

COFAC Advising Best Practices Toolkit

Undergraduate Student Handbook for Major, Minor and Certificate Programs

Develop Sample Schedules

Include these in the handbook and online

Town Meetings/Cohort Advising

Entire department w/all faculty each semester

Upcoming events, new dept./univ. requirements, scholarship opportunities, get student input/feedback, acknowledge student clubs/organizations, dept. and advising procedures, students actually see & meet one another, collect contact info

Tracks, specialties or sub-programs w/related faculty

Other small group meeting formats – internships, projects, research, trips

Career related meetings, class level

Evening students – especially transfer heavy majors

Peer Advisors/Student Mentors

Engage honor student organization, scholarship students and student leaders in pre-registration advising process.

Junior/Senior level students can assist students in preparing forms and questions prior to meeting with faculty advisor.

Assign a student mentor to each new student.

E-mail contact, E-newsletters, bulletins, announcements, reminders

Faculty Office Hours

Open and scheduled office hours:

Electronic office hour(s) Students get quick response to their questions and can schedule a face-to-face if more time or detailed discussion is needed.

Technology

Departmental on-line advising course

Information specific to the department, major and the field:

- Procedures
- Academic Opportunities
- Course selection
- Career Options
- Graduate Study

General Ed Course List

Faculty Signature and/or PeopleSoft Release Required for registration

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