

ADVISOR TRAINING (ADV202)

Fall 2023

Outline for our time together

Goals for today:

- Introduce the tools you'll need for advising
- Questions
- Sample Advising Scenarios

Advising Purpose Statement

Academic advising at Bethel equips students to take intentional steps towards lifelong service to God and the world by partnering with students as they optimize their time at Bethel through informed curricular and co-curricular choices and develop an understanding of themselves, their calling, and their whole education.

Banner XE

my.bethel.edu

- Student Information
- Transcript
- DegreeWorks
- Clear Student's Advisor Hold

Quickstart

Advising and Registration Quickstart

- Linked from my.bethel.edu for both students and advisors
- Step-by-step checklist format
- Sent to students in email

Catalog

catalog.bethel.edu

- General Education
 - Modular (CWILT)/Humanities
 - Entry Standing Charts
- Major/Minor Requirements
 - Academic Plans
 - Course Information

Planning Sheet

- **BU Academic Planning Sheet** - Student's personalized plan
 - Created by Advising Center
 - Shared with student and advisor (you!)
- Use the major academic plan to start creating the student's personalized plan on the "**My Plan**" tab
 - Search by student's name in Google Sheets

[Link to Sample Plan](#)

Advising Meeting Expectations

- Different advisors run meetings differently
- Make sure your advisees understand your expectations
- Remember the Advising Statement of Purpose
- Remove Advising Hold*

Resources

People:

- Connect with your advising mentor / department chair
- Advising Specialist - Emily Dehmer (advising-center@bethel.edu)
- CAS Director of Advising - Alyssa Hamre Kontak
- Advising Team - Jed Yang, Sam Mulberry
- Advising Day (10/25) - help available for advisors on Zoom

Websites:

- [Advising Center](#)
- [Registrar's office](#)

Questions

Advising Scenarios

Scenario 1

My Advisee wants to drop a course.

Scenario 2

A day before their registration time, an advisee comes to your office and says “I think I want to change my major.”

Scenario 3

A student needs a course that they can't fit into their plan at Bethel.

Scenario 4

A student has a course progress report in Beacon.

Your Questions