A Guide to Teaching New Freshmen and Transfer Advisees

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 on the "Faculty Resources" page of the Academic Advisement website, along with expected learning outcomes for advising. Also on this webpage, you will find an editable copy of an advising syllabus. You may want to customize and distribute an advising syllabus or similar resource to your advisees.

- ☐ **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, MusB requires a minimum of 45 liberal arts credits, and BFA requires a minimum of 30 liberal arts credits.

- ☐ **Core requirements. (Freshmen entering in fall 2013 are under the 2013 Core; all other students are under the 1988 Core.)**

  New students often need assistance in understanding our Core. In particular, teach your advisees how to identify PIs/P-EQs and PIIs. For the new Core, explain Integrative Studies so that students can begin to plan for that part of the Core. Visit the "Faculty Resources" section of the Academic Advisement website, under "Core 2013: Resources for Faculty & Staff" to learn about all of the components of the new Core.

- ☐ **Major requirements and 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 Technology & Media Service Desk 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. Information on how to read a program evaluation can be found on the "Faculty Resources" page of the Academic Advisement website.

- ☐ **How to access and utilize the *Nazareth College Undergraduate Catalog*.**
  New freshmen receive a printed catalog through First Year Seminar, and new transfers are encouraged (by email) to pick one up in the Academic Advisement Center. The catalog is also available online. Students can access the online 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.

- ☐ **How to access academic policies and procedures.**
  All academic policies and procedures, including degree and Core requirements, are included in both the printed and online 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:
  Center for Student Success, Peer Tutoring, Career Services, Student Wellness 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 Director of Internships
  Double majors, Minors, etc. – see the online 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.