

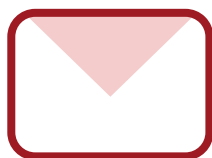


# The Advisor Advocate

## General Advising Guidelines

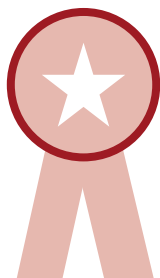
This issue shares advising best practices. Academic advising is a partnership between you and your advisees. Clear **communication**, following these **best practices**, and utilizing **IUP Advise** will help pave the way to a positive advising experience. Learn more on the [CTE Academic Advising website](#)

### 1 Send a personalized email to advisees



- ❑ Include directions and expectations regarding your advising process
- ❑ Send a follow-up reminder the week of registration to students who have not yet scheduled an appointment

### 2 Exercise (and review) advising best practices



- ❑ **Be available and prepared**
  - ❑ Conduct cohort advising for large numbers of advisees
  - ❑ Schedule one-on-one appointments for students who need additional support
  - ❑ Review the [Cook Honors College curriculum](#) if applicable
- ❑ **Communicate and maintain accurate records**
- ❑ **Advise the whole student**
  - ❑ Discuss progress, goals, issues
  - ❑ Direct students to appropriate campus resources if necessary

### [Advising Best Practices from the Center for Teaching Excellence](#)

### 3 Manage IUP Advise Alerts



Alerts should be reviewed, addressed and closed. Alerts are a tool to enable us to close the loop on student issues when they arise and increase overall student retention.

### [IUP Advise Quick Reference Guide: Alerts](#)

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