

# Brooks College Advising Guide 2015-2016

## Brian's Advising Calendar Throughout the Year

### **August 2015**

Review & set-up Student Success Collaborative (SSC) Information

Welcome back email to students

8/31-9/4: Add/Drop Week

### **September 2015**

*9/1 (12:00-1:00) LOH 167) Brooks College Start-up Advising Workshop*

### **October 2015**

10/3 Course Withdrawal Deadline

10/22(1:00-5:00 Devos Place) Fall Career Fair

### **Mid-semester Student Follow-up**

- Dec Grads-Applied for Graduation? Met Requirements?
- Students registered for W16?
- Mid-term Grade Checks - Interventions needed?
- Follow-up with juniors/seniors regarding internship/job/grad school "next steps"
- Begin applying to Scholarships

### **November 2015**

*11/3 (9:00-1:00 Holland Campus) GVSU Fall Advising Conference*

*"Best practices in advising at GVSU"*

### **December 2015**

#### **End of Semester:**

- Follow-up with students not registered for W16 (SSC email campaign)
- Check final grades

### **January 2016**

Welcome back email

Jan 11-15 - Add/Drop Week

### **February 2016**

2/25/16 (1:00-5:00 Devos Place) Winter Career Fair

### **Mid-semester Student Follow-up**

- April graduates- applied for graduation (April-August) Met requirements?
- Mid-term grade checks - Interventions needed?
- Guest application-summer courses at other universities?

### **March 2016**

March 1st - Scholarship Deadline

March 11th - Withdrawal Deadline

### **April 2016**

#### **End of Semester:**

- Follow-up with students not registered for following academic year (SSC email campaign)
- Check final grades for students (graduations, etc.)

### **May 2016**

*5/20/16-MIACADA Annual Conference-Ferris State Univ.*

# Important Resources

## **Brooks Advising Center:** ([www.gvsu.edu/integrativelearning](http://www.gvsu.edu/integrativelearning))

- Advising Chat-speak with one of us (on-line) for quick advising questions
- Faculty advising workshops and resources

## **Student Success Collaborative (EAB):** ([www.gvsu.edu/advising](http://www.gvsu.edu/advising))

- Can monitor student progress and updates
- Can use to keep advisor notes
- Can create student lists

## **GVSU Forms Page (Registrar):** ([www.gvsu.edu/registrar](http://www.gvsu.edu/registrar))

- Guest Application-Common application students looking to take classes elsewhere
- Residency Waiver-If students plan to take classes elsewhere within final 30 credits
- Student Concern Form-Petitioning to have courses count as particular Gen ed course
- Tuition Refund Appeal (TRAC)-Request to receive refund on course(s)
- Registration Drop/add Form-Adding or dropping a class late or when student has holds on record and advisor signature

## **Financial Aid:** ([www.gvsu.edu/financialaid](http://www.gvsu.edu/financialaid))

- Student Scholarships-can apply via website
- SAP Appeal form-used often to continue financial aid, particularly if close to graduation
- Concurrent Enrollment Form-For students splitting credits between two universities

## **Career Center:** ([www.gvsu.edu/careers](http://www.gvsu.edu/careers))

- Resume and Cover Letter Workshops
- Mock Interviews
- Internship/Job Search Support

## **Student Academic Success Center:** ([www.gvsu.edu/sasc](http://www.gvsu.edu/sasc))

- Tutoring-All courses
- Academic Success Workshops

**Contact our office:**

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