

FACULTY ADVISING MATTERS
CHECK LIST FOR FRESHMEN ADVISORS
(UNIV100 INSTRUCTORS) Fall 2020/Spring 2021

Dear Advisors

As you know that UNIV 100 is about helping students in successful transition into university life and inculcating effective habits, skills and values in the students. One of the key objectives is also to help them in making meaningful academic plans and to put them on track to complete their respective degree on time and link them to their life goals. Keeping this in view, please read the following statements and tick the appropriate options to know about the effectiveness of your role as an Academic Advisor.

Statements	Response
Part A: During Forman Experience	
I have discussed the importance of “Liberal Arts Education” .	Yes / No
I have directed my advisees to use University Email ID for future communication.	Yes / No
Discussed Important Terms, Policies & Degree Requirements (In particular, General Education Requirements/Plan) Credit hours, CGPA, GPA (in Major), Prerequisite, Core Courses, Upper level Courses, Attendance policy, Math placement, Add/Drop, Withdrawals, Grading System, Academic Probation , Course Overload & Seat Exception policies, Vice Rector’s list, Awards and Honors, etc. Financial Aid, Internship, Career Services, and International Education Office etc.	Yes / No
Course Registration according to Programs/Intended Majors & Verification of Schedules:	
Advised Business, Biotechnology, BS Computing and Doctor of Pharmacy students to follow their respective Road Maps and register the courses accordingly in order to graduate on time.	
I have communicated necessary info to the concerned students regarding A Level-based credits and Transfer students , (if any in my group). And guided them to register appropriate course(s).	Yes / No
I have directed my advisees to the resources available for Academic Support at FCCU.	Yes / No
I have helped all of my Advisees in registering appropriate course(s) and verified their Course Schedules .	Yes / No
I have advised them to choose appropriate course(s) during each semester for timely completion of their degrees.	Yes / No
Part B: Mid of the Semester- overall things to do.	
I have posted office hours and remained available during my office hours and followed the SOPs determined by FCCU Administration as precautionary measure to keep our “Community” safe from Covid-19.	Yes / No
I have provided them opportunities to explore themselves (potential / aptitude / talent).	Yes / No
I have informed them about Exemptions & Credits.	
I have assisted them in developing “Tentative Eight Semester Plan” .	Yes / No
I have informed them regarding the plans/advising activities of Fall 2020 semester.	Yes / No
I have familiarized advisees with campus life and advised them to participate in co-curricular activities.	Yes / No
I have encouraged them to see the roadmaps available online .	Yes / No
I have told them the following links for future reference regarding: Academic Advising (Self-Help Handouts): https://www.fccollege.edu.pk/academic-advising-center/	Yes / No
I intend to plan “Virtual Advising Sessions” a week before the “Spring 2021 Course Registration”.	Yes / No
Part C: End of the Semester Fall 2020 - Sophomore Year accordingly.	
I have maintained necessary records of my Advisees for reference and effective Advisement.	Yes / No
I have encouraged them to explore the “Majors” offered at FCCU and their aptitude in order to take informed decision in declaring Major.	Yes / No
I have motivated them to explore the Higher Education as well as Career Opportunities within the intended Major.	
I have helped my Advisees in declaring their Major well on time with clarity and confidence	Yes / No
I have encouraged them to engage in “Community Service”	Yes / No
I have motivated them to earn better grades and maintain their CGPA 2.5 or above .	Yes / No
I have reinforced the “Degree Requirements” and effective strategies of appropriate course registration	Yes / No
I have drawn their attention to the importance of “Shared Commitment” and FCCU “Core Values”	Yes / No
I have tried my level best to develop empathetic relations with my advisees and guide them accordingly as per their individual needs .	Yes / No
I have provided specific information on time with clarity and referred them to appropriate office(s) if needed.	Yes / No
How do you know that the majority of the advisees are clear about the above-mentioned activities/plans/info?	