Supplemental Advisor: What is your role in the APRS process?

- Check the APRS system for any grades reported. This should be done approximately the week of and the week following the mid-term day of each semester.

After you have checked grades, helpful interventions could include:

- **Increase One to One Time:** Students at risk will require more of your time. If you view low grades and/or comments from teaching faculty, email or call the student and ask them in for a one-on-one meeting with you.

- **Have a plan/goal sheet, 2-3 actions the student can take to make a positive difference in the semester.** When the student comes in for the office visit, it helps to have a working “contract” between you and your student. This helps prioritize the tasks that need to be done and ensure completion happens. The goal for using contracts or a similar system, is to maintain contact and interaction with the student.

- **Understand the WSU policy on Academic Standing** in sufficient detail to provide students with accurate, usable information.

- **Refer students** to other WSU Offices and sources of information and assistance when referral seems to be the best, student-centered response.
  - **Examples:** Inclusion and Diversity, Tutoring Services, TRIO Student Support Services, Warrior Success Center, Access Services, Parent Program, Askwsu.com, Counseling Services, Health and Wellness opportunities…Winona Community resources

- **Have a GPA goal for the semester/year using the WSU GPA calculator:**
  [http://www.winona.edu/advising/gpacalculator.asp](http://www.winona.edu/advising/gpacalculator.asp)

- **Questions?** Please send an email to: aprs@winona.edu