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**WAYS TO  
SUPPORT  
YOUR  
STUDENTS  
AS A  
FACULTY  
ADVISOR**



## BE AWARE OF ACADEMIC POLICIES & PROCEDURES

There are a number of policies and procedures that students will encounter throughout their four years at Eastern. Some of these include the Credit/No Credit and Course Withdrawal policies, registration-related approvals, and requests to take Courses Outside of Eastern. You will find the forms and important information about university policies on the Registrar's and Advising Center's websites.

[Visit the Registrar's website here.](#)

[Visit the Academic Services Center's website here.](#)

## PROVIDE ACADEMIC SUPPORT FOR STUDENTS IN NEED

You may find that an advisee is struggling in one or more of their courses. The University offers multiple support services that are free and available to all students. The Math Achievement Center (MAC), Writing Center, and Subject Tutoring and Learning Strategies services are all part of the Academic Services Center (ASC) and are located on the first floor of the J. Eugene Smith Library.

Students with a cumulative GPA below 2.0 are provided additional services as part of the University Academic Probation Program.

[Visit the Academic Services Center website here.](#)

[Learn more about the Academic Probation program.](#)



## FACILITATE A SMOOTH REGISTRATION PROCESS

Advisees are required to meet with you during their respective Advising Periods. Students should be prepared with potential courses and questions. After advising, students should be provided their registration code which will allow registration.

[Find Advising and Registration dates by class standing.](#)

# ENSURE TIMELY GRADUATION

Our goal is to guide students toward a four year graduation. Below are resources and options for students to achieve this.

- All first year students complete an "Eastern in 4" academic plan, which outlines graduation requirements.
- Students may register for summer or winter courses to catch up on credits, or to get ahead.
- Students can take credit-bearing tests including CLEP and DSST to earn credits toward graduation.
- Advisees may need to request an appeal for unique circumstances, including credit overloads and transfer credit articulation concerns.



## REFER TO CAMPUS RESOURCES FOR PERSONAL SUPPORT



The advising relationship may extend beyond academic concerns. Students may require or benefit from personal support services as well. Below are some helpful resources that can support the emotional and personal wellbeing of Eastern students.

Financial Aid

Office of AccessAbility Services

Arthur L. Johnson Unity Wing

Counseling and Psychological Services (CAPS)

To report behavior of concern, submit a Tell Somebody Report

## BE AWARE OF GRADUATION REQUIREMENTS

To earn a Bachelor's Degree from Eastern, students must meet a number of graduation criteria. This includes earning a minimum of 120 total credits, completing the Liberal Arts Core Curriculum (LAC), and fulfilling all major requirements. More information on these criteria, and others, are located on the Registrar's website.



Undergraduate Graduation Requirements

Undergraduate Graduation Application

# USE TECHNOLOGY TO SUPPORT YOUR ADVISING



All advisors are encouraged to utilize eWeb to view advisee list, semester course schedules and DegreeWorks graduation audits. In addition, Eastern offers GradesFirst, an advising software. GradesFirst can be used for scheduling appointments, note-taking and identifying at-risk students.

[Login to GradesFirst](#)

[Report and follow-up on student academic cases.](#)



# STRENGTHEN YOUR ADVISING RELATIONSHIP

Consider a holistic approach to strengthen your advising relationships. In addition to your academic mentorship, ask your advisees about their experiences outside of the classroom. Encourage academic (independent studies, internships) and social (clubs, organizations, and community service) involvement to increase connection to our campus community.

[Center for Internships and Career Development](#)

[Student clubs and activities](#)

If a student is unhappy with their Eastern experience and is considering withdrawing or transferring, listen carefully to their considerations, and connect them with people, resources, and opportunities available on campus.

[Navigating the conversation: students considering withdrawal or transfer.](#)

# PROTECT YOUR STUDENTS' PRIVACY



The Family Education Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. Students may waive these rights to parents or guardians so that aspects of their financial, social and academic records can be shared. However, without such waiver (found in eWeb), information is not to be disclosed.

[Familiarize yourself with FERPA here.](#)



# ASK FOR HELP IF NEEDED!

Faculty advising is a critical component of a student's Eastern experience. When you have questions, do not hesitate to ask. Your Department Chairperson, the Registrar's Office, and the Advising Center are all resources available to support you.

[Contact the Advising Center!](#)

[Contact the Registrar's Office!](#)