Below is a tentative schedule for communication from the Office of Academic Advising to campus-wide faculty and staff advisors. We are continuing to enhance the content for this plan and are looking for your ideas and feedback for other information/topics/ideas that could be included.

Our goal is to provide information that focuses on the core competencies in three content categories - the conceptual, informational, and relational - for academic advising as outlined by NACADA: The Global Community for Academic Advising. Understanding these areas provides advisors the knowledge and skills to be effective guides for students.

NACADA: The Global Community for Academic Advising provides more specific definition of these areas:

- The Conceptual component provides the context for the delivery of academic advising. It covers the ideas and theories that advisors must understand to effectively advise their students.
- The Informational component provides the substance of academic advising. It covers the knowledge advisors must gain to be able to guide the students at their institution.
- The Relational component provides the skills that enable academic advisors to convey the concepts and information from the other two components to their advisees.


We have identified three communication types for this master plan:

1. Communication that is meant to be forwarded or copied in an e-mail to current enrolled students assigned to the advisor
2. Just in time communication that is meant specifically for the faculty or staff advisor to review
3. Communication to be included in the Advising Express newsletter.

**Tentative Monthly Schedule of Topics**

**August**
- First week of classes - Dates to observe/schedule changes
- Value of Academic Advising (sections for the new student handbook)
  - Difference between Academic Advising and HS Guidance Counselor
  - What to expect from advising/What you need to know about Advising at UNI
• The responsibility of the student and the responsibility of you, the advisor
• Best practices- preparing to meet with your students

September
• Dates to observe/schedule changes (second-half)
  • Academic dates
  • Campus involvement and engagement in community
• Resources and Opportunities
  • Enhancing your Academic Advising opportunities
  • University referral resources
• Best practices- faculty to faculty
• Advising Express (send on first Monday of September)
  • Fall Academic Advising Inservice- save the date
  • Advisor Development Certificate

October
• Mid-term grades reminder and resources
• Registration reminder and resources
• Midterm grade reporting
  • How are (and if) mid-term grades reported?
  • Don't know how you are doing in a course
    • How to determine/where to look
    • Questions to ask a professor
  • Not doing as well as you want to be?
    • Resources to improve your personal and academic success
• What to do with holds your student may have outside of your department
• Advising Express (send on first Monday of October)
  • Fall Academic Advising Inservice- details
  • Majors in Minutes

November
• November 28th - Not registered for next semester and schedule changes
• A guide to registration
• Advising Express (send on first Monday of November)
  • Program Highlight- Exploring Living Learning Community

December
• December 5th - Finals week preparation and resources
  • De-Stress event
• December 19th - End of semester follow up and grade checking
• Grades and academic standing
  • How do I check my final grades?
  • University Academic Standing
    • Where do I find my academic standing?
    • A student guide to understanding academic standing
• Advising Express (send on first Monday of December)

January
• First week of classes - Dates to observe/schedule changes (first-half)
• Academic success outreach and resources
• Transfer students- what advisors need to know
• Best practices- preparing to meet with your students
• Advising Express (send on second Monday of January)
  • Advisor Development eLearning Course & Advisor Certificate Program
  • Spring Academic Advising Workshop- Save the Date!
  • Career Services
    • CareerMatch Quiz
    • Career Fair
    • Employability Self-Assessment

February
• Job and Internship Fair tips and resources reminder
  • Including the employability self-assessment (3-2-2)
• February 27th - Dates to observe/schedule changes (second-half)
• Best practices- faculty to faculty
• Advising Express (send on first Monday of February)
  • Issue 1
    • MidWestOne Academic Advising Award
    • Spring Academic Advising Workshop- details
• Advising Express (send on fourth Monday of February)
  • Issue 2
    • What to do with holds your student may have outside of your department
    • Connecting to Students- What they are looking for in an advisor

March
• Mid-Term grades reminder and resources
• Registration reminder and resources
• Advising Express (send on third Monday of March)
  • Registration dates
  • Major Spotlight

April
• Not registered for next semester and schedule changes
• Finals week preparation and resources
• Advising Express (send on second Monday of April)
  • Internships
  • Commencement information

May
• End of semester follow up and grade checking
• Financial Aid Academic Completion Policy
  • Understanding the policy
  • Financial Aid suspension
• Review of University Academic Standing
• Advising Express (send on first Monday of May)
  • Looking ahead
  • Advisor Development eLearning Course/Certificate Program
    • Use this summer to complete the modules