Best Practices for Initial Student/Advisor appointment

A) Introduction 2-5 minutes

- Start by inviting student to tell you a bit about herself
- How did you find TAWC/BPU?
- What do you do for work?
- Tell me anything you think would help me get to know you as we start our work together.

*Take notes on student responses to log in SF in intro appt case* (keep marketing in mind and add any students you think would be good candidates to the shared doc with marketing/advising)

B) Exploring Major Fit and Career Aspirations 2-5 minutes

- How are you intending to use your degree? Career change? Leverage for promotion? Not sure?
- How did you choose your major?
- If major feels like a fit, great! If not, stress importance of feeling confident in major – more likely to persist to graduation. Refer student to Gretchen – offer to introduce student w/ GH via email.

MAJOR FIT IS A CRITICAL COMPONENT OF RETENTION. Better to review now then change later.

*Take notes on student responses to log in SF in intro appt*

Review Career support as fits per student response. Always inform student re: coaching available.

- TAWC offers career coaching from enrollment through alum status. Making a career coaching appt at the beginning of your journey with TAWC will serve you well:
- Best to start early to build strong skills and networks and be prepared anytime an opportunity comes your way.
- Career coaching can help you; choose a career path, create career action plans, improve your resume, learn how to network and build other critical career skills.

C) Schedule 10 – 15 minutes

- Can they test out of COM111/COM112?
- Review audit – create schedule/course preferences with student.
- Alert student when/how she will be able to see completed schedule.
- Keep in mind – at least 12 credits for best Pell award and honors eligibility.
- If student not confident in major & meeting w/ GH, choose courses that will transfer to any audit.

D) Final Details - Review: 5-8 minutes

- Able to set up username/password on portal? (email from IT w/ 77 #). If not, first check for email from IT. If not, user name is first part of email and then create/send schedule for 77#.
- Signed up for orientation?
- Soul Connect/EXT097 – free, non-credit bearing. Acclimate to our LMS – Canvas. Convey when it will be available. (mid July for SP3 starts – we will send out a communication) Complete prior to starting course(s). (Taken online courses? College level courses?)
- Soul Connect and Orientation will help you feel more confident about starting at TAWC.
- Review accelerated program including course start date and course open date. 6 weeks is really more like 7 weeks due to courses opening 10 days prior and assignment due on official start. Refer to TAWC Planning Schedule attached to their welcome email. Keep that handy for all dates.
- Create acct on Medicat located on Welcome page of portal – “Student Health Portal” for immunization waiver form – must have for ground courses.
- Check BPU email regularly. Important emails from Registrar, advisor etc.
- Netpartner & SFS
- FB

*If time is running out and you have not reviewed everything, make sure to get schedule review completed and then schedule additional time with student.*