

Appendix III: Selected Contents of Advising Handbooks

- Advising handbook for Faculty and Staff
 - How to be proactive in advising;
 - How to do online group advising;
 - How to get schedules ahead of time;
 - How to use DARS for advising;
 - What intrusive advising is.

- Advising Handbook for Students
 - Brief students about what their responsibilities are and what academic advisors are for; establish appropriate expectations for students and delineate the roles of students, faculty advisors, and professional advisors;
 - Let students know how to determine who their academic advisor is;
 - Tell students where to find information and how to get their DARS report by themselves;
 - Inform students that DARS can act as their graduation checklist: it lists the courses from which to choose and stipulates the requirements they need to meet in order to graduate;
 - Tell students that if they have questions about their DARS report and its interpretation they should seek answers from their academic advisor.
 - Notify students that some departments offer more detailed advising materials specific to their major;
 - Transfer guides from major out of state feeder institutions;
 - Tentative course schedules for future semesters available to advisors and students (implicit recommendation is setting course schedules for several semesters in advance).