

# FALL 2014 ADVISING TIPS SERIES

10-7-14



## Advising Tip of the Week - #1 BEGINNING EACH ADVISING APPOINTMENT

Remember, advising is a conversation, not just a check list. Making a connection to you as a faculty advisor has a positive effect on the student's retention and path to graduation.

Here's a great way to start each advising appointment:

- Check the student's current GPA – that could indicate whether or not the major is a good match
- To graduate from RIC, you need to complete all your Gen Eds, a major and at least 120 credits
- The best way to stay on track to graduate in four years without taking summer courses is to take at least 15 credits per semester
- When do you hope to graduate?

*Don't forget: Faculty guide on topics and tips for advising is available at [www.ric.edu/advising](http://www.ric.edu/advising). Just click on Faculty.*

**FYI: I'll be in Horace Mann 140 this Friday** from 10:30 to 11:45 to go through the MyRIC Advisement Module (Log and Scheduler). Feel free to drop by!  
Michelle Brophy-Baermann

10-10-14

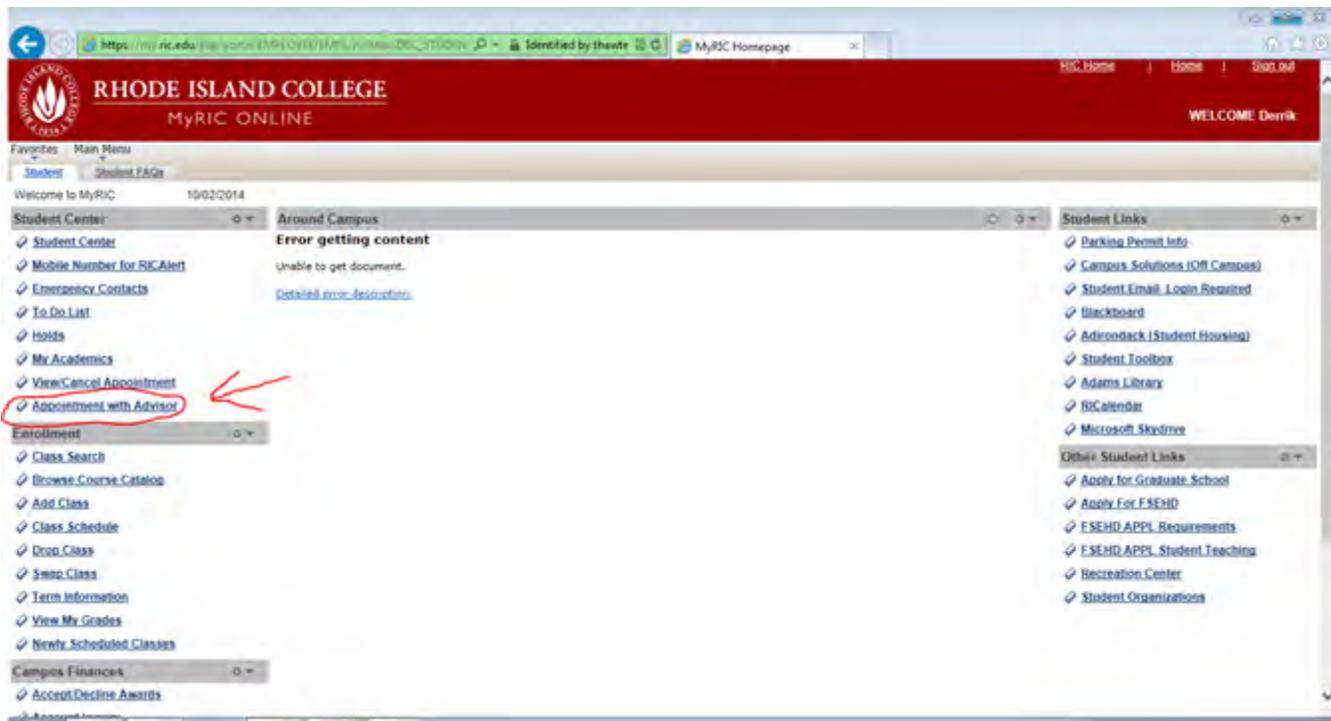


## Advising Tip of the Week - #2 CONTACTING YOUR ADVISEES

If you haven't already, email your advisees through your "My Advisees" page in MyRIC to tell them how to make an appointment with you. Evidently, some confusion has resulted from students clicking "Appointment with Advisor" in the Student Center of MyRIC. When they attempt to do so, if their advisors haven't created an appointment schedule, it appears that their advisors are unavailable (if you're interested in learning how to use the Scheduler in MyRIC, join the training session **today** at 10:30 in Horace-Mann 140).

# FALL 2014 ADVISING TIPS SERIES

What students see when in the Student Center of MyRIC:



Don't forget: Faculty guide on topics and tips for advising is available at [www.ric.edu/advising](http://www.ric.edu/advising). Just click on Faculty.

10-10-14



## Advising Tip of the Week - #3 (Bonus)

### SAVE THE DATE: AN OPPORTUNITY FOR YOUR ADVISEES

Students approaching the end of their undergraduate career are especially anxious about what comes next. Why not encourage your advisees (even if they're *not* about to graduate) to attend the Career Development Center's annual Graduate School Fair during the free period on October 22? Representatives from

## FALL 2014 ADVISING TIPS SERIES

over 50 graduate programs (including RIC's) will be waiting to meet with students in the Student Union Ballroom from 11:30 to 1:30.

For a list of participating institutions, please click:

<http://www.ric.edu/careerdevelopment/pdf/ParticipatingInstitutionsOctober22GradSchoolFair.pdf>

*Don't forget: Faculty guide on topics and tips for advising is available at [www.ric.edu/advising](http://www.ric.edu/advising). Just click on Faculty.*

10-15-14



### Advising Tip of the Week - #4

#### REMINDERS FOR FIRST YEAR STUDENTS: FYS and FYW

When advising first year students, remind them they **MUST** take a First Year Seminar in the spring if they did not do so in the fall. Here's a link to the spring FYS classes:

[http://www.ric.edu/fys/FYS/Spring\\_2015\\_First\\_Year\\_Seminars.html](http://www.ric.edu/fys/FYS/Spring_2015_First_Year_Seminars.html)

[Of course, if they haven't fulfilled their First Year Writing requirement \(FYW 100\), remind them to do so in the spring \(and it wouldn't hurt to remind them they need to get a C or higher if they don't want to re-take it\).](#)

*Don't forget: Faculty guide on topics and tips for advising is available at [www.ric.edu/advising](http://www.ric.edu/advising). Just click on Faculty.*

# FALL 2014 ADVISING TIPS SERIES

10-16-14



## Advising Tip of the Week - #5

### STUDENTS IN NEED OF SUPPORT

***Do you have any students whom you think may be***

- struggling financially
- facing homelessness
- struggling finding childcare
- in need of a learning evaluation
- depressed

***Refer him or her to Learning for Life (L4L) for support and assistance.***

*Other signs of a need for support include a student no longer showing up for class after attending regularly or suddenly earning low grades after having been a strong student.*

*Learning for Life provides students with links to a wide range of services, supports, and opportunities that are in place to fortify them for college success and remove challenges or obstacles that prevent education from remaining a priority in their lives. By connecting students with academic, social, life-skill, financial, and career related support, L4L helps them navigate a direct course to college completion. L4L can help students struggling with a personal, financial, or academic problem.*

*There are two walk-in locations (open 8:30-4:30 with extended hours some days): Unity Center, located in the Donovan Dining Center, first floor and Gaige Hall B9 (lower level). You can also reach L4L staff members at 456-6320 or via email: [L4Info@ric.edu](mailto:L4Info@ric.edu). More information is also available on the L4L website: [www.ric.edu/learningforlife](http://www.ric.edu/learningforlife).*

## FALL 2014 ADVISING TIPS SERIES

10-21-14



### Advising Tip of the Week - #6

#### LIFTING THE UNIVERSAL ADVISING HOLD

By this point, most of us have been seeing advisees and releasing their holds. Registration begins in full on Monday; and while it would be nice to think you've seen most of your advisees by now, some will email or drop by at the last minute to ask you to remove their hold. These advisees may ask you to do so without scheduling an advising session, but unless it's impossible to meet with the student in a timely fashion, it's best to avoid removing the hold until you've seen him or her. It's especially important to meet with students in their first and second years, but it's always a good idea to make sure every student is on track for graduation. Even if you have too many advisees and too little time, taking five minutes to check in with your advisees makes a statement: they're more than just names on a list. If you absolutely cannot meet with the advisee, email him or her and have the student send you their planned schedule. Checking in with advisees via email is better than not interacting with the student at all.

If you have an advisee who is a double major, there's no reason to ever release the hold if you're not able to see the student in person. Allow the student's other advisor to have the chance to meet with the student if you cannot.

*Don't forget: Faculty guide on topics and tips for advising is available at [www.ric.edu/advising](http://www.ric.edu/advising).  
Just click on Faculty.*

10-22-14



### Advising Tip of the Week - #7

#### SCHEDULING ADVISING APPOINTMENTS AROUND YOUR ADVISEES' CLASS SCHEDULES

## FALL 2014 ADVISING TIPS SERIES

When scheduling advising appointments, make sure advisees understand they should **not** make appointments to see you when they are supposed to be in class. If you have to, work around the students' class schedules. If you use the Scheduler in MyRIC, you can go to the Advisement Module and then click on "Make appointment with student." When you search for an advisee, you'll be able to see common times that will work for both of you; the student's class schedule is taken into account. You may even be able to see this if you HAVEN'T created a schedule.\* Of course, you can always see when the student is in class just by just looking at his or her class schedule. You see this after clicking on a student's name on the My Advisees page and then on "View student details." Some students are under the impression that, if the only time they can schedule appointments is when they're supposed to be in class, then it's OK to miss all or part of class. We should work to discourage this notion.

\*If someone could attempt this and get back to me, I'd love to know!

*Don't forget: A faculty advising guide is available at <http://www.ric.edu/advising/faculty.php>. You will also find past advising tips on the main menu of this page.*

10-24-14



### Advising Tip of the Week - #8

#### **FULFILLING THE FIRST YEAR WRITING REQUIREMENT**

A message from Dr. Becky Caouette, Director of the First Year Writing Program:

There are now three courses that students may enroll in in an effort to fulfill the College Writing Requirement. The most common course is "FYW 100," a four-credit course. Additionally, some students in the Honors program enroll in "FYW 100 Honors." Finally, we have recently introduced a third course, "FYW 100 Plus," a six-credit course. Grades of "C" or higher in any of these courses means the students have fulfilled the College Writing Requirement.

# FALL 2014 ADVISING TIPS SERIES

As it still stands, students who enroll in “ENGL 010” (soon to undergo a name-change) still need to enroll in FYW 100 and receive a “C” or higher in order to fulfill their College Writing Requirement.

Information on each of these courses—as well as a helpful questionnaire to assist students in selecting the course that best meets their needs—can be found at our website: [www.ric.edu/firstyearwriting](http://www.ric.edu/firstyearwriting).

10-28-14



## Advising Tip of the Week - #9

### HELPING YOUR ADVISEE CHOOSE THE CORRECT INSTRUCTION MODE FOR COURSES

Make sure advisees are aware of the instruction mode for their courses so they don't end up taking online courses when they thought they had enrolled in “in-person” courses (or vice versa).

▼ PHIL 263 - The Idea of God

View All Sections First 1 of 1 Last

Section	05-LEC(20840)	Status	●
Session	Regular	Instruction Mode	Hybrid (Online and in Person)
Days & Times	Room	Instructor	Meeting Dates
Mo 4:00PM - 7:50PM	Craig-Lee 231	RIC Staff	01/20/2015 - 05/04/2015

The Committee on Online Advising (CoOL) presents the new definitions for instructional categories. Your advisee can see the instruction mode when looking for a class in the bulletin (HYBRID or DISTANCE will follow the course title) or when using the course search function (see above).

**Mode of Instruction:\***

## FALL 2014 ADVISING TIPS SERIES

**Standard Classroom** is a course that meets at a pre-determined time and place, in-person, on a regular schedule throughout the term. The course may include use of online learning management system(s).

**Hybrid\*\*** is a course in which a portion of standard classroom instruction is replaced by online learning.

**Distance** is a course in which all teaching and learning takes place online. There are no in-person meetings.

\* You can find the definitions of the modes in the glossary of the course catalog.

\*\*All General Education Connections courses must include at least 50% Standard Classroom instruction.

*Don't forget: A faculty advising guide is available at <http://www.ric.edu/advising/faculty.php>. You will also find past advising tips on the main menu of this page.*