

ADVISING SNAPSHOT September 2022 Edition

Important Dates: Fall 2022 Add/Drop Calendar

October 4 th	Last Day to Add 14-week course with Instructor's Signature
October 4 th	Last Day to DROP 1 st 7-week course
October 5 th – 11 th	Early Alert for 14-week courses Early Alert Resources
October 21 st	Last Day to DROP 14-week course without Late Drop Appeal OR Withdraw

Early Alert/Progress Summary Process – October 5 – 11

"Early Alerts mean I am concerned about you."

Early Alert is a retention tool in that it helps to facilitate communication between instructors and students to promote student success. As a Faculty Advisor it is important to understand that an Early Alert is not a grade, but a warning. No grades are needed to provide an Early Alert. It is simply a way for an instructor to let a student know that what they are doing/not doing may put them at risk to fail the class.

Instructors will note if a student is At Risk to Fail for one of the following reasons:

- Class attendance
- Frequently not participating or prepared
- Habitually late to class
- Incomplete/missing assignments
- Low assignments/test/quiz scores
- Other (**comments are visible to students**)

There is also room to add notes – these notes are incredibly helpful (to students and advisors) when they are clear and specific. This is also a wonderful place to provide encouragement.

Start talking about Early Alert in classes now:

Tell your students about Early Alert, including when and how they will receive alerts and most importantly why. Help your students understand that receiving an alert is important feedback from their instructor on their progress so far. Encourage students who receive an alert to follow up with the instructor for more information. When you see Early Alerts (called Progress Reports in Navigate) for your advisees, take the opportunity to check-in with the student about the challenges they are having in the course.

- Encourage follow up from student with instructor
- Talk about how you want students in your class(es) to respond specifically to you

UARC Same Day Service: 10-minute Advising Consultations

Same Day Service (SDS) is not meant for semester planning, but rather for completing forms, Advisement Report errors, graduation checks, and registration issues. This service is available to all students, including those assigned to faculty advisors, who have already met with their assigned faculty advisor and have additional/general/follow up questions.

Learn more about SDS and hours here: [Same Day Service](#)

UARC Department Advising Liaisons:

Did you know your department has an Advising Liaison in the UARC? Your liaison is here to help you with all things advising. Need training on USP, Navigate, or another advising topic? Contact your liaison. Need help with a complicated student situation? Contact your liaison. Want to understand how proposed curriculum changes will impact student enrollment and progression? You guessed it, contact your liaison. We are here to help!

Find your department's liaison here; [Fall 2022 Advisor Liaison List](#)

Brought to you by the UARC Faculty Advisor Development (FAD) workgroup

Send feedback to: whalley@uwosh.edu

The Advisory Council for Comprehensive Academic Advising <http://www.uwosh.edu/accaa>

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