

Table of Contents

Section I Advising System Overview 1
 Waldorf Mission Statement..... 1
 Goals of Academic Advising 1
 Responsibilities of Advisees 2
 Responsibilities of Advisers 2
 Resources for Faculty Members 3
 Coordination of the Advising System..... 3
 Selection of Advisors 3
 Advising Structure..... 3

Section II Relational Aspects of Advising 5
 Communication Skills..... 5
 Communication Strategies..... 5
 Communication Skills in the Advisor-Advisee Relationship..... 7
 Tips on Making Effective Referrals in Academic Advising..... 8
 Common Referrals at Waldorf College 9
 Consulting with a Student who is Stressed Out..... 9
 Guidelines for Interacting with the Distressed Student..... 10
 Counseling Center Services 12
 Important Telephone Numbers 12

Section III Calendar of Advising 13
 Important Dates to Check Each Year 14

Section IV Organizing Information on Advisees..... 15

Section V Registration Procedures and Guidelines 16
 Special Notes..... 16
 Changes in Registration..... 16
 Registration Strategies and Examples 16
 Scheduling Guidelines by Departments 17

Section VI Academic Majors & Careers 18
 Discussing Possibilities with Students 18
 Assessment Instruments 18
 Web Resources 19
 Completing Internships..... 19
 Considering Graduate School 20
 Performing the Job Search 20

Section VII Students w/Special Needs & Academic Probation 22
 Advising Students with Disabilities 22
 Advising Students on Academic Probation 23
 Advising Students for Success 24
 Advising Students Transferring into Waldorf 24
 Advising Students Considering Transferring from Waldorf..... 24
 Advising International Students..... 26
 Work/Internships for International Students..... 28

Section VIII Advising Students for Success 30
 Study Skills..... 30
 General Study Tips 30
 Time Management..... 30
 Note-Taking 31

Reading Strategies.....	31
Concentration & Listening	32
Memory – 20 Techniques.....	32
Test Taking	33
Stress Management	35
Section IX Advising and the Law	36
FERPA Summary.....	36
The Higher Education Reauthorization Act.....	36
Section X Assessing Advising	38
Faculty Handbook Expectations	38
Process	38
Section XI Frequently Asked Questions	39
FAQ's about the Core Curriculum	39
Other FAQ's	40
Section XII Forms.....	42
Section XIII Sources.....	43