

Faculty-Advisor Communication Guidelines

For 100-Level Courses

When this happens...

Please do this!

Student fails to complete any online work in the first week

Reach out to make sure student understands how to use the LMS

Student does not have required textbooks or materials

Reach out to make sure the student understands the importance of those materials and help them make a plan for obtaining them

For All Courses

When this happens...

Please do this!

Student misses first class meeting

Reach out to make sure student knows they are enrolled and knows when the class meets

Student misses 2 classes in a row

Reach out to make sure the student is okay and ensure they understand both the class and college attendance policies

Faculty observes or is told about difficulties/changes in emotional wellbeing, social interaction, finances, health concerns, etc.

Send email to Advisor@aultmancollege.edu so the advisor can follow up with student

Faculty receives student preference for how to be contacted

Send email to Advisor@aultmancollege.edu to notify advisor

When in doubt, reach out to the advising team!

[**advisor@aultmancollege.edu**](mailto:advisor@aultmancollege.edu)