Thank you for working with a group of new students in the coming year as their College Advisor, a role we hope will be a satisfying complement to your teaching. This outline lists the basic expectations for this role, and some suggestions for getting started.

Information about your advisees is available on MyWellesley, in the Administrivia area, by following the Faculty Advisor link. If you have questions about this, or concerns about any of the students you are advising, please be in touch with John O’Keefe at jokeefe@wellesley.edu.

**Preregistration and Registration:** If you have not advised for a couple of years, we want to make you aware that we now preregister students for some courses. Over the summer we asked all new students to tell us their preferences for First-Year Writing Courses (the old Writing 125) and First-Year Seminars. Based on that, we have **pre-registered** all students for writing courses, and many for seminars. If you are teaching a writing course or seminar, I have made an effort to match you with students from your classes, in hopes of making the work of advising them easier and more meaningful. As they register during orientation, they will not be able to change their writing class, and they will be building their schedule around that (anyone who must change must speak with Jeannine Johnson, the director of the Writing Program). They will register for their other courses, on Saturday, September 2, at 9:30 am. Students may drop their seminar at that point, but I hope you will encourage students to keep their seminar courses; these are excellent courses designed for helping students get a great start at college-level work, and will benefit students in many ways.

**Advising Meetings:** We have set aside time in the Orientation schedule for **individual advising meetings**, on Friday, September 1 from 1:30-4:00. While we know not all faculty will be able to be on campus then, our hope is that by building this into the schedule, we help those of you who can be on campus in your work with these students. If you can see your advisees at that time, or another time during Orientation, please let them know how best to find you. If you cannot, we do have an advising session scheduled for that same time with the Class Deans and the peer Academic Success Coaches and others, and our hope is that all students can have an individual conversation about their fall registration before that moment comes on Saturday morning.
**Making Contact:** Sending a short email to welcome your advisees to Wellesley is a great way to get started. The Advising App on MyWellesley includes their names and email addresses, and if you are using Wellesley’s gmail, you can simply type in their names and reach them that way. Please reach out to them no later than September 5, the first day of class, to confirm that you will meet them sometime before the end of the first week. They may already have been in touch with you by that time, as we are telling them to arrange to meet you once classes begin.

**Meetings:** We hope that you will meet at least four times over the coming year with your advisees:

- **MEETING #1** (by the end of the first week of classes, September 1-September 8): students should meet individually with their advisor during this time to get acquainted and to discuss their initial experiences at Wellesley, general goals, and fall courses.

- **MEETING #2** (November 1-November 16): students should meet their advisor again in this three-week period to discuss course selections for spring (registration for spring courses is on November 17).

- **MEETING #3** (Early February): students should meet their advisor to check in about the results from fall courses and about spring course selections and any changes to the spring schedule.

- **MEETING #4** (April 2-April 19): students should meet with their advisor to discuss course selection for the fall (registration is on April 20) and review how plans have developed over the course of the year.

**What to Talk About:** Being an advisor means listening at least as much as talking. We hope that you will talk with your advisees about the specifics of their Wellesley experiences, including courses and extracurriculars. But it is vital to try to get to know them as people, and to help them start to see themselves as active participants in a liberal arts education. This means helping them ask the big questions about who they are, who they would like to be, and how they will use their college years in the most general way. And it means helping them reflect on their successes and failures. So if a student mentions enjoying a course, or not liking a course, try to help explore why, and what that might mean for any future plans at Wellesley and beyond. This can be a challenge, as you already know, but is the core of being a successful advisor. As a starting point, many students answered some questions about themselves over the summer, and this information is part of what you can see about them on MyWellesley. You will also be able to see their course schedules there.

**Checking In:** Students appreciate being contacted occasionally with a quick email asking how things are going and inviting them to come talk if there’s anything on their minds. Although we encourage students to take initiative and responsibility for engaging with their advisors, welcoming gestures from the faculty can ease the way substantially.
Even the most self-assured first-year student may fear taking up your time with questions, problems, and successes, and may feel intimidated by you, so helping bridge any such gaps is important.

**Additional Resources:** The PLTC, the First-Year Dean’s office, the counseling service, and Residential Life are your allies in the process of helping your advisees find their way at Wellesley during their first year. Lori Tenser serves as the Dean of First-Year Students and can be reached at ltenser@wellesley.edu or 781-283-2327. There is a list of information, including advising information given to students, and other useful resources on campus at http://new.wellesley.edu/advising/classdeans/faculty. For those of you who are new to advising at Wellesley, I am happy to meet or talk on the phone at any time to get you started well in this role. Thank you again for this important work with our new students.