

## Advising Reminders and Notes, May 2023

Dear Academic Advisor,

As the end of the traditional semester is fast approaching, there are a number of important items that advisors should be aware of. The following notes and reminders will be the last ones sent out for this Academic year, but they will resume in August ahead of the start of the Fall 2023 semester.

### Advisor Resources

- **Save the Date:** All Advisors Informational Meeting will be on Wednesday, August 23, 2023, from 1-2pm via zoom.
- **Save the Date:** First Semester Seminar Advising Meeting will be on Wednesday, August 23, 2023, from 2-3pm via zoom (immediately following the All Advisors Informational Session).
- **Advising Event Rescheduled for Wednesday, May 17, from 3-4pm:** Academic Advising will host a session aimed at supporting advisors working with first year students.
  - Title: Advising Conversations: *First Year Advising*
  - Date: May 17, 2023
  - Time: 3-4pm
  - Place: Graf 117 (in-person)
- The Advising website--[For Advisors, Resources and Trainings page](#)--offers video tutorials, worksheets, and other resources for all faculty advisors.
- **Cat Compass:** This is a new communication and retention platform used primarily by staff to facilitate student communication and tracking. Cat Compass was provided as part of the Moving-the-Needle partnership with Credo, and we are in the process of (a) setting appropriate data protocols with Pharos, (b) determining privileges and access for different users for different functions, and (c) learning about the various ways we can use the platform as part of our student retention efforts. Cat Compass is the Linfield branded name of the product administered by Pharos. Cat Compass can be used to
  - administer a Stoplight Survey to do a quick check of how students are doing at multiple points in a semester or term
  - create Care Areas for easy internal communication based on student outreach (for example, a Care Area to track students who have not yet registered for fall)
  - submit Care Referrals
  - do a quick Feedback Request about a student who has been flagged either through a Care Referral or Academic Alert
- **Stoplight Survey and Academic Alerts:** The Early Intervention group of the Moving the Needle project, student support staff in Academic Advising and on the Care Team are in the process of re-evaluating our approach to our Early Alert system. With the implementation of the Moving-the-Needle Initiative, utilizing the Stoplight Survey may help streamline the alert process and minimize the amount of work needed by faculty. Conversations with various groups are on-going to help simplify alert processes for faculty. More information will be shared at the All Advisors Informational Session in August.

- **Etrieve Reports:** There are a couple of reports in Etrieve that are useful in your work as an advisor. These reports can be found in Etrieve in the “Forms” section under “Advising Reports”.
  - My Advisees – Academic Alerts: This report will show you all of the Academic Alerts that have been submitted for your Advisees.
  - My Advisees – Registration Readiness: This report shows all of the holds that your advisees have on their account, including Advisor Approval to register. The information in this report parallels what can be found for each student in Self-Service, but this report gives you a comprehensive look at all your advisees all at once.
- **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](mailto:advising@linfield.edu) (or 503-883-2250) for assistance.

### Self-Service Notes

- **Graduation Application:** You can use the Graduation Application tab in the Advisor menu of Self-Service to see whether a specific student has applied to graduate.
- **Self-Service Tip:** When using the Advanced Search Menu to look up classes in Self-Service, using the “Section Listing” instead of the “Catalog Listing” will give list of classes that satisfy your search criteria that will include all of the individual LCs the course can be used to satisfy, as well as whether the course is an Advising Course. This can be a useful way to view multiple classes at once and get a quick look at seat availability, day and time, etc.

### General Reminders for McMinnville Advisors

- **Student Registration:** Many continuing students have successfully registered for Fall classes using Self-Service. Please note that as of this week, we have 273 First Year Students (McMinnville) that have registered for Fall. That would put us at a Spring-to-Fall retention rate of 78.2% (and only 71.8% for Fall-to-Fall) for our FY students. Academic Advising is actively reaching out to these and the non-first year students who are not registered.

Any assistance you can provide the students who have not yet registered is greatly appreciated. Many of these students have yet to complete the “Request Approval to Register” form. Please contact Academic Advising at [advising@linfield.edu](mailto:advising@linfield.edu) if you hear that a student is planning on transferring or withdrawing for the institution.

- **Changes in Subject Codes:** Several Subject Codes have been changed and these changes are reflected in the Fall 2023 schedule. These include:
  - HSCI courses are all now HHPA
  - ANTH and SOCL are all now SOAN
  - Some ENGL courses are now CRWR

Please note that the current catalog will not reflect these changes until the 2023-24 version is printed ahead of the new academic year.

- **On-boarding of New Incoming Students:** All new incoming students will be guided to add an Advising Course to their fall schedule. New for fall 2023, the Advising Staff is putting together suggested schedules (instead of the Registration & Orientation Leaders) for new students based on the information they provide on their Advising Profile. ROLs will still support incoming new students with registration processes and will primarily focus on welcoming them, assisting with navigating registration platforms, and supporting them in First Semester Seminar. Academic Advising will add the proposed schedule suggested to students in the “Notes” feature of Self-Service so that when a new advisor is assigned, the course planning information will be available to the advisor.
- **New to the Fall 2023 Schedule:** Additionally, IDST\*010 Learning Skills, has been added to the fall 2023 schedule and is open to any students who express an interest in time management, test-taking skills, and study strategies. This course will be required for all provisionally admitted students for 2023.
- We continue to recruit faculty willing to take on First Year Students either as part of an Advising Course, or not. Please complete the [Advising Preferences Form](#) if you are a) teaching an ADV course in fall, or b) are interested in working with FY and/or Pre-Nursing students in 2023-24, even if you’re not teaching a first-year appropriate course. <https://forms.office.com/r/Vi7FLz0thx>

If you have any questions or would like additional support, you can contact me directly or connect with Academic Advising at [advising@linfield.edu](mailto:advising@linfield.edu).