

Virtual Academic Advising Protocols

The following structure is being provided to support virtual academic advising appointments for Spring 2020.

1. Decide what platform to use for the Advising Appointment

Virtual advising can take place in a variety of ways. Below are some ways you can conduct your meetings if you choose not to share your private home or cell phone number due to working remotely.

- [Free Conference Call](#)
- [Google Voice](#)
- [Zoom Meeting](#)
- [Blackboard Collaborate](#)
- [Microsoft Teams](#)

2. Setting Virtual Advising Appointment Times

Option 1: Email your students and ask them about their availability based on the times you have available to meet with your students. Once they respond, add this information to your outlook calendar.

Option 2: Use E4U to send a pre-registration campaign to schedule individual appointments for your students. Directions for setting up pre-registration campaigns are in the Faculty Resources Blackboard Shell under Advising.

1. Look at your calendar to determine your advising times and post them or update availability in E4U.
2. Email your advisees to announce your preferred method for the virtual meeting (Zoom, Bb Collaborate, Phone, etc.). Again, include any information you would like them to know before the meeting and make sure your advisees are aware of the advising window for Pre-Registration.

Example language for your email to schedule appointments:

Hello *[Insert Student Name]*,

I hope this message finds you well. Spring is here and it's time to pre-register for summer/fall semester. Please click on the link below to schedule your appointment.

Please review the following information to prepare for your appointment:

- *Review your academic plan of study*
- *Review schedule of courses offered in summer and fall. Please note that all summer school courses are online this summer.*

- We will be meeting via *[Insert Option: Zoom, Blackboard, Phone]* and I will send that information to you the day before your advising appointment

Pre-registration will begin April 6th and the ability to register for classes will close on April 30th.
We will also discuss how you are doing in your online courses in the spring.

I look forward to meeting with you.

Thank you,

[Insert Your Name]

3. Preparing for the Academic Advising Session

Prep for the Meeting:

Review the student's Academic Progress or History as necessary and any notes in e4U.

During the Meeting:

- Check in on the student's current progress given the changes to online instruction. Do they need support with Blackboard, need Wi-Fi, a computer, are they ill?
 - If your students have concerns that you cannot address, please send them to vikingsuccess@ecs.u.edu
- Discuss courses for summer/fall registration based on their plan of study
 - Record their intended courses that was discussed and upload this information in e4u. Remember: there is NO HOLD you need to remove.
- Remind students about the new withdrawal date of April 10th and pass/fail credit only option
- To close the meeting, give a word of encouragement, reiterate next steps, repeat important information, and initiate invitation to follow up if needed.

After the Meeting:

- Document any notes in E4U including courses agreed upon for registration to maintain accurate records
- Add information regarding any academic concerns, support needed from the student, any withdrawals or changes to major

Example Note:

John Doe will register for XXX, XXX, XXX, XXX, and XXX.

He seemed nervous about his online classes but felt that he would be ok. He did want to withdraw from XX course, but I encouraged him to stay in the class to get a real sense of the course online. I reminded him of the online tutoring services are available and that the withdrawal date was moved to April 10th.