


# Advising Tuesday Tune-up Quiz - Answers

Jan. 21, 2020



**Directions:** While you are eating, introduce yourself to someone near you, and share one of your best or most unique advising experiences. Then, talk through some of the questions below. Make a few notes regarding where you would look for resources to answer these questions, and add notes in the “answers” column. We will be talking about resources today, so hopefully you will feel even more equipped to answer the questions at the end of our time together.

	Question	Office/Resources to find answer	Answer
1	What is the single most important question you can ask your advisees when they come to their advising/registration appointment?	<ol style="list-style-type: none"> <li>1. Advising website&gt;Advisor Resources&gt;Advising Conversations</li> <li>2. ...and the link on that page: <a href="#">How Can I Make More Out of My Advising Time?</a></li> </ol>	<p>There are lots of great questions to ask, but it's helpful to have a plan. Questions will vary dependent on the student and your department's distinctives, but one of the best questions you can ask your advisees is, "<b>Why are you a ____ major?</b>" This leads to an interesting discussion with the student about their academic plans and future goals. Another quick conversation structure is "<b>Past, Present, Future</b>" found at the second link to the left. Remember to also pray for the Holy Spirit's counsel.</p>
2	Advising season only happens once every 6 months and advisees can pop in at unexpected times. Are there organizational structures that can help me?	<ol style="list-style-type: none"> <li>1. Advising Website&gt; Advisor Resources&gt;<a href="#">Timeline</a></li> <li>2. Advising Website&gt; Advisor Resources&gt;Tools&gt; <a href="#">Advising Tools Map</a></li> <li>3. Advising Website&gt; Advisor Resources&gt;Tools&gt;<a href="#">Advising Bookmarks Set-up</a></li> </ol>	<p>Yes! The <b>Timeline</b> is your “go to” page to guide you through advising season. This page includes helpful information including example emails, how to set up advising appointments, how to remove holds, and other key information related to advising tools in a ‘just in time’ format.</p> <p><b>The Advising Tools Map</b> also helps you understand the purpose and organization of tools and websites.</p> <p>Take time to use the new <b>Advising Bookmarks Set-up</b> so you can find resources quickly.</p>
3	My advisee came to their advising appointment unprepared. Are there resources for giving expectations to my advisees?	<ol style="list-style-type: none"> <li>1. Advising Website&gt; Advisor Resources&gt;<a href="#">Timeline</a>&gt; Draft an <a href="#">email</a></li> <li>2. Students can access the <b>Quickstart</b> at: my.bethel.edu&gt; Student Academics &gt; Advising channel</li> <li>3. You can find the <b>Quickstart</b> at: my.bethel.edu&gt;Faculty Academics&gt;Advising and Academic Planning channel</li> </ol>	<p>A great way to set expectations is to include them in an <b>email</b> to your advisees prior to advising and registration season. Example emails are given in the link to the left.</p> <p>Pointing students to the <a href="#">Advising and Registration Quickstart</a> is another great way to encourage students to have a thoughtful process in this season.</p> <p>Your department may also have specific expectations in their advising model. See more in the next point!</p>
4	Advising loads in our department have increased. How can we adapt our advising model to meet these needs & provide quality advising?	<p>Advising website&gt;Advisor Resources&gt;<a href="#">Ideas for Departments</a></p>	<p>Several departments have developed advising models that include features such as group meetings, peer advising, and the use of the <a href="#">Quickstart</a> and the <a href="#">Planning Sheet</a>. See more ideas through the link to the left. This part of our website will continue to grow. Recently we have developed <a href="#">peer advisor training notes</a> and we consult with departments regarding how they can improve their departmental model.</p>
5	My advisee is a military student with some complicated scheduling issues. Is there anyone they can talk to?	<p>Advising website&gt;Advisor Resources&gt;<a href="#">Advising Military Students</a></p>	<p>Bethel welcomes our military students and seeks to give them excellent support. However, issues that these students face can be complicated. It's great to know you can refer students to the <a href="#">Executive Director of Military and Veteran Services</a>. More information at the link to the left.</p>

6	If a student earned a 'C' in every class, would they graduate?	<ol style="list-style-type: none"> <li>1. CAS Catalog for student's year&gt;Academic Information&gt;<a href="#">Graduation Requirements</a></li> <li>2. Degree Works (see major section - if student's GPA is too low, a warning will appear here)</li> </ol>	<p>No. Students must maintain at least a 2.25 GPA in their major in order to graduate. Graduation requirements are found in the catalog and also maintained for students in Degree Works. Here is an example Degree Works warning for a student who does not meet the requirements:</p> 
7	A senior advisee couldn't get into a "G" course in the fall, so they plan to wait until their last semester to take it. Is this a good idea?	<ol style="list-style-type: none"> <li>1. Academic Affairs&gt;Curriculum&gt;General Education Curriculum Policies&gt;<a href="#">General Education Requirements Table (pdf)</a></li> <li>2. Advising website&gt;Advisor Resources&gt;<a href="#">Curriculum &amp; Academic Planning</a></li> <li>3. Catalog</li> <li>4. Degree Works</li> </ol>	<p>This would not be a good idea, since a "G" course is a prerequisite for the "P" course. The student should try to find another "G" course that fits in their schedule for this semester. Gen. Ed. course information, including the "General Education Requirements Table" (that includes prerequisites) is found on the Academic Affairs website, and also linked from the Advising site..</p> <p>A lot of information related to Gen. Ed. policies and curriculum can also be found on the Advising website and in the catalog. Gen. Ed. requirements are also tracked nicely in Degree Works and Banner. Both of these tools (Degree Works and Banner) take into account the student's "Transfer Entry Standing" (more on that in question #8).</p> <p>To help students, we have added the <a href="#">General Education Requirements &amp; Prereqs</a> to the Quickstart and also on the MyPlan tab of the Academic Planning Sheet, so they can refer to the chart while planning.</p>
8	An incoming student has a question about Inquiry Seminar & if their transfer courses will fulfill this requirement.	<ol style="list-style-type: none"> <li>1. Advising Website &gt;current students&gt; <a href="#">Transfer Information</a> (see Entry standing charts at the bottom of the page)</li> <li>2. This information is also found at: Advising Website &gt; Advisor Resources&gt; <a href="#">Advising Transfer Students</a></li> </ol>	<p>The requirements for equivalencies related to <b>Inquiry Seminar</b> depend on the student's entry year. These requirements are explained on the Advising Center website as well as the transfer entry standing charts (see footnotes related to Inquiry Seminar) found on the Academic Affairs website and the Advising Center website.</p> <p>GES160 = GES 161 (College Composition) + GES162 (Oral Communication course)</p>
9	An advisee is thinking about changing their major. How do they do this and where can they find resources?	<ol style="list-style-type: none"> <li>1. Advising Website&gt; Advisor Resources&gt; <a href="#">Advising Exploratory Majors</a></li> <li>2. Registrar's Website &gt; forms &gt; <a href="#">change-of-major-minor</a></li> <li>3. Advising Website&gt; Current Student Resources&gt; <a href="#">Explore Majors</a>,</li> <li>4. For help page on DW predefined notes: Advising Website &gt; Advisors &gt; Tools. Scroll down to Degree Works and click on <a href="#">Taking Advising Notes in Degree Works</a></li> <li>5. Career and Calling assessments: Career Development website &gt; students &gt; resources &gt; <a href="#">assessments</a></li> </ol>	<p>If the student is confident about their new major, direct the student to the online Registrar's office form for changing major/minor/advisor. An easy way to do this is to use the <b>Degree Works "Predefined note"</b> (the note text reads: "Recommended student fill out the <b>change of major/minor/advisor form</b>) which provides a simple way to give the url to the student.</p> <p>If the student is unsure about their major change, you may want to have them look at the <b>"Explore majors"</b> page on the advising center website, or direct them to the office of <b>Career Development and Calling</b>, where they can take <b>assessments</b> (referring the student to Career and Calling is also included in Degree Works as a predefined Degree Works note). While they are exploring majors, the student can either stay with you as an advisor or they can choose "Exploratory" as a major on the change of major form, to receive a new advisor as they work through this process.</p> <p>For more information, see the "Advising Exploratory Majors" page on the advising website.</p>

10	<p>What degree evaluation tools are available for students? Is there help available online, for reading degree evaluations?</p>	<p>Degree Evaluations (Banner and Degree Works)</p> <ol style="list-style-type: none"> <li>1. Advising Website&gt;Current Student Resources&gt;How to Check Your Transcript and Degree Evaluation&gt; <a href="#">Your Degree Evaluation</a> (this contains sub pages on Degree Works and Banner)</li> <li>2. Registrar's Website &gt; degree-evaluation &gt; <a href="#">dw-help</a></li> <li>3. Advising Center Website &gt; Advisor Resources &gt; <a href="#">Tools</a> (then see the "Transcripts, Degree Evaluations, and Graduation Applications" section and the "Degree Works" section)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Degree Evaluation Tools are based on Student Catalog Year</b> <ol style="list-style-type: none"> <li>a. <b>Students with catalog year F'16 and forward</b> have degree evaluations maintained only in Degree Works.</li> <li>b. <b>Report any problems or discrepancies to:</b> <a href="mailto:cas-registrar@bethel.edu">cas-registrar@bethel.edu</a></li> <li>c. <b>Students with catalog year prior to F'16</b> have degree evaluations available in Banner.</li> </ol> </li> <li>2. It's important to <b>understand how to read a degree evaluation</b> in both <b>Banner</b> and <b>Degree Works</b>. More information is found on the help page links to the left. A few details follow:       <ol style="list-style-type: none"> <li>a. <b>Banner:</b> when reading courses that have transferred from another school, recognize that the Bethel course is listed first, followed by a slash "/" and then the name of the transfer course. Pay attention to other details found on the help pages in the column to the left.</li> <li>b. <b>Degree Works (DW):</b> <ol style="list-style-type: none"> <li>i. Your Advisees can be found in DW by using the drop down menu under the "Name" section.</li> <li>ii. "Degree Evaluation" and "Notes" will be the main two tabs you will use for now.</li> <li>iii. Idiosyncrasies:               <ol style="list-style-type: none"> <li>1. If you are a Bethel grad., the "View My Transcript" link will go to <u>your</u> transcript, not the advisee's.</li> <li>2. Upon login, if you get an error message, hit refresh.</li> <li>3. When accessing Degree Works from a Banner XE student profile, the student's degree evaluation will <u>not</u> come up. You will need to select the student from your advisee list within Degree Works.</li> <li>4. Stop-out students are found by typing their ID into the ID field. (ID's can be found in Banner)</li> <li>5. Otherwise, we have found that DW is very readable for both students &amp; advisors!</li> </ol> </li> </ol> </li> </ol> </li> </ol>
11	<p>Registration starts tomorrow, so I want to make sure I have cleared all of my advisees. Where can I check this out?</p>	<p>Advising Website&gt; Advisor Resources&gt;Timeline&gt; <a href="#">Remove Holds</a></p>	<p>You can tell which advisees you have cleared for registration after your advising appointments, by going to your <b>Banner XE Advisee List</b> and sorting your list by the "Primary Advisor" column (click on this column heading at the top of your Advisee List). Then, make sure that all of your primary advisees have a checkmark in the "Advisor Holds" column.</p>
12	<p>One of my advisees wants to see what an academic plan looks like for their 3.5 - 4 years at Bethel. What tool should I recommend?</p>	<ol style="list-style-type: none"> <li>1. Advising Website&gt; Current Student resources&gt;Academic Planning&gt; <a href="#">Electronic Academic Planning Sheet</a></li> <li>2. See directions for using the planning sheet on the first tab of the planning sheet.</li> </ol>	<p>A great resource for academic planning is the <b>BU Electronic Academic Planning sheet</b>, found on the Advising Center website, linked from the Quickstart, and also linked from the Advising channel of my.bethel.edu for both students and advisors. The Google doc format allows sharing between the student and advisor(s). Students easily pull in current major plans and can create plans for different majors, study abroad options, &amp; more..</p>