

Advising Reminders and Notes, March 2023

Dear Academic Advisor,

This message outlines important reminders and notes to assist you in your work as an advisor. My plan is to send these types of reminders monthly to keep the advising community aware of important updates.

Advisor Resources

- The following video recordings and tutorials are available on the [For Advisors, Resources and Trainings page](#)
 - All Advisors Meeting on February 1, 2023 (91 minutes)
 - Overview of the Advisor Menu in Self-Service (10 minutes)
 - Understanding Self-Service Progress Reports (10 minutes)
- **Advising Event:** Advising Conversations: Understanding Progress Reports on **Tuesday, March 14 from 4-5pm**. *“Comprehensive look at the Self-Service Progress Reports and how to use these tools to help students understand Linfield degree requirements. Utilizing hands-on examples, participants will explore how to optimize course planning and LC designations”*. Zoom Meeting link: <https://linfielduniversity.zoom.us/j/95922237735>
- **Taking on New Advisees:** Academic Advising continues to partner with McMinnville Dean’s Offices to recruit faculty to take on first year advises and/or Pre-nursing advisees. Depending on your advising load, you may be asked to complete an advising survey.
- **Advisee Roster Auditing:** Many Linfield students have multiple advisors, never change their advisor when they declare a new program, or fall through the “Colleague cracks” when they transfer or move on from Linfield. Advising is working on making sure that students are properly assigned to advisors they work with. If you have students on your current roster that you are not working with, please let Advising know and we will remove them. Advising will also try to implement a better communication system to keep you updated as we learn of advisees/students who are leaving Linfield.
- **Peer Advising Specialists Help:** In addition to our professional staff, the Academic Advising Office has seven Peer Advising Specialists who can help students with general questions, Etrieve forms, navigating Self-Service, technology issues, and can assist with schedule planning. Please have students contact advising@linfield.edu for assistance.

Self-Service Notes

- The **Advisor Menu** in Self-Service continues to be updated. You can access your advisees’ current or next term course plan, a term-by-term timeline, “Progress Report” that outlines their progress towards their degree, advising notes, Transfer Credit summary, etc.
- **Student Self-Service** continues to be updated as well. Of particular interest, the “My Progress” card will become available to students in Self-Service soon. My Progress is replacing the Program Evaluation tool from WebAdvisor. Tutorial videos will be made available for students in coordination with the launch of these new features. These tutorials will be posted on the [Resources and Tutorials webpage](#) under the For Students section of the Academic Advising webpage and students will be directed to this site to learn about the new tools.

General Reminders for McMinnville Advisors

- **Request Approval to Register Forms:** Remember that all McMinnville undergraduate students need to be cleared to register by their advisor through an Etrieve Form process. This process will open to students around March 20th. A reminder message about the form and process will be sent sometime next week.
- **Stoplight Survey and Academic Alerts:** If you are teaching new first year students, you may have received the Stoplight Survey to be completed in Cat Compass. Please see the following note from Lainie:

While academic alerts and care referrals are still a valuable tool for specific student concerns, they are often limited snapshots that trickle in one-by-one throughout the term. For example, I often get just one academic alert or care referral but find later that the student is struggling across most (if not all) of their classes. The Stoplight Survey will allow the Care Team to look at our entire first-year class and immediately see the level of need (e.g. Student A has no concerns, Student B has two “yellow” concerns, and Student C has all “reds”). This will help us triage the supports and resources students need at this point in the semester and ultimately lead to fewer high-level student concerns as we approach the withdrawal deadline.
- **Pause on Declaration Forms Processing:** Academic Advising is pausing on processing Declaration Forms between March 15 and end of Registration week in April. Any student who submits a form will be messaged to continue to work with their current advisor to get cleared for registration.
- **Please help us recruit students to be Registration and Orientation Leaders (ROLs):** We need somewhere between 30-35 ROLs each year and we currently only have 10 applications (deadline on March 10th). The application and information can be found on the ROL webpage: <https://inside.linfield.edu/advising/about-advising/rol-application.html>

Thank you for all you do for students in your role as an Academic Advisor. If you have any questions or would like additional support, you can contact me directly or connect with Academic Advising at advising@linfield.edu.