WELCOME TO K-STATE ACADEMIC ADVISING!

This onboarding document guides academic advisors through university systems and information as they get started with K-State. Review the website for advisors for additional resources, training, and development.

01 WEEK 1 | REQUESTING ACCESS

☐ Request System Access.
   A. KSIS - The K-State Student Information System, for access to student data including admissions, academics, financial information, and more.
   B. Navigate - The platform for appointment scheduling, note taking, and more.

☐ Request Training and Resource Access.
   A. Advisor 101 Canvas Course - The Advisor Onboarding and Professional Development program introducing new advisors to university policies, student support offices, and more.
   B. Advisor Communication Timeline is a resource for consistent targeted outreach supporting student success and retention.

☐ Join the Community.
   A. Advisor Forum - Builds community through monthly meetings and social activities; email Todd (TJ) Duntz to be added to the listserv.
   B. New Advisors Teams Channel - Used for quick Q&A’s and monitored by seasoned advisors; email Ashley Blake to be added to the channel.

☐ Complete Required FERPA Training.

☐ Work with Dean’s Office/Department to:
   A. Obtain any necessary keys.
   B. Meet direct colleagues.
   C. Discuss communication expectations (what to do if calling in sick or running late, etc).

02 WEEK 2 | TRAINING & INTRODUCTIONS

☐ When you have access, complete training for:
   A. KSIS.
   B. Navigate.
   C. Canvas.
   D. DARS - Degree Audit Reporting System, an individualized analysis of a student’s academic progress toward a specified degree.

☐ Complete Advisor 101 Modules 1-8.

☐ Sync Outlook and Navigate for appointment availability.

☐ Learn college and department policies and curriculum.

☐ Take a campus tour.
WEEK 3 | ADVISING BASICS

- Shadow experienced advisor.
- Review Advising Syllabus.
- Review user guides on Navigate on campaigns, note-taking, and more.
- Register for upcoming 1st Year Core training.

WEEK 4 | IN THE WEEDS

- Complete Advisor 101 Modules 14-18.
- Become familiar with academic policy/procedure.
  A. Academic standing, reinstatement.
  B. Grades and GPA policies.
  C. Graduation checklist.
  D. Program/Major changes.
- Review academic calendars.
- Review financial aid website.
  A. FAFSA - Free Application for Federal Student Aid
  B. SAP - Satisfactory Academic Progress; appeals
- Other Campus Resources.

QUESTIONS?

Contact Ashley Blake, Advisor Training Administrator
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