

Advising Reminders and Notes, October 2023

Dear Academic Advisor,

While we are well underway in the new academic year, I do want to welcome all new Advisors to the monthly Advising Reminders and Notes. These messages outline important reminders and notes to assist you in your work as an advisor.

Advisor Resources

- The following video recordings and tutorials are available on the [For Advisors, Resources and Trainings page](#)
 - All Advisors Informational Session on August 23, 2023
 - First Semester Seminar/IDST 007 Meeting on August 23, 2023
 - Overview of the Advisor Menu in Self-Service (10 minutes)
 - Understanding Self-Service Progress Reports (10 minutes)
- **Advising Event on Thursday, Oct. 19th from 12-12:50pm, TJ Day 222:** *Advising Conversations: Advising students interested in Nursing.* This in-person session will be facilitated by Erin Childers, our Pre-Nursing and Nursing staff advisor, and is aimed at assisting McMinnville advisors working with students interested in our Nursing program. Whether you are advising First-Year students, or have advisees that are Pre-Nursing, this session will be helpful. Come to find out about the general Nursing pre-requisites, which LCs students should complete, and the timeline and process for applying to the Nursing program. All faculty advising first-year students are encouraged to attend. Pre-Nursing advisors are also encouraged to attend and offer their perspectives and experiences working with Pre-Nursing students. Some refreshments will be available, but lunch will not be provided. Please feel free to bring your own lunch.
- **Jan/Spring Schedule of Classes:** The schedule is slated to be posted around October 16th and will be accessible from Self-Service.
- **Jan/Spring Registration Window:** Student Registration for McMinnville and Portland courses is slated to open on Monday, November 6th. Additional information about registration is available on the [Registration Schedule website](#).
- **Advisor Senior Graduation Checklist:** We have created an [Advisor Grad Review Checklist](#) for you to use with your advisees as they approach graduation. This checklist is intended to provide a quick summary of the tasks that an advisor should do when reviewing the degree and program progress for a student. The checklist can be found on the [For Advisors, Resources and Trainings page](#)
- **Peer Advising Specialists:** The Academic Advising Office has hired several new Peer Advising Specialists (PAS), and you may occasionally hear from them as they work on Advising related tasks. Our PAS can help students with general questions, retrieve forms, navigating Self-Service, technology issues, and can assist with schedule planning. Please have students contact advising@linfield.edu 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. If you have advisees who

are planning to graduate in Fall 23, Jan 24, or Spring 24 but have yet to apply, please ask them to do so, it will help the registrar's office review degree progress in a timely manner.

- The **Advisor Menu** in Self-Service is your main advising tool. 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. If there is a feature that doesn't appear to be working or if you have general questions about the Advisor Menu, please contact me and I will look into the question or issue.
- **Self-Service Tip:** In the Progress Tab of the Advisor Menu you can run a number of "View a New Program" reports as a way to explore a student's progress in various majors. You can then use the left/right arrows to toggle between the various Progress Reports. This is a useful tool when a student wants to explore how their completed course work will fit into a new or different major.
- **Student Self-Service Forms:** The following student forms can be found in the Student Self-Service Menu:
 - Emergency Contacts: Found under "User Options"
 - Linfield Educational Services Agreement (LESA): Found under "User Options" in "Required Agreements"

General Reminders for McMinnville Advisors

- **Departmental Open House:** Monday, October 16th is the annual [Departmental Open House event](#), open to all undecided students.
- **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 October 16th. A reminder message about the form and process will be sent sometime next week.
- **Registration Readiness Fair/Event on November 1st:** Please keep an eye out for information regarding a Registration Readiness Fair/Event before the start of Registration and encourage your advisees to stop by to make sure they are all cleared for registration.
- **Pause on Declaration Forms Processing:** Academic Advising is pausing on processing Declaration Forms between October 18 and the end of Registration week in November. Students who submit a Declaration form to change majors or add a new major will be messaged to continue to work with their current advisor to get cleared for registration.

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.

Sincerely,

Joe Latulippe, PhD
Associate Provost for Academic Support and Accessibility