

Dear New Advisor,

Welcome to Illinois State University! As you get acquainted with Illinois State and your role as an academic advisor, we want to make sure you are aware of the involvement opportunities with the Academic Advising Council (AAC).

AAC is an advisory council to the Office of the Provost. AAC discusses and promotes systems and policies that are necessary to the overall effectiveness and cohesiveness of campus-wide academic advising. AAC serves as the voice of academic advisors at Illinois State. Membership on AAC consists of three elected members from a Department/School advising role; two elected academic advisors from University College Academic Advising; one elected member from a special populations advising unit (Honors, Athletics, TRIO Student Support Services, Pre-Health Professions); two student representatives; and several ex-officio members including the Associate Provost for Undergraduate Education, University Registrar, Director of University College, and a Chair/Associate Dean with supervisory responsibilities for academic advising.

If you have any issues or concerns related to the advising process, any AAC representative would be the appropriate person to contact. You can view a current list of AAC members by going to <https://emas.illinoisstate.edu/aac/>.

There are many opportunities for you to be involved on campus through AAC. We invite you to participate in one of the five sub-committees:

- **Assessment Committee:** Conducts and reviews current assessment practices of advising and suggests future directions
- **Professional Development & Training (PDT) Committee:** Undertakes planning of ongoing professional development and events for all advisors university-wide.
- **Technology Committee:** Takes inventory of and assesses current advising tools and makes recommendations to AAC on technology priorities.
- **Education Committee:** Monitors changes to teacher education requirements, educates campus on these changes, and advocates for students as necessary.
- **Mentoring & Connections Committee:** Assists new academic advisors by providing advising resources and opportunities for mentorship and facilitates campus-wide professional connections.

You are also invited to attend professional development sessions including Advisor Days, technology-related trainings, and other sessions and events scheduled by AAC subcommittees. The times and dates of all professional development opportunities will be distributed through the ISU Advising Listserv, to which you will be added. Contact Wendi Whitman at wjwhitm@ilstu.edu for more information regarding the listserv. New advisors should also seek to be added to the AdvisingWiki2.0 Teams group, which contains advising content and a chat function. Contact a member of the [Mentoring & Connections committee](#) to request access to the AdvisingWiki2.0.

Illinois State has been named a “Great College to Work For” by *The Chronicle of Higher Education*, and we hope that you will find this to be true as an academic advisor on campus! You have our sincerest welcome!

The Academic Advising Council Mentoring & Connections Committee

Campus Lingo

A.A. or A.S. – Associates Degree
AAC – Academic Advising Council
Achieve- Appointment management system
ALEKS – Math Placement Assessment
AMALI – Asia, the Middle East, Africa, Latin America, Indigenous Peoples of the World
AP – Advanced Placement
APA – Academic Peer Advisor
Asynchronous — An online course that does not meet at a specific time
B.A. — Bachelor of Arts
B.F.A. — Bachelor of Fine Arts
B.M. — Bachelor of Music
B.M.E. — Bachelor of Music Education
B.S. — Bachelor of Science
B.S. Ed. — Bachelor of Science in Education
B.S.N. — Bachelor of Science in Nursing
B.S.W. — Bachelor of Social Work
CAP – Credit for Acquired Proficiency
CIPD- Center for Integrated Professional Development (formerly CTLT)
CLEP — College Level Exam Program
COGNOS- University data reporting tool
CS – Campus Solutions
EMPL – Student ID in CS/PeopleSoft
FAFSA — Free Application for Federal Student Aid
FERPA — Family Educational Rights and Privacy Act
FTIC- First Time In College
GA – Graduate Assistant
GE – General Education
GE14 – General Education Requirements beginning in 2014 and after
HYBRID —A course that is held 1-74% in person
IAI — Illinois Articulation Initiative
IB- International Baccalaureate credit
IBHE — Illinois Board of Higher Education
Petition- Form submitted for a graduation exception (Gen Ed/IAI/major/minor)
Override request form- Form located in MyISU students can complete if they can't register for a course
Pre-req. — Prerequisite
ROTC — Reserve Officers' Training Corps
RSC – Registrar Service Center
RSO – Registered Student Organization
Slate- Admissions application system
SCCR – Student Conduct and Conflict Resolution
SGA — Student Government Association
SAAS — Student Access & Accommodation Services
SPAN — Strategic Partnerships & Advising Needs
Synchronous — An online class that is held at an established, consistent meeting time
TA- Teaching Assistant
TROD — Transfer Registration & Orientation Day
UCollege — University College
UID – University Identification Number
ULID – University Login Identification

ISU Advising Best Practices

- Campus Solutions (CS) Advising Notes is the preferred record keeping method for maintaining student advising notes.
- Utilize Achieve (formerly known as Appointment Manager) to schedule student appointments.
- Attend Advisor Days to learn valuable updates and make connections with your colleagues.
- Consider joining an AAC subcommittee.
- Make sure you've been added to the advisor listserv and Wiki. Then send a message introducing yourself to ensure the advising community is aware of your new role.
- Make a plan for email and calendar management.
- Participate in the Advisor Mentoring & Connections mentoring program.

University Registrar Contact Information

In general, please refer to contact information [here](#) for various Registrar email aliases.

Here is a list of appropriate contacts in the Office of the University Registrar if you encounter issues related to registration or student records.

Transfer Registrar- Questions regarding transfer or dual credit

Records- AP or IB credit, Seal of Biliteracy

Graduation- Questions regarding petitions, graduation deficiencies, or errors on the student's Academic Requirements Report

Registration problems

- Student does not have enrollment appointment or has the wrong date assigned for their academic level – Crystal Nourie at clnouri@ilstu.edu
- Advisor is unable to grant a class permission/override for a student – registrar@ilstu.edu
- Prerequisite problems (includes catalog and major block prerequisites) – Crystal Nourie at clnouri@ilstu.edu – registrar@ilstu.edu, or students can also visit the Registrar Service Center in Moulton 107, or anyone can call the RSC at (309)438-2188

General Student Records Problems

- Student has incorrect information (missing credit hours, incorrect GPA, etc.) in CS – registrar@ilstu.edu
- Technical/security issues – registrar@ilstu.edu and the Registrar staff will help direct your question accordingly.

A Year in the Life of an Academic Advisor

Important Note: This document represents a brief overview of the general timeline of events throughout the academic year for academic advisors. This document is not designed to serve as an all-encompassing list of job duties. All advisors should consult with their supervisors for specific duties, job expectations, and additional responsibilities.

General Types of Advisors (key in this document):

- **University College Advisors (UC):** University College advisors primarily advise freshmen (FTIC) and undeclared students. University College also houses Athletic Advisors and TRIO advisors.
 - **SPAN Advisors (SPAN):** University College advisors who advise both within University College and within select academic departments/schools
- **Department/School Advisors (DS):** Department/School Advisors primarily advise students in their specific declared majors who have earned 24 credit hours or more (sophomores, juniors and seniors).
- **Honors Advisors (H):** Honors Advisors primarily advise all freshmen in the Honors Program.

SUMMER (May – August)

Transfer Registration and Orientation Day (June): The Transfer Registration and Orientation Day Program is designed to help transfer students make a smooth transition to ISU. Click here to learn more about Transfer Registration and Orientation Day: <https://universitycollege.illinoisstate.edu/first-year/transfer/trod/>. Typically, we have one Transfer Day in early June.

- UC: Meet with undeclared transfer students to discuss major options and register for classes.
- DS: Meet with declared transfer students to orient them to the major and register for classes.

Preview (June – July): Preview is Illinois State's two-day freshman orientation program. Preview typically runs from early-June through mid-July. Click here to learn more about Preview: <https://universitycollege.illinoisstate.edu/preview/>.

- UC: Facilitate Day 1 academic advisement presentation and Day 2 class registration.
- DS: Facilitate Day 1 department/school academic presentation.
- H: Register freshmen Honors students for classes (May). Facilitate Day 1 academic advisement presentation and Day 2 registration.

Open Houses (July): [Open Houses](#) are one of the campus-wide recruitment events hosted by the Office of Admissions. Typically, there are two Open Houses in mid-summer.

- UC: Staff table during the Academic & Students Services Fair
- DS: Staff table during the Academic & Students Services Fair and host Academic Presentation.
- H: Staff table during the Academic & Students Services Fair.

Welcome Week (August): [Welcome Week](#) occurs a few days before the start of the fall semester and is hosted by the Dean of Students Office. The purpose of Welcome Week is to welcome new students to campus and help them feel at home.

- DS: Host department/school academic presentation at the start of the academic year.

Other common summer duties (varies by unit):

- Schedule checks (UC, DS)
- Meeting with incoming transfer students (UC, DS)
- Purging files (UC, DS, H)
- Updating prerequisite/major block files (DS)
- Building semester course schedules (DS)
- Processing major/minor applications (DS)
- Reviewing/updating websites and other planning documents (UC/DS)

FALL SEMESTER (August – December)

Fall Registration (August): Be aware of important registration dates by utilizing the [Academic Calendar](#). Refer students to helpful registration information found on the [University Registrar website](#).

During the first two weeks of the semester, many students may need/want to make changes to their current schedule. All advisors should be available to meet with students during the first two weeks (through appointments and/or drop-in hours) to assist with schedule changes.

Winter Session Registration (October – early-December): Registration for Winter Session courses typically begins in mid-October and coincides with the start of Spring registration. Registration dates and winter course offerings are typically made available to students around mid-September. During this time, all advisors will meet with students (through appointments and/or drop-in hours) to help students plan classes for the Winter Session. Students are limited to one winter session course and the credit hours are included as part of the spring semester.

Spring Registration (October – December): Registration for the spring semester typically begins in mid-October. Registration dates and course offerings for the upcoming semester are typically made available to students around mid-September. During this time, all advisors will meet with students (through appointments and/or drop-in hours) to help students plan classes for the upcoming semester.

Open Houses (September – November): [Open Houses](#) are one of the campus-wide recruitment events hosted by the Office of Admissions. In the fall semester, Admissions will typically host one Open House date in September (on a Saturday), October (around Columbus Day) and November (around Veterans Day).

- UC: Staff table during the Academic & Students Services Fair (morning).
- DS: Staff table during the Academic & Students Services Fair (morning) and host Academic Presentation (afternoon).
- H: Staff table during the Academic & Students Services Fair (morning).

Transfer Registration and Orientation Day (October – November): The [Transfer Registration and Orientation Day Program](#) is designed to help transfer students make a smooth transition to ISU. In the fall

semester, ISU will typically host three Transfer Registration and Orientation Days in mid-October through early-November.

- UC: Meet with undeclared transfer students to discuss major options and register for classes.
- DS: Meet with declared transfer students to orient them to the major and register for classes.

Other common fall semester duties (varies by unit):

- Student appointments for course planning, schedule checks, graduation checks, [Project Success](#), [75 Hour Policy](#), [Study Abroad](#) planning, etc. (ongoing; UC, DS, H)
- Communicating with caseload (ongoing; UC, DS, H)
- [Family Weekend](#) (September/October; DS)
- Community College Counselor Day (September; DS)
- Graduation Audits (September; DS)
- Updating prerequisite/major block files (September; DS)
- Midterm grade checks (October; UC, DS, H)
- Processing major/minor applications (October; DS)
- Catalog reviews/edits (October; DS)
- Reviewing/processing override requests (ongoing; DS)
- Building semester course schedules (ongoing; DS)
- Grade/schedule checks (December; UC, DS, H)

SPRING SEMESTER (January – May)

Spring Registration (January): Be aware of important registration dates by utilizing the [Academic Calendar](#). Refer students to helpful registration information found on the [University Registrar website](#).

Registration closes in mid-December and then reopens after the University reopens in early January. During the first two weeks of the spring semester, many students may need/want to make changes to their current schedule. All advisors should be available to meet with students during the first two weeks (through appointments and/or drop-in hours) to assist with schedule changes.

Summer Registration (February – May): Registration for [Summer Session](#) courses typically begins in mid-February.

Fall Registration (March – May): Registration for the fall semester typically begins in late March. Registration dates and course offerings for the upcoming semester are typically made available to students around March 1.

Open Houses: [Open Houses](#) are one of the campus-wide recruitment events hosted by the Office of Admissions.

- UC: Staff table during the Academic & Students Services Fair (morning).
- DS: Staff table during the Academic & Students Services Fair (morning) and host Academic Presentation (afternoon).
- H: Staff table during the Academic & Students Services Fair (morning).

Transfer Registration and Orientation Day (March – April): The [Transfer Registration and Orientation Day Program](#) is designed to help transfer students make a smooth transition to ISU. In the spring semester, ISU will typically host 5-6 Transfer Registration and Orientation Days in mid-March through early June.

- UC: Meet with undeclared transfer students to discuss major options and register for classes.
- DS: Meet with declared transfer students to orient them to the major and register for classes.

Other common spring semester duties (varies by unit):

- Student Appointments for course planning, schedule checks, graduation checks, [Project Success](#), [75 Hour Policy](#), [study abroad](#) planning, etc. (ongoing; UC, DS, H)
- Communicating with caseload (ongoing; UC, DS, H)
- Recruitment activities for incoming class (ongoing; UC, DS, H)
- [Bone Scholar](#) nominations and portfolios (January – March; DS, H)
- Presidential & University Scholars selection and recruitment (February – March; DS, H)
- Redbird Receptions (February – March; UC, DS, H)
- Graduation Audits (February; DS)
- Updating prerequisite/major block files (February; DS)
- Midterm grade checks (March; UC, DS, H)
- Processing major/minor applications (March; DS)
- Reviewing/processing override requests (ongoing; DS)
- Building semester course schedules (ongoing; DS)
- Grade/schedule checks (May; UC, DS, H)

Listserv Options for Academic Advisors

Listserve are an effective way of communicating information to large audiences with a common interest. Illinois State offers a variety of listserve that academic advisors can join based on their job responsibilities and professional interests. Here are some common listserve options for advisors:

Academic Scheduling Listserv: Information from the Office of the University Registrar regarding course scheduling (building classes, room reservations, time conflicts, etc.). To join, email Crystal Nourie at clnouri@ilstu.edu.

Advising Listserv (ISUADV): Information and resources for all academic advisors at ISU. To join, contact Wendi Whitman in University College at wjwhitm@ilstu.edu.

Civic Engagement Listserv: Information about events related to civic engagement and volunteerism at ISU and in the local community. To join, email the listserve and request to be added (civicengagement-l@listserv.ilstu.edu). Additional information about community service opportunities through VolunteerCommunityEngagement-l@listserv.ilstu.edu

Cognos Users: Updates and information about Cognos, including maintenance, upgrades and new features. All Cognos users are automatically added to the Cognos email list; however, you can also join by emailing Enterprise Data & Analytics at eda@ilstu.edu.

Family/Parent Newsletter: Information and announcements from the Dean of Students Office. To join, visit https://forms.illinoisstate.edu/forms/parentfamily_email_signup

ISU Global: Information and resources related to global issues, events, project ideas and Study Abroad. To join, email the listserv and request to be added (ISU-GLOBAL-L@LISTSERV.ILSTU.EDU).

Tech Alerts: Information and announcements regarding maintenance and outages for all ISU technology resources can be found on this page: <https://alerts.illinoisstate.edu/>

Professional Development Opportunities

On-Campus

Academic Advising Council (AAC): [AAC](#) is an advisory council to the Office of the Provost. AAC discusses and promotes systems and policies that are necessary to the overall effectiveness and cohesiveness of campus-wide academic advising. The Council acts as the voice of academic advisors at Illinois State. Advising representatives are elected to the Council each year and include representatives from University College, School/Departmental advisors, and special populations advisors. An advisor can also be a part of one or more of AAC's many sub-committees, including Assessment, Professional Development & Training (PDT), Technology, Teacher Education, and Mentoring & Connections.

Administrative/Professional Council (A/P Council): The [Administrative/Professional \(A/P\) Council](#) is the vehicle through which A/P employees participate in shared governance at Illinois State University. The Council's purpose is to serve in an advisory capacity to the administration regarding the general welfare of all Administrative/Professional employees. The Council helps ensure effective communication between the Administrative/Professional staff, Academic Senate, Board of Trustees, Student Government Association, Civil Service Council, and other appropriate campus constituencies.

Civil Service Council: The Civil Service Council provides a means of effective communication for the exchange of ideas and information between the civil service staff and its employee groups and the Associate Vice President for Human Resources, the President, the Academic Senate, the Board of Trustees, and other appropriate bodies.

Off-Campus

National Academic Advising Association (NACADA): [NACADA: The Global Community for Academic Advising](#) promotes and supports quality academic advising in institutions of higher education to enhance the educational development of students. NACADA provides a forum for discussion, debate, and the exchange of ideas pertaining to academic advising through numerous activities and publications.

NACADA also serves as an advocate for effective academic advising by providing a Consulting and Speaker Service and funding for Research related to academic advising.

Illinois Academic Advising Association (ILACADA): The purpose of [ILACADA](#) is to raise awareness and advocate for the academic advising profession among various represented stakeholders. ILACADA is the recognized organization in Illinois to provide and support all professional development activities among academic advisors. In addition, ILACADA promotes and upholds the advising standards set forth and developed by NACADA. ILACADA intends to provide a mechanism of support and information for academic advisors and a forum for discussion and continued professional development.

Bloomington-Normal Area Resources

City of Bloomington - <http://www.cityblm.org/>

Town of Normal - <https://www.normal.org/>

Convention and Visitor's Bureau - <https://www.visitbn.org/>

Arts & Entertainment

- Bloomington Center for the Performing Arts <http://www.artsblooming.org/>
- Illinois Shakespeare Festival <http://illinoisshakes.com/>
- Children's Discovery Museum <http://www.childrensdiscoverymuseum.net/>
- Ewing Cultural Center <http://ewingmanor.illinoisstate.edu/>
- McLean County Arts Center <http://www.mcac.wildapricot.org/>
- Illinois Symphony Orchestra <http://www.ilsymphony.org/>
- Community Players Theatre <http://www.communityplayers.org/>
- Normal Theater <http://www.normaltheater.com/>

Recreation

- Constitution Trail <http://constitutiontrail.org/>
- Downtown Bloomington Farmer's Market <http://downtownbloomington.org/farmers-market/>
- Lake Bloomington <http://www.lakebloomington.com/>
- Miller Park Zoo <https://www.bloomingtonparks.org/facilities/miller-park-zoo>
- Mackinaw Valley Vineyard <http://www.mackinawvalleyvineyard.com/mvv/>
- Rader Family Farms <https://www.raderfamilyfarms.com/>
- Normal Cornbelters baseball <https://cornbeltersbaseball.com/>
- Third Sunday Market <http://www.thirdsundaymarket.com/>
- Destihl brewery <http://www.destihlbrewery.com>

Education

- Illinois State University <http://illinoisstate.edu/>
- Illinois Wesleyan University <https://www.iwu.edu/>
- Heartland Community College <http://www.heartland.edu/>
- Bloomington Public Schools District 87 <https://www.district87.org/d87>
- McLean County Unit District 5 <https://www.unit5.org/>

Transportation

- Central Illinois Regional Airport <http://cira.com/>
- Amtrak <https://www.amtrak.com/home>
- Uptown Station <http://www.normal.org/1102/Uptown-Station>
- Connect Transit <https://www.connect-transit.com/>

Community & Professional Involvement

- Normal Public Library <http://www.normalpl.org/>
- Bloomington Public Library <http://www.bloomingtonlibrary.org/>
- Downtown Bloomington <http://www.downtownbloomington.org/>
- Uptown Normal <https://www.uptownnormal.com/>