Bakersfield College Advising Work Plan

Advisor Actions - Weeks 1 through 4

Momentum Points

Encouraging students to meet momentum points - take action

Clarify Path

Corrective comm. for students off path - take action

Inform/Refer

Proactive checking in and referral to services
- (academic/non)

Remove Barriers

Handoff to Counseling for student intervention – (academic/non)

Opportunities

Pathways specific opportunities - take action

Walk In

Responding to in-person and virtual support needs – take action

Start of Term	Timing	Action(s)
Step 1 (CONCERN): Filter in Starfish for all students who have received "College level Math and English - Completed" flag: with attributes for current term >9 units, current term <13units, and academic standing combined is not assigned Step 2 (ACTION): Call all students who resulted from filter in step 1 and track notes in Starfish	Weeks 1 & 2 (add/drop period)	* = =
Continue until no late start courses available – Student academic and non-academic (personal/life) concerns referred to	counselors	
Step 1 (CONCERN): Filter in Starfish for all students who have received "College level Math and English - Completed" flag: with attributes for current term >9 units, current term <13units, and academic standing combined is not assigned Step 2 (ACTION): Call all students who resulted from filter in step 1 and track notes in Starfish	Weeks 3 & 4 (capturing late starts)	<i>₹</i> ■ ≥
Continue until no late start courses available – Student academic and non-academic (personal/life) concerns referred to	counselors	
Step 1 (CONCERN): Filter in Starfish for all students who have received "Missing Comprehensive Ed Plan" flag: with attributes for	Week 4	
Step 2 (ACTION): Message all students who have resulted from filter in step 1 through Starfish for tracking purposes		
Message about how the student can complete through Starfish - Student academic and non-academic (personal/i	ife) concerns referred to counselors	

Start of Term Goals: Proactive outreach to students using Starfish to filter for specific attributes. Ensure students have a plan and are meeting momentum points.

Bakersfield College Advising Work Plan

Advisor Actions - Weeks 5 through 9

Momentum Points



Encouraging students to meet momentum points - take action

Clarify Path



Corrective comm. for students off path take action

Inform/Refer

Proactive checking in and referral to services - (academic/non)

Remove Barriers



Handoff to Counseling for student intervention -(academic/non)

Opportunities



Pathways specific opportunities - take

Walk In

Responding to in-person and virtual support needs – take action

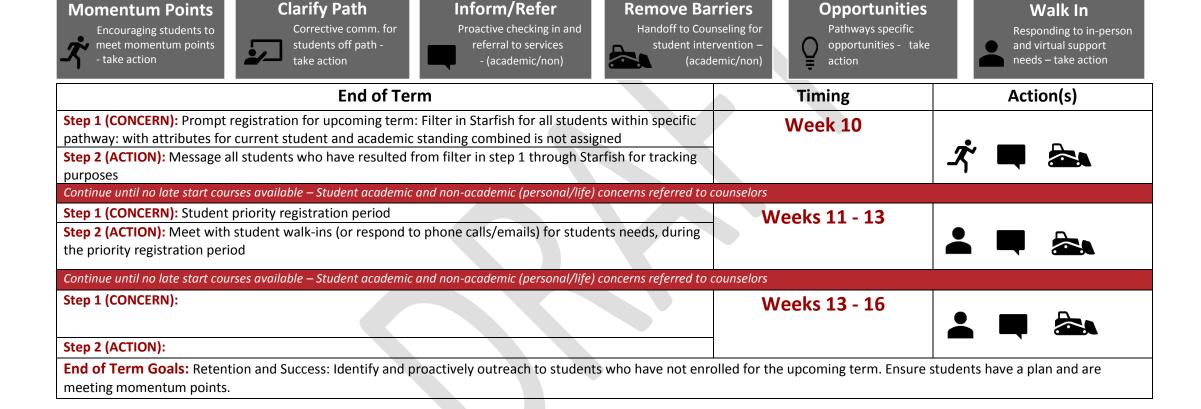
Mid Term	Timing	Action(s)	
Step 1 (CONCERN): Proactive messaging for academic support services along with the impact of dropping courses	Week 5		
Step 2 (ACTION): Message all pathway students through pathway email		—	
Step 1 (CONCERN): Filter in Starfish for all students who have received "30 attempted units" flag: with attributes for current term >9 units, current term <13units, and academic standing combined is not assigned	Weeks 5 & 6 (CSU fall application start)		
Step 2 (ACTION): Call all students who resulted from filter in step 1 through Starfish for tracking purposes, schedule appointments as needed			
Message about how the student can complete through Starfish - Student academic and non-academic (personal/	ife) concerns referred to counselors		
Itep 1 (CONCERN): Filter in Starfish for all students who have received "Missing Comprehensive Ed Plan" lag: with attributes for Itep 2 (ACTION): Call all students who have resulted from filter in step 1 through Starfish to schedule	Weeks 7 & 8	* = =	
appointments as needed			
Step 1 (CONCERN): Proactive messaging for academic support services along with the impact of dropping courses	Week 9		
Step 2 (ACTION): Message all pathway students through pathway email		,	
Can download a list of students from Starfish and send through the pathway email address.	1	1	

Mid Term Goals: Identify needs and surface any support needs or barriers to be addressed to keep student on their path. Remind all students that faculty and staff at Bakersfield College want them to succeed **AND** to contact you should they have a problem and you will help connect them to support.

Updated: 2/12/2019 (GC)

Bakersfield College Advising Work Plan

Advisor Actions – Weeks 10 through 16



Bakersfield College Advising Work Plan

Updated: 2/12/2019 (GC)

Advisor Actions – Ongoing

Momentum Points Encouraging students to



Clarify Path Corrective comm. for students off path -

Inform/Refer Proactive checking in and referral to services







End of Term	Timing	Action(s)
tep 1 (CONCERN): Kudos Campaign (i.e. students who improved or are meeting mile posts)		
tep 2 (ACTION):	Ongoing	♀
ontinue until no late start courses available – Student academic and non-academic (personal/life) concerns referred to	counselors	
Step 1 (CONCERN):		
tep 2 (ACTION):	Ongoing	
ontinue until no late start courses available – Student academic and non-academic (personal/life) concerns referred to	counselors	
	Ongoing	