

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](#)