

**North Carolina State University
Department of Greek Life**



Faculty Advisor Manual

Fall 2009 Edition

PURPOSE OF THIS MANUAL

The purpose of this manual is to provide a guide to working with fraternities and sororities as their faculty advisors at NC State University. This manual includes expectations and tips for the Faculty Advisor position, helpful resources and department expectations. This manual is designed to help faculty advisors on their journey of building relationships to help improve the organization to which they advise.

The Department of Greek Life at North Carolina State University is committed to strengthening scholarship among fraternities and sororities. With that the department depends on committed advisors to support, mentor and help enforce policy for the organization they advise. The department, through our Standards Program, requires each chapter to select a faculty advisor. The faculty advisor must be employed by North Carolina State University in a professional staff, faculty or graduate student position. It is important to note that this relationship is entirely open and does not require that the faculty member be of the same gender, be a member of that particular Greek chapter, and/or have ever been a member of a Greek organization in order to serve.

Faculty Advisors of Greek organizations provide a vital link between the students and faculty, and thus their relationship often bridges the gap between classroom and out of classroom activities. Your experience as Faculty Advisor can be one of the very best you ever have, full of rewards, satisfactions, and wonderful change. You are in a position to help change people's lives, or to at least be a spectator to changes that are about to take place. So many positive changes can take place in the academic, social, and professional lives of members in fraternities and sororities at North Carolina State University, that it is a wonderful thing to behold, but only if you are an active, enthusiastic, and positive participant in this process.

Faculty Advisor Manual Objectives

This manual is intended to explain the basic roles and expectations of a faculty advisor and their relationship within the Greek Community. There are many ways in which this manual can be of use to you. These include the following:

1. To help you understand your role as a faculty advisor.
2. To understand of the Department of Greek Life at North Carolina State University and the policies the department uses.
3. To understand the North Carolina State University Greek community.
4. To gain valuable resources for your role as faculty advisor and mentor.

For more information, please contact:

Shelly Brown Dobek
Associate Director of Greek Life
Director of Chapter Services
1104 Pullen Hall, CB 7345
shelly_dobek@ncsu.edu
919.513.2910

North Carolina State University Department of Greek Life

The Department of Greek Life is a team of full time staff who advise fraternities and sororities, their governing councils and manage the Greek Village (on campus housing). Greek Life also provides several programs to enhance leadership development and to educate the Greek Community.

Our Vision

The NC State Fraternity and Sorority Community will be the premier Greek Community in the nation, reflecting the pillars of Brotherhood/Sisterhood, Scholarship, Service, and Leadership.

Our Mission

The Department of Greek Life recognizes those organizations that are committed to the Pillars of Greek Life. The Department seeks to foster the premier Fraternity and Sorority Community in the nation by challenging the Greek Community membership to live up to those highest principles and ideals upon which their respective organizations were founded:

- Promote intellectual development and student learning
- Contribute through service and philanthropy
- Create a healthy and safe community environment
- Engage in campus life and leadership
- Provide a quality involvement opportunity for student
- Instill organization values with positive and productive conduct
- Cultivate leadership skills and abilities
- Have integrity

The Department of Greek Life will support the Greek community membership in meeting these challenges by:

- Providing accountability and opportunities for distinction
- Dedicating professional and para-professional advisors
- Establishing parameters for appropriate activities and behaviors
- Offering safe attractive chapter facilities
- Fostering a diverse and inclusive community
- Presenting council and chapter leadership training
- Working in partnership with inter/national fraternity and sorority leadership and local advisors
- Having integrity

Greek Councils

Councils serve chapters as governing bodies and may represent a local branch of the national affiliation between groups and umbrella organizations. Councils coordinate events that support the Pillars of Greek Life, stress unity among chapters, and work to promote membership growth. NC State has four councils, three of which are national umbrella organizations. Greek Life does not require chapters who are not affiliated with a national umbrella to join a council. It is, however, encouraged that those without a national umbrella consider joining the Collaborative Greek Council.

Collaborative Greek Council (CGC) serves as the collegiate governing body for Greek organizations that contribute specifically to the diversity (multicultural, special interest and academic organizations) of NC State's Campus. The CGC is advised by Angie Carter, and is not affiliated with one national umbrella organization, though some of the groups are members of NALFO. The council is comprised of four executive officers and representatives from the eleven constituent chapters, including:

Alpha Omega Epsilon – Engineering Sorority

Alpha Pi Omega – Native American Sorority

CERES – Agricultural Sorority

Lambda Pi Chi – Latina Sorority

Sigma Omicron Epsilon – Native American Sorority

Theta Nu Xi Multicultural Sorority

Delta Sigma Iota – South Asian Fraternity

Phi Sigma Nu – Native American Fraternity

Epsilon Chi Nu – Native American Fraternity

Iota Nu Delta – South Asian Fraternity

Delta Lambda Phi – Gay, Bisexual & Progressive Men's Fraternity

Sigma Lambda Beta Interest Group – Latino Fraternity

Interfraternity Council (IFC) is the collegiate governing body for the University's 20 plus inter/nationally recognized fraternities, most of which are members of the NIC, or North American Interfraternity Council. The council is comprised of six executive officers and two delegates from each fraternity and is advised by Jimmy Byars. They work together to promote IFC and Greek Life at NC State, maintain positive relationships between fraternities, the Greek community, and the university. These chapters include:

Alpha Gamma Rho

Delta Sigma Phi

Kappa Sigma

Pi Kappa Alpha

Sigma Alpha Mu

Sigma Pi

Alpha Sigma Phi

Delta Upsilon

Phi Delta Theta

Pi Kappa Phi

Sigma Chi

Tau Kappa Epsilon

Alpha Tau Omega

Farm House

Phi Gamma Delta

Pi Lambda Phi

Sigma Nu

Theta Chi

Chi Psi

*Kappa Alpha Order**

Phi Kappa Tau

Sigma Alpha Epsilon

Sigma Phi Epsilon

Theta Tau

National Pan-Hellenic Council (NPHC) serves as the collegiate governing body for Divine Nine Inter/nationally recognized NPHC affiliates. NPHC is comprised of representatives from each sorority and fraternity to facilitate mutual cooperation between its member organizations, focus on common goals, and promote the interests of the NPHC and NC State Greek Life. The council is advised by Angie Carter. These chapters include:

Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
*Omega Psi Phi Fraternity, Inc.**

Alpha Phi Alpha Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.

Panhellenic Association serves as the collegiate governing body for the inter/national sororities on NC State's campus who are members of the NPC, or the National Panhellenic Conference. Nine executive officers and two delegates from each chapter work together to as the Panhellenic Association, advised by Brooke Kingsley Isbell. The purpose of this Council is to unite all sorority women together to focus on common goals and values. These chapters include:

Alpha Delta Pi
Delta Delta Delta
Delta Zeta
Sigma Kappa

Chi Omega
Delta Gamma
Pi Beta Phi
Zeta Tau Alpha

Order of Omega is a national leadership honor society that recognizes the top 3% of a campus Greek Community. Membership in The Order is confined to members of Greek-letter social organizations and is by election of the NC State chapter. Applications are taken each semester of the academic year.

For more information about any of our councils, please visit the website at:

<http://www.ncsu.edu/greeklife/councils/index.html>

Standards Program

The Standards Program at NC State aims to challenge the Greek Community membership to live up to those highest principles and ideals upon which our respective organizations were founded. Knowing that individual members' and chapters' actions reflect on all Greeks at NC State and nationwide, our Greek community can only be as strong as its weakest link. The Standards Program will challenge the NC State Greeks to have integrity – steadfast adherence to the oath we took as we made a lifelong commitment to our respective fraternity/sorority. By providing a set of standards that reflect these common principles, the Standards Program provides Greeks at NC State a level of accountability, with an opportunity to seek distinction. In the end, the goal of the Standards Program is simple. As members of fraternities and sororities, we should be better for our affiliation, the campus improved for our involvement, and the greater community enhanced for our contribution.

In the standards program, chapter scholarship/academics is highlighted as a "shared principal" of all organizations. As the faculty advisor the following excerpt will guide you with expectations from the Department of Greek Life. For more details about Standards, please visit the website at: <http://www.ncsu.edu/greeklife/programs.html>.

IX. Scholarship/Academics

Greek organizations espouse their concern for the academic success and progress of individual members. The University expects that its students will pursue academic achievement as their highest priority. Greek organizations positively affect intellectual development and should demonstrate this shared principle by assisting the performance of its members. Each fraternity and sorority shall have:

- A. *A scholarship chairman*
- B. *Established academic advisor (faculty advisor may/should serve in this capacity)*
- C. *A developed and implemented chapter scholarship program. Each fraternity and sorority will be asked to submit their scholarship program to the Department of Greek Life annually.*
- D. *You are what you recruit. Accepting members who are below average academically, or who failed to meet admission standards, and then asking them to comply with other standards of your organization rarely sets those individuals up for academic success, and ultimately sets the chapter up for sub-par chapter grades.*
 - *It is suggested New Members with a High School un-weighted GPA below a 2.75 should not be offered bids. Aspirants/New Members with an existing college GPA below a 2.5 should only be offered membership with caution. Greek Life does not recommend extending bids of membership to lifelong (non-degree) students. (Chapters that fail to exercise these cautions with more than one new member annually, will see a reflection in their assessment of this standard.)*
 - *A Chapter's New Member GPA, as reported by the Department of Greek Life each semester, should be a 2.75 or above.*
- E. *Sororities should meet or exceed the all women's GPA each semester. Fraternities should meet or exceed the all men's GPA each semester. If a chapter's grades fall below that benchmark, the chapter should demonstrate a continued improvement by 0.05 each semester. (Mid-year assessment will reflect Spring to Fall while end of the year assessment will reflect Spring to Spring). Chapters may ask to be compared to the sex and race of their peer group for this assessment.*

Your Role as an Advisor

Your Responsibilities

You have volunteered to serve a fraternity or sorority as the faculty advisor to their chapter. Faculty advisors assist in the general operation and governance of the chapter in regards to academics, including supporting the implementation of scholarship programs, mentoring at risk members and identifying educational and scholastic resources within the University community.

As a Faculty Advisor, you... (please negotiate with the chapter)

- Should probably:
 - Receive a copy of the chapter grade report by June 1st and January 15th annually. If you have not received a copy, please call 513.2910 to request.
 - Attend faculty advisor meetings hosted by and communicate frequently with the Department of Greek Life.
 - Assist the chapter in developing an overall scholarship program or enhancing the program already in place.
 - Attend chapter meetings each semester to emphasize academics and your availability as a mentor, especially for struggling members.
 - Review the scholastic achievement of the chapter and determine whether it meet the national and universities expectations.
 - Meet at minimum twice a semester with the scholarship chair or president to talk about scholarship related issues.
 - Meet with the new members each semester to review their academic progress and plans at the University.
 - Help the chapter formulate academic incentives and recognition to reward members who do well academically

- Might be asked to or want to:
 - Meet with individual members who need guidance in regards to their academics. (time commitment will vary with size of chapter)
 - Advise chapter and/or officers on university issues.
 - Provide advice and guidance to chapter officers interested in involving faculty in programs, or ways of changing the faculty's perception of them as a student organization.
 - Provide guidance to the chapter if they want to develop a speaker series or host a faculty reception or dinner
 - Attend executive board meetings if invited.

- Are unlikely to be asked to, but may possibly:
 - Provide general guidance to the chapter.
 - Maintain contact with the inter/national organization headquarters.

Tips for Advising Chapters

- Get to know the chapter members. It's important to know your audience. Different groups require different approaches.
- Keep the groups goals and objectives firmly in mind.
- Know what group members expect of you as an advisor.
- Express a sincere interest in the group and its mission.
- Express a sincere interest in each individual within the group.
- Assist the chapter in setting realistic, obtainable goals.
- Assist the chapter in developing a system through which they can evaluate their progress.
- Address the needs of each individual while helping the group achieve its goals.
- Assist the chapter in understanding the dynamics of the group and human interaction.
- Realize the importance of the peer group and its affect on how each individual participates or fails to participate.
- Assist the group in determining the needs of the people the group is serving.
- Be aware of the various roles you'll be filling from time to time: Consultant, Information source, Clarifier, Counselor, Facilitator
- Don't allow yourself to be placed in the position of chairperson. Work toward a balanced approach to group participation.
- Be aware of the organizational and institutional power structure both formal and informal.
- Provide continuity for the group from year to year.
- Challenge the group to grow and develop.
- Be creative and innovative.
- Know how to access University resources.

How You Benefit the Chapter

- You can offer advice to graduating seniors on career opportunities.
- You can give encouragement to students to participate in campus events and organizations.
- Officers and members will have access to you, an additional mature resource.
- You will positively impact the chapter academic performance by reviewing the scholarship plan, meeting with the scholarship chairperson, new members, and/or the chapter.
- Provide a system of accountability.
- You can advocate for the fraternity/sorority experience to other faculty, university administration, and parents.
- You may have specific organizational, financial, facility, or other resource management expertise to share with the chapter.
- You can assist in the development of chapter goals, procedures and action plans.

Creative Ideas for the Faculty Advisor

- Take all members who achieve a 4.0 or make the Dean's List to a nice lunch or dinner (this could be set up with the academics chair and turned into a semester event).
- Have a study break during finals and midterms.
- Provide a Most Improved GPA award to an individual member.
- Provide a Highest GPA award to an individual member.
- Sponsor a Scholar of the Week award.
- Work with officers to plan a scholarship program for the chapter.
- A pie for pi – dessert reception for those with a 3.14 GPA or higher.
- Working with chapter on getting discounts on dues or being able to skip house duties based on GPA.
- Help chapter members to establish individual semester GPA goals and reward those who exceed their goal.
- Encourage membership to establish a study area that is conducive to learning.

Strategies for building a successful relationship with the chapter

- Think about “where you are” and utilize self assessment - –your needs, expectations, and what you want to get out of this experience
- Initial meeting – make a good first impression
- Discuss terms of relationship (expectations, goals, roles, etc.)
- Negotiate if there are differences
- Spend the time to build the relationship
- Get to know each other as “people”
- Spend some “quality” time together
- Be human
- Ask questions, make mistakes, agree/disagree, say ‘thanks’
- Be Responsible
- Follow through on commitments
- Know the students and the organization you’re working.
- It is important to know your audience. Different groups require different approaches.
- Have the goals and objectives of the group firmly in mind.
- Know what the students expect of you as an advisor.
- Express sincere interest in the organization and its mission.
- Express sincere interest in each individual within the group.
- Challenge the group to grow and develop.
- Develop a style which strikes a balance between being an active and passive group member.

Powerful Principles for Effective Mentoring

- Effective mentors understand that living is about giving.
- Effective mentors see mentoring as a process that requires perseverance.
- Effective mentors help mentee align passion and work.
- Effective mentors are comforters who share the work load.
- Effective mentors help turn personal values into practice.
- Effective mentors model character.
- Effective mentors understand that sometimes, listening is all that can be done.
- Effective mentors know when to step back.
- Effective mentors are authentic.

Advisor Development Institute (www.ncsu.edu/oasis)

The Advisor's Development Institute offers faculty and staff a chance to participate and demonstrate their commitment to teaching and advising at NC State University. This professional development opportunity has evolved from a single advisor training workshop to a comprehensive program that actively engages faculty in developmental advising.

The program is designed for NC State University faculty and staff. Workshops are conducted throughout the academic year focusing on a single component of effective advising and providing advisors with an opportunity to assess their effectiveness as an advisor. The institute is designed in such a way that all workshops could be completed within a one year time frame. However, should a participant need two years to complete the program, this can be accommodated.

Advisor training is the foundation of any advising program. In *Academic Advising: A Comprehensive Handbook* (2000), Margaret C. King, former NACADA president, recommends that advisor training should address three areas:

- **Conceptual:** What concepts such as developmental advising do advisors need to know?
- **Informational:** What do advisors need to know about in-house programs and policies?
- **Relational:** What skills do advisors need to relate effectively with their advisees?

NC State's Advisor's Development Institute includes these areas as core components of the workshop series.

The Advisor's Development Institute is sponsored by the Division of Undergraduate Academic Programs; however, workshop facilitators are represented across campus in both Academic Affairs and Student Affairs.

All participants who complete the Institute will be recognized at an awards ceremony, which will happen every December, beginning in December of 2008. This year's graduation, for individuals who completed the Institute during the 2008-2009 academic year will occur on December 10, 2009 in the Walnut Room of Talley Student center.

The Advisor's Development Institute is just one of many advising support efforts provided by the Division of Undergraduate Academic Programs (DUAP) and the Office of Advising Support, Information and Services (OASIS).

For an overview of the advising support services available through OASIS, visit our website at <http://www.ncsu.edu/oasis/faculty/adi.htm>

Forms and Resources

The following pages include forms and resources that will assist you in your role as faculty advisor. These resources are available on the Greek Life website (www.ncsu.edu/greeklife) for you to adopt for your own use.

Chapter Faculty Advisor Agreement

(sample should be modified annually to reflect agreed upon expectations)

Fall _____ to Spring _____

I, _____, agree to be the Faculty Advisor to _____
(Print Name) (fraternity or sorority)

for the _____ academic year.
(year)

I understand that I am to advise the chapter to my best ability by assisting them with their overall scholarship/academic program. I will do this by providing support and guidance in cooperation with their organizational mission and goals outlined in their constitution/charter. I have received and reviewed the Faculty Advisor Manual and have discussed with the leadership some specific goals to help them accomplish for the coming year. I have made arrangements to meet with the leaders and members of the chapter on a regular basis though the academic year. I will attempt to work closely with all other chapter advisors (national support, local alumni/alumnae or Graduate Chapter) so that we can work collectively in better assisting the chapter to accomplish their overall academic goals. I will call upon the Department of Greek Life (919.513.2910) when I am in need of assistance, information and or/support.

Advisor Best Practices:

- Be knowledgeable of the North Carolina State University Greek Community, the organizations academic standards and North Carolina State standards expectations.
- Serve as a mentor and advisor to the members of the organization.
- Be available to the members of the organization that you advise, particularly the scholarship chair and academically at risk members.
- Work with the membership of the organization that you advise to develop, implement, and maintain a system to monitor and improve (if needed) the grades of the members throughout the semester.

Fraternity/Sorority Expectations

- We accept the expectations agreed to by our Advisor
- We will work with our Advisor to enhance the quality of our organization
- We will welcome our Advisor and include him/her on appropriate chapter functions

Advisor Signature _____ Date _____

Advisor Name _____ Phone _____

Email Address _____ Campus Address _____

Chapter Presidents Signature _____ Date _____

Chapter Presidents Name _____ Phone _____

Email Address _____

Scholarship Chair Signature _____ Date _____

Academic Chair Name _____ Phone _____

Email Address _____

**ACADEMIC ENHANCEMENT AND VALUE ADDED RESOURCES AT
NORTH CAROLINA STATE UNIVERSITY (Last updated October 10, 2008)**

Academic Policies, Registration & Records
Carolyn Barnes 515-1864
<http://www.ncsu.edu/policies/index.php>

Academic Support for Student Athletes
Carrie Ledger, Director 515-2464
<http://www.ncsu.edu/aspsa/>

Admissions, Undergraduate <http://www.fis.ncsu.edu/uga/>
Graduate <http://www2.acs.ncsu.edu/grad/prospect.htm>
Transfer <http://www7.acs.ncsu.edu/uga/transfer.htm>

Caldwell Fellows Program
Dr. Janice Odom 515-3837
<http://www.ncsu.edu/fellows/>

Cooperative Education
Susan Matney- Assoc. Director 513-2300
http://www.ncsu.edu/co-op_ed/

Counseling Center
Dr. Lee Salter 515-2423
http://www.ncsu.edu/counseling_center/

Ctr. for Student Leadership, Ethics & Public Service
Mike Giancola 515-9248
<http://www.ncsu.edu/csleps/service/>

Degree Requirements
http://www.ncsu.edu/reg_records/curricula/

Disability Services Office
Dr. Cheryl Branker 515-7653
<http://www.ncsu.edu/dso/>

Distance Education (DELTA)
Dr. Lynda Hambourger 515-9030
<http://distance.ncsu.edu/>

Division of Student Affairs
Dr. Thomas Stafford, V Chancellor 515-2446
http://www.ncsu.edu/student_affairs/index.php

Center for Excellence in Curricular Engagement
Dr. Patti Clayton 513-1271
Curricular_engagement@ncsu.edu

Fellowship Advising Office (FANG))
Jennie LaMonte 513-4076
<http://www.ncsu.edu/fao/live/index.php?affil=1>

Financial Aid
Julie Rice-Mallette 515-2334
http://www7.acs.ncsu.edu/financial_aid/staff.htm

First Year College
Carrie McLean 515-8498
<http://www.ncsu.edu/fyc/>

General Education Requirements:
John Ambrose 515-4373
<http://www.ncsu.edu/uap/academic-standards>

Greek Life (fraternities & sororities)
John Mountz 513-2910
<http://www.ncsu.edu/greeklife>

Honors Program, University
Dr. Larry Blanton 513-4078
<http://www.ncsu.edu/honors/>

Honors Programs, Agricultural and Life Sciences
Dr. Barbara Kirby 515-2614
<http://ceres.cals.ncsu.edu/website/index.cfm?CurrentWebSiteID=92>

Honors Programs, Engineering
Dr. Jerome Lavelle 515-2315
<http://www.engr.ncsu.edu/undergrad/honors/>

Honors Programs, Humanities and Social Sciences
Dr. Ed Funkhouser 513-1831
<http://www.chass.ncsu.edu/chass/index.php>

Honors Programs, Management
Andy Nowell 515-6937
<http://www.mgt.ncsu.edu/>

Honors Programs, Natural Resources
JoAnne Urbanski 513-7616
<http://natural-resources.ncsu.edu/>

Honors Programs, Physical & Math. Sciences
Dr. Sandy Paur 515-2598
<http://www.pams.ncsu.edu/>

Honors Programs, Textiles
Dr. William Oxenham 515-6573
<http://www.tx.ncsu.edu/>

University/College Diversity Officers & Programs
Dr. Joanne Robinson, Assistant Vice Prov. 515-3607
<http://www.ncsu.edu/provost/offices/diversity/staff.html>

Multi-Cultural Student Affairs
Dr. Tracey Ray 515-3835
<http://www.ncsu.edu/msa/index.php>

National Student Exchange (Study in USA)
Christy Rain 513-1820
<http://www7.acs.ncsu.edu/nse/>

Office of Equal Opportunity (Study Circles)
Beverly Jones Williams 515-3148
http://www.ncsu.edu/equal_op/education.html

Pre-Law Advising (any major)
Mary Alice Tetro 513-0912
<http://www.ncsu.edu/prelaw/>

Student Health Services (Health Promotions)
Dr. Marianne Turnbull 515-2563
http://www.ncsu.edu/health_promotion/

Study Abroad (Overseas Non-USA)
Jennifer Ashcroft 515-2087
<http://studyabroad.ncsu.edu/>

Teaching Fellow Programs
Michael J. Clinkscales 513-7470
<http://www.ncsu.edu/teachingfellows/>

Transition Program:
Frankye Artis 515-7053
<http://www.ncsu.edu/transition/index.html>

Undergraduate Research
Dr. George Barthalmus 513-4187
<http://www.ncsu.edu/undergrad-research/>

Undergraduate Tutorial Center:
Barbie Windom 515-3163
http://www.ncsu.edu/tutorial_center/

University Career Center
Carol Schroeder 515-2396
<http://www.ncsu.edu/career/quicklinks/staff.php?view=students>

University Scholars Program
Alex Miller 515-2835
http://www.ncsu.edu/univ_scholars/

WISE Research and Internships
Katherine Titus-Becker 513-7608
<http://www.ncsu.edu/wise/researchinternships.htm>

OASIS (Office of Advising Support, Information and Services) – “Virtual Adviser” On-line advising center answering student, faculty, adviser, staff & parent questions related to advising our potential and current undergraduate students. www.ncsu.edu/advising_central

Ask the Pack FAQ - A searchable database of hundreds of frequently asked questions with answers. To update student Q/A's, email Martha Wicker: wikr2@aol.com; for adviser Q/A's, email Erin_Robinson@ncsu.edu.

Advisers Roundtable: Academic year meetings for advisers, faculty and staff to discuss topics of interest. Once a month meetings are held on various days and times to accommodate diverse teaching / advising schedules. Topics reflect the needs and interest areas of those who attend. Topics, meeting places and times are shared over the Stateadvisers listserv. FMI: Erin_Robinson@ncsu.edu or at 513-0292.

Faculty/Adviser access to class rolls or schedules:
<http://www.ncsu.edu/registrar/access.html>
For grade reporting, email communication with students in classes or your advisees.

University Undergraduate Advising Awards are distributed at a reception ceremony each spring. FMI or nomination forms, contact Erin_Robinson@ncsu.edu or at 513-0292. Nominate someone or yourself now!

University Calendar for important dates and deadlines:
<http://www.ncsu.edu/registrar/calendars/index.html>

Student traffic cycles: Students tend to have heavier advising needs just prior to and at the beginning of each semester, during university Formal Advising & Registration periods, and around the time of Final Examinations. Others express needs for advising over “break” periods, especially summer. Students with particular needs tend to be suspended students or those who wish to embark on a different path, such as a double major, study abroad, stopping out, grad school preparation, adding a minor, or when in personal crisis. Many seek reference letters with deadlines at the beginning of February, April, July and December.

State Advisers Listserv: Join the listserv of over 200 NC State undergraduate advisers, staff and administrators. Receive important updates, information on special programs related to advising students. Use the listserv to promote new course offerings and programs to university advisers. To sign up: send an email to Keri Bowman, listserv manager, at 513-7169 or Keri_Bowman@ncsu.edu

Taken from the Academic Advising Resource page though the OASIS (The Office of Advising Support, Information, and Services) website:
<http://www.ncsu.edu/oasis/faculty/resourcelist.htm> Many more resources can be found on this website as well.

ADDITIONAL INFORMATION:

This list is a work in progress and is intended as a living document - a guide presented for the Advising Development Institute Value Added Advising. 2/5/08