



THE ADVISOR ADVOCATE

Advising Issues at IUP

Dr. Lynanne Black and **Dr. Dorothy Gracey** compiled a list of issues they frequently encounter with advising practices at IUP. These are important points that can help you improve your personal practices as an advisor.

Provide students with alternatives when first choice class options are not available

It is assumed that a student will bring an idea of the classes they'd like to take for an upcoming semester, however, when these classes aren't available, students can find themselves at a loss when it comes to alternatives. Help them identify several alternative options.

Have an electronic sign up options for appointments

While emailing is a great way to set up an appointment, it's easy for them to get lost among the countless emails received in a day. Door sign-ups are easy for faculty but can be burdensome for students to stop by and fill out. Sometimes these barriers result in students not getting appointments scheduled promptly or having trouble rescheduling. An electronic sign-up ensures that a student gets the appointment they want, and as an advisor you have a single place to keep your advising appointments.

Be available for appointments that have been scheduled

Being available for advising appointments is an important aspect of the advisor-advisee relationship. Just as advisors rely on students to follow through with the plans they've discussed, students rely on advisors to be available for meetings. Available means both being present in the office and attentive to the student during the meeting.

Meet with students early enough to support on-time registration

Students need time to figure out their semester course load, and if their advisors fail to meet with them in ample time, they may miss opportunities to take certain classes.

Be explicit about required courses and how to look for courses to take

While students should come prepared with the courses they would like to take, certain courses may be overlooked. Advisors should be very clear about course requirements and where to look for them to ensure a student takes the classes they need to graduate in the time they plan to.

Refer to the A-Dean when there is a question of drop/withdrawal, major course decision, or in the event of emergency situations such as illness or death in a person's life.

When it comes to big problems with advisees, advisors are not expected to handle the situation alone. The assistant dean is available to help with large scale student issues.

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