

Advisement at Southern Miss Best Practices

Scheduling Appointments

- Contact advisees (list available in the Faculty Center of SOAR) to set up a time to meet with each.

- The schedule of classes is open March 1 and students can register in the windows below – *please meet with students during a time they can immediately register*:
 - o March 1: Veterans and students in fully online programs
 - o March 2: Honors students and student-athletes
 - o March 5: All students

- [Outlook in Office365](#) provides an easy to use functionality for students to request appointment times, if you use it for your own calendar and want to make advisement appointments through that program:
 - o Block out times on your Outlook calendar that you do not want to meet students.
 - o Tell advisees to request appointments through Outlook to meet with you during the open windows.
 - o To request appointments, students will need to log in to their Outlook 365 account and pull up your Outlook calendar and to times when no appointments are scheduled (although they cannot see the content of any existing appointments – it will just say ‘busy’ when they look). They can then request an appointment with you during an open time.
 - o If you accept their requests when sent, advisement appointments will show up on your calendar and students will then see the appointment on their calendars as well.

Prior to Appointments:

- Remind students to review their requirements and the upcoming summer and fall schedules, then put their class selections in their shopping carts. Encourage them to use the schedule generator to optimize their schedule. If they are first or second-year students, encourage them to use the Student Planner to beginning charting out when they want to take all their required classes for degree.

- Review students’ prior term grades and interim grades. Both of these are available most easily in the student profile page, which can be found using the following path:
Campus Community > USM Campus Community > Use > Student Profile

- Review the students’ Degree Progress Reports (DPRs), noting any classes that should be taken in the upcoming semesters to remain on track.
Self Service > Advisor Center > My Advisees (then select “View Student Details” for your advisee and choose “Degree Progress Report” from the pull-down menu. If you view as a PDF, the requirements are color-coded for whether they are satisfied or not.)

A new ‘short form’ DPR is also available for quick review:
Academic Advisement > USM Academic Advising > Reports > Undergraduate Degree Summary (Select ‘Add a New Value’ and enter in the student’s ID Number and the ‘Report Type’ of ‘DPR.’ Click to View as PDF and you will see a shorter, easier to read DPR list of classes.)

- Consider if the students are good candidate for getting involved in [undergraduate research](#), internships, or other [pathway opportunities](#), based on their academic performance and year in program.

During Appointments:

- Talk with each student about remaining requirements as shown on the DPR and grades in his or her classes (prior term and current interim grades); refer the student as needed to campus resources (see referral sheet).
- Remind students that they have considerable time before the end of the semester and can improve their performances in classes through effort, seeking assistance, and using resources.
- If the student receives scholarships and/or state financial aid, be sure that he or she is aware of the requirement to earn 15 hours to receive aid in the upcoming term – no Incompletes, Ws, or failures.
- Review the classes the student has selected for the upcoming summer and fall to ensure they are the best choices for progress to degree.
- Talk with the student about the possibility of intersession or summer courses at Southern Miss. **Make sure that he or she understands that students any plans to take summer courses at another institution and transfer them back must be approved prior to taking them and that core courses will likely not be approved for transfer back to USM. Questions regarding this process and [appropriate form](#) should be directed to Dr. Doug Masterson.**
- Talk with the student about his or her time commitments – work, family, volunteering, organizational membership – and discuss the need to budget study time, 2-3 hours a week outside of class for every hour in class. Talk with the student about adjusting his or her classes if needed. The student success website has a [downloadable worksheet](#) that can be helpful in enabling students to visualize their weeks and make choices about time use.
- Remind each student of [key dates](#):
 - o Last day to file for August graduation without paying a fee: April 1
 - o Last day to drop a class with a W (noting that it might impact financial aid): April 5 (for full term)
 - o Deadline to register in advance of Orientation students: May 15
- Talk with the student about getting involved in the discipline – let them know if there is a program organization they could join; discuss possibilities of doing undergraduate research, pursuing internships, or seeking other pathway experiences.
- Talk with the student about career plans and whether they have yet visited Career Services; encourage them to go to Career Fairs, talk with staff in Career Services, and make use of the online tools available to them.
- **Lift the NEE advising hold and register the student, or ask that he or she register before leaving the building.** Be sure you know prior to advisement if you have access to lift this hold or if someone else in your unit will do that. If the student has additional holds, refer him or her to the appropriate office (see referral list).