

AdvisorTrac Best Practices

At the start of Priority Registration, use AdvisorTrac to contact your advisees. Use this as an opportunity to introduce yourself and to let them know how you wish them to contact you. I recommend giving them three options: email, office visits and phone consultations.

Email: Provide your advisees with a copy of the [Student Contact Form](#). Inform students who wish to use email to complete the contact form and send it to you. Remind them to use their KCTCS email address. The full URL is http://district.bluegrass.kctcs.edu/ben.worth/INITIAL_CONTACT_FORM.rtf.

Office Visits. Inform your advisees how you wish them to schedule office visits. I recommend using the AdvisorTrac Calendar and keeping the scheduling in AdvisorTrac rather than an office door. This way students don't have to make a trip to your office just to schedule a visit. Click here to set up the AdvisorTrac Calendar: <http://www.screencast.com/t/IZvD66AjFjw>

Phone Conference. Provide students who schedule in-office visits the option of calling your office phone as well as visiting in person.

Listed below is a sample email greeting that you are free to modify to suit your needs.

* * *

Hello! My name is Ben Worth. I have been assigned to serve as your academic advisor. I wish you the best of luck in the semester ahead.

BCTC requires all students to meet with their academic advisor every semester. During our meeting, I will lift an advising hold which otherwise prevents you from registering for the upcoming semester.

There are several ways you can meet with me:

EMAIL. Download the [Student Contact Form](#). Complete the form and send it to me using your KCTCS email address. The direct link is:

- http://district.bluegrass.kctcs.edu/ben.worth/INITIAL_CONTACT_FORM.rtf

OFFICE VISIT. Visit [AdvisorTrac](#), the College's new Advising Software. Log in with your KCTCS UserID and Password. Follow [these directions](#) to schedule an appointment with me. The direct links are:

- <https://advisortrac.bluegrass.kctcs.edu/TracWeb40/Default.html>
- <http://www.screencast.com/t/TdWQbq3TPBI>

TELECONFERENCE. Schedule an appointment using the Office Visit directions above. Instead of visiting my office, call me at (859) 246-6353 or Toll Free: (866) 774-4872 ext. 56353.