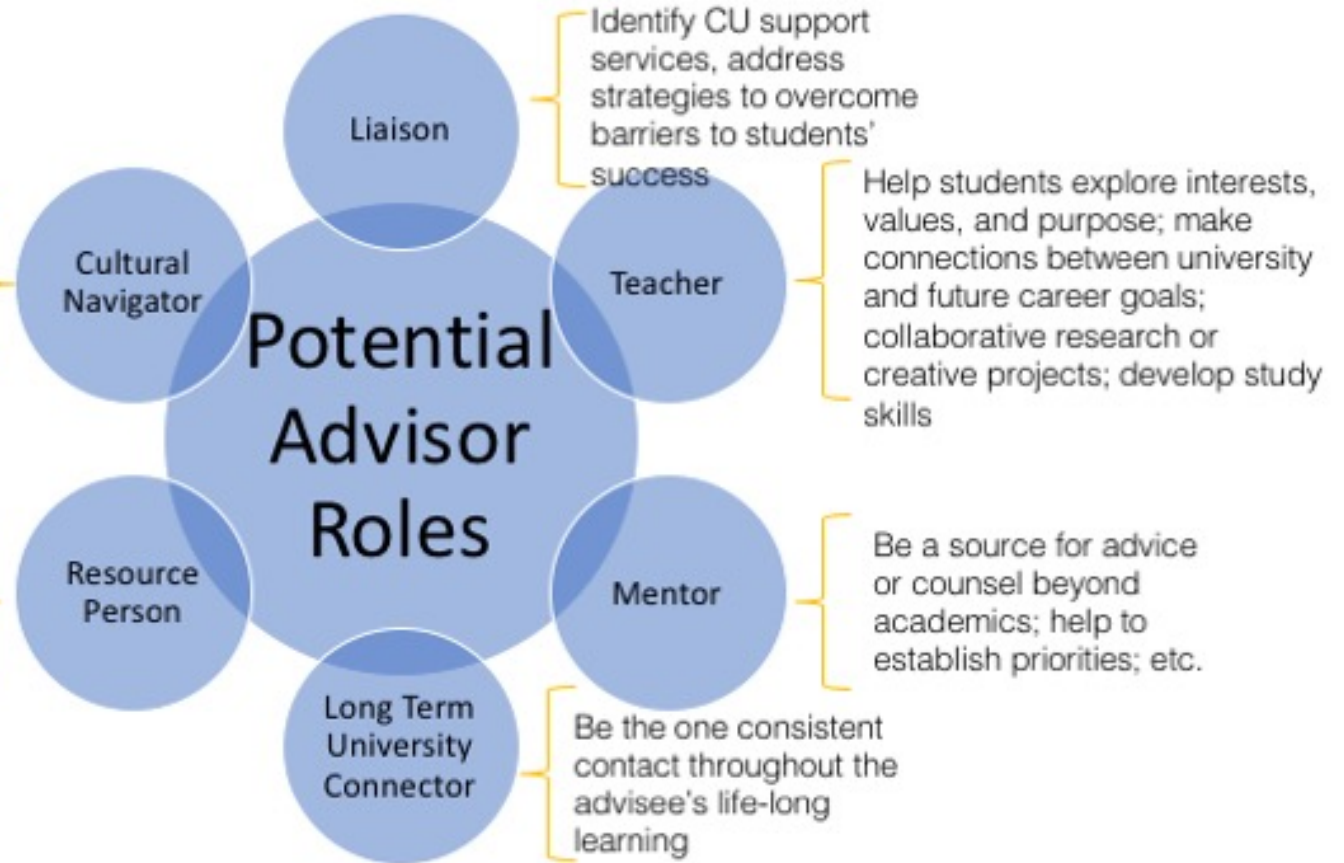




ADVISING SERVICES CENTER

Socialize students to university expectations, standards of the profession, and advisor-advisee relationship

Offer guidance on CU resources, policies, procedures, general education and program requirements, co-curricular, study abroad, internships, etc.



Advising Tips

Clarion University Advising Services Center



Crucial to Know:

Have a thorough understanding of graduation requirements including general education, university, and program.

Learn how to navigate MyClarion

Be able to communicate how general education is essential to developing students as life-long learners.

Help to acculturate students to the goals of a university education.



Advising Tips:

Don't wait for advisees to come see you, seek them out (email through MyClarion). Make time for them, as sometimes their classes are during your office hours.

Do not expect a one-and-done conversation about requirements, opportunities, etc.

Do not dictate. Converse 😊

Set time limits to one-on-one meetings. To be honest, I have trouble with this one.

Be willing to admit you do not have the answer, but will discover it.

Encourage first-year advisees to meet with their Success Coach to learn basic information, prepare for advising meetings, learn study skills and more



Share your tips with [UASC](#) and we'll spread the word to make us all better - Joseph jcroskey@clarion.edu.

Consider creating an advisee group in D2L; contact LTC to arrange. Check out the LTC Dec. 6th offering - **The Power of Connectedness: Say Hello!**

Develop an "Advising Syllabus" that outlines advisor and advisee expectations and responsibilities.

In a class with majors, spend a few minutes periodically to talk about career options, internship opportunities, study abroad, etc.

Empower the student to take an active part in their journey.



Meeting a New Advisee?

Discuss the advising relationship including expectations on both sides.

Discuss with new advisees their goals? Motivations? Perceived strengths and weaknesses?

Make them aware of the variety of campus services.

Encourage them to explore careers and visit CU Career Services, earn a CU Pro badge and more.

Discuss skills and attributes that will be developed in the program and why they are important to the major.

Encourage students to fill out an Advisee Information Card before they meet with you.

Potential Goals with All Advisees:

Encourage students to prepare an advising folder/portfolio for any meetings.

Encourage students to take responsibility by scheduling appointments in a timely manner; use MyClarion Advising Center email to remind them when scheduling begins and to make appointments.

In consultation with the student, project future course loads given general education and program requirements.

Discuss extra-curricular, study abroad, internship opportunities far in advance.



Helpful Links:

[Faculty Resources](#)

[Clarion University's General Education](#)

[Essential CU Policies & Procedures](#)

[Catalog and Class Schedules](#)

[Essential Off-Campus Resource: NACADA](#)



MyClarion tips:

- CU My Advisees is a helpful link under your Advisor Center to view various details about your advisees.
- My Advisees is the area that has general information about your advisees.
- [Faculty Resources](#) is a great resource for various questions faculty have.
- [MyClarion documentation](#) instructions and FAQs.

Financial Aid Quick Facts for Advisors:

Pell grants or federal loans:

- (Title IV assistance) are awarded only for courses that meet degree program requirements. If a course is not required to complete the degree requirements, then financial aid cannot be awarded for that course.
 - For instance, imagine a student taking 12 credits—three required courses and one in arts & humanities. This student needs no more courses in arts & humanities and the arts & humanities course will not fit in as an elective, but the student is taking the course anyway because s/he wants to be full-time. While the arts & humanities course counts for full-time status at the University, that course will NOT count towards financial aid eligibility because it meets no degree requirements. Therefore, the student will not be eligible for full-time financial aid.
- Undergrads have a lifetime eligibility limit of the equivalent of 6 years for Pell grants.
- Courses taken during Winter Intersession count towards Spring financial aid.

PHEAA State Grant (Undergraduates PA residents only):

- Must be enrolled in at least 6 credits per term.
- Must be attending for 5 weeks in the summer to be eligible for summer PHEAA Grant.
- Must earn 24 **new** credits per academic year if a full-time student; must earn 12 **new** credits per academic year if part-time.
- Grant amount is reduced if the student is enrolled in 51% or more online courses for the term
- Maximum number of terms for PHEAA grant eligibility: 8 for a bachelor's degree; 4 for an associate degree.

Certificate Programs:

- Clarion cannot award federal or state financial aid to students enrolled **only** in a certificate program because Clarion does not do gainful employment reporting.
- If a course in a certificate program is required for the student's program of study or fulfills elective requirements, the course would be counted towards financial aid eligibility. Students enrolled in a certificate course that fulfills a program requirement need to provide documentation to Student Financial Services so they can adjust the student's aid to include these credits. An email from the advisor to stfinservice@clarion.edu will suffice at this time.