

BRIEF OVERVIEW OF ADVISING ACTIVITIES

More details in the [Canton Advisor's Manual](#).

Advising is way more than scheduling classes. Here is a sample of when advisors typically interact with their students, though not necessarily comprehensive. More details of each activity on following pages under Timeline listing.

- ❑ **Orientation** – Most often in July and August
- ❑ **Curriculum meetings**- generally done at Orientation when each advisor has an opportunity to meet with their incoming students
- ❑ **Drop/Add Process** – Drop/add via UCanWeb for first three days of semester. After that, student fills out a Course Change Notice. They need permission from instructor to add a class, permission from advisor and dean for every change. Students have until 10 days before the last class day to withdraw from a class or classes.
- ❑ **Early Warning Flags from RooSuccess** – Advisors are in a position to notice when there is a pattern with the students flags. Review these all semester long, but reaching out to students early in the semester can have the most impact.
- ❑ **Engaged/Not Engaged** – Entered after the end of the third week of the semester. Advisors should be reviewing and reaching out to their students as soon as they begin receiving these notifications.
- ❑ **Mid-semester grades.** Grades are due after the end of the 7th week. This is another outreach opportunity for advisors to check in with students.
- ❑ **Open House and Admitted Student days.** Occurring throughout the year.
- ❑ **Changing/Declaring a major** – students who want to change majors start by approaching the curriculum chair of the intended major. This can happen anytime during the semester, but does not take effect until the next semester.
- ❑ **Advising Period and Course Registration.** Advising period typically begins two weeks before course scheduling opens. Course registration begins in the 10th or 11th week in the semester. Students can schedule for Summer/Fall during the Spring semester and Winter/Spring during the Fall semester.
- ❑ **Withdrawing from college.** Students can withdraw up to 10 days before the end of the course/semester. Once the bill is processed (prior to the start of the semester), the student must go through the withdrawal process. Withdrawal is initiated by the student via UCanWeb under the “Registration” menu.
- ❑ **Academic Jeopardy students.** Students that have less than a 2.0 but are not on Academic Recovery. Advisors should verify an appropriate schedule and watch for early warning flags.
- ❑ **Grade Review.** Done after the semester is completed. Advisors review their students for satisfactory academic progress and scheduling that is appropriate to stay on track to graduation.
- ❑ **Academic Recovery.** Faculty recommend students for Recovery at Grade Review, and AR students must meet with their advisor by the end of the 2nd week of classes to fill out the AR form. Advisors should watch early warning flags throughout the semester and can request regular meetings with AR students.
- ❑ **Graduation.** Students need to apply to graduate during their final semester. Advisors can assist by verifying that the student does not have any courses outstanding and attending graduation.