**GVSU Professional Advisor Training Outline**

**Office Operations**

Location of office supplies and documents

Vacation days/sick days - how to request time off - Ultratime

Flexible Work Arrangements / Remote work

Performance Evaluation

Front Desk, Student workers, GAs

Annual Calendar

**General HR Onboarding**

PageUp Tasks

**Technology**

Outlook - setting up calendar

Navigate

Banner: Admin, Self-Service, Additional Student Information

MyPath

OnBase

L Drive

Zoom Chat/Phone/Meetings - setting up voicemail

Copier, scanner, and fax

Department email

Slate - Transfer Orientation

Content Management System 4 - Lifting Holds, Accessing Website

Website: Advising Center, Transfer Orientation, Registration, etc.

Sprout

SAIL

**Courses and Curriculum**

Curriculum Guides

Certificates

Transfer Guides and Equivalencies

Substitute and waiver process

Honors College

General Education

Michigan Transfer Agreement

Placements: Math, Writing, Language

Course registration process

**Policies/Forms**

[Student Forms Website](https://www.gvsu.edu/registrar/student-forms-14.htm)

[Academic Policies](https://www.gvsu.edu/catalog/navigation/academic-policies-and-regulations.htm) - GVSU Catalog

Registration

Drop/Adds

[Closed Class Policies](https://www.gvsu.edu/pcec/advising/closed-class-permits-42.htm) / [Waitlist](https://www.gvsu.edu/registrar/waitlist-process-132.htm) / [Overrides](https://www.gvsu.edu/registrar/prerequisite-and-registration-override-information-25.htm)

Honors College

AP/IB/CLEP credit by exam: [www.gvsu.edu/cbe](http://www.gvsu.edu/cbe)

**Advising**

Observe Student Appointments

Appointment preparation

Group Advising

Express Advising / Drop-In Advising

Appreciative Advising Philosophy

International Students

**Committees/Memberships**

MIACADA

NACADA

AP committee

LAAN

Other

**Presentations/Events**

Program Information Sessions

Interview preparation session

Application preparation session

Transitions

Laker Experience Day Presentation

How to Gain Healthcare Experience Panel

**Student Resources**

Tutoring and reading center, drop-in tutoring

Career center

Counseling center

Writing center

SASC

Financial Aid and Scholarship

Records and Audit

Admissions

Other advising offices

Full resource list

**Orientation**

Transfer Student

First Year Student

Operations: Student concern forms, overrides, reverse transfer, group sessions, 1:1 session

**Meet People**

PSS Staff

GAs

Faculty/Department Chairs/Program Directors

Dean’s Office

Advising Centers

Partner Offices / Campus Resources / Other stakeholders

**Other Activities**

Campus Tour