

Proactive Advising At a Glance

Based on the basic tenets of Proactive Advising identified by the DSU Academic Advising Champions, the following are recommended strategies for developing an enhanced academic advising program. Utilize this checklist as a guide for implementing Proactive Advising strategies, and personalize as needed to fit the individual needs of your division/department.

Basic Tenet #1: Utilize Academic Maps to keep students on track.

- Use advising sessions to check Academic Map progress, review grades, and discuss degree path
- Use CAPP to analyze progress and check for missing courses
- Each semester, complete the degree audit process for seniors who are preparing to graduate
- Add projected graduation dates on student files and discuss with students each semester
- Have students make a pledge to complete their degree programs in 4 years, take 15 hours per semester, and accomplish all pre-requisite courses on time

Basic Tenet #2: Initiate strong advisor-advisee relationships.

- Generate Argos or CRM Advise reports to identify assigned advisees each semester
- Meet with advisees regularly to discuss career/life goals, campus life, building relationships with professors, degree plans, course registration, etc.
- Introduce rules, policies, and procedures with clear explanations and expectations
- Once implemented, use CRM Advise to develop meaningful engagement plans and communication strategies

Basic Tenet #3: Utilize deliberate, structured intervention at the first sign of academic difficulty.

- Utilize SOS Early Alert to get students connected with campus resources
- Identify potential for dropout and develop alternative solutions
- Once implemented, use CRM Advise to track student performance (success scores, grades, attendance, etc.)

Basic Tenet #4: Communicate strategies to show interest and involvement with students.

- Greet students when you see them and ask how they are doing
- Attend students' athletic events, recitals, concerts, Welcome Week, Spring Fest, etc.
- Give advice on how to prepare for standardized tests required for the program
- Use multiple strategies to communicate with students—social media, "let's talk" meetings, welcome messages, newsletters, etc.

Basic Tenet #5: Monitor progress of students to determine how well they are using information provided and progressing toward identified goals.

- After advising sessions, follow-up with students to see if they need additional assistance
- Check academic standing at the end of each semester and offer resources to students on academic probation/suspension
- Provide ongoing, face-to-face contact to collaboratively set goals and develop action plans

Basic Tenet #6: Anticipate obstacles to student success and plan for them ahead of time.

- Monitor obstacles such as deviation from Academic Map, failure to take pre-requisite courses on time, and low/failing scores in major courses
- Provide resources for common issues faced by college students—time management, study techniques, personal responsibility, interpersonal and emotional issues, stress management, etc.
- Use knowledge of students to address specific issues proactively (first-time freshmen, first generation students, transfer students, student athletes, international students)
- Inform about campus student support resources
- Once implemented, use CRM Advise consistently to monitor changes in student success scores and alerts

For more information about Proactive Advising, please contact the Advising Champion for your department or contact Darla Sisney, Coordinator of Academic Advising Services, Division of Student Success Center, by calling 662-846-4577 or e-mailing dsisney@deltastate.edu.