

## Continuity of Student Advisement

The transitions in institutional operations required by the University's response to the COVID-19 pandemic have created acute challenges in processes of student advisement. If not adequately managed, these challenges could result in significant declines in student retention at the end of the Spring 2020 semester. It is incumbent upon all faculty, primary role advisors, and support staff to find creative solutions to the need to provide high-quality student advisement while at the same time eliminating unnecessary barriers to student registration for the summer and fall semesters. Utilization of existing support resources and adherence to university-wide practices will facilitate the achievement of these two goals.

- 1) Faculty and primary role advisors should make every effort to work with students to ensure the accuracy and currency of individual advising plans within myBluePrint prior to the beginning of priority registration on Monday, March 30, 2020.
- 2) Advisors must fully document all appointments, recommendations, and outcomes of advising within myBluePrint.
- 3) Departments and academic programs are strongly discouraged from placing advising holds on students at this time. Rather, a proactive and individualized set of messages to students will prove more effective in ensuring appropriate advisement and course selection.
- 4) Everyone serving in an academic advising capacity is expected to familiarize themselves with methodologies for online and app-based registration:

Registration:

<https://www.pfw.edu/offices/registrar-office/course-registration/index.html>

Online Registration Guide:

[http://sites.pfw.edu/Registrar/Registration/Online%20Registration%20Instructions.pdf?\\_ga=2.31125116.2129418395.1583952337-112601401.1573669945](http://sites.pfw.edu/Registrar/Registration/Online%20Registration%20Instructions.pdf?_ga=2.31125116.2129418395.1583952337-112601401.1573669945)

Online Registration Video:

[https://www.youtube.com/watch?v=zvy-jZuDYU&t=6s&\\_ga=2.236431810.2129418395.1583952337-112601401.1573669945](https://www.youtube.com/watch?v=zvy-jZuDYU&t=6s&_ga=2.236431810.2129418395.1583952337-112601401.1573669945)

Using the mobile app guide:

<http://sites.pfw.edu/Registrar/Registration/Mobile%20App%20Registration.pdf>

Using the mobile app video:

[https://www.youtube.com/watch?v=XMYIQDnhtxU&\\_ga=2.195316975.2129418395.1583952337-112601401.1573669945](https://www.youtube.com/watch?v=XMYIQDnhtxU&_ga=2.195316975.2129418395.1583952337-112601401.1573669945)

5) University withdrawal policies remain in place however the deadline for withdrawal has been changed from March 20 to XXXXX as allowed by changes to the Federal financial aid policy. Therefore, faculty and primary role advisors are expected to make their advisees aware of those policies and deadlines.

Withdrawal:

<https://www.pfw.edu/offices/student-success-transitions/student-success/course-withdrawal>

Please continue to encourage students to e-mail [withdraw@pfw.edu](mailto:withdraw@pfw.edu) with questions for which you cannot provide accurate and complete answers.

Advisors are expected to make students aware of the implications for financial aid that can be created by withdrawing from courses.

6) Faculty and primary role advisors are encouraged to utilize resources and support provided by the PFW Student Advising Council by subscribing to the [ACADEMIC\\_ADVISORS-L@LISTSERV.PFW.EDU](mailto:ACADEMIC_ADVISORS-L@LISTSERV.PFW.EDU) listserv as well as to review online resources for additional guidance and support:

Advising in Times of Disruption:

<https://t.co/pY4ZqMDOIs?amp=1>

Webinar from 3.12.20, Academic Advising Responses to COVID-19 in the US:

[https://mediasite.k-state.edu/mediasite/Play/936501ae941249fa8a874a5d85a848ec1d?playFrom=0000&fbclid=IwAR2YBupItefaUNLHEtN-RB4Bd0cv9cAI6Jy7kDIiw\\_XwAJ-L5KiOVPEwoOQ](https://mediasite.k-state.edu/mediasite/Play/936501ae941249fa8a874a5d85a848ec1d?playFrom=0000&fbclid=IwAR2YBupItefaUNLHEtN-RB4Bd0cv9cAI6Jy7kDIiw_XwAJ-L5KiOVPEwoOQ)

NACADA: Technology in Advising:

<https://nacada.ksu.edu/Community/Advising-Communities/Technology-in-Advising.aspx>

With gratitude for your extraordinary efforts,



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Carl N. Drummond  
Vice Chancellor for Academic Affairs