



KENNESAW STATE
UNIVERSITY

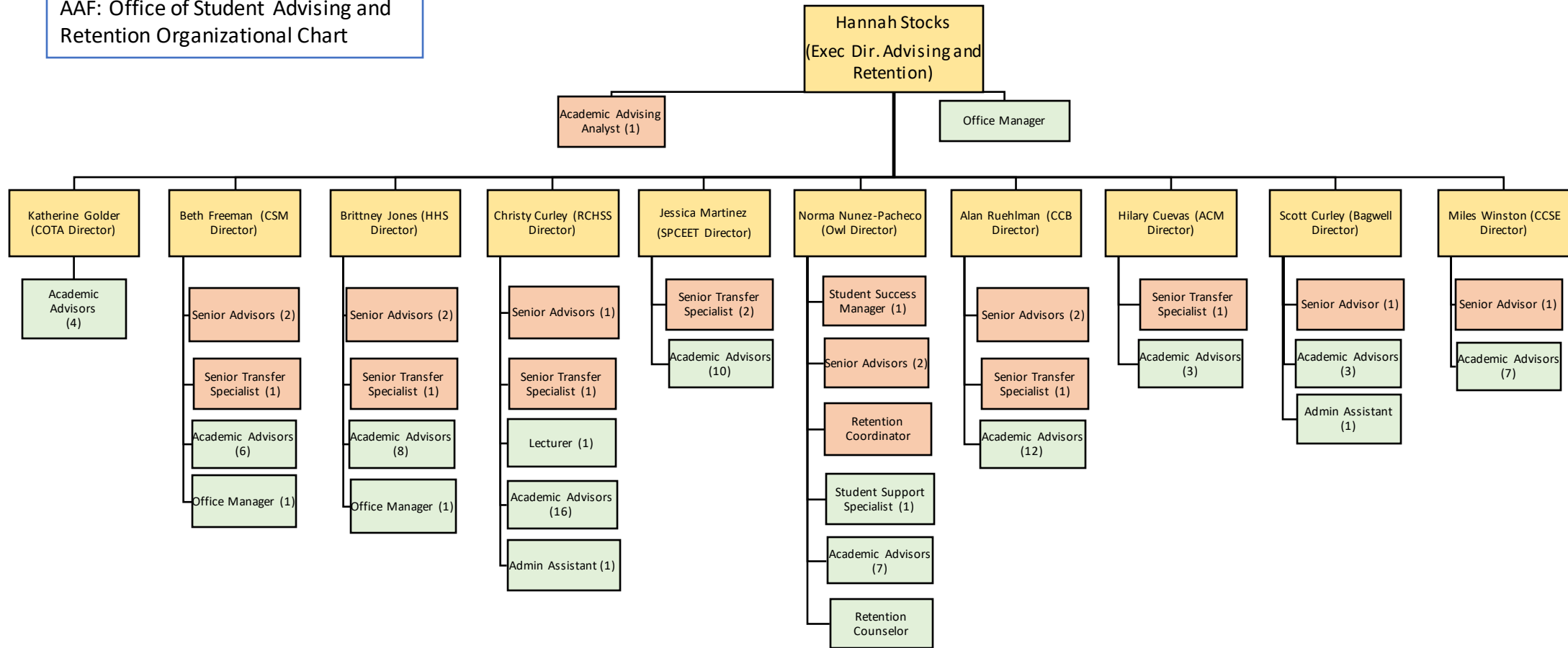
The Office of Student Advising and Retention

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What We'll Cover

- Organizational Structure for OStAR
- How Advising Works
- Role of an Advisor
- Midterm Grades v. Early Alert

AAF: Office of Student Advising and Retention Organizational Chart



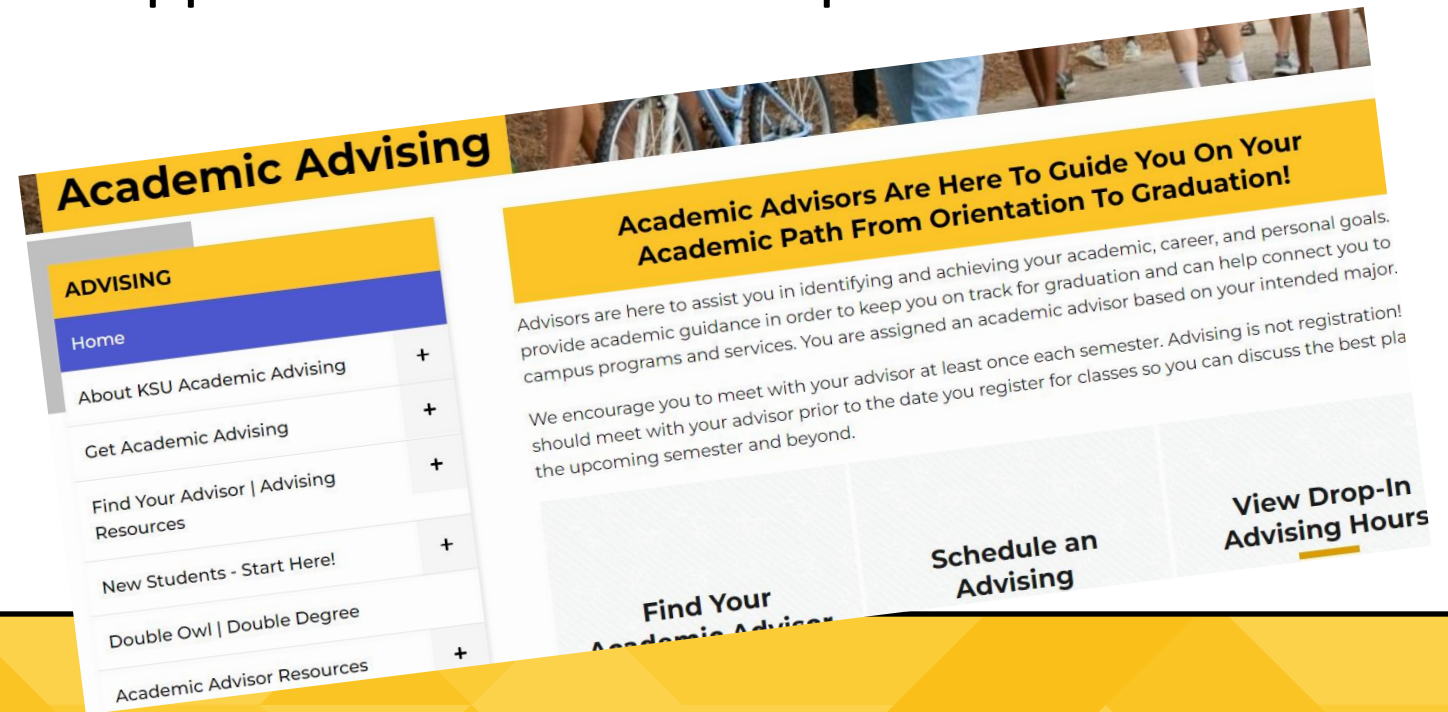
Director-Level Roles/One in Each Academic College
 Senior Advisor Level Roles
 Advisors and Office Support Roles

• How does Academic Advising work at KSU?

- Academic Advising Offices exist within colleges and/or departments
 - Your Advising Office/advisor will reach out via email with important updates or information about operations

askadvising@kennesaw.edu
advising.kennesaw.edu

- There are regularly scheduled Appts available and Drop-ins
- Check the website!





AUGUST

8/7-8/11

- 8/7-8/10: Regular Schedule
- 8/11: Admin Day/College Meetings
- *Add/Drop Reminder Automation*

8/14-8/18

- Drop-Ins Only (Must be on campus)
- 8/14: *Welcome Automation*

8/21-8/25

- Drop-Ins Only
- 8/24: *Advising/Probation Holds Go On*
- 8/21: Senior Audits Start
- 8/25: *Advising/Probation Hold Automations*

8/28-9/1

- Regular Schedule
- 8/28: *Course Deletion*
- *Early Alert Request Goes to Faculty*

SEPTEMBER

9/4-9/8

- Regular Schedule
- *Early Alert Automation*

9/11-9/15

- Regular Schedule
- *Campus Resources and Midterm Grade Notice Automation*

9/18-9/22

- Regular Schedule

9/25-9/29

- Regular Schedule
- *Withdrawal Date Reminder Automation*

OCTOBER

10/2-10/6

- Drop-Ins Only
- 10/6: Senior Audits Due

10/9-10/13

- Drop-Ins Only
- 10/10: *Last Day to Withdraw*
- 10/13: *Registration Automation*

10/16-10/20

- Drop-Ins Only (Must be on-campus)

10/23-10/27

- Drop-Ins Only (Must be on campus)

10/30-11/3

- 10/30-11/2: Drop-Ins Only
- 11/3: Administrative Day
- *Final Advising and Probation Hold Push Automation*

NOVEMBER

11/6-11/10

- Regular Schedule
- *Schedule Checks*

11/13-11/17

- Regular Schedule
- 11/13: *Holds Removed (Advising, P1, and P2)*
- *Schedule Checks*

11/20-11/24

- Regular Schedule (11/20-11/22)
- *Holiday: 11/23-11/24*
- *Schedule Checks*

11/27-12/1

- Appointments Only
- *Schedule Checks*
- *Not Registered Automation*

DECEMBER

12/4-12/8

- Drop-Ins Only
- 12/8: Advising Conference
- 12/4: *Last Day of Classes*
- 12/5-12/11: *Finals*
- *Good Luck on Finals Automation*

12/11-12/15

- Regular Schedule
- 12/12-12/15: *Graduation*

What is the role of an academic advisor?

- Advising Directors and Advisors...
 - **Enforce policies and processes** created by the institution (both within the college and the university, at large)
 - Work as a **“liaison” to the students** from departments/college to share information
 - **Ensure students are supported**
 - Work with college leaders/campus partners to **gather information and create strategy to assist students with navigating their responsibilities**

ADVISORS DO THINGS LIKE:

- New Student → Graduation Semester Planning
 - Use program maps, departmental information shared to the advisors, follow institutional policies/procedures
- Interventions/Outreaches
 - Intervene with Faculty-provided Info (EA, etc.)
 - CPoS
 - Credit Hour Intensity
 - Not Enrolled Campaigning
- Advising Hold Appointments and Drop-ins
- Senior Audit Process
- Referrals and connection points with campus partners

Advising and Mentorship

Academic Advisors are assigned to students from Orientation to graduation dependent upon chosen major, and advising appointments and communication typically involve discussions with students about:

- the school's mission, culture, and expectations
- campus and community resources, policies, and procedures
- modes of thinking, learning, and decision-making that will lead to academic success
- the selection of academic programs and courses
- the planning and selection of courses to fulfill requirements for an academic major or minor
- an efficient path to graduation

Both

Academic Advisors and Faculty Mentors both work to support students with:

- the development of life and career goals
- connecting their academic interests with their personal and career ambitions
- setting short-term and long-term career goals
- finding learning experiences outside the classroom (e.g., shadowing, volunteer opportunities, on-campus involvement, and externships/internships)
- understanding the specifics of graduate school requirements or job applications

Faculty Mentors are likely to mentor students whose professional interests are similar to their own, so it's important to work with a mentor who knows about the area you would like to get into. Mentors typically provide:

- crucial "insider information" about a career area
- information about the subtleties and politics of particular jobs (how things really work)
- a socializing role for students to a chosen profession, helping students to "walk the walk" of a field
- instruction on the norms that set the acceptable range of behaviors within a field
- intentional conversations focused on the mentee's professional and personal growth and development
- vital professional contacts to people who already work in the field (networking)

Early Alert and Midterm Grades

EARLY ALERT

- University-wide targeted support and intervention process designed to provide additional support to students who may be showing early signs of difficulties within the first few weeks of the semester. It's a proactive system of communication and collaboration between faculty, administrators, and academic advisors.

MIDTERM GRADE

- Provides valuable insight into performance and allows students to gauge understanding of subject matter. Serves as a vital checkpoint to help track progress. Opportunity to reflect on performance and identify strategies to excel in the remaining part of the course.