

Academic Advising Center Support for Students and Faculty Advisors:

What role do the Academic Advising Centers play in supporting students?

The [Academic Advising Centers](#) are here to help students and faculty understand their university systems and navigate the university systems.

- **Same-Day Advising Meetings:** If your advisee is in need of immediate advising support or has a quick question that can't wait for an appointment, refer them to the [SAME-DAY Advising Meetings](#) option.
- **Appointments:** If your advisee needs additional advising support, wants to explore other majors, or has questions about the LEP, university-wide policies/procedures or registration, please refer them to your major's Academic Advising Center via this link: [Meet with an AAC Advisor](#).
- **Email/Phone:** Students and faculty can email or call their AAC advisor with questions or for assistance in navigating university procedures and policies - [AAC contacts](#).
- **Refer students to the AAC using ALERTS in Navigate** – Refer students to the AAC or other department on campus, by “Issuing an Alert” in Navigate. [Issue an Alert Infor and How-to-Video](#).

Want to learn more about academic advising?

We have a [Faculty Advising Resource Page](#) with videos, sign-ups for trainings, and other resources. Can't find what you need, reach out to your AAC Faculty Coordinator or Helen Marx [Helen Marx, Faculty Director of UG Advising](#)! We are here to support you.

Course Registration Details:

Registration Dates/Times:

- Refer to the [Registration Check List on ONESTOP](#) Priority Registration dates and details.
- Remind students that they will receive a customized email from the Office of the Registrar **the week before** their Priority Registration Date with the exact date/time of when they should register.

Priority Registration PIN:

- The Priority Registration PIN number is on a student's Profile page in Navigate (Enrollment Goal field) **and** in Banner (under the Student Search option).

Course Schedule Tools:

- The **Schedule Planner** is a new course schedule search tool, students have the option to email you a view of their optimal schedule from this planner. **PLEASE encourage students to use Schedule Planner**. To learn more, see: [Schedule Planner Quick How-To Video](#).
- The traditional [Banner Class Schedule Search](#) is still available via Banner Web.

Key Advising Tools:

- **NAVIGATE:** Our central advising platform, see our [Navigate Webpage](#) for more information, guides, how-to videos and to sign up for [Navigate and Advising Training Sessions](#).
- [Undergraduate Catalog](#) and [Academic Maps](#) are vital tools all advisors and advisees should use.
- **Degree Evaluation:** Accessed via BannerWeb_Faculty Services_Advisor Menu.
- The [ONESTOP WEBPAGE](#) has key information and links for all student-facing offices, including a [LIVE CHAT](#) for key departments and [registration and academic forms](#).
- The [SCSU Academic Calendar](#) provides registration/grade related dates/deadlines. You can subscribe to the SCSU Academic Calendar and these will show on your Outlook Calendar - [How to Subscribe to SCSU Academic Calendar](#).

Assigned Advisor Checklist and Resources:

This check-list should support assigned advisors in their work with their advisees.

1. **Communicate** with your advisees and provide a clear way for them to set up an appointment with you. (See below for Navigate Resource on booking appointments)

2. **Meet** with advisees in advance of their Priority Registration Date ([OneStop Registration Dates/Times](#)). Winter-Session and Spring 2022 registration begins Nov. 1.
3. **Support student** use of advising resources as they develop their course schedule. Recourses include departmental guides, the [UG Catalog](#), [Major Academic Maps](#), and Degree Evaluation.
4. **Leave notes** in Navigate about your advising meeting so that you and others can refer to them during follow-up meetings with the student ([Leaving Notes Guide](#) or [How-to Video](#)).
5. **Provide Registration PIN** number to advisees. PINs will be available in Navigate after Oct. 1 on the student's Navigate Profile page (in Enrollment Goal field) **and/or** in Banner (under the Student Search option).
6. **Refer** students, as needed, to other resources on campus, using [Navigate Alerts](#).
7. **Reach out** to your [AAC Advisor or Faculty Coordinator](#) if you have any questions about advising/university related policies or practices.

Resources to help advisors communicate and make advising appointments:

- Get a **list of your assigned advisees** and email them to coordinate a time to meet for advising ([Emailing your Advisees How-to Video](#)).
- Navigate's **Office Hours/Advising Availability** is an easy option for advisees to book appointments during your office hours; this is a good way to start using Navigate if you are new to the platform([Navigate Faculty Office Hours Advising Availability - How To Video](#) or [PDF](#)).
- Navigate's **Appointment Campaign** feature offers an efficient way to invite students to make an advising appointment, automatically sends reminder emails, and tracks who has/hasn't made an appointment. ([Navigate Appointment Campaign How-to Video](#) or sign up for a training).