

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; contact Ashley Blake to get connected to the Forum.
- 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.

03

WEEK 3 | *ADVISING BASICS*

- ☐ Complete Advisor 101 Modules 9-13.
- ☐ Shadow experienced advisor.
- ☐ Review [Advising Syllabus](#).
- ☐ Review [user guides](#) on Navigate on campaigns, note-taking, and more.
- ☐ [Register](#) for upcoming 1st Year Core training.

04

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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