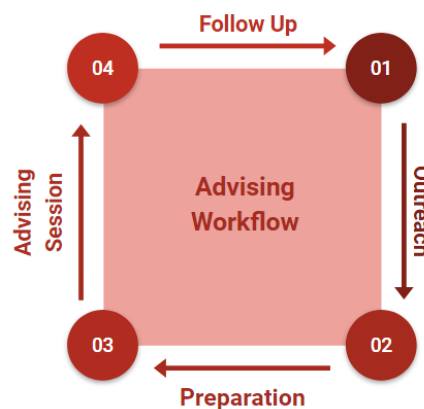


Advising Strategies and Tools to Promote Student Success Outcomes



01 Outreach

Strategy	Description	Tools & Resources
Proactive outreach	Sending emails to advisees (or a subset of advisees) at key points during the term.	Templates: Advisor Outreach Timeline & Messages WCS: Messaging from your Advisee List
Make scheduling easy	Allow students to schedule appointments online.	WCS: Set up appointment/office hour availability WCS: Run Appointment Campaigns
Vary outreach	Don't rely exclusively on email to reach students. Try sending a text through WCS or Zoom Phone.	WCS: Messaging from your Advisee List

02 Preparation

Strategy	Description	Tools & Resources
Quick snapshot review	Spend 1-2 minutes reviewing high level student information before you meet to help generate questions ahead of time.	Quick Snapshot Review Guide
Pre-advising course suggestions	Preemptively add course suggestions to student's Schedule Planner	Schedule Planner: Tutorial Video

03

Advising Session

Strategy	Description	Tools & Resources
Review Degree Tracks with student	Become familiar with General Education and university credit requirements, in addition to major requirements.	General Education Advising Guide WOU Catalog
Utilize Appreciative Advising framework	Work through some or all of the 6 phases of the Appreciative Advising Model	AA Overview Handout from WSSU TedxFAU Talk from Dr. Jenny Bloom

04

Follow Up

Strategy	Description	Tools & Resources
Documentation	Write takeaways from the meeting to refer back to in the future.	Notetaking Guidelines WCS: How to enter appointment summaries
Follow Up	Send an email in a few days or weeks to check in on the student's progress towards their "to do" items from your meeting.	"Schedule Send" Gmail feature

Common Campus Resources & Referrals

[Abby's House](#) · WUC 106 · 503-838-8219

Provides educational programming, information, and referral services to promote equity and non-violence, as well as basic needs resources.

[Business Office](#) · Admin, 1st Floor · 503-838-8201

Provides information to students regarding tuition and fee charges and payment options.

[Financial Aid](#) · Admin 310 · 503-838-8475 · wou.edu/finaid

Provides students and families with counseling and advice about financial aid questions including federal, state, and institutional aid options.

[Office of Disability Services](#) · APSC 405 · 503-838-8250

Provides reasonable accommodations to ensure students with documented disabilities have equal access to programs and services.