Center for Faculty Development – Wednesday, October 3, 2018

 “The Adviser in All of Us”

1. There are 5 basic talking points when advising students:
* Major requirements
* Core (college) requirements
* Electives
* GPA requirements – overall and in major
* Proficiencies (10)
1. Adviser Toolkit – advisers have chicklet on Okta page; faculty can access through **:** <http://www.shu.edu/freshman-studies/advisor-toolkit.cfm>
2. Student Toolkit – policies, procedures, resources, etc. **:** <http://www.shu.edu/student-services/toolkit.cfm/seton-hall-compass/>
3. There is a difference between “choosing classes” and “advising” – “Appreciative Advising” is a model that we like to use: Disarm, Discover, Dream, Design, Deliver and Don’t Settle… <http://www.appreciativeadvising.net/>
4. Should you rely on the audit in Banner?
5. Transfer students : do you know how to read a credit evaluation?
6. Change of major and/or add a minor – on line now
7. COMPASS – alerts, notes, background information on your students, address, phone number, academic history, placement information, etc.
8. Referrals – Academic Resource Center (ARC), Disability Support Services (DSS), Counseling and Psychological Services (CAPS), Tutors in Residence (TIR), Campus Ministry, the Writing Center, Math lab, etc.
9. Hints: Don’t just give out PIN #; don’t give out classes that are closed. Keep your web pages and your entry in the *Undergraduate Catalogue* current.