



OPEN LAB Graduate Student Advising & Advising Systems

Reimagine **possible**

September 21, 2020

Grad Lab

Office of Social Work Student Services, Finance & Administration
Department of Social Work
College of Health & Applied Sciences

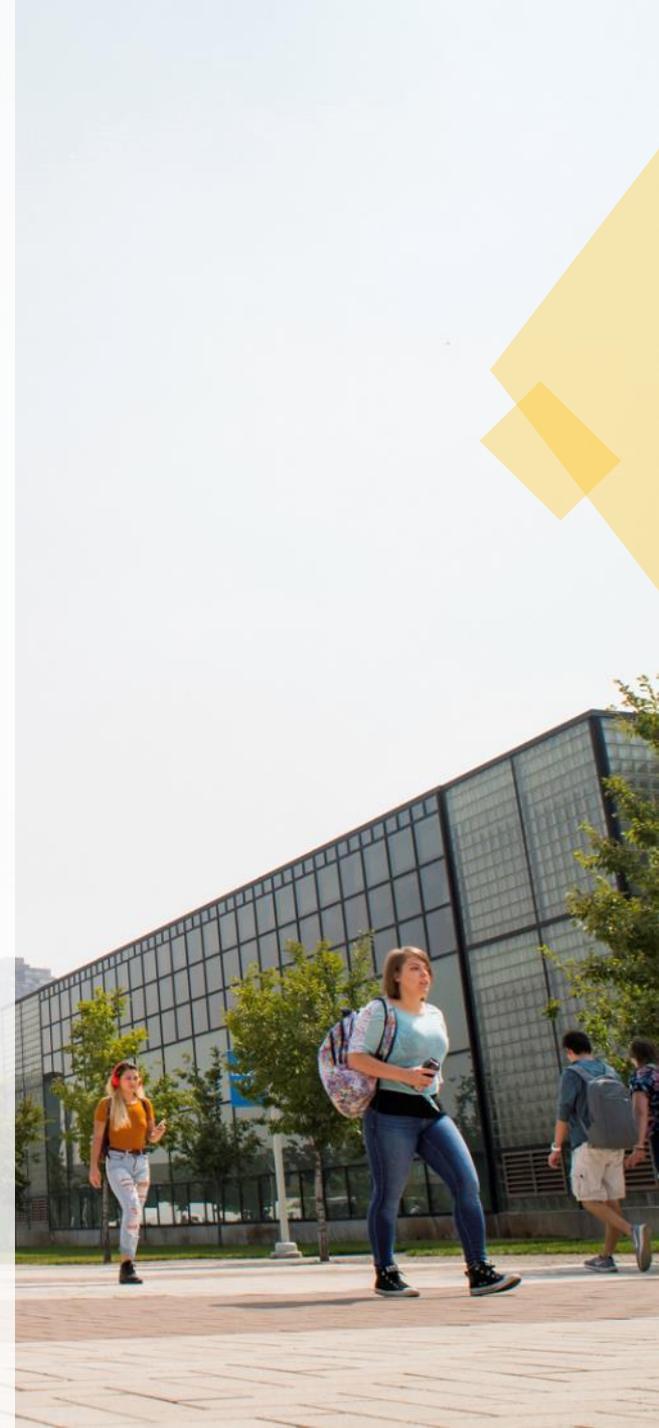


Introductions

- Introduce Yourself
 - Name
 - Title
 - Program
 - What makes graduate students special at MSU Denver?
- Pick the next person to introduce themselves

Goals for this session

- Explore promising practices for supporting graduate students through advising
- Examine program advising tools
- Examine university advising tools
- Explore options for tracking student's persistence and success.
- Identify a framework for customized advising and advising systems for graduate students and graduate programs at MSU Denver

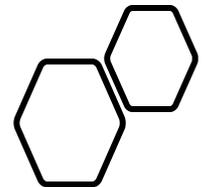




Promising Practices: Supporting MSU Denver Graduate Students

Advising and advising systems must be customized to meet the needs of MSU Denver graduate students who are:

- socioeconomically and culturally diverse
- first generation
- historically underrepresented
- post traditional (25+, military, caring for dependents)



Promising Practices: Creating the Advising Environment

- Support Team
 - Professional and Faculty Advisors
 - Peer and/or Alumni Mentors
- Advising Appointments – Undergraduate vs. Graduate
 - Looking at work life balance vs. degree planning
 - More email advising vs. in-person
 - Staff to student ratio can be higher and feel manageable
- Timeline consideration
 - When do students need more support?



Program Advising Tools

- Website
 - Program Policies and Procedures
 - Licensure information and resources
 - Frequently Asked Questions
- Communication Plan
 - “Welcome Back” from Program Director and Chair
 - Monthly Newsletter
 - Proactive registration support
- Student Feedback
 - Climate Survey
 - Feedback Forums
 - Advising Follow-up (with incentive)
- Advising Snapshots
- Comprehensive Student List
 - Student Information
 - Academic standing
 - Registration projections



Designing Advising Snapshots

Visual representation of program requirements and suggested path(s) for completion.

- Demonstrate
 - Prerequisites
 - course scaffolding
 - Enrollment options (PT/FT)
- Create
 - Keep branding in mind
 - Clear designation of course sequencing
 - Key for any symbols used (asterisk, dagger, etc.)
- Include
 - non-coursework requirements (i.e. internship)
 - linked or continuation courses (students stay in same section over multiple semesters)

Examples of Advising Snapshots



Master of Social Work Program



METROPOLITAN STATE UNIVERSITY™
OF DENVER
Department of Social Work

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**Advising Snapshot:
Advanced Standing – Part Time Plan**
Required Concentration Coursework

SUMMER – Year 1	
SWKM 6400 Bridge Seminar (3)	
SWKM 5475 Legal Issues in Social Work Practice (3)	
TOTAL: 6 credits	

FALL – Year 1	SPRING – Year 1
SWKM 6425 Advanced Integrative Practice: Leadership (3)	SWKM 6475 Advanced Policy and Advocacy (3)
SWKM 6450 Advanced Integrative Practice: Clinical (3)	SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
TOTAL: 9 credits	TOTAL: 9 credits

FALL – Year 2	SPRING – Year 2
SWKM 6700 Capstone I (3)†	SWKM 6750 Capstone II (3)†
SWKM 6725 Field Experience III (3)‡	SWKM 6775 Field Experience IV (3)‡
TOTAL: 6 credits	TOTAL: 6 credits

Note: Concentration Field Placement consists of 20 hours/week



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**Advising Snapshot:
Advanced Standing – Full Time Plan**
Required Concentration Coursework

SUMMER – Year 1	
SWKM 6400 Bridge Seminar (3)	
SWKM 5475 Legal Issues in Social Work Practice (3)	
TOTAL: 6 credits	

FALL – Year 1	SPRING – Year 1
SWKM 6425 Advanced Integrative Practice: Leadership (3)	SWKM 6475 Advanced Policy and Advocacy (3)
SWKM 6450 Advanced Integrative Practice: Clinical (3)	SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
SWKM 6700 Capstone I (3)†	SWKM 6750 Capstone II (3)†
SWKM 6725 Field Experience III (3)‡	SWKM 6775 Field Experience IV (3)‡
TOTAL: 15 credits	TOTAL: 15 credits

Note: Concentration Field Placement consists of 20 hours/week



Creating a Comprehensive Student List

What to track?

- Basic Demographics
 - Name, Email, Program start date
- Program Specifics
 - Delivery, Enrollment, Activity
- Support Focus
 - Faculty Advisor, Conditions of Acceptance, Academic Status
- Planning
 - Academic plan outline, internship year(s), graduation date
 - “Count If” formulas utilized to project future course enrollments





University Advising Tools

- Banner
 - Registration (SFAREGS)
 - Holds (SOAHOLD)
 - Final Grades, GPA (SHATERM)
 - Student Status (SGASTDN)
- EDW (Registration Reports)
- Degree Works
- SSC Navigate (New)
 - Appointment Scheduling
 - Academic Planning
 - Tracking student communications
 - Early Alert
 - Campaigns
 - Reporting
- Tuition and Fee Appeal
- Administrative Withdrawal

Tracking Students' Persistence and Success

- Degree Progress Reports
- SSC Navigate
- Student Support and Problem Resolution Procedures
- Ask your Chair – are there other assessment measures that you could help track? Often times accredited programs have them.
- Comprehensive Student Spreadsheet



Identifying Your Framework

Advising Environment

Advising Tools

Program Feedback

Tracking Student Success

Campus Contacts

- Office of Graduate Studies
 - ogs@msudenver.edu
- Advising Systems Team
 - Brandy Swanson
 - Advising Coordinator for Training and Development, bswans10@msudenver.edu
 - Stephanie Allen
 - Director of Advising Systems, allestep@msudenver.edu
 - Gabriel Grinsteiner
 - Administrative Assistant, ggrinste@msudenver.edu
- Office of the Bursar
 - Michael McCabe
 - Tuition and Fee Appeals, mmccab14@msudenver.edu
- Office of the Registrar
 - Melissa Miller
 - Associate Registrar, Records, and Registration, regquery@msudenver.edu
- College of Health and Applied Science
 - Kathryn Dunleavy
 - Data Manager, dunleavk@msudenver.edu



Q & A

