

FOR ONLINE STUDENT HANDBOOK  
ACADEMIC ADVISING COMPONENTS

**A. ACADEMIC ADVISING**

**INTRODUCTION**

The world of academic advising can be an adventurous journey, and your dedication and commitment are greatly appreciated. Thank you for embarking on the path toward proficiency and high-quality practices in Proactive and Appreciative approaches to advising. This academic advisor development handbook is a navigational tool for increasing knowledge and awareness of key landmark areas and concepts for Proactive and Appreciative Advising at Claflin University.

Academic advisors are partners in the online student's educational journey. Advising for online students is centered on building rapport and trust within the advising relationship with students, creating a degree plan that maps out the academic path through graduation, monitoring student performance to identify academic challenges, fulfilling degree requirements, assisting with course registration, and supporting students by connecting them to other Claflin services. For a holistic advising experience, coaching is incorporated into the advising services to help students establish and achieve their academic and career goals.

**DEFINITIONS OF ACADEMIC ADVISING**

**Academic Advising** - "Advising is concerned with a individualized personal and career decisions, and relationship building. It is about facilitating the student's rational processes, environmental and interpersonal interactions, behavioral awareness and problem-solving, decision-making and evaluation skills." Crookston, Burns

**Proactive Advising** - "... is action-orientated to involving and motivating students to seek help when needed. Utilizing the good qualities of prescriptive advising (degree requirements, course registration, etc.) and of developmental advising (relationship to a student's total needs), intrusive (proactive) advising is a direct response to identified academic challenges with a specific program of action. " (Earl, n.d.)

See more at: <http://www.nacada.ksu.edu/Resources/Clearinghouse/View-Articles/Intrusive-Advising-for-Freshmen.aspx#sthash.pwUxEydb.dpuf>

**Appreciative Advising** - intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials."

Bloom, J.L., Hutson, B.L., & He, Y. (2008). The appreciative advising revolution. Champaign, Illinois: Stipes Publishing

**ADVISING MISSION STATEMENT**

Faculty and staff academic advisors will work to build relationships with students that nurture and helps them develop academic skills and goals for engaged citizenship in the workforce and beyond. Exemplary practices of proactive and appreciative advising will help students identify academic challenges prior to the occurrences of problems, and to explore personal interests and strengths for the development of educational plans.

**ADVISING VISION STATEMENT**

The academic advising program at Claflin University will set the standard for advising within the institution, among other Historically Black Colleges and Universities, and global higher educational systems.

**Student Learning Outcomes**

Through the academic advising experience for online students, you will be able to:

1. Understand how courses in your major align and relate to your overall intellectual growth.
2. Understand how to complete degree requirements and develop a plan for timely degree completion.
3. Identify your strengths and areas that need improvement.
4. Identify, clarify, and articulate your personal, educational, and career aspirations and goals.
5. Demonstrate awareness and use of Moodle and other online resources.
6. Make informed decisions about your academic career.

**Resources**

Required Resources	
Undergraduate Catalog	<a href="https://www.claflin.edu/docs/default-source/academic-affairs-student-services/2018-2020-undergraduate-catalog_final_aug-21-2019_web.pdf?sfvrsn=15bf3f0e_6">https://www.claflin.edu/docs/default-source/academic-affairs-student-services/2018-2020-undergraduate-catalog_final_aug-21-2019_web.pdf?sfvrsn=15bf3f0e_6</a>
2019-2020 Student Handbook	<a href="https://www.claflin.edu/docs/default-source/policies-and-procedures/cu-student-handbook-2019-2020-updated-dmk-07302019.pdf?sfvrsn=535d3f0e_4">https://www.claflin.edu/docs/default-source/policies-and-procedures/cu-student-handbook-2019-2020-updated-dmk-07302019.pdf?sfvrsn=535d3f0e_4</a>
Spring 2019-2020 Academic Calendar	<a href="https://www.claflin.edu/docs/default-source/academic-affairs-student-services/spring-2020-academic-calendar.pdf?sfvrsn=a4b73e0e_2">https://www.claflin.edu/docs/default-source/academic-affairs-student-services/spring-2020-academic-calendar.pdf?sfvrsn=a4b73e0e_2</a>
Pdf Calendar	<a href="https://www.claflin.edu/docs/default-source/calendar/claf_cal_2019_20_pages_web.pdf?sfvrsn=9e5c3f0e_2">https://www.claflin.edu/docs/default-source/calendar/claf_cal_2019_20_pages_web.pdf?sfvrsn=9e5c3f0e_2</a>
Claflin’s History Book	<a href="https://www.claflin.edu/docs/default-source/default-document-library/clafin_university_history_book_2017-18.pdf">https://www.claflin.edu/docs/default-source/default-document-library/clafin_university_history_book_2017-18.pdf</a>

**Key Departments**

Key Campus Departments		
Department	Person	Contact
Financial Aid	Ms. Tonya Sanders-Govan, Financial Aid Counselor	<a href="mailto:tsanders@claflin.edu">tsanders@claflin.edu</a> (803) 535-5813

Bookstore	Mr. Joshua Griffin, Bookstore Manager	<a href="mailto:bookstore@claflin.edu">bookstore@claflin.edu</a> (803) 535-5269
Student Accounts	Mrs. Hattie Harmon, Accounts Receivable Manager, Accounting	<a href="mailto:hharmon@claflin.edu">hharmon@claflin.edu</a> (803) 535-5415
Online Education	Mr. Syed Hasnain, Director for Online Education	<a href="mailto:shasnain@claflin.edu">shasnain@claflin.edu</a> , (803) 535-5695
Online Education	Ms. Angela Parker, Enrollment Counselor	<a href="mailto:anparker@claflin.edu">anparker@claflin.edu</a> , (803) 535-5108

**Technology/Software**

Technology	
Tool/Software	Purpose
Moodle	Course management system
MyClaflin	Student portal
InSight	Advising software that allows you to schedule advising appointments view advising notes, view early alerts, etc.
UpSwing	Software to schedule online tutoring appointments. You will receive an email to activate your tutoring account from your advisor.
Yammer	Student distribution listserv to send mass information out to students. It also allows for open discussion posting with the online community. An email will be sent to you from Yammer to accept access.
ANA	Online and first-year students student text system that allows you to get answers to the most frequently asked questions. Also, Ana will send you reminders about important university dates such as the beginning of the term, end of the term, finals, events, etc.
Handshake	Career Management System
Guided Career Pathway Portal	Portal to track and monitor progress toward career readiness and degree attainment.
<b>Software note:</b> As a student of Claflin University, you can download the Microsoft Office Suite Products for free from Office 365 by logging in with your Claflin email and password.	

**Shared Responsibilities**

Understanding your responsibilities as a student and those of our advisor is critical in your success as an online student. Below are some general responsibilities that will help guide your expectations.

<b>Responsibilities</b>	
<b>Advisor Responsibilities</b>	<b>Student Responsibilities</b>
Empower students to discover their individual strengths, talents, and goals.	Complete academic/education plan.
Aid students in devising an educational plan for achieving their academic goals.	Be an active participant in the advising.
Assist students to overcome challenges that are associated with taking online courses.	Contact your professors if there are concerns if you are going to be late with an assignment, if you have to withdraw, etc.
Coach students to identify academic and support resources.	Complete action steps discussed in advising sessions.
Promote shared responsibilities between advisors and students.	Accept responsibility for your academic and non-academic decisions.
Demonstrate multicultural competence and sensitivity to our diverse student population.	Respect your advisors, staff, other students, and, most importantly yourself.
Teach students to make informed decisions about their academic careers.	Access your online courses daily.
Provide options for scheduling office hours using InSight, Email, or Phone.	Schedule and attend advising appointments at least twice a semester.
Make referrals (tutoring, counseling, career assessment, etc.).	Activate your account Upswing tutoring account.
Discuss academic policies and procedures.	Understand the University Requirement and your degree requirement.
Understand how the courses in your major (and minor, if applicable) fit together and relate to your overall intellectual growth.	Complete all course evaluations.
Demonstrate and monitor the Guided Career Pathway Portal	Input information into the Guided Career Pathway Portal: <ul style="list-style-type: none"> <li>• Experiential Learning Activities</li> <li>• Other co-curricular activities</li> <li>• Extra- curricular activities</li> <li>• Support services engagement</li> </ul>

**General Rule of Thumb**

Given that students enter their online major at various levels, the following are general rules of thumb for students to follow.

1. If you enter your major and still have general education and elective courses to complete, you should try to complete them first before taking more than two core courses a semester.
2. If you are a transfer student, you are required to take the Professional Seminar Course (CPCS 101) in the first semester.
3. You should take your statistics and research courses at least one or two terms before you take your capstone course.
4. Semesters are divided into two eight week terms.
  - i. Term I first eight weeks. Code is 71 for online, 51 ground, and 56 Fort Jackson.
  - ii. Term II second eight weeks. Code is 72 for online, 52 ground, and 57 Fort Jackson.
5. Online students do not have a fall or spring break.
6. Must access your course daily.
7. We encourage students to register for 12 to 15 hours each semester.
8. Starting Summer 2020, all online students will pre-register in MyClafin and your advisor will review and approve your schedule.
9. When you are given your password, change it immediately. Then change it every 90 days.
10. Your faculty will take attendance several times during the week. Your online attendance is determined by the submission of homework, assignments, quizzes, exams, or discussion board posting.

## **CAREER PATHWAYS INITIATIVE (CPI)**

### **PURPOSE**

The primary goal of the Career Pathways Initiative at Clafin University is to increase the number of graduates with employment or enrollment in graduate/professional schools in fields related to their major area of study. In addition to providing students with the knowledge, skills, and workforce competencies needed to be competitive for the labor market or admission into graduate/professional schools, students are expected to engage with Career Development and other career services to be prepared for the journey toward employment or graduate/professional

schools. To be prepared for post-graduate life, students must engage in several necessary career development and readiness activities.

Choosing a major is only one step toward preparing for a career. Being career ready and participating in an experiential learning activity are important and necessary steps in preparing for life after graduation. The career readiness components of this course are designed to provide students with necessary skills and documents to achieve their career goals. Visiting the Office of Career Development once a year is not enough to prepare for the workforce and more. Constant engagement with the Office of Career Development and the ability to market yourself as a value to the workforce are essential factors to establish career readiness.

### **CAREER READINESS ACTIVITIES**

Currently, students are expected to seek assistance from the Career Development Center on their own, but many students may not be aware of the exact assistance they need to be prepared for their chosen career. The necessary career readiness activities should be developed from the student's first semester through the first semester of their senior year. Students are introduced to the following career readiness activities: successful branding, building a resume', the elevator pitch, career exploration, and conducting a job search. To build on these activities, it is requested to have these career readiness activities conducted by the staff in the Career Development Center at Claflin University.

### **OBJECTIVES**

- Students will develop an error-free resume' and cover letter.
- Students will know the importance of experiential learning.
- Students will learn how to use Handshake Career Management System.
- Students will understand the meaning of professionalism.
- Students will create a personal statement.
- Students will practice their 30 seconds elevator pitch.

### **TOPICS**

- Resume Building - resumes emailed to the following email addresses based on class level for review and feedback
  - Freshman\_careerdev@claflin.edu
  - Sophomore\_careerdev@claflin.edu
  - Junior\_careerdev@claflin.edu
  - Senior\_careerdev@claflin.edu

- Writing a cover letter
- Engaging with Handshake Career Management System (<https://app.joinhandshake.com/login>) - The Handshake Career Management System provides a platform for schools and employers to connect while providing networking opportunities for students. Handshake can provide access to over 200,000 employers from every industry and region. Handshake was launched April 2018 and now has more than 6,100 employers.
- Writing a personal statement
- Writing and practicing a 30 seconds elevator pitch
- Understanding Professionalism/Work ethic
- Participating in Experiential learning activities
  - Contact the Coordinator of Experiential Learning
  - Ms. Whitney Williams
  - [whiwilliams@claflin.edu](mailto:whiwilliams@claflin.edu)
  - 803-535-5144
- Participating in career fairs offered by Career Services

**For questions about academic advising and the Career Pathways Initiative, please contact:**

**Dr. Twaina Harris, Director of Academic Advising and the Career Pathways Initiative**

**Email Address: [tharris@claflin.edu](mailto:tharris@claflin.edu)**

**Phone: 803-535-5167**