Graduate Pathway Advising
INTO North America Academic Conference 2018
Graduate Pathway Advising

• Roles
• Responsibilities and duties
• Best practices
• Regulations
Roles

- Advisor to Students
  - Phase one: Academic performance in all classes
  - Phase two: Transition to full admission to the university
- GPW Faculty Advisor
  - Curriculum revision
  - Curriculum implementation
  - Support faculty’s needs
- Connection to other university departments
  - Registration and matriculation
  - Monitor Pathway students’ performance in college courses
  - Issues of academic dishonesty
  - Collaboration on major course assignments and projects
  - Advocate for international students
- Present to and meet with agents in the field
- Teach GPW classes and Pathway Student Support
Responsibilities and Duties

@Before arrival & during orientation
– Provide input for teaching assignments for GPW courses
– Provide curriculum to faculty
– Reach out to students before arrival
– Prepare materials and lead student orientation in sessions: Meet the Faculty, Understanding GPW, and Meet with College Advisor
– Establish connections between the college advisor and students in different majors
– Schedule Pathway Student Support hours for both students and teachers

@During semester
– Teach
– Reach out to university instructors who have GPW students in their classes for feedback on students' performance
  • Respond and react to information received especially when feedback indicates students are struggling
– Ensure that students are aware of their performances and encourage them to improve themselves
– Remind students to meet all regulations in a timely manner (such as I-20 changes) and answer all questions
Responsibilities and Duties

@End of semester
– Check matriculation eligibility
– Contact departments for students in gray areas
– Notify students of need to extend in PW (reasons and consequences)
– Assist transition to the major program of study
Best Practices in Student Support

Creating independent learners by building awareness of US grad school expectations

– Point out campus and INTO resources
  • Writing center, reference librarians, LRC, Career Center, former INTO students........
– Full-time course load
– Understanding the intent of the course syllabus
– Keeping tabs on grades & GPA calculator
– Responsibility for plugging gaps in content & English knowledge (textbook, Lynda.com, reference librarians)
– Provide email addresses, locations, and information
– “Ask your professor, not me”

(We reach out to all campus resource departments to have the most up-to-date information—not to overlap with other departments but to remind and guide students during the timeline.)
Best Practices in Student Support

Preparing for matriculation

– Check the Grad Catalog for program requirements
– Learn how to register for courses
– Explain HOLDS on student accounts
– Plans of Study (submit to Grad College by 12th credit hour)
– Possibility of PW extension semester
– Progression scholarship
Are your ducks in a row?*

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO or SOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are your classes scheduled for next semester (Summer or Fall 2018)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Explain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Did you fill in the Program Extension Form?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Do you have at least a B in all major classes?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3. Are you in Engineering major?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>The GPA for matriculation is now 3.0. You must have at least a B in each class.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Are you in Accountancy major?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Do you have sufficient GMAT scores?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>5. Are you in Health Informatics or Sport Administration major?</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Do you have GRE scores on file?</td>
<td></td>
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</table>
Regulations

I. Full course load
   – Pathway students must be enrolled for 18 credit hours per week

18 hours – (6 or 9 graduate level credit hours + 6 English credit hours) = #XX credit hours of Pathway Student Support (PWSS)

PWSS Courses
   – Advising
   – Extra Grammar
   – Community Reach Out
   – Academic Honesty
   – Varied semester to semester, depending on available teaching hours

Outcomes
   – Increase student performance
   – Correlation with student performance, but not cause and effect
   – Scheduling is confusing, hectic, and burdensome
   – Students attend in order to meet the full course load
   – Allow advisors to learn about student needs and how to assist them
II. Online restrictions
   – Pathway students are not allowed to take any online courses as a part of their full course load.
   – Educate college departments and find remedies to ensure there are enough in-class courses offered
   – Review students’ schedules to ensure that they meet the regulation

III. I-20 Expiration and Extension
   – I-20 expiration date is before the final grades posted
   – Advise students to file a request for a program extension I-20 prior to expiration date