

NEW UNDERGRADUATE FACULTY ADVISOR

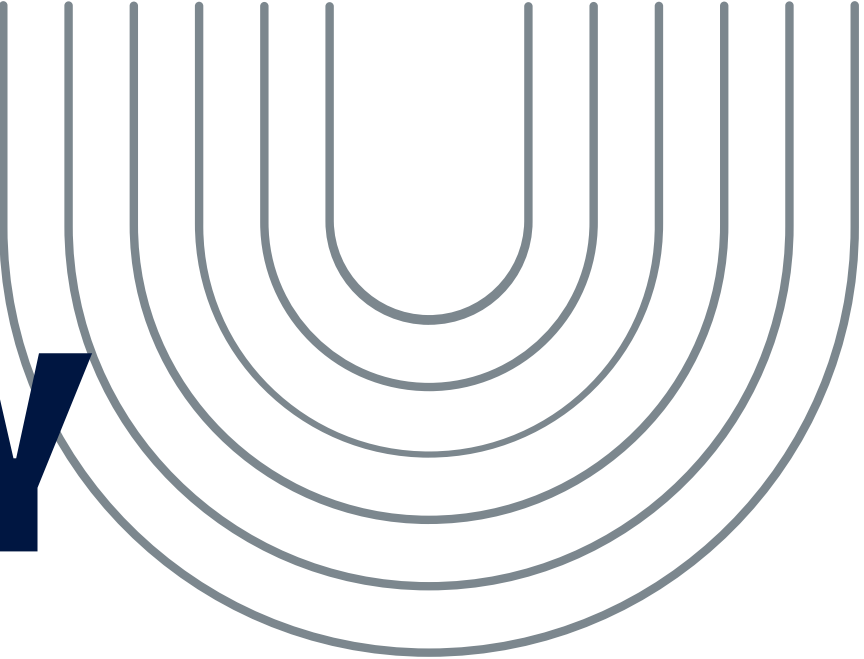
ONBOARDING & TRAINING

UConn

OFFICE OF
UNDERGRADUATE
ADVISING

Dr. Erin Ciarimboli, Director of Undergraduate Advising
Kelly Gilbert, Assistant Director for Engagement, Learning, and
Development, Undergraduate Advising

Lauren Munyard, Academic Advisor, Department of Economics, CLAS



GOALS FOR TODAY



UNDERSTAND

the landscape and
role of academic
advising at UConn



REVIEW

important academic
advising policies,
tools, and resources



PRACTICE

your use of these
essential tools and
resources



IDENTIFY

ways to connect,
grow, and utilize
university resources

OFFICE OF UNDERGRADUATE ADVISING

advising.uconn.edu

UNDERGRADUATE ADVISING AT UCONN: MISSION AND LANDSCAPE



UNDERGRADUATE ADVISING AT UCONN: MISSION

Academic advising is rooted in UConn's mission of **teaching, learning, and student success.**

Advising is a series of collaborative and purposeful interactions that teach and empower undergraduates to be independent decision makers and self-advocates as they pursue their unique educational, professional, and personal goals.

UNDERGRADUATE ADVISING AT UCONN: VISION

Through relationships with both students and campus partners, UConn's advisors:

- Equip students with necessary resources and opportunities
- Teach students how to navigate UConn
- Reduce barriers to success
- Facilitate growth and development

ADVISING AT UCONN: QUICK FACTS

- **10 schools/colleges** awarding undergraduate degrees, plus Academic Center for Exploratory Students ("ACES")
- **4 regional campuses**
- **115+** undergraduate majors
- **971** undergraduate advisors (Sept 2025)
 - 858 faculty advisors
 - 113 professional staff advisors



ADVISING AT UCONN: QUICK FACTS

- Every school/college and regional campus has a Director of Advising
- Regional campuses: Student Services/ Academic Advising office, distinct from Storrs
- New undergraduates: typically begin with a professional staff advisor during Orientation (over the summer), continuing through first or second year



FACULTY ADVISING AT UCONN: OVERVIEW & EXPECTATIONS

- Know and understand **University requirements, school/college requirements, and major requirements in your department/area**
- **Refer students to campus resources when necessary**
- **Assist students in developing meaningful educational plans, including relevant experiential learning and co-curricular activities**

FACULTY ADVISING AT UCONN: OVERVIEW & EXPECTATIONS

- **Support students in a process of self-assessment and growth to identify their individual strengths, talents, and interests**
- **Be accessible** on a regular basis, through office hours or email
- **Maintain confidentiality.**
 - Family Educational Rights and Privacy Act (FERPA)

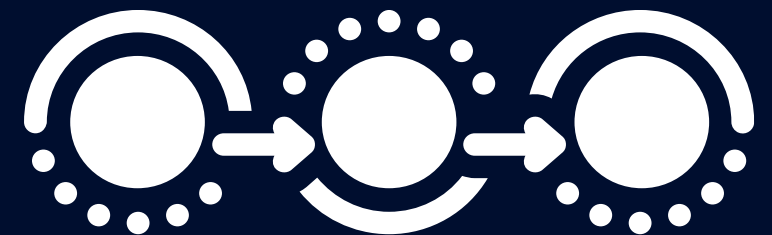
IMPORTANT ADVISING POLICIES



FERPA



Mandated
Reporting



Academic
Standing
Process

KEY CAMPUS RESOURCES

One Stop
Student
Services
Office

Dean of
Students
Office

Center for
Students with
Disabilities
(CSD)

KEY UCONN ADVISING TOOL: NEXUS

nexus.uconn.edu

KEY NEXUS FEATURES

- Nexus Notes
- Student profile
- Batch emails/Rolodex
- Advisee list
- Advisor appointment scheduling and student check-ins



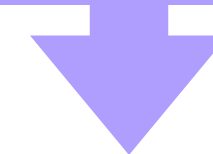
NEXUS NOTES

After searching for a student in Nexus, click on their
"Notes" tab.

Note: You should only access student information when it is
relevant to the educational and/or advising process.



Review a student's notes before meeting with them,
to see what offices and/or people they have interacted
with recently and what was covered.



Make a note immediately after meeting with a student.

WRITING NEXUS NOTES

SUGGESTED THREE-PART STRUCTURE:

- 1) What was the nature of the meeting? Why was it scheduled?
- 2) What topics were discussed? What information or recommendations were shared?
- 3) What are the next steps for the student? (e.g., follow-up appointments; referrals)

Documents, attachments, and forms can also be added to a Nexus note.

NEXUS NOTES EXAMPLE

ApptsKioskCase FilesClassesClustersDocShareE-MailEventsFlagsInterestsNon-DegreeNotesProfileResourcesStickers60 Sec ProfileTermsMid-Terms

+ Add Note | Collapse | Descending

All Network NotesAll Staff NotesInclude Emails

10/18/2022 Tony Omega
Advising Center - Waterbury
[General Note - Tony Omega](#)

Shannon came to meet with me to discuss classes for the upcoming semester.

At the moment, Shannon is pursuing Biological sciences to pursue med school in the future.

For next semester, Shannon will be targeting MCB 2410, CHEM 2444 as her priority courses and surrounding them with PSYC 1101 OR HDFS 1070, MUSIC or DRAM, and STAT 1100Q.

We discussed the opportunity to be a TME Mentor up at Storrs that represents the Waterbury community. She indicated that she would love the opportunity and thus she was encouraged to apply.

9/15/2022 Sharyn Rusch
Biology Advising Center - Storrs
[General Note - Sharyn Rusch](#)

Shannon is a regional campus student who was accepted into the Honors Program as a sophomore. Wondering about HS vs. UHL. Will earn honors credits in MCB 2210 and maybe PSYC 1100.
Research this past summer at UCHC on prostate cancer markers.
Discussed honors research project a bit and connecting with faculty before arriving in Storrs.

5/27/2022 Heather Nunes
Enrichment Programs - Storrs
[General Note - Heather Nunes](#)
Sub-Topic: Pre-Professional Advising

Checking in on required coursework for med school vs her major vs gen ed. Reviewed trying to get in the recommended med courses but okay if can't get all of them in, physics with calc does not replace calc, and courses recommended prior to MCAT.

4/6/2022 Tony Omega
Advising Center - Waterbury
[General Note - Tony Omega](#)
[Attached Documents](#)

3/7/2022 Jamie Caruso
Advising Center - Waterbury
[General Note - Jamie Caruso](#)

Shannon scheduled an appointment to discuss Honors. We reviewed the Honors Program requirements/Honors in the Major vs. Laureate. We discussed potential tutoring position for Summer and/or Fall.

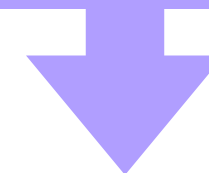
NEXUS NOTES

Use “open” levels of note sharing, in order to allow open communication between advisors and to best serve students’ holistic needs.



Caution should be exercised when entering notes regarding sensitive or confidential student information.

For example, if a student shares about mental or physical health issues, it is critical that they are referred to an appropriate party or resource on campus as soon as possible.



Always make a note! This ensures access to a holistic view of the student

CONNECTING AND GROWING FOR ADVISOR SUCCESS



MAKING CONNECTIONS IN ADVISING AT UCONN

CONNECT

- **Get to know your School/College Advising Centers** and/or regional campus academic and student services offices

COMMUNICATE

- **Reach out to the Office of Undergraduate Advising** with questions and join the Advising Network Listserv

REVIEW

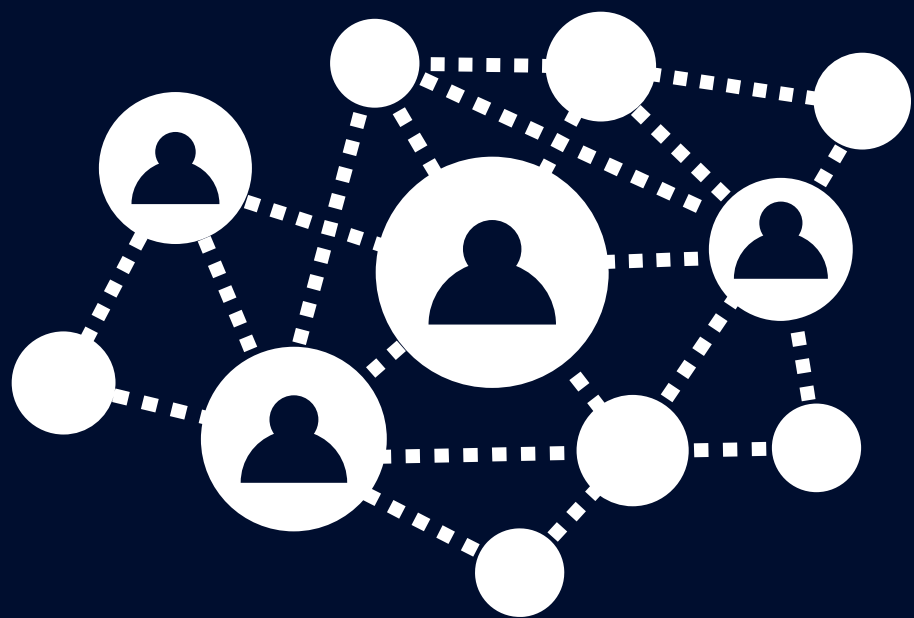
- **Familiarize yourself with the Office and Undergraduate Advising and Office of the Registrar websites** for policies, procedures, and information

BECOME A MEMBER

- **Connect with more experienced faculty advisors** in your school/college or department



MAKING CONNECTIONS IN UNDERGRADUATE ADVISING



- Join us for continued Undergraduate Faculty Advisor Onboarding and Training
 - [Common Curriculum Workshop](#) (October 15)
 - [Faculty Advisor Panel: Elevating your Skills in Faculty Advising](#) (March 5)
- Attend the [Undergraduate Advising Professional Development Series](#)
- Familiarize yourself with Nexus now
- Attend Center for Excellence in Teaching and Learning (CETL) [Workshops](#)

FOR DISCUSSION

- What are some ways that our office can support you in your role as a faculty advisor?
- What kind of training/professional development do you think we could be doing to help you to be more successful in your work as a faculty advisor?
- What are the traits/qualities that make a good advisor?



QUESTIONS?

Email: advising@uconn.edu

Website: advising.uconn.edu

Dr. Erin Ciarimboli
ec@uconn.edu

Kelly Gilbert
kelly.gilbert@uconn.edu

