

Building Your Academic Advising Toolbox

Academic Advising Summit
September 22, 2011



Advising Structure at NIU

- Each college/advising office's structure is different.
- Academic Advising Center
 - Globally undecided & students looking to change majors
 - Focus on general education courses
- By Academic College
 - Business
 - Education
 - Engineering & Engineering Technology
 - Health & Human Sciences
 - Liberal Arts & Sciences
 - Visual & Performing Arts

Advising Deans & their role in advising at NIU

- Academic Advising Center: Michelle Pickett
- Business: Lori Marcellus
- Education: Margee Myles
- Engineering & Engineering Technology: Francine St. Clair
- Health & Human Sciences: Sandi Splansky
- Liberal Arts & Sciences: Jill Borsema
- Visual & Performing Arts: Deborah Robertson



Important Topics to Know



- Admission to NIU
- Gen. education requirements
- C or better requirement
- GPA calculations
 - admission to majors
 - repeat policy
- Transcript review
- Concurrent enrollment
- Senior transfer credit request
- Substitute courses & waivers
- Reinstatement/Re-entry
- Compact benefits
- Overloads
- 3rd attempt
- Grade & major changes
- Financial Aid/SAP
- Probation/Freshman warning
- Dismissal review & appeal
- Degree progress report
- Withdraw policy
- Changes in class schedule
- Graduation inquiry data
- Graduation check process
- Preparing for student appointments
- Orientation advising
- Special populations
 - CHANCE
 - Honors
 - Student Athletes
- ACT information
- Limited Admissions majors (College specific)

Technology Based Advising Tools



- MyNIU
- OnBase
- Predictive Model
- Major WebLinks
- MapWorks
- Four-Year Degree Paths

Things to Consider...

- Solidifying Basic Institution Information
- Advising Notes; Do's & Don'ts
- One-on-one Advising Vs. Group Advising
- Academic Advisors Vs. Faculty Advisors: Bridging the Gap
- Advisors' Training & Professional Development
- Academic Advising Assessment
 - Academic Advising Goals and Student Learning Outcomes
 - Develop an Advising Syllabus

NACADA Core Values of Academic Advising

Advisors Are Responsible:

1. To the individuals they advise
2. For involving others, when appropriate, in the advising process
3. To their institutions
4. To higher education in general
5. To their educational community
6. For their professional practices and for themselves personally



Student/Advisor Responsibilities

- Examples: [College of Business](#) & [College of Education](#)

NASPA Professional Competency Areas for Student Affairs Practitioners

- Advising and Helping
- Assessment, Evaluation, and Research
- Equity, Diversity, and Inclusion
- Ethical Professional Practice
- History, Philosophy, and Values
- Human and Organizational Resources
- Law, Policy, and Governance
- Leadership
- Personal Foundations
- Student Learning and Development



Questions/Discussion

References

NACADA (n.d.). Clearinghouse of Academic Advising Resources. The Statement of Core Values of Academic Advising. Retrieved September 15, 2011 from <http://www.nacada.ksu.edu/Clearinghouse/AdvisingIssues/Core-Values.htm>

NACADA. (n.d.). Clearinghouse for Academic Advising Resources. Advising Standards and Values. Retrieved September 16, 2011 from <http://www.cas.edu/getpdf.cfm?PDF=E864D2C4-D655-8F74-2E647CDECD29B7D0>

NASPA. (n.d.). Professional Competency Areas for Student Affairs Practitioners. Retrieved September 16, 2011 from http://www.naspa.org/programs/prodev/Professional_Competencies.pdf

**Thank you
and enjoy the
remainder of the
Advising Summit!**