

Advisor on Call Schedule  
Academic Advising Center  
Spring 2008

Wednesday, March 26	-----	Lisa 3-5
Thursday, March 27	Carol 8:30-10:30	Stephanie 1:30-3:30
Friday, March 28	Chuck 9-11	Paul 1-3
Monday, March 31	Margaret 10-12	Michael 3-5
Tuesday, April 1	Colleen 10-12	Peter M. 2:30-4:30
Wednesday, April 2	Jim 10-12	Brenda 12-2
Thursday, April 3	Cheryl 9-11	Ginger 1-3
Friday, April 4	Diane 10-12	Jenni 12:30-2:30
Monday, April 7	Maureen 10-12	Brian C. 1-3
Tuesday, April 8	Haruhi 10-12	Chris 2-4
Wednesday, April 9	Joel 10-12	Emily 2-4
Thursday, April 10	Peter G. 10-12	Marian 2-4
Friday, April 11	Brian G 10-12	Karmen 1-3
Monday, April 14	Julie 10-12	Steven 2-4
Tuesday, April 15	Jill H. 9-11	Susan 3-5
Wednesday, April 16	Mario 10-12	John 2-4
Thursday, April 17	Jill T. 10-12	Oguz 2-4
Friday, April 18	Wanda 9-11	Haruhi 2-4
Monday, April 21	John 10-12	Judy 1-3
Tuesday, April 22	Paula 10-12	Frank 3-5
Wednesday, April 23	Cheryl 10-12	Diane 1-3
Thursday, April 24	Brian C. 10-12	Pat 1-3
Friday, April 25	Jen 10-12	Peter G. 1-3
Monday, April 28	Frank 10-12	Julie 2-4
Tuesday, April 29	Susan 10-12	Lisa 1-3
Wednesday, April 30	Chuck 10-12	Wanda 1-3
Thursday, May 1	Karmen 10-12	Mario 2-4
Friday, May 2		

# Advisor on Call Information

Beginning March 19 we will have an Advisor on Call (AOC) four hours each day. The schedule is on the other side of this sheet. This schedule is also posted on the bulletin boards on either side of the sign-in window. Work-study will refer students to the AOC for any of the following purposes:

1. To see students advised in other departments who come in with questions about the General Education Program.
2. To see students advised in other departments who are thinking about switching majors.
3. To see A-9 students who need information or who drop in or phone in to register.
4. To see students advised at the AAC who want information about a major their own adviser doesn't advise. **Please be sure and refer students to the AOC, rather than having students put into other advisers' calendars.**
5. To answer phone calls or questions support staff can't easily answer.
6. **Possible** fill-in for absent advisers (Lisa will help determine whether we need help with coverage).

Your books are marked. Please review the AOC schedule. If there is some reason you can't cover a certain shift, please arrange to trade with another adviser. If you trade, let Lisa, Donna, Sandy and Ron know.

**There will be an Advisor on Call notebook for you to record notes from your contacts with students. Please be sure and pass the book on to the next AOC on the schedule!**

It is very important that when you are Advisor on Call you stay near your phone (i.e. near your office). Since there are no appointments made for AOC, it is all drop-in. Support staff need to be able to notify you as students come in.

This has been an extremely helpful program in the past. It's a great way to provide help to students without using up appointment slots. Let Lisa know if you have any questions.

See schedule on back of this sheet.