



QEP Play 3: Advising & Registration

Awareness Play

Goal: Assist students in completing all registration requirements in a timely manner to support them in enrolling as full-time students in courses included on their degree plan.



Quarterback:

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Essential Staff

- Enrollment & Completion Advisors (ECA)
- College Advisors
- Financial Aid, Housing, Health, and Testing Staff



Linkages w/ Other Plays

- Application & Admission: - Play 1
- Financial Aid – Play 2
- Institutional Technology
- Transition to Major – Play 12



Process Focused Play

This play is focused on the organization around a process to facilitate specific outcomes.

Strategies

- P-3a. Actively communicate with admitted students in a timely manner.
- P-3b. Enhance academic advising to ensure students are aware of the proper courses in which they should register, according to their degree plan.

Measures

Institutional Change/Output Process Implementation

1. Date students were provided “next step” information and the information that was given (TCLAW)
2. Number of students assigned advisors (reporting period: the week before Freshman Orientation, and the first week of class; TCLAW)
3. Date student met with advisor (reporting period: monthly, TCLAW)
4. Number of times student met with advisor prior to mid-term (reporting period: monthly, TCLAW)
5. Number of trainings offered to Enrollment Completion Advisors (list of attendees, training topics: TCLAW)

Student Learning / Behavior Change Scale

Seven (7) item scale on student awareness of the course registration process at TSU and how advisors can assist. Scale also addresses the quality of the information provided regarding registration and the assistance of advisors.