



Epistrophe

Organizing Advising
at the

College and Departmental Levels

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Epistrophe

- the *repetition of the same word or words* at the end of successive phrases, clauses or sentences. It is an extremely emphatic device because of the emphasis placed on the last word in a phrase or sentence.

Epistrophe

- this nation, under God, shall have a new birth of freedom — and that government of **the people**, by **the people**, for **the people**, shall not perish from the earth. — *Abraham Lincoln in the Gettysburg Address*

Establishment of Repetition

- Determine the “Expert” in your College/Department
 - This person should handle all outside inquiries, as well as first-contact inquiries from within the university
 - This person should be the expert:
 - Degree requirements
 - Eligibility requirements
 - Certification or Licensure requirements

The First Session

- Appointments allow for preparation!
 - Obtain students' name with correct spelling
 - Social security number or CWID number
 - Contact phone number and e-mail address

The First Session

- If student is a new University student from High School-
 - Start from “Ground Zero” with the curriculum of choice
 - Evaluate any dual-enrollment transfer credit (Screen 141 in SIS)
 - Evaluate ACT or SAT advanced placement credit (Screen 141 in SIS)

The First Session

- If student is transferring from another University-
 - If the student has the capability, ask them to e-mail an electronic copy of their unofficial transcript.
 - Mr. David Zerangue is available to review transfer credits not addressed in Screen 140 in SIS
 - Screen 140 in SIS (handout)

The First Session

- If student is transferring from another program within the University-
 - Make every attempt to preserve earned credits from the previous program through General Education Requirements and Course Substitutions, as long as it does not affect the integrity of the degree being sought.
 - Course Substitution Form (handout)

The Meeting

- Remember that you may be the first “Face of the University” with which the student comes into contact
- Present yourself and your office in a professional manner.
- If your office is crowded or cluttered, consider meeting in an alternate location such as a conference or meeting room.

The Meeting

- Begin by addressing their initial questions that were posed at the time the appointment was scheduled.
- Segue into information related to degree, eligibility, and licensure or certification requirements.
- Entertain questions from the student

The Meeting

- If the student does not ask specific questions, consider addressing the following topics:
 - Tools to be successful in the curriculum
 - Employability statistics
 - Earning capability
 - If the curriculum has selective admissions:
 - Number of applicants per semester
 - Characteristics of successful applicants
 - Licensure or Certification success rates
 - Specific policies for progression and retention

Follow-Up

- Assign the student to a specific advisor within the Department
 - This person becomes the “Expert” on that particular student, and will follow them throughout their Academic Career
 - Provide student with contact information for their specific advisor

Follow-Up

- Remain available to the student to answer questions that are formulated after the initial meeting, but refer the student to their assigned advisor as appropriate
- As the “Expert” on Departmental Advising, remain available to the faculty to answer questions that are outside the scope of general advising

Special Considerations

- Veterans
 - Ms Wanda Porche
- International Students
 - Ms Marilyn Gonzales
 - Ms Patti Carson
- Athletes

Remember...

- Giving a student as much valid information as you possibly can (without overloading them) will reduce anxiety, assist with planning for the future, avoid unnecessary calls and visits, and subdue rumors related to your programs of study!