have been told to trust their advisors. The myriad rules and policies, ins and outs of catalog years and degree audits, majors and minors in different departments (or colleges), dual degrees, etc., can all be complicated and frequently are cumbersome and/or nit-picky. You're not required to know everything about every program on campus. Never hesitate to ASK if you don't know or have a question. Give AACD a call – 308-865-8501.

- ALWAYS REFRESH and REPROCESS the audit prior to looking at it. I don't know why, but sometimes the audit gets glitchy and this 'fixes' it (at least until the next overnight download re-glitches it).
- The degree audit assumes successful completion of all registered classes (including incompletes), this number is in Credits Applied. Always check that students have 120 hours. This will become more important as students in the new LOPER general studies program approach graduation, as the reduction in general studies hours requires more elective credits to be completed.



- If a student has two separate degree programs (rather than just a double-major), only one degree at a time can be displayed on the audit. If you click on Degree, the 2nd degree program can be selected for viewing.



- Make sure the student has a complete degree program (Comprehensive major, major and minor, double major, 1 subject or field endorsement). If a student IS doing a 2nd degree, each degree must be a complete program. Contact the Registrar's Office for duplication rules.
- The Academic Advising and Career Development Office is staffed with professional advisors who read degree audits every day (not just twice a year at advising time), and while we don't know all the answers, we can be a good resource. CALL US! 308-865-8501. We're happy to help, and if we don't know the answer, we will find it for you.

If you do choose to put a schedule together with a student, it's always helpful to make sure the student is clear regarding any obligations they might have that would affect the schedule (practice schedule, job, etc.).

Examples of advising forms used by advisors and students

- [ADVISING SCHEDULE](#)
- [CLASS ADD](#) form (after the first week of the regular students can no longer add a class on MyBlue and must access this form on their MyBlue home page)
- [Many other handy forms](#) (advisor access request, student program/major change, incomplete grade contract, incomplete grade extension)

Procedures for advising specific populations of students

Student Athletes – National Collegiate Athletic Association (NCAA) has strict rules governing student athletic progress. The students themselves are responsible for their own compliance, and there are two compliance officers on campus (one in the Registrar's Office and one in Athletics), and if a student has questions about maintaining eligibility to participate in intercollegiate athletics they

should contact either office. However, at the bare minimum it is helpful to know that student athletes must remain full-time students.

International Students – International student regulations can be tricky. However, all international students must be FULL TIME students to remain in status for their Visa. Normally, they must also be enrolled in in-person classes, though some situations allow for one online course to be taken. If there are questions, the student (or advisor) can and should contact the International Education Office (308-865-8246).

Students on academic warning (probation) – a student must have a cumulative GPA of 2.0 to remain in good academic standing. If they do not have an overall GPA of 2.0 they are on academic probation. Academic standing is calculated only after the fall and spring semesters (summer is an ‘open’ term, the standing report is not run after summer and even students who are academically suspended can enroll in summer classes).

Students who are placed on academic probation are suspended for one academic year (but can [appeal to a committee for reinstatement](#)) when the following conditions exist:

- Credit Hours Attempted 1-24: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.80
- Credit Hours Attempted 25-45: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.90
- Credit Hours Attempted 46 and above: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 2.0

[Handy-dandy GPA calculator](#)

Transfer Students

Transfer students are typically referred to the Chair of the department of their major for their FIRST semester of advising, but they are assigned an appropriate advisor at that time as well. Transcripts are not always loaded into the computer at this time as they are done on a first-come, first-served basis. This could be because we have not received final transcripts (in-progress courses will not have grades), and student transcripts are typically loaded in the order in which they are received. However, the Registrar’s Office is normally very willing to send unofficial copies of them to Chairs when students have reached out for advising if requested.

While early registration doesn’t begin until approximately two weeks after each break (fall and spring), advising holds are placed on MyBlue *significantly* earlier, and some faculty may opt to begin advising as soon as the schedule for the following semester is available.

- [Academic Calendar](#)
- [Registration Schedule](#)

EARLY ACADEMIC ALERTS

If a student is struggling in a class, faculty may opt to send an early alert. Advisors receive an email notification of the alert, but it is also entered as a NOTE on the Degree Audit, so you can see this when

you are advising students. This can be particularly enlightening when a student shares that everything is 'fine' when asked how their classes are going.

The *do's* of academic advising:

- Let your advisees know your expectations (how you'd like them to set up advising appointments, what preparations you'd like them to make prior to the meeting, etc.)
- Be patient with new advisees, they may be brand new to UNK or their previous advisor may have had different expectations.
- Feel free to ask questions (of the student, your colleagues, or the staff at AACD).

The *don'ts* of academic advising

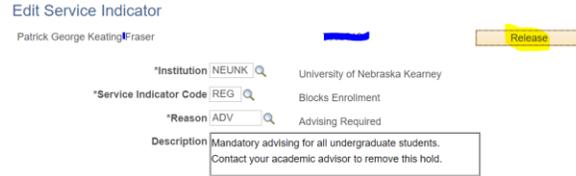
- Don't forget that advising is an ongoing process, and it happens through the entire semester, as well as the students entire undergraduate career. If you get to know your advisees, it can sometimes be a very rewarding relationship for both parties.
- Don't forget to ask if you have questions – the official advising process officially only happens twice a year, so it's perfectly understandable if some of the details need to be refreshed occasionally.

HOLDS

Various offices put different holds on students. Some are term-sensitive, others are not.

REMOVING ADVISING HOLDS: In your advisor list, click on the NUID and select 'Remove Advising Flag'. Click on REG. Click on RELEASE. Click on OK (unless you've changed your mind...). And it's DONE!

1. 
2. 

Code	Code Description	Reason Description
REG	Blocks Enrollment	Advising Required
3. 
4. 

Not all holds are created equal. Some of the most common holds encountered by advisors are shown below.

New Student Advising Required hold

NEW	New Student Hold	Advising Required
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this is an automatic hold put on by the Admissions Office to ensure all new students get advised prior to enrollment. **Admissions is the ONLY office that can remove this hold** (AACD cannot remove it, nor can any assigned advisor). It is only put on new students, and it is not the same as the 'regular' academic advising hold (which is only put on students who are *currently enrolled*).

Academic Advising hold

Code	Code Description	Reason Description
REG	Blocks Enrollment	Advising Required

This is normally put on MyBlue in mid to late September and February. **This hold can be removed by any advisor of record or the department Chair.** Students who are not currently enrolled do not have new advising holds put on their MyBlue.

First Time Freshman hold

REG	Blocks Enrollment	First Time Freshman - Advising Required
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This hold can only be lifted by the AACD staff. All first-time freshmen who are not in the Thompson Scholars Learning Community (TSLC) are required to have a brief meeting with an advisor in the Academic Advising and Career Development Office. These are ‘pre-advising’ holds, and the meetings focus on helping students understand their degree audit, how to find and appropriately communicate with their faculty advisors, and how to identify and access resources such as the Learning Commons, Counseling, and Student Health. Ideally students will have taken care of this *prior* to their academic advising, but if you encounter one, please refer the student to AACD (or to any of the numerous emails the student was sent with instructions about how to make their appointment and get the hold removed). It would benefit you (and the student) to make them take care of their freshman hold before they meet with their advisor.

Service Indicator Summary						Personalize Find View
Code	Code Description	Reason Description	Institution	Start Term	End Term	
REG	Blocks Enrollment	Admissions Final Transcript	NEUNK	1221	Spr 2022	

Final transcript hold

Some students come to New Student Enrollment prior to our receipt of their final high school transcript. They are still required to provide this, and they can’t enroll in their second semester classes until it is received. **The Admissions Office can remove this hold.**

Service Indicator Summary						Personalize Find View
Code	Code Description	Reason Description	Institution	Start Term	End Term	
REG	Blocks Enrollment	Admission Review	NEUNK	1221	Spr 2022	

Admission Review hold

Students are required to take two years of foreign language in high school. If they have not, they must finish it during their first two years at UNK. **This hold can only be removed or changed by the Admissions Office.**