Wands Up and Spell Books Ready! Effectively and efficiently using Muggle powers to make the most of your advising time

Presented by:
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University of Akron
College of Business Administration
Introductions
Session Topics

- Change in internal Admissions process utilizing UA’s portal system
- Changes to required appointments using survey systems
- Converting paper documents to editable documents
- Reducing scanning & administrative tasks
- Shift of staffing responsibilities
Learning Outcomes

• Better understand the significant role academic advising has on relationship building, and how to enhance that relationship

• Better understand the increase of expectations placed upon advisors, and how the change may impact academic advisors (for the better or for the worse)

• Leave with ideas on how to increase efficiency of academic advising for individuals’ own offices without needing a computer science degree
Our Hogwarts...
Undergraduate Advising
@ the CBA

• University-wide advising restructuring
• 6 Advisors to 5 Advisors
• 2 Graduate Assistants to 0
• 1,778 Majors & Pre-Majors
• 126 Second Majors
• 406 Minors & Certificates
• Other responsibilities
What is Our Role as An Advisor?
Academic Advising

• Appreciative Advising
• Developmental Advising
• Advising as Teaching
• Advising as Coaching
Advising Philosophies & Theories

• “The developmental academic advisor gathers information to recognize the student’s position along with the educational, career, and personal dimensions, discusses where the student plans to be, and assists the student in getting to that point as readily as possible” (Grites, 2013, p. 51).

• “Appreciative Advising (AA) provides a true theory-to-practice package for academic advisors. Not only is AA derived from research-based theories such as AI, it also provides concrete suggestions advisors can use to enhance the quality of advising services... The factors leading toward student success and retention through the AA framework demonstrate that advisors and students engaged in AA extend their cognitive understanding beyond that determined by educational settings and experiences (Bloom, Hutson, He, 2013, p. 88).

• “Under the learning-centered approach, the excellent advisor plays a role with respect to a student’s entire curriculum that is analogous to the role that the excellent teacher plays with respect to the contact of a single course. He or she also helps the student to understand, and in a certain sense, to create the logic of the student’s curriculum” (Lowenstein, 2005, p. 65).

• Advising as Coaching: “Each phase is focused on different elements of the coaching process as it relates to facilitating decision-making. Furthermore, the phases are driven by questions that encourage the student to take responsibility for the process of developing, refining, and engaging in their own decision-making and planning activities” (McClellan, Moser, 2011, p. 3).
Academic Advising

• Appreciative Advising
• Developmental Advising
• Advising as Teaching
• Advising as Coaching

The Best Advisors are Sometimes the Busiest Advisors
Changes to Required First-Year & Probation Appointments

- Student surveys
  - Paper → Qualtrics
  - During appt → Pre-appt

- Scheduling worksheet
  - Paper → Editable PDF
  - Hard copy → Email

- Advising folder
  - Follow-up information
  - Reminders

- Improved quality of time spent with student
Admitting Current UA Students to the CBA (Inter College Transfer – ICT)

Dear (Your name),

We are pleased to inform you that you have been accepted at Hogwarts School of Witchcraft and Wizardry. Please find enclosed a list of all necessary books and equipment.

Term begins on September 1. We await your owl by no later than July 31.

Yours sincerely,

Minerva McGonagall
Deputy Headmistress
Undergraduate Programs Brightspace Page

- Two purposes
  - Required Modules
  - Advising Resources

- Required Modules
  - Sequence of 4 modules with corresponding quizzes
  - Students must earn passing score on quiz to continue
CBA Required Advising Modules

Welcome to the CBA! Now that you have completed your inter-college transfer (ICT), you are required to complete the following CBA Advising Modules and associated quizzes. As you complete a module, the associated quiz will become available under “Quizzes and Exams”, accessed through the “Assessments” tab above. Once you achieve the minimum score on a quiz, the next module will become available.

There is currently a hold on your account that prevents you from registering for classes. Once you’ve completed the modules, corresponding quizzes, and final survey, the hold on your account will be removed within 48 business hours.

100% 8 of 8 topics complete

Module I
PDF document

Module I Quiz
Quiz
You must successfully complete this quiz with a minimum score of 4/5 to move on to Module II.

Module II
PDF document

Module II Quiz
Quiz
You must successfully complete this quiz with a minimum score of 4/5 to move on to Module III.

Module III
PDF document
New CBA Student Requirements

Steps for Completion

- Review online modules
- Complete Review quizzes following each module

There is currently a hold on your account that prevents you from registering for classes. Once you have completed the modules, corresponding quizzes, and final survey, the hold on your account will be removed within 48 business hours.

Course Scheduling

- Review GPS details for scheduling priorities and important major-specific details
- Use GPS and DPR to guide registration
- Courses are not always offered every semester – check with advisor for most current information
- Meet with an advisor each semester to monitor progress
- Note the tuition plateau – up to 18 credit hours per semester for the price of 12 credits. We recommend students take 15-17 credits per semester, if possible
- Register for classes the day your enrollment window opens – find the time and date in your MyAkrnon account

CBA Advisors

- Your Advisor is here to assist you with:
  - Exploring majors
  - Strategies for academic success
  - Selecting courses and majors
  - Completing your degree
  - Understanding academic policies and requirements
  - Evaluating transfer courses
  - Planning your study abroad experience
  - Navigating internship requirements
  - Planning involvement outside the classroom
- The best way to contact your advisor is through email
  - Emails will only be sent to your UA email address (not Gmail, Yahoo, or Hotmail)
  - Please include your seven digit student ID number in all email correspondence
- Advisors are assigned by major – if you change your major, your assigned advisor may also change

CBA EDGE

Relevant work experience

- **Internships and co-ops**
  - Schedule an appointment through the Undergraduate Advising website with our CBA Coordinator of Internships for assistance with:
    - Individualized career advising
    - Finding internships & co-ops
    - Tips for negotiating your internship
    - Resume/cover letter critiques
    - Job search strategies
    - Interviewing skills & mock interviews
    - Business etiquette & networking techniques
    - Career fairs, workshops, & programs
- **Job enrichment internships**
- **Full- or part-time employment related to your major**
- **Corporate visit days**
Module I Quiz

Question 1 (1 point)
Which of the following is NOT a CBA major?
- Business Management
- Supply Chain Management
- Business Administration
- Risk Management & Insurance

Question 2 (1 point)
For all CBA majors, except Accounting, how many credits are required for graduation?
- 120
- 128
- 158
- 118

Question 3 (1 point)
What is the minimum number of credits a student must complete, IN ADDITION to any other major, minor, or certificate, to earn a minor?
- 9
- 6

Module IV Quiz

Question 1 (1 point)
Which type of tutoring is not available through Bierce Library?
- Math
- Writing
- Science
- Business

Question 2 (1 point)
Which is not one of the top 5 attributes employers seek on a candidate's resume?
- Ability to work in a team
- Leadership
- Communication skills
- Creativity

Question 3 (1 point)
How many points must you obtain to graduate with CBA EDGE Honors?
- 3000
- 2000
Advising Resources

A variety of advising resources can be found in this section and many questions can be answered through the presentations found under "CBA Advising Information".

If you ever have additional questions or cannot find what you need here, please contact your assigned academic advisor.

80% 12 of 15 topics complete

CBA Advising Information

CBA Info Part I
- PDF document

CBA Info Part II
- PDF document

CBA Info Part III
- PDF document

CBA Info Part IV
- PDF document
Then:
- Handwrite Schedule
- Make Copy of Schedule
- Give Student Schedule

Now:
- Type Schedule
- Upload Schedule
- Email Schedule
Creating Editable Documents

- Create Form
- Transfer to Adobe Acrobat
- Use their Pre-Fill Boxes
### CBA Undergraduate Advising

**Tentative Course Scheduling Worksheet**

<table>
<thead>
<tr>
<th>Subject Number</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>220</td>
<td>Intro to Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>6000</td>
<td>275</td>
<td>Prof. Stat.</td>
<td>3.0</td>
</tr>
<tr>
<td>6000</td>
<td>304</td>
<td>Business Stats</td>
<td>3.0</td>
</tr>
<tr>
<td>6000</td>
<td>206</td>
<td>Marketing</td>
<td>3.0</td>
</tr>
<tr>
<td>6000</td>
<td>301</td>
<td>Finance</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Credits:** 15.0

**Additional Advising Notes:**

- Tentative dates: March 4 - Summer 2019
- Schedule Available: March 19 - Summer 2019 Registration
- March 25 - Fall 2019 Schedule Available
- April 1 - Fall 2019 Priority Registration Begins

*For more information, please visit the CBA Undergraduate Advising website: www.usask.ca/cba/advising or call 306.966.3242.*

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### CBA Undergraduate Advising

**Tentative Course Scheduling Worksheet**

<table>
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<th>Subject Number</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>202</td>
<td>Accounting Principles II</td>
<td>3.0</td>
</tr>
<tr>
<td>6000</td>
<td>204</td>
<td>Business Stats</td>
<td>3.0</td>
</tr>
<tr>
<td>6400</td>
<td>301</td>
<td>Principles of Finance</td>
<td>3.0</td>
</tr>
<tr>
<td>6600</td>
<td>205</td>
<td>Marketing Principles</td>
<td>3.0</td>
</tr>
<tr>
<td>5000</td>
<td>206</td>
<td>Management Principles</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Credits:** 15.0

**Additional Advising Notes:**

- Summer 2019 - enroll on March 19th
- 7500.201 Bach to Rock (arts course)
- 5400.250 Empires of the Ancient World (humanities/global diversity course)

*For more information, please visit the CBA Undergraduate Advising website: www.usask.ca/cba/advising or call 306.966.3242.*
Shift of Staffing Responsibilities

- What Advisors Do
  - Advise

- What Front Desk Does
  - Schedules all appointments
  - All outreach phone calls

- What Director Does
  - Mass emails
  - Overall not enrolled outreach
  - Graduation clearance follow-up
  - Work with department chairs
Our Lessons Learned

- Patience
- Unexpected Variables
- Various degrees of comfort with technology
- Various advising styles
- Communication
- Consistently updating & improving
What Type of Advisor Are You?
What Type of Advisor Do You Want To Be?
What expectations are there for you as an advisor?

What changes may have impacted your role as an advisor... for better or worse?
How can you increase your own time spent advising students?
Thank You!

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