Week 1

Get ready! EID, ID Card, Parking Permit

1) Request system access
   a) KSIS
   b) Navigate
   c) Slate, Salesforce, etc.- as needed
2) Enroll in Advisor 101 Canvas Course
   a) Complete 101 Modules 1-5
3) Complete Navigate Training
4) Join Advisor Forum, Listserv
5) Complete FERPA Training
6) Get all needed keys
7) Introduction to relevant staff and college members
8) Campus tour/ locations
9) Communication expectations (what to do if calling in sick or running late, etc.)

Week 2

Degree Requirements and System Training

1) Complete 101 Modules 5-8
2) Complete training for
   a) KSIS
   b) DARS
   c) Navigate
   d) Canvas
3) Create appointment availability
   a) Sync Outlook and Navigate
4) Learn college and department policies and curriculum

Week 3

Advising Basics

1) Complete 101 Modules 9-13
2) Shadow experienced advisor
3) Review Advising Syllabus
4) Set up enrollment campaigns
5) Enrollment planning
6) Appointment summaries & notes
7) Communication calendar
8) Hard conversations
Week 4

In the Weeds

1) Complete 101 Modules 13-18
2) Academic standing
3) Grades and GPA policies
4) Academic calendars
5) Graduation checklist
6) FAFSA
7) SAP
8) Campus Resources