

# Spring 2022

## Resources for Faculty Advisors (UG)

### Key Webpages for Advisors (*consider bookmarking*):

- [One Stop webpage](#) and [LiveChat and Contacts](#) – SCSU’s centralized webpage.
- [Academic Advising](#) and [Navigate](#)
- [CASAS- Center for Academic Success and Accessibilities Services](#)
- [Academic Calendar](#) (also, see page 2 for a listing of important UG Registration and Advising Related dates)
- [Career and Professional Development](#)

### Suggested Semester Tasks and Resource Links for Faculty Advisors

<b>Start of the Semester</b>	<b>Use Navigate to CONNECT with your advisees:</b> <ul style="list-style-type: none"><li>- Consider sending your advisees a Welcome Back email with your contact and faculty office hours information via Navigate - <a href="#">How to See Advisee Lists and Email Advisees</a>.</li><li>- We recommend using the Faculty Office Hours feature in Navigate for easy appointment scheduling - <a href="#">Faculty Office Hours How-To Video</a> or <a href="#">PDF</a></li><li>- New to Navigate, watch this <a href="#">Introduction to Navigate for Faculty Video</a> or <a href="#">Attend a Training Session</a>.</li></ul>
<b>Prior to March 1</b>	<b>COMMUNICATE with advisees about scheduling March advising meetings:</b> <ul style="list-style-type: none"><li>- Assigned advisors are encouraged to communicate with their advisees about how to schedule the March advising meeting prior to March 1st.</li><li>- We recommend using <a href="#">Navigate Appointment Campaigns</a> or <a href="#">Faculty Office Hours and Advising Availability</a>.</li></ul>
<b>Month of March</b>	<b>ACADEMIC ADVISING Meetings:</b> <ul style="list-style-type: none"><li>- All students should meet with their assigned advisor to discuss their program of study, course registration and receive their registration pin Pins are available to advisors on 3/02 in Navigate.</li><li>- Urge students to use <a href="#">Schedule Planner</a> for course schedule selection.</li><li>- Advisors can use Navigate to leave notes about advising - <a href="#">How-To Leave Navigate Notes</a>.</li><li>- If you have concerns about your advisee, use Navigate to <a href="#">Issue an Alert</a>.</li><li>- For additional advising support, students can meet with their <a href="#">Academic Advising Center</a>.</li></ul>
<b>Month of April</b>	<b>PRIORITY REGISTRATION Period:</b> <ul style="list-style-type: none"><li>- Students can find their exact Priority Registration day/time on the <a href="#">Registration Checklist</a>.</li><li>- The Academic Advising Department communicates with and offers support to students who don’t register on their priority date.</li><li>- Tell advisee who need additional advising support to see their <a href="#">Academic Advising Center</a>.</li></ul>
<b>End of the Semester</b>	<b>Contact information for summer-break:</b> <ul style="list-style-type: none"><li>- If you will not be answering emails regularly over summer, leave an out-of-office message directing students with questions about their major to your chair/coordinator and with general advising questions to the <a href="#">Academic Advising Center</a>.</li></ul>