



Academic Advising Monthly Activity and Communication Plan

Fall/Spring Terms

August/January

Departments/ Administrative Support

- Advisor Card Assignment in UE 100 classes – Students will be bringing advisor cards to the departments to be assigned academic advisors.
- Email/voice shot campaign from Dean of Student Success
- Expect Financial Aid Plans of Study requests from students
- Due dates for Financial Aid Suspension and Academic Suspension appeals
- Register and plan for Major Minor Fair with ACTS Department
- Send freshmen with Freshmen Probation and UE 100 holds to ACTS Department.
- Administrative Assistants run Banner Advisor Report and assign advisors to your students with no academic advisor assigned or assigned to Administrative Assistants

ACTS Director/Administrative Assistant:

- Send out Distance Learning Guide I to Distance Learning Students

September/February

Departments/ Administrative Support

- Create required of classes for schedule book in response to Academic Project Manager's request.
- Assign academic advisors to students with no advisors or with Administrative Assistant assigned. List will come from ACTS Administrative Assistant or can be retrieved from Banner Reports
- Post/email students of the 50% refund period
- Post Priority Registration Flyers in office and send out to students
- Email Seniors to apply for graduation
- Senior Assessment information goes out from Institutional Effectiveness to randomly selected Seniors (February)
- Participate in Major Minor Fair
- Utilize Lion Alert for any students of concern



Academic Advising Monthly Activity/Communication Plan

ACTS Director/Administrative Assistant:

- Administrative Assistant: Run “No Advisor list” from Banner Reports. Assign students with no advisors, Admin. Assist. Placeholder advisor code and/or send list to Administrative Assistants for academic advisor assignment

Registrar/Financial Aid/Bursar:

- Review and process Enrollment Confirmation report findings

October/March

Departments/ Administrative Support

- Mid-term Grade reports distributed to advisor of record and Department Chairs
- Utilize Lion Alert for any students of concern
- Print and send Priority Registration Announcements to students with details on how to make appointments, view/print Degree Works, etc.
- Attend Master Advisor Training
- Run HOLD report and notify students on how to get hold lifted, etc. prior to registration
- Assign academic advisors to students with no advisors or with Administrative Assistant assigned. List will come from ACTS Administrative Assistant or can be retrieved from Banner Reports
- Graduation Checklists due
- Priority Registration Starts
- Post FAFSA flyers in office.
- Remind students to complete FAFSA
- MSSU Foundation Scholarship application Opens (October)
- Post Summer Aid notifications in office (March)
- Remind students taking summer classes to submit Summer Aid Forms

Registrar:

Postage signage for Priority Registration



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ACTS Director/Administrative Assistant:

- Run Freshman and UE 100 HOLD reports and notify students on how to get hold lifted, etc. prior to registration
- In coordination with Registrar, provide Lionet Registration training if needed
- Send out Distance Learning Guide II to Distance Learning Students
- UE 100 holds applied for freshmen who did not take UE 100 or failed UE 100

November/April

- Priority registration
- Southern Welcome
- Run list of pending graduates for confirmation of graduation paperwork received; check with Registrar's office with concerns
- Utilize Lion Alert for any students of concern
- Post Finals schedule in department
- Post Tuition Due signs around campus
- Assign academic advisors to students with no advisors or with Administrative Assistant assigned. List will come from ACTS Administrative Assistant or can be retrieved from Banner Reports
- Selected Seniors complete Senior Assessment (April)

December/May

Departments/ Administrative Support

- Reach out to students who have not yet enrolled.
- MSSU Foundation Scholarship application Deadline – December 15
- Utilize Lion Alert for any students of concern
- Faculty post final grades
- Southern Welcome

Registrar/Financial Aid Offices

- Runs probation/suspension reports; notifies students and copies advisors.



Academic Advising Monthly Activity/Communication Plan

ACTS/Dean of Student Success:

- Send out Distance Learning Guide III to Distance Learning Students
- Processes freshmen academic probation and notifies students and advisors.
- ACTS: Registration campaign on-going for those who attended in the fall but have not enrolled for spring!

Summer term

June/July

Academic Departments/Administrative Support

- Monitor New Admits, Transfers, Returning students (Banner Reports –Advisor List)
- Ensure students are assigned advisors within the department and updated in Banner (SGAADVR)
- Ensure major code (minor and catalog year) are correct in Banner (SFARGES)
- Notify Advisors of their advisee list (Banner reports – Advisor List)
- Send communication to students of advisor assignment (ongoing)
- Run list of pending summer graduates for confirmation (Banner reports- Pending Degree Report)

ACTS:

- ACTS: Registration campaign on-going for those who attended in the fall but have not enrolled for fall!
- Continue Freshman PASS (probation/suspension) students outreach
- Bursar Office: Publish information on Payment Plan; (list from FIN AID of students whose funding is notably lower than estimated costs to send out payment plan information too?)
- Financial Aid: Processing Aid; notifying students of missing documentation;

**Students assigned new major codes in Registrar's Office will be assigned to the department Administrative Assistants ID (unless advisor is correct in Banner).*

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