Welcome Families of the Class of 2021: Academic Advising and Academic Resources at Monmouth University

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Academic Advising Mission Statement

- Academic advising is a collaborative relationship between a student and his/her Faculty Advisor.

- The intent of this collaboration is to empower and guide the student in the meaningful determination and development of his/her educational goals, objectives, consistent with personal interest, abilities and values. At the core of this advising process are individualized academic planning, career exploration and development, major declaration, familiarity with advising resources, course selection and registration, internships and study abroad options, degree audit, early intervention, academic standards, graduation requirements, and overall student development.
All first-year students are advised in the Office of First Year Advising in the Center for Student Success (CSS), located on the lower level of the Student Center.

Sophomore undeclared students are advised in the Undeclared Services area of the CSS until completion of 58 credits.

Sophomores, juniors, and seniors with declared majors are advised within their respective academic departments.

Career planning and advising begins in the first year of a student’s arrival at Monmouth University, coordinated in the CSS by the Office of First Year Advising, Undeclared Services, and the Career Services office. Career services are available to all Monmouth University students and alumni.
First Year Advising is a key resource for first-year students at Monmouth University. All first-year students are assigned to a specially trained Faculty Advisor. The Office works in cooperation with various University divisions to ensure that first-year students experience the challenges, opportunities, and support needed to succeed at Monmouth, and beyond. Students are encouraged to partake in academic and co-curricular activities that are sponsored by this office, and others, to promote their growth and learning.

http://www.monmouth.edu/university/first-year-advising-and-support.aspx
The Office of First Year Advising is a place where students can call, stop by, or e-mail with any college-related questions. Students will be greeted by a welcoming and well-informed staff that provides clear information about what to expect at Monmouth and what the University expects of its students.

We offer a comprehensive, holistic approach to advising students, which has long been proven to help support and retain students (NACADA, 2011).

FYA is their “academic home” throughout their first year.
Student Advising Mentors (SAMs)

- Academic student leaders who work in the Office of First Year Advising.
- Guide your students in the summer, as well as the academic year.
- Friendly, helpful and knowledgeable in academic advising and referrals.
- Assist with WebStudent, curriculum and sequence charts.
- Discuss student transition issues.
Advisement and Registration

- Your student will meet with a Faculty Advisor during Orientation where they will learn more about course requirements and Monmouth University’s General Education. In addition, they will leave with a schedule for the fall 2017 semester.

- Faculty Advisors regularly meet with their advisees throughout the semester to discuss their transition to college, academics (future registration, MEWS reports, mid-term review, preparation for final exams), to encourage involvement, and refer to appropriate support areas as necessary.

- Before classes begin, a welcome email is sent to all students with contact information and advising hours. Encourage your students to check their MU email on a daily basis for important information!

- First week of classes is “drop/add week.” No appointment is necessary.

- Your student can make an appointment with their Faculty Advisor on-line via Accudemia for an individual appointment.

- There is always someone in the office who can assist your student! Faculty Advisors work out of the Office of First Year Advising.
What If My Student Is Interested In Changing Their Major?

- Faculty Advisors use the “What If” Audit with your student to determine new major requirements for a particular major, and view where existing coursework, AP, and/or transfer credit fit in before a decision is made to switch majors. Example.

- Free electives allow for exploration! Example.

- Referral to speak with a Faculty Advisor from interested new major. Right around the corner! Our Faculty Advisors teach in many areas.

- Together, the student and Faculty Advisor discuss the best options.

- Only the Faculty Advisor can make the switch.
Support, Orientation, Advising and Registration (SOAR) to 2021
Available now!

- Students login through e-campus.
- SOAR is designed to give your students an introduction to the academic requirements for all majors and minors. View sequence and curriculum charts. Semester-by-semester vs. overall list.
- Learn about the General Education requirements.
- Take the Mathematics Placement Exam. Take the practice test!
- Begin to explore careers and employment information through FOCUS and What Can I Do With This Major? Websites (discussed in a later slide).
- Begin to review course selection for the fall 2017 semester on WebStudent.
College Student Inventory (CSI)

- Monmouth University surveys first-year students with a College Student Inventory (CSI). The CSI is a brief, online survey that identifies key indicators for student success. For example, we can learn more about what motivates students, what worries them, and how receptive they are to assistance. This survey provides information about your student and their first year class to foster more informed advising and meaningful interactions...so that students are engaged and successful.

- Last year, for example, we learned that students identified the following as things they need for success:
  - Help with tutoring, writing and exam skills
  - Information on clubs and organizations
  - Help with selecting an academic program
  - Information on career options

As we learn about the first year class, we will be able to provide information on student resources such as academic support and advising, upcoming events/activities, and career counseling. We ask that your student complete the CSI at orientation. It is online, takes only a few minutes of their time, and helps us determine a successful and transformative learning experience at Monmouth University.
All services are free of charge!
- Tutoring Services
- Writing Services
- Supplemental Instruction (SI)
- Other offices on campus
- Academic Skills workshops are offered throughout each semester discussing time management, study skills, preparation for mid-term and final exams, as well as many others. Workshops and sessions are conducted throughout the campus-residence halls, Library, other areas.

Academic Support Services

http://www.monmouth.edu/university/tutoring-and-writing-services.aspx
Tutoring Services

- Tutoring Services provides your students with one-on-one assistance in over many programs of study at Monmouth. Our peer tutors are trained in subjects from mathematics to history, biology to psychology, and more. Students utilize tutoring to maintain and/or increase their grades. Your students can schedule an appointment online via Accudemia with a knowledgeable tutor at a time that works well for them.

- Don’t wait until it’s too late! Encourage your students to schedule an appointment as early as possible.
Writing Services

- Writing Services will help your students go from brainstorming to working on final revisions - and every step in between - with specially-trained peer, faculty, and professional writing assistants. Whether your student is a strong writer or needs a little help from time-to-time, our writing assistants are ready to help your student on a 1-on-1 basis. Assistance with courses, as well as personal statements for graduate school is offered.
- Workshops offered include grammar and punctuation skills, as well as documentation styles.
- High school to college is a big transition! Writing is key in all subject areas.
Supplemental Instruction

- Supplemental Instruction (SI) helps your student be successful in traditionally challenging courses. A fellow student who did well in the course will attend all lectures and take notes, hold group study sessions to discuss readings and homework, and be there to answer any questions.

- Typical courses include: Accounting, Biology, Chemistry, Physics, and more.

- SI sessions will be given to all students by the faculty member.
All Tutors and SI Leaders receive extensive training and are nationally certified. In addition, these student leaders are personally recommended by faculty.

Academic Coaches are available for individual appointments for guidance with time management, study skills, reading strategies, and other academic skills-related areas. Very common with the transition. Appointments can be made directly with the Director of Tutoring Services.

Assistance at the undergraduate and graduate levels.
The Mathematics Learning Center provides free assistance in all levels of undergraduate mathematics courses.

The Center aims to offer assistance in a supportive environment that individualizes the service to the specific needs of a student. It may also be used by students as a place to work on homework problems or to study for examinations while having tutors available.

http://www.monmouth.edu/academics/mathematics/learningcenter.asp
Other Resources

- Individual appointments with a Career Counselor to discuss major/minor options, coupling majors with minors for particular careers of interest, job employment information, summer employment, and other career-related information. We believe every student can benefit from career work from the start!

- Educational Opportunity Fund (EOF)
- Department of Disability Services (DDS)
- Experiential Education (Ex Ed)
- Graduate School Preparation
**What Can I Do With This Major?**

- Whether your student is exploring multiple majors or searching for information about their chosen field, this site will help them connect majors to careers. Students will learn about the typical career areas and the types of employers that hire people with each major, as well as strategies to make students a more marketable candidate. Continue all research on majors and careers through the websites provided. Details are available on SOAR.

- For example: “I love History, but I don’t want to be a teacher! What else can I do with a History degree?”

- [http://whatcanidowiththismajor.com/major/](http://whatcanidowiththismajor.com/major/)
FOCUS Career Assessment

- FOCUS is an Internet-based Career and Education Planning System designed to provide students with personalized career and education exploration and planning services. FOCUS is easy to use and offers valid and reliable research-based career planning.

- https://www.focuscareer2.com/Portal/Login.cfm?SID=656

- Details are available on SOAR.
Monmouth’s Early Warning System (MEWS)

http://www.monmouth.edu/academics/CSS/mews.aspx

- Keeping Students on Track!

- GOAL OF THE PROGRAM:
  Monmouth’s Early Warning System (MEWS) is used to monitor the academic progress of specific student groups. *All first-year students are monitored through MEWS, as well as other student populations.*

- Designed as an *early alert system* to warn your student via email, as well as his/her Faculty Advisor, when there are academic concerns in the classroom, with helpful strategies for success.
Students receive specific information about possible classroom issues and are advised to contact their Faculty Advisor to discuss difficulties they might be having in a specific course and to work on strategies to overcome those difficulties. The Center for Student Success has various academic resource information included in the e-mail to assist the student.
The Faculty Advisor will make an appointment with your student to discuss the report and determine the appropriate strategies for success in the course.

Intervention Measures:
- Meeting with the faculty member to discuss the report. How can I do better?
- Making an appointment for tutoring, writing, and/or Supplemental Instruction.
- When a faculty member recommends tutoring and/or writing services, the office receives the report and reaches out to the student.
- Attending a workshop on time management, note-taking skills, study skills, or other.
- Referral to Counseling and Psychological Services, if necessary.

MEWS (continued)
Career Services

Mission Statement:
The mission of Career Services is to be a comprehensive resource center for students and alumni, providing the appropriate services and information that will assist them in successfully meeting their career objectives; to provide students and alumni with information, strategies and skills necessary for their career development; and to provide mutually beneficial links between students and employers.
Job Search Skills
- Resume Builder
- Resume Tips
- Interview Skills
- Job search letters

Assistance and information about job search strategies are also available. Students may contact Career Services to schedule an appointment to learn more.

- Employment Opportunities
- Currently available professional job listings
- Part-time and seasonal employment
- Annual career days
- Workshops

Career Services also works with local employers to help fill their job vacancies with qualified students and alumni.
Family Educational Rights and Privacy Act (FERPA)

http://monmouth.edu/resources/general_counsel/ferpa.asp

- FERPA is a federal law that protects the privacy of student education records.
- On the first day of classes, a student may choose to fill out an FERPA e-form so that MU may share information with you.
- Academic, Financial Aid and Disciplinary.
- Some exclusions apply - see website for details.
- Begin to have a conversation with your student now about sharing college information (mid-term and final grades, financial aid information, and other important information).
Question and Answer

Thank you and best wishes to you and your students!

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