

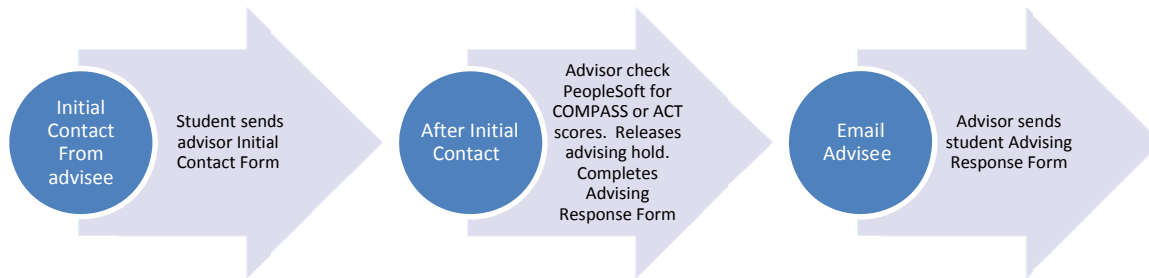
# Online Advisor Handbook 2010-2011

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## Flow Chart and Advising Responsibilities



### Initial Contact Form

Students send this form to their advisor. The form contains student PeopleSoft information, academic plans and more. A copy is available on the following pages.

### Advising Response Form

The academic advisor completes this form which lists recommended classes for the upcoming semester and contains advising and registration information for students. A copy of the form is available on the following pages. If the student's major has changed be sure to direct the student to the process for changing this.

### Troubleshooting

As an online advisor, you can be expected to field many questions from students. You won't know all the answers. Use this handbook to locate the people who do have those answers and ask for help. The best way to do this is to forward student emails to the experts. When you do this, be sure to copy the student so he or she knows that someone is looking into the answer.