

Faculty Advising Quick Guide

QUESTIONS TO ASK DURING THE FIRST ADVISING APPOINTMENT

- What future occupation or general career are you thinking about?
- What activities do you enjoy outside of school?
- What are your greatest strengths that you bring to CCCC?
- Do you plan to transfer to a university or college? Which school are you considering?
- What do you intend to major in?
- Are you a caregiver for others?
- How are you planning to pay for college?
- Do you need help filling out your FAFSA? (can refer to Financial Aid)
- How will you get to campus for your classes?
- How many hours do you plan to work each week?
- What do you look forward to experiencing at CCCC?
- What obstacles do you anticipate while you are at CCCC?

CREATE EARLY ALERT (SLATE)

1. Go to student dashboard
2. Click on "Submit an Alert"
3. Type in name and indicate priority level
4. Change status to "New"
5. Choose an alert type
6. Briefly describe the nature of the alert

RESPOND TO AN ALERT IN SLATE

1. Click on Student ID#
2. Go to "Alerts" tab
3. Click on the alert
4. Write note in "Add an Alert Note" box

SEND AN EMAIL IN SLATE

1. Click on the student's e-mail address
2. Type in a Subject
3. Choose a snippet (these are templates for e-mails about various advising topics)

ACCESS FINANCIAL AID INFORMATION IN SLATE

1. Click on Student ID#
2. Scroll down to "Advisor Dashboard" to see if the student has financial aid
3. Contact the Financial Aid office (X7229) with any questions.





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ADVISING HUB

Your landing page for Slate will be your **Advising Hub**. In the Advising Hub, you'll be able to view a list of your advisees, schedule meetings, track meeting notes and more. When you log-in to your advising hub, the first thing you'll see is a list of your students. You can sort your advisees by program, credit hours, whether they are registered for the upcoming semester and whether they have active alerts. You can contact your advisee to set up an appointment by clicking on their e-mail address and choosing a "snippet" or e-mail template. Templates are created for new advisees, course/plan approvals, out of the office messages and more.

CREATE A COURSE PLAN (SELF SERVICE)

- Click on "Advising"
- Click on "View Details" for advisee
- Click on "Progress"
- Click "Expand All" next to "Requirements"
- Click on a course that the student needs
- Click "Add Course to Plan"
- Choose a semester

APPROVE A COURSE PLAN (SELF SERVICE)

- Click on "Advising"
- Click on "View Details" for the student
- Go to the "Course Plan" tab
- Move forward one semester
- Check box for all approved courses
- Hit "Approve" button

TAKE ADVISING NOTES (SELF SERVICE)

- Click on "View Details"
- Choose "Notes" tab
- Write note in "Compose a Note" box.
- Choose "Restricted" if you don't want student to see note.
- Save

COLLEAGUE

EVAL is a very useful advising tool. EVAL shows you all the classes the student has already taken or is currently taking. EVAL is organized by program requirement, so it allows you to see which classes the student lacks to attain their degree. Advisors should check the EVAL every time they meet with a student.

PERC Screen lists holds that are placed on a student's account. A common one is an advising hold. To remove the advising hold, type in the day before the student met with you. This will allow the student to register the day they met with you, if the student so desires.

If you are registering a student and a class is full, there is an option to put the student on a **waitlist**. If the course has a waitlist, this will be indicated in the course listing in **RGN**. Click on the closed section "W" for "Waitlist." Department heads check waitlists on a regular basis and will move students into open seats. If a seat opens up, students will be contacted by a department head. Automated notifications are not issued. Advisors can use **PSPR** to explore which credits would apply to an alternate academic program. If you click on the PSPR option, you will be prompted to enter the Classification of Instructional Program (CIP) Code for the proposed program. Hit "Evaluate" to generate an **EVAL** report for that program.