

Transfer Advising Guide

Advisors provide a sense of support, a feeling of connectedness, and an experience of feeling cared about, accepted, respected and valued.

Checklist

Questions to ask

A. Build rapport with your students, creating a welcoming and safe space.

- ☐ Get to know your advisees, asking about their experiences and interests.
- ☐ Check in with them about their transition to college.

- How do you like Sewanee? How has it met the expectations you had when applying to transfer?
- What brought you to Sewanee?
- How are things going with your roommate?
- How do you spend your time outside of the classroom? Are you participating in any activities to meet other students?
 - If they do not have activities outside of the classroom, ask about their interests to help them determine where there is an opportunity for them to participate in activities.
 - *Engagement supports their feeling of belonging and their academic success.*

B. Learn about students' academic strengths, skills and abilities, and potential majors/careers.

- ☐ Help students understand the value of the general education, as an opportunity for broader learning and exploration.
- ☐ Review students' midterm grades with them.

- How are your courses? Which classes do you look forward to the most? The least? Why?
- How do you find the workload and the balance of challenge and support? Is it more or less challenging than you expected?
- If it is more challenging, you may ask your student: are you aware of the academic support available to you and have you utilized it? Normalize getting help.
- Are you considering any majors at this point? If yes: What is it about that major that interests you?

C. Prepare for Easter registration.

- ☐ Review students' SODA with them.
- ☐ Look at the "Class History" on SODA to easily identify any pre-Sewanee courses.
- ☐ Review language requirement and discuss options.
- ☐ Together, create a list of possible courses that would be good options.

- How familiar are you with Sewanee's general education and graduation requirements?
 - Let's look at your SODA and review. (If you did not review this with them already, it may be their first time seeing it. They may access their SODA via banner.sewanee.edu.)
- Have you earned any college credit before coming to Sewanee?
- What classes or subjects are you interested in taking in the spring? What about those are of interest to you?

Notables

Midterm Grades: When students are asked about how their classes are going, often they say “fine.” Some students may not share if they are struggling in classes. The Care team and/or Dean Bruce will reach out to students who earn a midterm grade of a D or F and offer guidance. However, they don’t always come in when they need help. Therefore, it is helpful for faculty to review the advisees’ midterm grades with them and share the many areas of academic support on campus, as well as CAPS, and normalize using the resources.

Transfer Credit: The Office of the Registrar should have received all students’ college transcripts or AP/IB scores, but please discuss with them if they indeed see all expected credit in the Banner / SODA record. If students have questions about their credits, want to check to see if transcripts have arrived but not processed, or need any help with pre-college credit issues, please let them know to stop by the Registrar’s Office in Cleveland 115.

Releasing PINS: You may release a student’s registration PIN in the Faculty Student Success Portal, once you have met with them. In doing so, they have access to their PIN from their Student Success Portal (at the bottom of their page). This action helps students who may lose their PIN from their advising meeting. The PIN is only viewable if you enable it to be. Step-by-step instructions on releasing a student’s PIN may be found in the User Guide to the Faculty Portal (on the main page). Advisors should meet with their students prior to releasing the PINs.

Adding advising notes in the Faculty Student Success Portal: Advising notes are helpful as a reminder to you about your conversations during the meeting and courses you discussed with the student. Additionally, these notes can be viewed by the student’s future advisors when assigned. Should a student contact Dean Bruce about getting the PIN, he will be able to see if a student has met with you. Without such information, they will be asked to reach out to you.