**Week 1**

**Get ready! EID, ID Card, Parking Permit**

1. Request system access
   1. [KSIS](https://www.k-state.edu/ksis/help/gettingstarted/)
   2. [Navigate](https://www.k-state.edu/student-success/initiatives/navigate/faculty-staff/getting-started/)
   3. [Slate](https://www.k-state.edu/crm/implementation.html), [Salesforce](https://www.k-state.edu/crm/training/index.html), etc- as needed
2. Enroll in [Advisor 101 Canvas Course](https://kstate.qualtrics.com/jfe/form/SV_6nGHbvykfIPF6FU)
   1. Complete 101 Modules 1-5
3. Complete [Navigate Training](https://www.k-state.edu/student-success/initiatives/navigate/faculty-staff/getting-started/)
4. Join [Advisor Forum, Listserv](https://www.k-state.edu/student-success/advising/academic-advising/for-advisors/getting-started.html)
5. Complete [FERPA Training](https://k-state.instructure.com/enroll/KGTYRB?enrolled=1)
6. Get all needed keys
7. Introduction to relevant staff and college members
8. Campus tour/ locations
9. Communication expectations (what to do if calling in sick or running late, etc.)

**Week 2**

**Degree Requirements and System Training**

1. Complete 101 Modules 5-8
2. Complete training for
   1. [KSIS](https://www.k-state.edu/ksis/training/)
   2. [DARS](https://www.k-state.edu/registrar/students/dars/)
   3. [Navigate](https://www.k-state.edu/student-success/initiatives/navigate/faculty-staff/user-guides/course-enrollment.html)
   4. [Canvas](https://canvas.k-state.edu/info/training/)
3. Create appointment availability
   1. Sync Outlook and Navigate
4. Learn college and department policies and curriculum

**Week 3**

**Advising Basics**

1. Complete 101 Modules 9-13
2. Shadow experienced advisor
3. Review [Advising Syllabus](https://www.k-state.edu/student-success/advising/academic-advising/documents/academic-advising-syllabus.pdf)
4. Set up enrollment campaigns
5. Enrollment planning
6. Appointment summaries & notes
7. Communication calendar
8. Hard conversations

**Week 4**

**In the Weeds**

1. Complete 101 Modules 13-18
2. Academic standing
3. Grades and GPA policies
4. Academic [calendars](https://www.k-state.edu/registrar/calendar/)
5. Graduation [checklist](https://www.k-state.edu/graduation/checklist/)
6. FAFSA
7. SAP
8. [Campus Resources](https://www.k-state.edu/cats-cupboard/resources/campus.html)