ADVISING 1.0
Center for Student Success
Registrar’s Office
Introductions
  - Who we are?
  - Who are you?

What do you hope to gain today?
99% faculty

Students assigned based on major
  - Each Department provides direction for assignment within department

Average advising load: 15.9
  - Minimum - 1
  - Maximum - 72
  - Median - 12, Mode - 20

Provost McGillin has charged Joint Subcommittee to review advising at Otterbein
Most advisors have significant interaction with their students in the Spring - for registration!

Major Change and Advisor Change are not tied together
O-Zone - this is your gateway to information about your advisees and Otterbein programs.

Click here to access My Banner

Use this channel to access the Advisor Dashboard
Click on Faculty Services then Student Information Menu to access these services.

- Always select the current term.
- If you don’t know the student’s ID, type just the last name.
Select a term and enter the ID or last name of the student. Click on All - this will give you access to all students, not just those who are your advisees or in your classes.

You will see the name of the student as shown. Click on the:
- Class Standing to view the degree evaluation
- Major to see general student information
- Under Tools:
  - 1st icon = student transcript
  - 2nd icon = student test scores
  - 3rd icon = email student
Always click on “Generate New”
Assumes student will pass all courses in progress
Check the bottom for courses either not counting at all, or for electives that you think should be counting toward a specific requirement (ie; taking a second INST course in the same thread)
TOP 5 MISTAKES NEW ADVISORS MAKE

(EXCEPT YOU OF COURSE!)
#1 MISTAKE
Not using the Degree Audit!
#2 MISTAKE
Short-Term Planning
#3 MISTAKE
Unresponsive Students
#4 MISTAKE

Missing a Degree Requirement
#5 MISTAKE
Duplicate Classes
When in Doubt:
- Self-Service Banner
- Online Catalog

Support Resources
- Registrar - Mechanics, student records, etc.
- Student Success - Supplemental Advising, helping students “in between”, semester conversion