

# Academic Advising at



# Combination Plan

Since 2000, academic advising at Darton has been accomplished by both faculty advisors as well as a campus-wide Advising Center.



# Academic Advising Mission Statement

- Darton College is committed to providing accurate advising to help students identify and clarify their educational goals by providing appropriate information and planning tools to ensure individual and collective student achievement.



# Goals for Academic Advising

- Clarify educational, life, and career goals
- Develop an appropriate educational plan
- Select courses for each semester
- Know campus resources, both academic and nonacademic
- Know academic policies and procedures



# Student Outcomes

- The student will become a more independent decision maker and learner.
- The student will use academic and nonacademic resources on campus as needed.
- The student will make progress toward achieving his or her educational and career goals.
- The student will have a connection with at least one caring individual on campus.



**Quote from *Increasing Student Competence and Persistence* by Aubrey Forrest**

**“Probably the single most important move an institution can make to increase student persistence to graduation is to ensure that students receive the guidance they need at the beginning of the journey through college to graduation.”**



## Quote from L. Noel, NACADA Website

An effective advising program is one prime factor in increasing student retention.



**What do students want most in  
an advisor?**



- **Accessibility**
- **Approachability**
- **Specific, accurate information**
- **Advice and counsel**
- **A personal, caring relationship**



# Advising Tips





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# Questions to Ask Students



Quote from Jennifer Bloom:

One of the primary tools advisors have for empowering students is asking questions.



What is your career goal?

Make sure the student is comfortable with the major he or she has chosen. Make sure the student has a catalog and understands the requirements for his/her major.



Quote from Jennifer Bloom:

A good academic advisor will help students formulate a vision of what they might become and then assist them in developing their life and career goals.





How many hours do you work per week?

Suggested work/class load ratio:

Work Load

45 hours

30 hours

15 hours or less

Class Load

6 semester hours

12 semester hours

15 – 17 semester hours



Where do you plan to transfer after Darton?  
(for students in a transfer program)

Suggest the student look at the website for  
his or her major at that university.

Explain what the core curriculum of the  
University System of Georgia is.



Keep in mind that students who are in transfer programs must make up College Prep deficiencies. Students in career programs do not have to make them up.



Do you want morning, afternoon, evening, or  
online classes?



If online, ask whether or not the student has ever had an online class before. Students who are successful in online classes have the following characteristics:



- \* Are comfortable working independently
- \* Have experience using a computer – e-mail, word processor, Internet
- \* Are comfortable asking an instructor for help when needed
- \* Have been successful in previous courses taken in a classroom



Do you have financial aid?

Remind students of the date tuition is due.

Encourage them to talk with a financial aid counselor if they have questions.

If they have a loan, they will need to take at least 6 hours.



Make sure students know they must satisfactorily complete  
2/3 of what they sign up for.

Registered for	Must complete
15 or more	10
13-14	9
12	8
10 – 11	7
9	6
7 – 8	5
6	4
4 – 5	3
3	2
1 – 2	1



Do you need to be full time?

Students who are still on their parents' medical insurance need to take at least 12 hours (full-time status).

Some other students, including veterans, may also need to be full time.



- Do you know your way around campus?
- Map
- Tour
- Bookstore
- Parking sticker
- ID card



# Things to Check





What is the student's major?

Make sure the major the student has chosen is the one listed on the student's academic history on BANNER.

Make sure the student takes classes toward his or her major. Financial Aid will not pay for students to take classes that are not required for their major.



What classes has this student already taken?

Go to the Darton website, click on My DC, then Banner Access. Type in the student's ID number and print out his or her academic history.



Does the student have any College Preparatory Curriculum (CPC) deficiencies?

A student may have a deficiency in a subject area if he or she did not complete enough courses in high school. These deficiencies will be listed on the student's academic history and can also be found at ZOAGARP. If the student is in a transfer program, CPC deficiencies must be made up by the time a student reaches 18 hours of college credit.



Common CPC deficiencies are

Foreign language

Natural science

Social science

Math

Consult the Darton catalog to determine what class to take to make up a deficiency.



Does the student have any holds?

The student must take care of any Admissions, Registrar, Business, or Library Holds before he or she can register for the next semester.



Does the student have a Learning Support hold?

Students who score low on a part of the COMPASS placement exam must take an appropriate class in that area. Scores are noted on the student's academic history and also can be found on BANNER at SOATEST.



# GUIDELINES FOR PLACEMENT

## Reading

64 and below

READ 0097

65 – 73

READ 0099

74 and above

No LS Reading required

Place in ENGL 1101 only if cleared both READ  
0099 and ENGL 0099



# GUIDELINES FOR PLACEMENT

## English

50 and below	ENGL 0097
51 – 59	ENGL 0099
60 and above	No English requirement

Place in ENGL 1101 only if cleared both READ  
0099 and ENGL 0099



# GUIDELINES FOR PLACEMENT

## Math

29 and below	MATH 0097	Introductory Algebra
30 thru 36	MATH 0099	Intermediate Algebra
37 and above	No LS Math required. Place in MATH 1111	



## NOTE

Students **MUST** take any required Learning Support classes first.

Some classes (such as lab sciences) require students to clear Learning Support classes before taking them. Check the catalog.



Is the student required to take the First Year Experience (DART)?

All first-time, full-time freshmen must take DART. Students classified as online only and those who have matriculated at another college do not have to take DART.



Does the student have a Regents' Test hold?

Follow Regents' Test guidelines. Students should be registered for the Regents' Test their first semester if they do not have to take ENGL 0099 or READ 0099.



If the student has taken the Regents' Test before and did NOT pass, he or she MUST be enrolled in the appropriate Regents' class.

Did not pass Reading portion - Enroll in  
RGTR 0198 – Regents' Reading Skills

Did not pass Writing portion – Enroll in  
RGTE 0199 – Regents' Writing Skills



Are there pre-requisites?

Check the catalog to see if there are any pre-requisites for any course a student wants to take.

Example: Both English 1101 and 1102 must be taken before a student can take American Lit (ENGL 2131, 2132), British Lit (ENGL 2121, 2122), or World Lit (ENGL 2111, 2112)



## Other examples:

- \* MATH 1111 (College Algebra) must be taken before a student can take MATH 1112 (Trig) or MATH 1113 (Pre-Calculus) or MATH 2205 (Statistics)
- \* PSYC 1101 (General Psychology) is a pre-requisite for PSYC 2225 (Abnormal Psychology) and PSYC 2226 (Social Psychology).



Does the student have an academic plan?





**What is intrusive advising?**





**Intrusive advising means seeking out students and providing them with resources before they realize they need them.**

**Intrusive advising has been proven to increase the rate of student success.**



## **Intrusive advising includes:**

- **Providing orientation for new students**
- **Requiring students to see an advisor in order to register**
- **Working with probationary students to plan a program of success**
- **Talking with students about their life and career goals**
- **Providing information and making referrals**



**Students who are satisfied with the  
academic advising they receive tend to  
be satisfied with the college as a whole.**

**From The  
CCCU Quality Retention Project**



“Good advising may be the single most underestimated characteristic of a successful college experience.”

R. J. Light

