

BEST PRACTICES for FACULTY ADVISORS

1. Review your advisees' **interim grades** on Wingspan.
 - a. On Wingspan > Faculty Services (Tab) > **Advising Menu** > **Advisee Grades**
 - b. Review Registrar's Calendar for deadlines to withdraw and opt for S/U:
<https://www.winthrop.edu/recandreg/registrars-calendar.aspx>
2. Review **Degree Works** information for your students
 - a. On Wingspan Home Page > Under Employee Tools (on left) > **Degree Works**
 - b. Look at what students are currently taking (in blue) and what it still needed (in red).
 - c. Compare the student's progress with the degree checklist: <https://www.winthrop.edu/cvpa/degree-checklists.aspx>
3. Look at the upcoming semester course schedule on Wingspan and **recommend courses** for the student to take.
4. Review the **Time Assignment Calendar** for student registration:
<https://www.winthrop.edu/recandreg/registration-times.aspx>
5. Check if students have any **holds** that would prevent them from registering for classes.
 - a. On Wingspan > Faculty Services (Tab) > **Advising Menu** > **View Holds**
 - b. Potential reasons for holds: need to complete Campus Safety Training, financial, immunization
6. Resolve any courses that are not listed correctly after the advising session.
 - a. **CVPA Course Substitution Form**: https://winthrop.qualtrics.com/jfe/form/SV_9Y8JhzoOuCm9F5P
 - b. Use this to resolve COVID S/U issues.
 - c. If courses are listed incorrectly fill out a **Degree Works Edit Request** online:
https://winthrop.qualtrics.com/jfe/form/SV_bNt96PhAJcEL4Mt
7. Confirm that your student has been advised in Wingspan ("lifting a flag").
 - a. Wingspan > **Advising Menu** (under Wingspan Links, top left)
 - b. Select the term (Spring 2022) and click the Submit button.
 - c. Click on **Advising Menu** (again!) > **Advise Students**
 - d. Click the radio button for "Yes" in the "Advised" column to confirm the student has been advised. This is important because a student will be prevented from registering if "No" is still selected in the "Advised" column.
8. If you are concerned about a student, refer to **At Risk**:
 - a. <https://www.winthrop.edu/uc/academic-at-risk.aspx>
9. Have students complete an **override form** online, if needed, after registration:
 - a. https://winthrop.qualtrics.com/jfe/form/SV_9zf3FRygKhIAprT
 - b. The form resides on Wingspan for students (under Student Tools)
 - c. Faculty can access this form on the Registrar's website ("Course Override Information" under Related Links on the left).