Dear colleagues,

I hope that you've had a pleasant summer.

You have received this email because, according to my records, you have agreed to serve as a freshman adviser for 2016-2017. If you believe that you have received this message in error, please contact the dean's office of the residential college where you are a fellow as soon as possible.

On behalf of Dean Holloway and the head and dean of your residential college, I thank you for your commitment to freshman advising. As a freshman adviser, you play a vital role in helping to shape our students' first experience of Yale, as well as to ensure their success in the years to come. I am grateful to you for putting your talents and abilities to work for our freshmen and in service to the College — especially at one of the busiest times of the year.

Now, hold onto your hats — a lot of advising information follows! I am including it in three formats: 1) in the email that follows; 2) as a pdf attached below; and 3) for those of you who prefer to read online, in the For Advisers section of the Advising Resources for Freshmen and Sophomores Website, under the title, "Dear Freshman Adviser: FAQs for 2016-2017."

**Orientations for New and Returning Advisers**

Are you serving as a freshman adviser for the first time, has it been several years since you last served, or are you a regular freshman adviser but would like a refresher? If so, please attend a one-hour "boot camp" scheduled for next week, either:

- **Wednesday, August 24**, 2:00-3:00 p.m., SSS 410, or
- **Thursday, August 25**, 10:30-11:30 a.m., SSS 410

Each boot camp will focus on what is and isn't expected of freshman advisers, important information about Yale academics, and advising resources at Yale. These meetings are voluntary and are offered in addition to the meetings offered by the residential college deans on Monday, August 29 (described below). Light refreshments will be served.
Please RSVP to sarah.delvecchio@yale.edu.

Your First Meeting with Your Freshman Advisees
Your first meeting with your advisees will take place in your residential college on Monday, August 29. Your residential college dean will contact you separately to explain the schedule and location of those advising meetings. Generally speaking, they begin with a briefing by the dean and head of college — often between 1:00-2:00 p.m. — followed by a group meeting with your advisees between 2:00-2:45. The exact timing may vary from college to college. For tips on how to conduct your group meeting with your advisees, please click here.

Please also know that I will email the Class of 2020, asking them to complete some simple preparations in advance of your meeting.

What Should I Do If I Cannot Attend the August 29 Meeting?
Attending this first meeting with your advisees is very important. They are looking forward to it with some trepidation, but also with much enthusiasm. It sets the tone for your meetings to follow.

However, unforeseen conflicts occasionally arise. If you are unable to attend, please contact your residential college dean immediately so that he or she may make alternative arrangements. It's also courteous to contact your advisees and to suggest some times and dates to meet upon your return to campus.

See also "If You're Not Available...," under General Advising Information and FAQs for Freshman Advisers.

Who Are my Advisees and Where Do I Find Their Names?
Click here to log into your personal advising page with a list of your advisees.

What Other Information Appears on My Personal Advising Page?
• Advising Q&A: survey responses collected from incoming freshmen
• High school transcript (to be uploaded during the week of August 15)
• Link for sending emails to your advisees (individually or as a group)
• Link for sending email to the dean of your residential college
• Link to your advisees' fall- and spring-term grades, when posted
• MDER (Matriculation Data and Entrance Record): family and high school information*
• Photos of your advisees
* While the name of the dean of your residential college may appear on the "adviser" line of your advisees' MDERs, please rest assure that you are indeed the adviser and that said name is just a placeholder.

You are especially encouraged to read the Advising Q&A before you meet with your advisees one-on-one. It includes responses to a survey that we ask all incoming freshmen to complete, and it often provides good insights into each student's likes, goals, and preparation.

Shopping Period Advising Timeline
1. First meeting: August 29: meet with all of your advisees as a group; tell them about yourself, your field of study, and why you volunteer to be an adviser; ask them about their academic and extracurricular interests; establish a baseline rapport. Main takeaway: schedule one-on-one follow-up meetings for the period between August 30-September 12. For tips, click here ("Goals of the First Freshman Advising Meeting").
2. Second meeting: between August 30-September 12, meet one-on-one with each advisee. Discuss their short- and long-range goals, academic and extracurricular interests, and how they are adjusting to college life and to Yale. Offer advice about specific courses to the extent you can, or direct students to other resources, such as directors of undergraduate students, their residential college deans, or freshman counselors ("frocos"). For tips, click here ("Follow-up Meeting").
3. Third meeting: by September 12 at 5:00 p.m., meet a third time with each advisee to briefly discuss their final schedules and sign them. For tips on what is expected and how to conduct these meetings, click here.

General Goals of Advising
• To give students an understanding of what constitutes a liberal arts education at Yale and to help them transition from high school to college
• To convey to incoming freshmen an immediate sense that faculty and staff members are accessible and take a personal interest in them and in their education
• To help students appreciate the need to strike a balance between academic
commitments and extra-curricular activities

**Lunches in the Residential Colleges**
As per the Council of Heads of College, all freshman advisers — even those not otherwise eligible for lunches in the residential college dining halls (staff members, for example) — are entitled to three lunches per advisee per term. This enhancement allows for scheduled or impromptu lunch-time meetings with your advisees. Bon appetit!

**Resources for You on the Freshman and Sophomore Advising Resources Website (under "For Advisers")**
"For Advisers," part of the “Advising Resources for Freshmen and Sophomores” website
General Advising Information & FAQs for Freshmen Advisers
For the Fall Term
For the Spring Term

**Resources for You on the Resources for Academic Advisers Website**
Academic Calendar
Advice to Students: How to Prepare for Meetings with Your Freshman Adviser
Advising Resources for Freshmen and Sophomores, especially the “For Advisers” section (see below)
Calendar for the Opening Days of College (lists the main academic and student life events of freshman orientation)
Center for International & Professional Experience (PDF)
Center for Language Study (for foreign language tutoring and other resources and information)
Directors of Undergraduate Studies
Distributional Requirements
DUS Handbook
"Advisers," part of the “Advising Resources for Freshmen and Sophomores” website
  • General Advising Information & FAQs for Freshmen Advisers
  • For the Fall Term
  • For the Spring Term
Foreign Language Requirement
Freshman Adviser Orientation Handouts
Guidelines for Freshman Academic Advising, including:
A Constellation of Advisers

- General Goals of Advising
- Goals of the First Freshman Advising Meeting
- Follow-up Meeting
- Schedule Signing
- Check List for Reviewing Course Programs
- Some Suggestions for Ongoing Advising
- Helpful Details for Advisers to Remember throughout the Term
- Distributional Requirements for the Freshman Year
- Credit/D/Fail Option
- Deadlines and Academic Options to Keep in Mind
- Science, Engineering, and Premedical Students
- International Experience Options

Guidelines for Sophomore Academic Advising, including
- General Goals of Sophomore Advising
- What Sophomores Expect from Their Advisers, including
  - Thinking about the Term at Hand, Thinking about the Next Three Years
- Drawing Up Tentative Schedules
- Mid-term and End-of-term Meetings
- Extracurricular Activities
- Summer Plans
- Helpful Details to Remember throughout the Year
- Distributional Requirements for the Freshman Year
- Credit/D/Fail Option
- Deadlines and Academic Options to Keep in Mind
- Science, Engineering, and Premedical Students
- International Experience Options
- Useful links, including the Sophomore Website and its “For Advisers” Section
- Sources of Information
- Thoughts from Sophomores

Information for Sophomore Advisers

Online Course Information

Quantitative Reasoning Courses without Prerequisites

Sophomore Website, see new site name: Advising Resources for Freshmen and Sophomores

Tutoring and Academic Support (Academic Strategies Program, humanities and social science tutoring, quantitative reasoning and science tutoring, and writing tutoring)
- See also The Writing Center
Yale College Calendar with Pertinent Deadlines (academic and other deadlines)

Whew! If you have any questions, feel free to contact me by email at risa.sodi@yale.edu, or by phone at 203-432-8427.

Thank you for your service and best wishes for a rewarding year of academic advising!

Sincerely,

Risa
Assistant Dean of Academic Affairs
Director of Advising and Special Programs
Yale College Dean's Office