Academic Advising Essentials:
# Academic Advising & Meeting with Students

Office of Academic Advising
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advising.uni.edu

Our focus will be on why academic advising is important, what are the foundations of advising, how to conduct your advising meetings, and making effective referrals.

* This session will be recorded and posted on the Academic Advisor Portal website.

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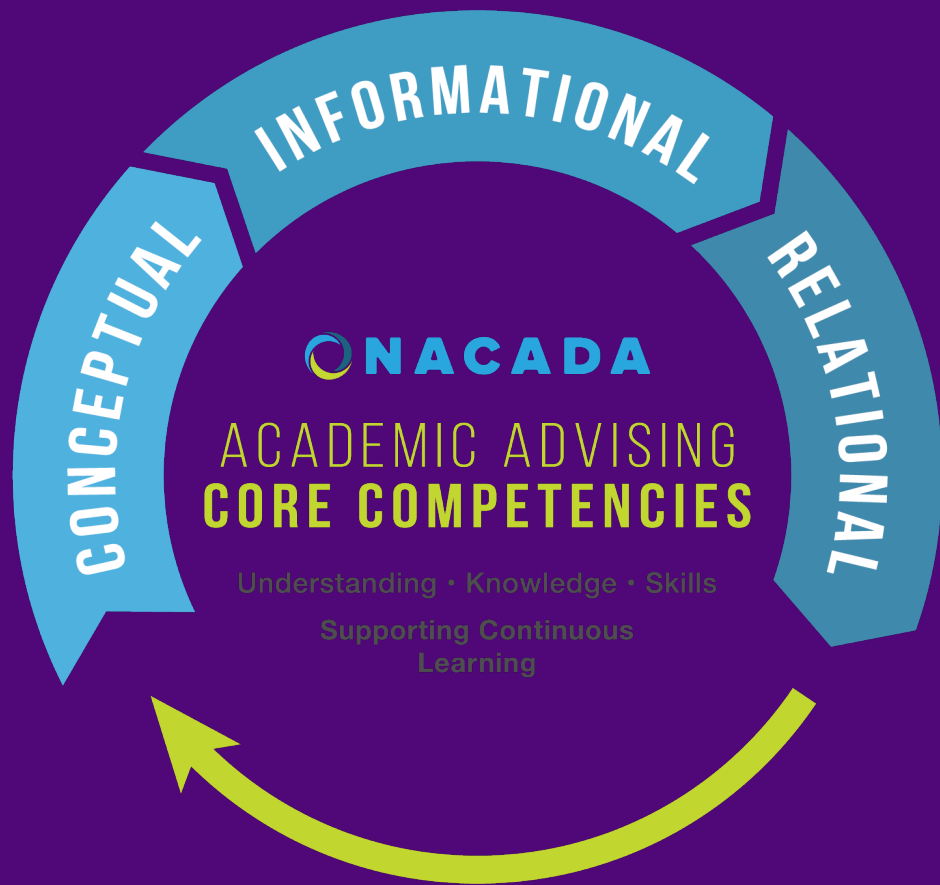
The **Conceptual** component provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.

The **Informational** component provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.

The **Relational** component provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.

Today's Agenda:

- **Importance of Academic Advising**
  - Advising as Teaching
  - Student Persistence and Success

  Foundations of Academic Advising
  - University of Northern Iowa
  - Taking Academic Advising Beyond Scheduling & Registration

  Academic Advising Communication/Appointments
  - Key Concepts and Expectations
  - An Academic Advising Meeting For…

  Topical Discussions/Making an Effective Referral

  Q&A

Most importantly, we encourage your questions and to share your knowledge/ideas through discussion!

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Importance of Academic Advising

How would you answer these questions…

● What is academic advising?

Where does academic advising occur?

Why is academic advising important?

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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.

NACADA: The Global Community for Academic Advising. (2006). NACADA concept of academic advising. Retrieved from https://www.n   acada.ksu.edu/Resources/Pillars/Concept.aspx
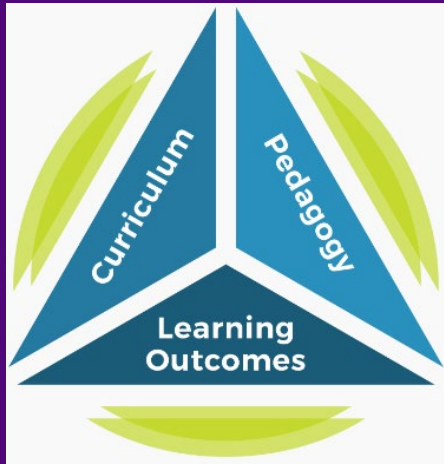
Both advising and teaching are committed to assist students to:

● **Increase knowledge of themselves and the world around them**

Enhance critical thinking skills for both short   -term decisions and long term planning which help students take ownership of their own lives.

Increase problem solving abilities so they can become agents for their own life   -long learning and development

Integrate learning —make connections among ideas and disciplines.

Broaden perspectives on themselves, their surroundings, their culture and world.

Some additional questions for you to answer…

First…

● If advising is teaching, what do you want students to learn during an academic advising engagement?

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Some additional questions for you to answer…

Second…

● What is the difference between student retention and student persistence?

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Student Retention vs. Persistence

- **Retention (A school retains a student)**
  - Looks at whether students are enrolling in classes term over term
  - Reflects the institution's ability to move the student closer to graduation

  Persistence (A student is persistent)
  - Measures the students <u>activity and engagement</u> and <u>ability to continue</u>, something the student does or possesses in order to maintain momentum to continue in studies
  - Quantify the drive, determination, & activities that propel students forward towards their degree
  - Bottom-up metric individual to the student..engagement shows persistence

To put it simply…student <u>persistence</u> is something the student does in order to continue in their studies. On the other hand…student <u>retention</u> is something the institution does in order to move the student closer to graduation.

Student Persistence - Vincent Tinto

- **Self Efficacy**
  - A person's belief in their ability to succeed at a particular task or in a specific situation

  Sense of Belonging
  - Students have to come to see themselves as a member of a community of other students, faculty and staff who value their membership -- that they matter and belong.

  Perceived Value of the Curriculum
  - Students need to perceive the material to be learned is of sufficient quality and relevance to warrant their time and effort.

Foundations of Academic Advising

UNI Academic Advising Vision, Mission, & Goals

UNI Academic Advising Vision Statement

UNI aspires to create the best academic advising experience for each student.

UNI Academic Advising Mission Statement

Academic Advising is a critical component of the teaching and learning environment at UNI. Advising is a personalized educational experience, empowering students to explore, articulate, and achieve their academic, career, and life goals.

UNI Academic Advising Goals

- Ensure that all students have access to knowledgeable and respectful advisors.
  Provide accurate information about university academic requirements, policies, and procedures.
  Encourage, support, and guide students to take responsibility for meeting their own academic, personal, and career goals.
  Assist students in understanding the nature and purpose of higher education.
  Support and promote a culture of quality academic advising through advisor education, recognition and reward, and advising program assessment.

https://advising-portal.uni.edu/academic-advising-mission-vision-goals-outcomes

University of Northern Iowa – Institutional Structure of Undergraduate Academic Advising, Fall 2023 – By College

Office of Academic Advising (P&S Advisors)

- Exploratory
- 1st Year Intake (New from HS) Majors
  - Athletic Training and Rehabilitation Studies
  - Automation Engineering Technology
  - Biology
  - Communication Disorders
  - Communication (Liberal Arts)
  - Communication-Theatre Teaching
  - Communication / Digital Media
  - Communication / Public Relations
  - Construction Management
  - Criminology
  - Electrical Engineering Technology
  - Environmental Resource Management - Ecosystems Track & Geosystems Track
  - Exploratory
  - Family Services
  - Geographic Information Science
  - Geography
  - Graphic Technology
  - 3+1 Health Sciences
  - History - Non-Teaching
  - Interactive Digital Studies
  - Kinesiology & Exercise Science
  - Manufacturing Engineering Technology
  - Nursing
  - Physical Education
  - Physics
  - Physics - Teaching
  - Political Communication
  - Political Science
  - Pre-Nursing - Traditional Track
  - Pre-Radiography - Traditional Track
  - Pre-Sonography - Traditional Track
  - Psychology
  - Public Administration
  - Public Health
  - Radiography - Traditional Track
  - Social Work
  - Sonography - Traditional Track
  - Technology and Engineering Education - Teaching
  - Technology Management
  - Theatre

College of Humanities, Arts, & Sciences

- Applied Engineering & Technical Management (Faculty and P&S Advisor)
- Art (Faculty)
- Biology
  - Biology (P&S Advisor)
  - Biology Teaching (Primary Faculty Advisor)
- Chemistry & Biochemistry (Faculty)
- Communication & Media (P&S Advisor)
- Computer Science (Faculty)
- Communication Sciences & Disorders (Faculty)
- Earth & Environmental Science (Faculty)
- Languages & Literature
  - English (Primary Faculty Advisor)
  - English Teaching (Primary Faculty Advisor)
  - Languages (Primary Faculty Advisor)
- Mathematics (Faculty)
- Music
  - Years 1 & 2 (P&S Advisor)
  - Years 3 & 4 (Faculty)
- Philosophy & World Religions (Faculty)
- Physics (Faculty)
- Science Education (Faculty)
- Theatre (Faculty)

College of Social and Behavior Sciences

- Anthropology (Faculty)
- Criminology (Primary Faculty Advisor)
- Geography (Faculty)
- History- Non-Teaching (Faculty)
- History- Teaching (P&S Advisor)
- Interior Design (Faculty)
- Political Science (Faculty)
- Psychology (Primary Faculty Advisor)
- Social Science – Teaching (P&S Advisor)
- Social Work (P&S Advisor)
- Sociology (Faculty)

College of Social and Behavior Sciences – School of Health & Human Sciences

- Athletic Training and Rehabilitation Studies (Faculty and P&S Advisor)
- Family Services (Faculty)
- Gerontology (Faculty)
- Kinesiology & Exercise Science (Faculty and P&S Advisor)
- Nursing (P&S Advisor)
- Physical Education (Faculty and P&S Advisor)
- Social Work (P&S Advisor)

College of Business

- Office of Professional Distinction (P&S Advisors)
  - Accounting
  - Business Analytics
  - Business Teaching
  - Economics
  - Finance
  - Management
  - Management Information Systems
  - Marketing
  - Supply Chain Management
  - Real Estate

Continuing and Distance Education

- General Studies (P&S Advisor)
- Individual Studies (P&S Advisor)
- Bachelor of Liberal Studies (P&S Advisor)

College of Education

- College of Education Advising & Teacher Education Success (CATS) Office (P&S Advisors)
  - Elementary Education
  - Early Childhood Education
  - Middle Level Education
  - Recreation, Tourism & Nonprofit Leadership

Key:

Faculty – Multiple faculty members in department have advising responsibilities

Primary Faculty Advisor – One faculty member is responsible for departmental advising

P&S Advisor – Advising conducted by a P&S staff member

University of Northern Iowa – Institutional Structure of Undergraduate Academic Advising, Fall 2023 – By Delivery Model of Academic Advising

ACADEMIC ADVISING @ NEW STUDENT ORIENTATION – Conducted by Individuals in Areas Below

Office of Academic Advising (*P&S Advisors*)

- Exploratory
- Major Changers (any)
- 1st Year Intake (New from HS) Majors
  - Automation Engineering Technology
  - Biology
  - Communication Disorders
  - Communication (Liberal Arts)
  - Communication-Theatre Teaching
  - Communication / Digital Media
  - Communication / Public Relations
  - Construction Management
  - Criminology
  - Electrical Engineering Technology
  - Environmental Resource Management - Ecosystems Track & Geosystems Track
  - Family Services
  - Geographic Information Science
  - Geography
  - Graphic Technology
  - History - Non-Teaching
  - Interactive Digital Studies
  - Manufacturing Engineering Technology
  - Nursing - Traditional Track
  - Physics
  - Physics - Teaching
  - Political Communication
  - Political Science
  - Psychology
  - Public Administration
  - Radiography - Traditional Track
  - Social Work
  - Sonography - Traditional Track
  - Technology and Engineering Education - Teaching
  - Technology Management
  - Theatre (1st and 2nd Year)

Faculty only

- College of Humanities, Arts & Sciences
  - Art
  - Chemistry & Biochemistry
  - Communication Sciences & Disorders *
  - Computer Science
  - Earth & Environmental Science
  - Mathematics
  - Physics *
  - Science Education
  - Theatre **
- College of Social & Behavioral Sciences
  - Anthropology
  - Family Services *
  - Geography *
  - Gerontology
  - History - Non-Teaching *
  - Interior Design
  - Philosophy & World Religions
  - Political Science *
  - Sociology

P&S Advisor or *Primary Faculty Advisor* only

- College of Humanities, Arts & Sciences
  - Biology
  - Biology Teaching
  - Communication & Media *
  - Languages & Literatures
- College of Social & Behavioral Sciences
  - Criminology *
  - History – Teaching
  - Psychology *
  - Social Science – Teaching
- Continuing & Distance Education
  - Nursing Health Sciences 3+1
  - General Studies
  - Individual Studies
  - Bachelor of Liberal Studies

Advising Center or *P&S Advisor* or *Primary Faculty Advisor* AND *Faculty*

- College of Humanities, Arts & Sciences
  - Automation Engineering Technology *
  - Construction Management *
  - Electrical Engineering Technology (EET) *
  - Graphic Technology *
  - Manufacturing Engineering Technology *
  - Music
  - Technology Management *
  - Technology & Engineering Education – Teaching *
- College of Social & Behavioral Sciences
  - Athletic Training
  - Movement & Exercise Science
  - Nursing
  - Physical Education - Teaching
  - Psychology *
  - Public Health
  - Social Work *

* After 1st year/new from HS
** After 2nd year/new from HS

College of Business – Office of Professional Distinction (*P&S Advisors*)

- Accounting
- Business Analytics
- Business Teaching
- Economics
- Finance
- Management
- Management Information Systems
- Marketing
- Supply Chain Management
- Real Estate

College of Education –College of Education Advising & Teacher Education Success (CATS) Office (*P&S Advisors*)

- Elementary Education
- Early Childhood Education
- Recreation, Tourism & Nonprofit Leadership

Supplemental Advising

- Pre-Professional - Health
- Pre-Professional - Law
- Honors & Scholars
- Athletics
- Panther Access, Connection, and Engagement (PACE) program

Notes:
Students with a Pre-Professional Law plan code are assigned an academic advisor.

Students minoring in select minors in the Languages & Literatures Department and in the Sustainability Certificate are assigned an academic advisor.

GRADUATION –VERIFICATION & APPROVAL – Conducted by the Record Analysts in the Office of the Registrar

Taking Academic Advising Beyond Scheduling & Registration

● **How can you take your academic advising discussions beyond…**

- ○ Career and graduate school mentoring

- ○ Developing academic plan

- ○ Student success

- ○ Connecting with organizations

- ○ Networking with other faculty, students, or alumni

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Academic Advising Communication / Appointments
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The Academic Advising Communication/Appointment

Key concepts for your communication/engagement:

● How can you help a student be purposeful and intentional?

  How do you guide students while also giving them the responsibility for their decisions?

  Have expectations. Give students your expectations.

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The Academic Advising Communication/Appointment

What expectations do you have for students?

● Some knowledge and questions prepared

To practice professionalism with me
- Keeping appointments and coming on time
- Addressing me appropriately in writing and in person

Role and responsibility of Academic Advisor and Student

Examples:
- CHAS - Communication and Media - Academic Advising
- CHAS - School of Music - Academic Advising
- Office of Academic Advising - How Exploratory Students Engage with their Advisors?

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The Academic Advising Communication/Appointment

- **With <u>any</u> engagement with a student be:**
  - Aware of the student's current academic status and standing
  - Open, empathetic, helpful, and ask questions - but listen

- **At a first meeting with a student:**
  - Review transfer credits and UNI credits
  - Discuss student's academic and career goals
  - Explain requirements for the major - next semester and beyond
  - Have a conversation about campus involvement, adding a minor / certificate, obtaining an internship, study abroad, etc.
  - How to work together moving forward

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The Academic Advising Communication/Appointment

How can you help students find value in the curriculum?

● Explain the sequence of classes within your major
Provide information on how prerequisite courses help build a foundation for future courses
Discuss preparedness (being ready/not ready) for next-level courses
Share how specific courses may help meet their future career or professional development goals
What other academic programs could be considered to add on to current major?

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The Academic Advising Communication/Appointment

Providing Students with Information

● How are you communicating / providing students with information?
  Do you know where to direct students for information?
  Examples:
  ○ College of Business - Advising FAQs
  ○ College of Education Advising and Teacher Education Success Office - FAQs
  ○ Academic Advisor Portal - FAQs

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Making an Effective Referral / Topical Discussions

Referring Students to Other Individuals/Services

Tips for Making and Effective Referral

- Inform yourself of campus resources
   Pay particular attention to their expressed and implied needs
   Do your best to find the right referral
   Try to make them comfortable with the idea
   Try to keep the chain of referrals as simple as possible
   Help the student draw up agendas for referrals

Adapted from Tips on Making Effective Referrals on the NACADA Clearinghouse

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Academic Advising Topical Discussions

Working with a Student who Says…

● "I want to Drop a class"
   ○ Questions/Considerations for a Student When Dropping a Class
   ○ Drop Form (Office of the Registrar)

"I am Considering Changing my Major"
   ○ Thinking of Changing your Major? (Office of Academic Advising)

"I have this Registration Hold"
   ○ Student Account and Service Indicators (Office of the Registrar)

"I am a Transfer Student"

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Resources for you as an Academic Advisor

- Academic Advisor Portal (for Undergraduate Student Advising)
  - Advisors Asking Advisors
  - Academic Advisor Toolbox
    - Director of Referral Resources
    - Scheduling and Registration
  - Training and Development
    - Academic Advising Essentials
    - Advisor KNOW HOW
  - News, Information & Announcements
  - Academic Advisor FAQs

UNI Advising Network

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Questions?

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Academic Advising Essentials

THURSDAY, SEPTEMBER 21, 2023 3:00 - 4:00 P.M.

Academic Advising & Meeting with Students

Our focus will be on why academic advising is important, what are the foundations of advising, how to conduct your advising meetings (including for general advising, dropping a class, and scheduling/registration), and making effective referrals.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete **this form** to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the **Office of Academic Advising** at 319-273-3406 for information.

THURSDAY, SEPTEMBER 28, 2023 3:00 - 4:00 P.M.

Understanding UNIFI

We will review the new UNI Foundational Inquiry (UNIFI) program with focus on learning area requirements and policies, courses, and the opportunity for students to earn General Education certificates.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete **this form** to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the **Office of Academic Advising** at 319-273-3406 for information.

THURSDAY, OCTOBER 12, 2023 3:00 - 4:00 P.M.

Reading the Advisement Report

Take a walk with us through the advisement report as well as discuss policies related to graduation requirements, undergraduate academic standing, and transfer credits.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete **this form** to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the **Office of Academic Advising** at 319-273-3406 for information.

THURSDAY, OCTOBER 19, 2023 3:00 - 4:00 P.M.

Scheduling & Registration

We will address scheduling/registration through the questions of what information students should know, how they plan for registration, and what happens at their registration date/time. Using and viewing the student information system (SIS) from both the advisor and student side will be integrated into this session.

This session will be held via Zoom. Join in these live zoom events to learn, engage, and ask questions on this topic. Complete **this form** to request the zoom link to participate in the session at least 24 hours (on business days) prior to the event. If requesting the link after this time, please call the **Office of Academic Advising** at 319-273-3406 for information.

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