

# **Departmental Transition and Advising Plan**

## **(Insert Academic Department Name Here)**

The Departmental Advising Plan document will contain, but will not be limited to, the components listed below. Each department may be creative in designing a plan that meets their unique advising needs as long as justification is presented along with the plan. You may use this document as a template; just replace the text below each heading with your plan components.

### ***Advising Priority Statement***

(Please insert a statement of the priority of advising in the academic department. This statement should be tied to the student learning outcomes and program outcomes of SAM)

### ***Description of the Departmental Advising Structure***

#### **Departmental Advising Coordinator:**

(Name of departmental advising coordinator and/or liaison responsible for working with the SAM coordinator and the coordinator of the AAC.)

#### **Faculty Advisor Selection Process and Contact Information:**

(Description of how faculty members are chosen to become departmental advisors and a list of departmental advisors with contact information.)

#### **Advisor Assignment Procedure:**

(How are students assigned to departmental faculty advisors once they are exited from the AAC?)

#### **Change of Majors:**

(What is the procedure for assigning change of majors to their new advisors during the semester?)

#### **Student Advising Requirements:**

(How does the department plan to require student advising visits? SAM outlines at least once per semester.)

- Will the department require an advisor to release the student before registration can occur? (by using registration holds, etc)

#### **Advisor/Advisee Ratio:**

(What is the advisor/advisee ratio in the academic department and how is this ratio determined to ensure equity among faculty advisors in the department?)

**Virtual Advising Procedure:**

(What is the department's plan to use a virtual advising protocol for students who are enrolled in Nicholls Online programs or who are distance education students?)

**Departmental Advising In-Between Semesters:**

(What is the department's plan, or designated department faculty advisor, to work with students in between semesters outside of normal faculty contract dates, but during normal university operating days? Example: transfer students needing assistance after semester is over, students needing help with financial aid appeals?)

**Communication Frequency:**

(How many times per semester are advisors required to communicate with students?)

**Communication Content:**

(What critical information should advisors communicate to students and where will this information come from?)

**Departmental Milestones:**

(Please include a listing or flowchart outlining important departmental milestones where advising is critical to a student's successful progress through their academic program.)

**At-Risk Advising Plan:**

(What is the department's plan to identify, assist, and monitor students who are at-risk -GPA below 2.00 - or who are not progressing towards degree completion?)

**Special Populations Advising Plan:**

(How will the department identify faculty advisors to work with special populations such as: student-athletes, veterans, non-traditional, etc?)

**New Advisor Mentoring:**

(How does the department plan to provide mentoring to new hires in cooperation with SAM Director?)

**Advising Liaison to AAC:**

(Who is the designated departmental faculty advisor (can be departmental advising coordinator/liaison) that will work with the AAC for students who need extra help with advising?)

**Connection with Incoming Freshmen:**

(What is the department's plan to connect with incoming freshmen who declare majors in the academic program? Example: faculty visit UNIV 101 courses, department host open-house events for majors, etc.)

**Identification of High-Impact Learning Practices:**

(Which courses in the academic program contain high-impact learning practices?)

**Other Advising Initiatives:**

Does the department have plans to explore other possible advising initiatives such as:

- Group advising, information sessions, or other larger gatherings of students for dissemination of information.
- Peer advising: selecting upperclassmen to meet with sophomores for mentoring.

## **Departmental Transition Plan**

The Departmental Transition Plan document will contain, but will not be limited to, the components listed below. Each department may be creative in designing a plan that meets their unique advising needs.

### **Transition of Students from AAC to Academic Department:**

(Please make sure to include the following information in the transition plan)

What is the departmental procedure for handling the transition of students from the AAC to the academic department?

What is the departmental plan for connecting with second-semester freshmen prior to their exit from the AAC?

What is the timeline of student contact once the departments have been given the list of students transitioning from the AAC every semester?

Who is responsible for coordinating the initial contact of students in transition or will this be done by advisors individually?

How does the department plan to handle other students in transition: transfer students, returning students, students changing majors, etc.?