

FOR ONLINE STUDENT HANDBOOK
ACADEMIC ADVISING COMPONENTS

A. ACADEMIC ADVISING

INTRODUCTION

The world of academic advising can be an adventurous journey, and your dedication and commitment are greatly appreciated. Thank you for embarking on the path toward proficiency and high-quality practices in Proactive and Appreciative approaches to advising. This academic advisor development handbook is a navigational tool for increasing knowledge and awareness of key landmark areas and concepts for Proactive and Appreciative Advising at Claflin University.

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The academic advising program at Claflin University will set the standard for advising within the institution, among other Historically Black Colleges and Universities, and global higher educational systems.

Student Learning Outcomes

Through the academic advising experience for online students, you will be able to:

1. Understand how courses in your major align and relate to your overall intellectual growth.
2. Understand how to complete degree requirements and develop a plan for timely degree completion.
3. Identify your strengths and areas that need improvement.
4. Identify, clarify, and articulate your personal, educational, and career aspirations and goals.
5. Demonstrate awareness and use of Moodle and other online resources.
6. Make informed decisions about your academic career.

Resources

Required Resources	
Undergraduate Catalog	https://www.claflin.edu/docs/default-source/academic-affairs-student-services/2018-2020-undergraduate-catalog_final_aug-21-2019_web.pdf?sfvrsn=15bf3f0e_6
2019-2020 Student Handbook	https://www.claflin.edu/docs/default-source/policies-and-procedures/cu-student-handbook-2019-2020-updated-dmk-07302019.pdf?sfvrsn=535d3f0e_4
Spring 2019-2020 Academic Calendar	https://www.claflin.edu/docs/default-source/academic-affairs-student-services/spring-2020-academic-calendar.pdf?sfvrsn=a4b73e0e_2
Pdf Calendar	https://www.claflin.edu/docs/default-source/calendar/claf_cal_2019_20_pages_web.pdf?sfvrsn=9e5c3f0e_2
Claflin's History Book	https://www.claflin.edu/docs/default-source/default-document-library/clafin_university_history_book_2017-18.pdf

Key Departments

Key Campus Departments		
Department	Person	Contact
Financial Aid	Ms. Tonya Sanders-Govan, Financial Aid Counselor	tsanders@claflin.edu (803) 535-5813

Bookstore	Mr. Joshua Griffin, Bookstore Manager	bookstore@claflin.edu (803) 535-5269
Student Accounts	Mrs. Hattie Harmon, Accounts Receivable Manager, Accounting	hharmon@claflin.edu (803) 535-5415
Online Education	Mr. Syed Hasnain, Director for Online Education	shasnain@claflin.edu , (803) 535-5695
Online Education	Ms. Angela Parker, Enrollment Counselor	anparker@claflin.edu , (803) 535-5108

Technology/Software

Technology	
Tool/Software	Purpose
Moodle	Course management system
MyClaflin	Student portal
InSight	Advising software that allows you to schedule advising appointments view advising notes, view early alerts, etc.

Responsibilities	
Advisor Responsibilities	Student Responsibilities
Empower students to discover their individual	

General Rule of Thumb

Given that students enter their online major at various levels, the following are general rules of thumb for students to follow.

1. If you enter your major and still have general education and elective courses to complete, you should try to complete them first before taking more than two core courses a semester.
2. If you are a transfer student, you are required to take the Professional Seminar Course (CPCS 101) in the first semester.
3. You should take your statistics and research courses at least one or two terms before you take your capstone course.
4. Semesters are divided into two eight week terms.
 - i. Term I first eight weeks. Code is 71 for online, 51 ground, and 56 Fort Jackson.
 - ii. Term II second eight weeks. Code is 72 for online, 52 ground, and 57 Fort Jackson.
5. Online students do not have a fall or spring break.
6. Must access your course daily.
7. We encourage students to register for 12 to 15 hours each semester.
8. Starting Summer 2020, all online students will pre-register in MyClaflin and your advisor will review and approve your schedule.
9. When you are given your password, change it immediately. Then change it every 90 days.
10. Your faculty will take attendance several times during the week. Your online attendance is determined by the

schools. To be prepared for post-graduate life, students must engage in several necessary career development and readiness activities.

Choosing a major is only one step toward preparing for a career. Being career ready and participating in an experiential learning activity are important and necessary steps in preparing for life after graduation. The career readiness components of this course are designed to provide students with necessary skills and documents to achieve their career goals. Visiting the Office of Career Development once a year is not enough to prepare for the workforce and more. Constant engagement with the Office of Career Development and the ability to market yourself as a value to the workforce are essential factors to establish career readiness.

CAREER READINESS ACTIVITIES

Currently, students are expected to seek assistance from the Career Development Center on their own, but many students may not be aware of the exact assistance they need to be prepared for their chosen career. The necessary career readiness activities should be developed from the student's first semester through the first semester of their senior year. Students are introduced to the following career readiness activities: successful branding, building a resume, the elevator pitch, career exploration, and conducting a job search. To build on these activities, it is requested to have these career readiness activities conducted by the staff in the Career Development Center at Claflin University.

OBJECTIVES

- Students will develop an error-free resume and cover letter.
- Students will know the importance of experiential learning.
- Students will learn how to use Handshake Career Management System.
- Students will understand the meaning of professionalism.
- Students will create a personal statement.
- Students will practice their 30 seconds elevator pitch.

TOPICS

Resume Building - resumes emailed to the following email addresses based on class level for review and feedback

- o Freshman_careerdev@claflin.edu
- o Sophomore_careerdev@claflin.edu
- o Junior_careerdev@claflin.edu
- o Senior_careerdev@claflin.edu

Writing a cover letter

Engaging with Handshake Career Management System

(<https://app.joinhandshake.com/login>) - The Handshake Career Management System provides a platform for schools and employers to connect while providing networking opportunities for students. Handshake can provide access to over 200,000 employers from every industry and region. Handshake was launched April 2018 and now has more than 6,100 employers.

Writing a personal statement

Writing and practicing a 30 seconds elevator pitch

Understanding Professionalism/Work ethic

Participating in Experiential learning activities

- o Contact the Coordinator of Experiential Learning
- o Ms. Whitney Williams
- o whiwilliams@claflin.edu
- o 803-535-5144

Participating in career fairs offered by Career Services

For questions about academic advising and the Career Pathways Initiative, please contact:

Dr. Twaina Harris, Director of Academic Advising and the Career Pathways Initiative

Email Address: tharris@claflin.edu

Phone: 803-535-5167