

A Guide to Teaching New Advisees (Freshmen and Transfers)

As advisors, we must take the time to teach our new advisees what they need to know and what is expected of them in the advising process. This will greatly benefit students and make our experience as advisors easier and richer in the long run. While it is important to encourage students to take responsibility for their own educational planning, we must initially provide them with the tools/knowledge they need to become independent. Do not assume that new students know what they need to know to plan their educational experience at Nazareth. While degree requirements and academic resources are explained to first year students during the New Student Orientation program, the timing is such that students are often not ready to hear/internalize this information. Degree requirements and academic resources are explained to new transfer students during the initial advisement/registration program; however, there is a lot of information shared at this brief session. In addition, some students do not attend these programs. Advisement is the only consistent way of reaching all students with this important information.

It is important to teach your new advisees the following:

- How to contact you and where your office is located.**
- Your expectations for your advisees.**

The faculty-endorsed advisor/advisee roles and responsibilities are found at the following link, along with expected learning outcomes for advising. You may want to customize and distribute an advising syllabus or similar resource to your advisees.
<http://www.naz.edu/academic-advisement/documents/Academic%20Advising%20Syllabus%20template%2010-1.pdf>
- The minimum number of credit hours needed to graduate (120 for most programs).**

Full-time students must average 15 credits per semester to graduate in 8 semesters. If a student takes/completes a reduced load (below 15 credit hours) in any one semester, s/he will be short credits for graduation if s/he does not make up the credit hours.
- The total number of liberal arts credits required for the degree.**

The BA requires a minimum of 90 liberal arts credits, BS requires a minimum of 60 liberal arts credits, and MusB requires a minimum of 45 liberal arts credits.
- Core requirements.**

New students often need assistance in understanding our core. In particular, teach your advisees how to identify PIs, PIIs, G, and W courses.
- Major requirements.**
- Teacher certification requirements, if applicable.**
- The philosophy behind our liberal studies core and the relationship between the liberal arts and professional programs.**

- **How to access NazNet.**
Refer students to User Support if they do not know how to login.
Encourage students to use this as a tool to monitor their academic progress.
- **How to interpret a program evaluation.**
Students should learn to monitor their core and major requirements. Be sure to teach students to monitor their total number of credits earned and GPA on the “Program Status” block on the program evaluation. They should also be taught how to monitor their total liberal arts credits on the “Liberal Arts” block. The following link takes you to a document entitled, “How to Read a Program Evaluation”:
http://www.naz.edu/academic-advisement/documents/GoldenFlyer_Howtoreadadegreeaudit_updated_000.pdf
- **How to access and utilize the *Nazareth College Undergraduate Catalog*.**
New freshmen receive a printed catalog through Freshman Seminar, and new transfers are encouraged (by email) to pick one up in the Academic Advisement Center. The catalog is also available on-line. Students can access the on-line catalog by clicking “A-Z Index” at the upper right of the Nazareth homepage and selecting “Catalogs – Undergraduate” from the index. Then, clicking on the “Academic Programs A-Z” button on the left provides the full listing of academic programs. The catalog is the best resource for students to learn about academic program requirements and policies. Here is a direct link to the on-line catalog:
<http://catalog.naz.edu/index.php?catoid=48>
- **How to access academic policies and procedures.**
All academic policies and procedures, including degree and core requirements, are included in both the printed and on-line versions of the *Nazareth College Undergraduate Catalog*. While this publication is distributed to all new students, it is not clear that they understand the importance of understanding academic policies, procedures and programs.
- **Campus resources**, such as:
Peer Tutoring, Career Services, Counseling Center, Academic Advisement Center, Writing Center, Math Center, Science Center, Philosophy lab, Language lab, etc.
- **Educational opportunities**, such as:
Study Abroad – contact the Center for International Education
Internships – contact Al Cabral, Director of Internships
Double majors, Minors, etc. – see the on-line undergraduate catalog for program options
- **Students should file for commencement at least 30 credit hours prior to degree completion.**
Filing dates are published in the annual academic calendar.
- **It is the student’s responsibility to know, understand, and complete the requirements for his/her degree.**

If you need more information about any of the above topics, please contact the Academic Advisement Center (Smyth 2, ext. 2871). We would be happy to assist you.