

## FACULTY ADVISING MATTERS

### ADVISING/COUNSELLING ONLINE IS NEED OF TIME

## Three Steps for Effective Online Advising Students Feel Connected

### Why e-Advising/Online Advising?

In present times due to Covid Pandemic and its after-effects need for e-Advising/Online Advising evolved immensely and Faculty Advisors' role becomes more vital as they are among the key and leading persons for students to be contacted at first place in any Liberal Arts Education Institution. **Our Students/Advisees need us more than ever before** to pursue and accomplish their academic as well as life goals successfully.

We all know that **HEC of Pakistan recognizes FCCU 's LAE approach** and admires it. I see that we are the leading institution **having a structured Advising System in Pakistan**. To take this role forward we are supposed to continue our efforts to support our students in achieving academic goals and beyond as it is beautifully illustrated in our Mission Statement as well as in Faculty Advising Model 2020. Therefore, I urge you to **schedule some meetings with your Advisees** online and in-person if needed by following SOPs. They will surely feel more connected to you as well as to FCCU and this practice will be a true demonstration of our motto "By love serve one another".

### How can we help our Advisees?

By engaging them and scheduling at least one meeting (virtually or in-person accordingly) each semester before or during course registration.

### Three steps for Effective Online Advising:

#### Step#1: Generate Personal Meeting Id (PMI) on Zoom.

Share it with your Advisees along with your counselling hours. You may paste it in your email under your signatures and be vigilant of its misuse.

As soon as you receive a notification through your email or name of your Advisee pop-up on your Zoom screen, you can add or remove that Advisee accordingly for counselling or you can give him/her an appointment.

#### Step#2: Schedule Meetings during your counselling hours. (Individual or Small Group)

You may have Advisees from different programs/majors and Advisees with an intended or undecided major, therefore, you can schedule meetings accordingly to save your time and energy.

I would strongly recommend you to please specify some time (20-30 minutes) for walk-in students and encourage them to visit you or contact you through Zoom. It will allow you to strengthen your bond with them and develop a "Community". You can develop spreadsheet or use google calendar for scheduling meetings.

#### Step#3: Meet your Advisees and Reflect.

- The first five minutes allow the students to join in the session greet them and appreciate them for being able to join the meeting/session.
- For the next ten minutes' focus should be on the key agenda (Course Registration) and then open the discussion to answer their questions.
- Feature of Breakout Rooms can also be used for small group or Peer Advising.
- Communicate them clearly about your availability on Cell Phone/WhatsApp/Email etc. to avoid inconvenience and manage your time effectively.
- Every time you are required to repeat the same procedures.

#### Reflect to plan further:

- In the light of the discussion and challenges your Advisees are facing, you can plan another meeting and set an agenda for the next meeting if needed.

Reflect on the effectiveness of your session (what went well? What issues should be addressed in the next Meeting?)

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**Send a separate notification** to those who were not able to attend the session/meeting.

You may ask other students to contact them and encourage them to participate in these meetings.

After the session, identify those who were not responding and send their names to AAC (Academic Advising Center) for further action if needed.

### General Guidelines/Information/Strategies:

#### Get Information:

- Contact Information/List of your Advisees: (can be retrieved from Empower)  
You may get the list of your Advisees from your Empower account. If you face any problem, please contact IT Department. Contact information of Advisees and their Majors (if declared) are also mentioned in the list available on Empower which will help you further to guide your Advisees accordingly.
- You can email them through your Empower account to send the guidelines for course registration or plan for a virtual meeting if needed.

#### Communicate:

- Communicate that how and when your Advisees can contact you? your preferable source (SMS, Email, WhatsApp, etc.) and time.

#### Explore, Provide, Assist, update and refer if needed:

- Explore what your Advisees think or do nowadays and how could you help them?
- Provide specific, accurate, and on-time information to your Advisees so that they may take the informed decisions. As you know that the Fall Registration has started. Therefore, it is requested to please remind them of their meaningful academic plans and effective strategies for appropriate course(s) registration to complete their respective degrees on time.
- Assist Advisees with course selection and appropriate course registration.
- Update Advisees of degree requirements, curriculum, institutional resources.
- Make appropriate referrals when is required.

#### Respond on time:

- It is recommended to respond to your Advisees within 24-48 hours or communicate with them regarding your response time and respond to them within that time frame.
- Write Email/SMS/WhatsApp messages clearly and update them about Degree requirements.

#### Set Rules/Netiquette:

- Set Netiquette for online Advising and remind your Advisees of Shared commitment.
- Provide a conducive environment and build a sustained relationship. You may create a Google Survey Form to get Advisees' information and know about their issues and problems ensuring confidentiality.
- Ask your Advisees to **keep checking Academic Calendar** on FCCU website and contact you on regular basis during counseling hours. Encourage Advisees to get an appointment with you.

Your guidelines during these challenging moments will help your Advisees in completing their respective degrees on time.

Looking forward to your cooperation.

Feel free to contact me between 12:00 PM to 2:00 PM Throughout the week.

Atiq-ur-Rehman,  
Head of Faculty Advising,  
F-107, FCCU., Lahore, Pakistan