

## **ADVISING SNAPSHOT**

### **October 2023 Edition**

#### **Fall 2023 Important Dates**

<https://uwosh.edu/registrar/students/add-drop-calendar/>

\*\*scroll down to the Fall 2023 dates for Add/Drop/etc.

- Last Day to Add 14-week courses with Instructor's Signature: Tuesday, October 3
- Last Day to drop 1<sup>st</sup> 7-week courses: October 3
- Early Alert: Wednesday, October 4 - Tuesday, October 10
- Last Day to Drop 14-week courses without Late Drop Request/Withdraw: Friday, October 20
- Last Day to Add 2<sup>nd</sup> 7-week courses without instructor signature: October 31
- Last Day to Add 2<sup>nd</sup> 7-week courses with instructor signature: November 7
- Last Day to Drop 2<sup>nd</sup> 7-week courses: November 21
- Classes End: Friday, December 15
- Grades Due: Wednesday, December 20

#### **Spring Registration Dates:**

- Seniors (90+), Juniors (60-89), Honors, and Athletes: October 30–November 3
- Sophomores (30-59): November 6–10
- Freshman (0-29): November 13–22

#### **Early Alert** (*Wednesday, October 4 - Tuesday, October 10*)

**Early Alert means 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 in the class.

Instructors will note if a student is At Risk 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

There is also room to add Comments that are visible to students – these 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 the Early Alert Process 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 the student to follow up with the instructor
- Talk about how you want students in your class(es) to respond specifically to you

#### **What to do if your advisee gets an Early Alert?**

Providing meaningful feedback when you are concerned about a student's progress in their courses and/or major, shows your advisees you care about them and their academic career.

Encourage your advisees to follow up with the instructor who gave them the early alert and refer them to use their resources to be successful.

- [Center for Academic Resources](#)
- [Reading Engagement and Academic Development Center](#)
- [Counseling Center](#)
- [Dean of Students and Accessibility Center](#)
- [Writing Center](#)

### **Advising Drop-in Hours**

[Link to Drop-in Hours for Fall 2023](#)

**Advising Drop-in Hours** are available for all students to have a short meeting time with a UARC advisor for completing forms, reviewing Advisement Report errors, graduation checks, and solving 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.

### **Do you have an advisee who would like to add a minor or certificate?**

Students can email [advising@uwosh.edu](mailto:advising@uwosh.edu) from their UWO email account to request to add a minor or certificate. The email should include their name and ID# and clearly indicate all degrees, majors, minors and certificates they've already declared then include the minors and/or certificates they wish to add to their existing programs.

Example:

Name: Tina Titan

ID#: 0123456

Degree: BS

Major: Biomedical Science

Minor: Spanish

**ADD: LGBTQ Certificate**

## Registration Support

Have you heard of the [Registration Toolkit](#)? If not, this may be just the tool you and your students have been looking for.

**New this fall!!** The UARC is hosting Open Lab hours to help students with registration. Please share this opportunity with your Advisees.

# OPEN LAB

## What is it?



Open lab is a great opportunity to receive help registering for classes from individuals that are trained on Titan Web and College Scheduler!

## Where?

Student Success  
Center, Suite 202  
750 Elmwood  
Ave.

## When?

October 23- December 8  
Monday 12- 3  
Tuesday 12- 3  
Wednesday 12- 3  
Thursday 12- 3  
Friday 12- 3



For more  
information  
visit our  
website!



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

Send feedback to: [whalleye@uwosh.edu](mailto:whalleye@uwosh.edu)

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

View previous issues of the Advising Snapshot  
<https://uwosh.edu/advising/for-faculty-advisors/newsletters/>

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