TIMELINE FOR CLASSROOM-BASED ADVISING

Establishing personal contact with faculty is consistently linked with student success, persistence and satisfaction.

Week 1  Inform students that you are available as a faculty adviser.
- Specify your areas of knowledge – those areas in which you could advise most effectively.
- Discuss current vocational opportunities and future outlook in career fields related to your discipline.
- Explain how you can be reached outside of class. Give your office hours and encourage students to come see you with questions.
- Offer to answer any general advising questions in class.
- Discuss the Withdrawal Policy and deadlines.

Week 2  Becoming aware of students who may be struggling:
- Invite a counselor to visit your class, to discuss time management, organizational skills, academic needs and resources for success

Refer students experiencing academic difficulty to:
- Early Alert (collaborative tool for faculty and counselors) see your Class Roster. Early Alert is an electronic vehicle that allows faculty to provide referrals for students who are struggling in their class, incomplete assignment, inconsistent attendance, poor work product etc. Faculty are expected to have informed student of the referral and then process the referral to counseling through the Early Alert system.

Week 5-7
Classroom advising session
- Remind students of your availability as a faculty adviser
TIMELINE FOR CLASSROOM-BASED ADVISING

• Encourage students who are undecided on their major to make an appointment with a counselor in SCC 3200, at one of the off-campus locations, and/or register for Education 1105, “Career Development”.
• Discuss the importance of proper planning and registering early.
• Encourage students to think about courses for which they will register.
• *Alert students to watch for an e-mail from the Registration office indicating when they are allowed to register. This can also be found in their MyAccess account “view Registration Dates”*
• Review degree requirements by going over the Student Planning Worksheet(s) appropriate for your area of expertise.
• Explain the difference between the AA, AS, AES, AFA, AAS, AAT and AGS degrees.
• Discuss current educational opportunities and program requirements at transfer schools related to areas of your teaching assignment.
• Students who need assistance in an area with which you are unfamiliar can be referred to:
  o Another faculty member in the appropriate area
  o Counseling and Advising Services, SSC3200, for a faculty adviser referral (direct line for faculty X2693)
  o an office that provides the needed service for the student.

Week 12
• Encourage students to update their Student Planning Worksheet with classes completed.
• Encourage students to finalize next semester schedule and to REGISTER!

Week 16
• Remind students that they should file a “Application for Degree of Certificate” at the Records Office or using their MyAccess account/student menu/student forms: Application for degree one term before their anticipated completion date
RESOURCES:

- **Learning Commons** SRC 2102 X 3941
  - and at the Regional Centers Learning commons
    - Addison X 4650
    - Carol Stream X 4900
    - Naperville X 4750
    - Westmont X 4850

- **GEC - Math Assistance**, ext. 3339
- **GEC - Writing and Reading Assistance**, ext. 3355
- **GEC - Speech Center**, ext. 3355
- **GEC - Tutoring**, ext. 3686

- **Office of Access and Accommodation**
  Student Services Center X 3249 SSC 3249
  - Support services for students with documented learning and/or physical disabilities

- **Counseling and Advising Services**, Student Services Center 3200, X 2259
  (internal line is X 2693) (AND Regional Centers via their main office)
  - Counseling for students experiencing personal problems or life concerns that interfere with academic success.
  - Undecided Students
  - Students with Academic Difficulties
  - Students needing time management, organizational or educational skills assistance
  - Transfer inquiries
  - Adjustment to college

- Referral to appropriate campus resources
TIMELINE FOR CLASSROOM-BASED ADVISING  

spring 2017

- **ESL Program Advisor**, schedule through Counseling and Advising, ext. 4633
- Provides English skills assessment, advising and assistance with course selection and program planning for individuals whose principle language is not English.
- **Health Care Program Advisors**, schedule through Counseling and Advising, ext.2882

18 May 2017