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).