LET’S GET INTENTIONAL ABOUT THIS:
A Simple Approach to Creating and Implementing a Proactive Advising Center Communication Strategy
LET’S GET TOGETHER.

Joya Konieczny
Director of Undergraduate Advising
College of Education

Arin Ely
Supervisor of Advising & Enrollment Mgt.

TEXAS STATE UNIVERSITY
SAN MARCOS

TEXAS STATE UNIVERSITY
ROUND ROCK CAMPUS
The rising STAR of Texas
IT’S NOT ONLY WHAT YOU SAY, BUT HOW YOU SAY IT

Wednesday, October 9th, 10:30-11:30 am
Concurrent Session: 314
ESTIMATED TIME OF DEPARTURE:
COUNT BACKWARDS...
BEGIN WITH THE END IN MIND

Stephen R. Covey, ‘7 Habits of Highly Effective People’
WE’RE NOT ALONE...
ALL THINGS ARE CREATED TWICE...
ALL THINGS ARE CREATED TWICE...
YOU ARE PERFECT JUST THE WAY YOU ARE.

YOU ARE EXACTLY AS YOU SHOULD BE!

NOW GET OUT OF MY LIFE BOOT!
What are your Advising Center’s challenges?

www.POLLEV.com/nacada

And we’ll take a look at your responses...

Share your thoughts.
Students unaware of important deadlines

Availability of appointments during busy times

Reaching students who are required to seek advising (i.e. athletes, academic probation)

Fielding questions from graduation candidates about application status, commencement details, etc.
ENDLESS CHALLENGES...

LAUNDRY LIST OF DEADLINES
COMMUNICATION TIMELINE

EST: FALL 2012
Academic Calendar

- End of Schedule Changes
- Drop Deadline
- Withdrawal Deadline
- 12th Class Day
- Registration Opens
End of Schedule Changes

12th Class Day
(two weeks out)

Drop Deadline

Registration Opens

Withdrawal Deadline
General Advising Timeline

- End of Schedule Changes
- 12th Class Day (week out)
- Drop Deadline (two weeks out)
- Withdrawal Deadline (week out)
- Registration Opens (week out)
- (month out)
Graduation Calendar

- Application Opens
- Application Closes
- Program Draft
- Grades Post
- Commencement
- Degrees Post
Application Opens
Application Closes
Program Draft
Commencement
Grades Post
Degrees Post
(same day)
(same day)
(week out)
(week out)
(after certifying)
(after certifying)
(before weekend)
(before weekend)
(start of week)
(start of week)
Academic Status Timeline

12th Class Day

Probation Holds Placed

Special Honors Registration

(week out)

(one day after)

Grades Post

(same day)
Program Specific

Internship Meeting  Field-Based Block Applications
Student Teaching Round-Up  Teacher Job Fair
Communication Timeline

General Advising:
- Week out
- Week out
- Two weeks out
- Month out
- Week out

Graduation:
- Same day
- Before weekend
- Week out
- Start of week
- After certifying

Academic Status:
- One day after
- Week out
- Same day

Program Specific:
- Two days out
- Two weeks out
- One day out
- Two weeks out
Communication Timeline

**General Advising**
- (week out) August
- (week out) September
- (two weeks out) October
- (month out) November
- (week out) December

**Graduation**
- (same day) August
- (before weekend) September
- (week out) October
- (start of week) November
- (after certifying) December

**Academic Status**
- (one day after) August
- (week out) September
- (same day) October

**Program Specific**
- (two days out) August
- (two weeks out) September
- (one day out) October
- (two weeks out) November
- (two weeks out) December
<table>
<thead>
<tr>
<th>Fall Timeline</th>
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<tbody>
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<td>August</td>
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<table>
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<th>Spring Timeline</th>
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<tr>
<td>January</td>
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<tr>
<th>Summer Timeline (Modified)</th>
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<td>May</td>
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SOME ADDITIONAL NOTES...

• Shared access to the timeline
• Updates to stakeholders
• Temporary storage
• Documentation
### OUTCOMES

<table>
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<th>Amount of communication</th>
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<tr>
<td>Quality of communication</td>
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Dear College of Education Bobcat,

Spring 2014 registration is one month away, and now is a great time to meet with your advisor to discuss your academic plan and ensure you are on the right track to graduation.

If you haven’t done so already, we invite you to schedule an appointment by calling (512) 245-3050 or visiting ED 2143.

We look forward to seeing you this Fall,

The College of Education Advising Center Staff
http://www.education.txstate.edu/advising/
512.245.3050

Spring 2014 Registration
October 10th through November 30th

For the most current academic dates and deadlines, see the Academic Calendar:
http://www.registrar.txstate.edu/persistent-links/academic-calendar.html
OUTCOMES OF THE TIMELINE

1. Amount of communication
2. Quality of communication
3. Relationships with college/departments
4. Collaboration with college/departments
5. Time management
6. Student response
NOW IT’S YOUR TURN.
NOW IT’S YOUR TURN.
NOW IT’S YOUR TURN.
NOW IT’S YOUR TURN.

What’s been the problem?
NOW IT’S YOUR TURN.

What’s been the problem?

What could you do about it?
NOW IT’S YOUR TURN.
THANKS FOR COMING

PLEASE REMEMBER TO FILL OUT AN EVALUATION