

SUNY Cortland Proactive Advising Model

Engagement and Development

Student
Learning Outcomes

Student will know who their academic advisor is, how to contact them and will make an initial connection

Student will know how to access and utilize campus resources to achieve their educational goals

Student will be able to articulate a connection between their major (concentration/minor) and career goals

Advisor Strategies

- Welcome (welcome back) email
- Department welcome event
- Advising syllabus
- Introduction in COR 101 class
- Develop a graduation plan

- Advising Syllabus
- Advisor referral to appropriate resources
- Review College Student Inventory (CSI) to get to know more about your student
- Develop a graduation plan and discuss support resources
- Utilize the Guide to Student Success to share information on campus resources

- Discussion of the following opportunities:
- Undergraduate research
 - Internships
 - Study Abroad
 - Graduate school
 - Plans after graduation
 - Referral to Career Services or events to connect major to career

Time
Frame

Beginning of semester

Ongoing

Ongoing

Advisement and Registration

Student Learning Outcomes

Student will know and utilize advisement and registration resources

- Establish and share advising appointment blocks, procedures and expectations
- Ask student to complete an advising intake form
- Identify appropriate advising assignments to be completed prior to advisement meeting
- Provide registration PIN after advisement meeting

Prior to advisement and registration

Advisor Strategies

Student will articulate their academic requirements and appropriate college policy

- Review Degree Works audit
- Review General Education (GE) requirements and share where major course requirements overlap with GE
- Discuss and review any transfer credit
- Discuss course withdrawal options if appropriate

During advisement and registration

Student will register for courses each semester

- Inform student on how to determine registration status and view holds that would prevent registration
- Ensure student knows how to use myRedDragon to register for courses
- Assist student in using the online course schedule or Schedule Builder (as appropriate) to identify potential courses
- Work with academic department to review failed to register students

During and after advisement and registration

Time Frame

Academic Planning and Support

Student Learning Outcomes

Student will develop a plan for degree completion

- Review example four year plan in the college catalog
- Set up advising appointment specifically to review/develop an individual graduation plan for each student
- Review student degree application status on Degree Works and advise to apply for graduation at 105 credits

Ongoing (ideally at the beginning of the second year)

Advisor Strategies

Student will develop skills and strategies for academic success

- Review academic standing
- Review department specific course grade/GPA requirements
- Review GPA repair kit
- Develop and review academic success plan for students experiencing academic difficulty, including referrals to appropriate resources

Ongoing

Student will seek assistance and support when needed

- Review Progress Survey emails (Early Semester Feedback) with student
- Refer student to Starfish to "raise their hand" when they are experiencing academic challenges
- Develop and review academic success plan for students experiencing academic difficulty, including referrals to appropriate resources

Ongoing

Time Frame