

CAS/Undergraduate Education and Student Success/University Career Center
Advising Guidelines
Monday, June 10, 2019

In terms of departmental roles, CAS departments vary greatly. The CAS roles described below are intended for guidance as you determine how to organize these activities in your department. Please also note that the delegation of work in CAS departments should be determined by Department Heads/Program Directors in collaboration with business managers.

I am a:	The students I help are:	I work on:
Tykeson Hall advisor	<ul style="list-style-type: none"> • Exploring • Declared 	<ul style="list-style-type: none"> • Degree pre-checks • Career advice • Major selection • Flight path options • Course selection • Balancing workload • Time management/study skills referrals • Transferring to UO • Career assessments • Improving student diversity and retention, including coordinating program initiatives related to underrepresented and first-generation students
Career readiness coaches	<ul style="list-style-type: none"> • Exploring • Declared 	<ul style="list-style-type: none"> • Full-time job search strategies • Serving as a resource for experiential learning and internships in collaboration with CAS departments • Part-time job, volunteer and internship development and search strategies (experiential learning) • Resume and cover letter development and review • Graduate school applications • Interview preparation and informational interviewing • Career education (what different career fields look like) • Employee interactions/events • Improving student diversity and retention, with particular attention to underrepresented, LGBTQ, veterans, international students, students with disabilities and first-generation students

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Oregon Hall advisor	<ul style="list-style-type: none"> Students in crisis or at risk or need additional support early exploration New student (first year/transfer) needing early guidance and unsure where to go PathwayOregon TRIOSSS CMAE (diversity portfolio) 	Units in UESS specialize/collaborate on the following: <ul style="list-style-type: none"> Diverse support services/wrap around Diversity scholarships/Financial support Pell Grant Nontraditional/first generation/transfer students Highest risk in student success initiative On probation Referrals to campus specialists Taking medical leave or other exit from UO Out of major options, need intensive redirection Petitioning for an academic policy exception Confused re: academic policies Reinstating at UO after disqualification Seeking degree concerns for exceptions/ degree specialists Pursuing high performance, complex paths Additional needs not met elsewhere Student Success and retention coordination campuswide Unifying advising for holistic practices and standards University-wide note-taking, degree too implementation, advising training
CAS department administrator (this work should be delegated by the head or manager as appropriate)	<ul style="list-style-type: none"> Majors in my department 	<ul style="list-style-type: none"> Coordination of students into independent studies, in collaboration with faculty Helping students navigate the departmental honors process and system Providing students with accessible advising materials and information Referring students to Tykeson Hall Coordinating student award processes Referring students to resources that are important to their well-being and success Communicating with majors & minors about opportunities, departmental events, etc. Degree and graduation checks and approvals (degree and graduation checks departments can be completed in Tykeson Hall if departments choose)

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Faculty members	<ul style="list-style-type: none"> • Majors in my department 	<ul style="list-style-type: none"> • Providing academic mentoring, as appropriate • Advising declared majors, as appropriate • Advising for graduate school in the department's areas of specialization, as desired by the department • Providing information and guidance about scholarships, research opportunities, and experiential learning options, as appropriate • Letters of recommendation • Referring students to resources that are important to their well-being and success • Mentoring students through the application processes for scholarship, award, and other opportunities with special attention to first-generation and underrepresented students
CAS faculty contact for Tykeson Hall (e.g. director of undergraduate studies in departments that have this position): This person will be consulted by the CAS staff contact for matters requiring faculty oversight. The work can be delegated by the head or manager as appropriate.	<ul style="list-style-type: none"> • Majors in my department 	<ul style="list-style-type: none"> • Providing information to Tykeson Hall flight path coordinators as faculty point of contact • In collaboration with departmental staff, coordinating updates to training materials, advisor job aids, and student-facing material that contain departmental advising and career development information, including four-year curricular and career development roadmaps • In collaboration with the Tykeson Hall Director, facilitating quarterly meetings between the flight path team and the academic department for training, communication, and relationship building
These are advising related activities currently conducted within some departments that will remain within those departments. Please note that it is not expected that all departments must engage in these.	<ul style="list-style-type: none"> • Majors in my department 	<ul style="list-style-type: none"> • With staff, coordinating majors & minors into independent studies • Identifying students for awards • Coordinating study abroad opportunities, where relevant • Decisions about curricular issues, including approvals and exceptions • Authorizing registration for classes in the major, where applicable • Referring students to resources that are important to their well-being and success • Coordination into departmental research experiences, including collaborations with CURE, where feasible

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		<ul style="list-style-type: none">• Serving as a resource for experiential learning and internships in collaboration with the career center, where feasible• Degree and graduation checks, requirements, and approvals (departments can also elect to delegate this work to Tykeson Hall advisors)