

Career & Academic Advisor & Faculty Mentor

A GUIDEBOOK FOR ENGAGING STUDENTS

2025 - 2026



A MESSAGE FROM THE VICE PRESIDENT: EMBRACING THE MENTORSHIP JOURNEY

Dear Faculty Mentors,

Mentoring students is one of the greatest responsibilities that we have in our professions. It is not transactional or just a task to be completed. Mentorship in its very nature is a transformational act that is authentic, meaningful, and ongoing. When I talk with faculty and ask them why they started teaching, they often share stories of their own mentors and the wisdom and encouragement that were given to them. Often this experience was so impactful that they decided they wanted to pass it on to the next generation of students.



Mentorship has the power to change lives and propel people into the next stage of their academic and life experiences, and it is for that reason that at Rowan-Cabarrus Community College all faculty serve as mentors to students. This is an intrinsic part of the role of the faculty member, and my expectation is that you will enthusiastically embrace the role of mentor in all that you do at the College.

This Faculty Mentor Guidebook is intended to serve as roadmap for your journey as a mentor. It should be used by all Faculty Mentors during fall and spring semesters.

Thank you for all that you do to support our students at Rowan-Cabarrus Community College!

Sincerely,



Dr. Michael D. Quillen
Vice President, Academic Programs
michael.quillen@rccc.edu
704.216.3475

STUDENT SUCCESS TEAM



NAVIGATOR

Navigators welcome prospective students and applicants, guiding them through the on boarding experience. With insight of all college resources, Navigators stay current on important processes and dates to assist curriculum and continuing education students.



CAREER AND ACADEMIC ADVISOR

A Career and Academic Advisor develops an academic plan based on career assessments and a program's specific graduation requirements. Each advisor is assigned a case load of students according to location and program (AAS, Transfer, Allied Health). Through a transformational advising model, they build relationships and make connections between students and college\community resources.



FACULTY MENTOR

Faculty Mentors provide university transfer and career/employment information at critical junctures in the program cycle to encourage student engagement. Throughout the student life cycle, Faculty Mentors meet with mentees, discuss program specific needs and course options, and, most importantly, foster meaningful communication to help students identify and pursue their academic and career goals. They also communicate with students to help them determine their transfer and career goals after completing the program.



FINANCIAL AID

Financial Aid Advisors help students reduce financial barriers to meet their educational goals. As a member of the success team, financial aid advisors work with students, career and academic advisors, and faculty to determine how program and/or schedule changes could impact student aid. Emergency grants and special funding may be available to assist students who are experiencing hardships.

STUDENT PATHWAY TO SUCCESS

The timeline is based on a 16 week semester and is to be used for all modalities.

*Student Applies to
Roman-Cabarras*

Navigator Reaches
Out to Student

Navigator Introduces
Student to Their
Success Team

Career and Academic Advisor
Develops Academic Plan

Before Semester:
Chair Introduces Program and
Faculty Mentors in their Area

*Classes
Begin*

Day 1: Faculty Mentor
Welcomes all Students

Week 4: Career and
Academic Advisor
Checks In with Students

Week 4: Faculty Mentor
Checks In with all Students

Week 8: Career and
Academic Advisor
Checks In with Students

Week 9: Faculty Mentor
Connects with all Students

Week 12: Faculty Mentor
Identifies Any Unregistered
Students & Makes Contact

Week 14: Faculty Mentor
Encourages a Strong Finish

*Semester Ends
Repeat from Day 1*

Student Applies





NAVIGATOR REACHES OUT TO STUDENT

Navigators welcome prospective students and applicants, guiding them through the onboarding experience. With insight of all college resources, Navigators stay current on important processes and dates to assist curriculum and continuing education students.

- Goal:** Assist student through onboarding process to get them ready for advising.
- Objective:** Utilize Navigate with Tags and comments on what is needed to get them ready for advising.
- Required:**
- Program Knowledge Sheets (PKS)
 - Student College Application
 - Holds
 - Transcripts
 - GPA
 - Balances
 - Placement
- Documentation:**
- Navigator update Navigate in Appointment Summaries to report any meetings with student
 - Navigator update Navigate in Notes to provide any notes or tags
- Navigate:** [Adding a Note \(Page 31\)](#)
[Adding Appointment Summaries \(Page 32\)](#)



NAVIGATOR INTRODUCES STUDENT TO THEIR SUCCESS TEAM

Navigator introduces student to their student success team.

Goal: Student establishes relationship with their student success team.

Documentation:

- Navigator updates appointment summaries in Navigate to report any meetings with student
- Navigator update notes in Navigate to provide any notes or tags

Navigate: [Adding a Note \(Page 31\)](#)
[Adding Appointment Summaries \(Page 32\)](#)



NAVIGATOR



CAREER AND
ACADEMIC
ADVISOR



FACULTY
MENTOR



FINANCIAL AID



NAVIGATOR INTRODUCES STUDENT TO THEIR SUCCESS TEAM

Example:

Hello Tyler,

This is Jeremy from Rowan Cabarrus Community College. I am your Navigator and will be helping you with the admissions process. First let me congratulate you on being accepted into our Associate in Science program.

After reviewing your account, I'm happy to inform you that you are ready for advising. You can speak with your advisor, Brandi Wardell, about class selection by emailing brandi.wardell@rccc.edu. Registration for our summer and fall classes will open on April 8th but you can contact her now to plan your classes.

If you are interested in financial aid and have not applied yet, you should apply now on www.fafsa.ed.gov. Also, be sure to check your student email frequently for important updates from the school. If you have any questions, don't hesitate to reply to this email.

Jeremy



CAREER AND ACADEMIC ADVISOR DEVELOPS ACADEMIC PLAN

A Career and Academic Advisor develops an academic plan based on career assessments and a program's specific graduation requirements. Each advisor is assigned a case load of students according to location and program. Through a transformational advising model, they build relationships and make connections between students and college\community resources.

Goal:	Reach out to ready for advising case load to set up an appointment.
Objective:	Meet with students who are ready for advising to develop academic plan and explain the registration process.
Required:	<ul style="list-style-type: none">• Program of study• High school GPA• College Transcripts if applicable
Documentation:	<ul style="list-style-type: none">• Career and Academic Advisors update Navigate by adding an Appointment Summary
Navigate:	<p><u>Adding a Note (Page 31)</u> <u>Adding Appointment Summaries (Page 32)</u></p>
Example:	<p>Hi,</p> <p>Welcome to Rowan-Cabarrus. I am your assigned Career and Academic Advisor, Dr. Advisor. I am here to help you plan and register for classes towards your program of study. Please schedule an appointment with me at <u>https://rccc.campus.eab.com/student/appointments/new</u>. I also have drop in advising hours on Mondays and Thursdays from 1:00 pm - 2:30 pm - please drop in by clicking <u>here</u>.</p> <p>Dr. Advisor</p>



PROGRAM CHAIR INTRODUCTION

Program Chair introduces themselves to the student and provides student with time-sensitive information about the program. Program Chair introduces all Faculty Mentors in their area with alpha assignments.

- Timeline:** Complete before the 16 week semester begins.
- Goal:** Student gains program related contact information and learns time-sensitive information about program.
- Objective:** Student has a contact within the program and time sensitive information before classes begin.
- Required:**
- Introduce Faculty Mentors
 - Overview about program
 - Provide time-sensitive program info needed prior to the start of the semester (expectations, textbooks, supplies, safety, uniforms/dress code, locations, etc.)
 - Information about transfer process (*if applicable*)
 - Career Data (*if applicable*)
 - Ensure student is taking ACA-122 (*if applicable*)
- Documentation:**
- Program Chairs should use Navigate’s Email feature to locate and email all students within their program.
 - Program Chairs should copy themselves and their deans on this email for their records.
- Navigate:** [Messaging a Group \(Page 35\)](#)



PROGRAM CHAIR INTRODUCTION

Transfer Programs Example:

Hello!

Welcome to the *(INSERT PROGRAM NAME)* program!

I'm Jane Doe, the Program Chair for *(INSERT PROGRAM NAME)*. As you start your educational journey, I am here to help you locate the resources to successfully Navigate college including time-sensitive program information and contact information for Faculty Mentors.

Please review the below information carefully, and if at any time you have questions, I am always here to help.

(INSERT PROGRAM INFORMATION).

Faculty Mentor Assignments

During your time in the program, you will often meet with your Faculty Mentor to discuss your future classes and transfer plans. Please look for an introduction from them on the first day or feel welcome to reach out to them.

<i>Faculty Mentor</i>	<i>Email</i>	<i>Student Last Name</i>
John Doe	john.doe@rccc.edu	A-M
Joe Doe	joe.doe@rccc.edu	N-Z

ACA-122 College Transfer Success

It is very important for transfer students to complete ACA-122 in their first semester. This class will help you learn about transfer opportunities, as well as transfer benefits for North Carolina community college students.

Transfer Resources

You can find information about transferring to a four year institution at [Rowan-Cabarrus Community College's Transfer Center](#).

Additional Questions

If there are any additional questions you have moving into this semester, please do not hesitate to reach out to me.

Jane Doe
Program Chair
704-216-XXXX
jane.doe@rccc.edu
Rowan-Cabarrus Community College



PROGRAM CHAIR INTRODUCTION

Technical Programs Example:

Hello!

Welcome to the (*INSERT PROGRAM NAME*) program!

I'm Jane Doe, the Program Chair for (*INSERT PROGRAM NAME*). As you start your educational journey, I am here to help you locate the resources to successfully Navigate college including time-sensitive program information and contact information for Faculty Mentors.

Please review the below information carefully, and if at any time you have questions, I am always here to help.

(*INSERT PROGRAM INFORMATION*).

Faculty Mentor Assignments

During your time in the program, you will often meet with your Faculty Mentor to discuss your future classes and career goals. Please look for an introduction from them on the first day or feel welcome to reach out to them.

<i>Faculty Mentor</i>	<i>Email</i>	<i>Student Last Name</i>
John Doe	john.doe@rccc.edu	A-M
Joe Doe	joe.doe@rccc.edu	N-Z

U.S. Bureau of Labor Statistics Career Data

The average salary for our industry in North Carolina is around \$49,700 per year, with entry-level wages typically start at \$36,160 and rising to \$53,000 within three years.

Textbooks and Supplies

Several of your classes this Fall require textbooks, you can look up the courses and purchase textbooks [at the bookstore](#). Supplies will be available on campus and are covered by your supplies fee.

Additional Questions

If there are any additional questions you have moving into this semester, please do not hesitate to reach out to me.

Jane Doe
Program Chair
704-216-XXXX
jane.doe@rccc.edu
Rowan-Cabarrus Community College

Classes begin





FACULTY MENTOR DAY 1: CHECK IN

Faculty Mentors reach out on the first day of classes to (re)introduce themselves, provide a detailed reminder of services, answer any questions about the program, and give information about transfer/careers.

Timeline:	Complete on the first day of the 16 week semester.
Goal:	Build relationship with the student; learns student's discipline(s) of interest and transfer/career goals.
Objective:	Build a relationship with the student and discuss career and transfer options.
Required:	<ul style="list-style-type: none">• Faculty Mentors should (re)present the Program Knowledge Sheet (PKS) to the student based upon the student's discipline(s) of interest• Faculty Mentors should provide office hours and/or how to schedule a meeting with them• Faculty Mentors should provide important dates during the semester (first day, student breaks, last day)• Faculty Mentors should provide relevant college resources (tutoring, clubs, events, open lab, etc.)
Information:	Faculty Mentors should work with their Program Chairs to maintain programmatic consistency while offering the student personalized attention.
Documentation:	<ul style="list-style-type: none">• Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs• Faculty Mentors should use Navigate's Email feature to locate and email all mentees.• Faculty Mentors should copy themselves and their Program Chairs on this email for their records.
Navigate:	<u>Messaging a Group (Page 35)</u>



FACULTY MENTOR DAY 1: CHECK IN

Transfer Programs Example:

Happy First Day!

My name is John Doe and I will be your Faculty Mentor during your time in the *[Insert Program Name]*. I have 15 years of teaching experience and have worked full time at Rowan-Cabarrus for 4 years.

I hope your first day of classes is off to a great start! Today I am just reaching out to introduce myself and I wanted to provide you with some detailed information that you may find helpful during the first weeks of college. I am also available if you have any questions.

Important Dates This Semester

[Insert Important Dates, See Technical Programs for Example]

Transfer Resources

[Rowan-Cabarrus Community College's Transfer Center](#)

provides a lot of information about transfer degrees, universities that accept transfer students, information about Baccalaureate Degree Plans (BDP's) and more!

As you start to think about specific disciplines that interest you, please let me know so that we can discuss them and I can provide you with detailed information. For example, if you want to transfer into a biology program at a university, I can help you determine the classes you need to take at Rowan-Cabarrus. I can also help you explore universities that have biology departments.

Tutoring

[The Tutoring Center](#) is a comprehensive academic support center focused on helping students succeed. The Tutoring Center offers tutoring services in business, English, foreign languages, math, sciences, technology and writing. All tutoring services are free for Rowan-Cabarrus Community College students and are available online and in-person by appointment.

Office Hours

[Insert Office Hours]

John Doe

Faculty

704-216-XXXX

john.doe@rccc.edu

Rowan-Cabarrus Community College



FACULTY MENTOR DAY 1: CHECK IN

Technical Programs Example:

Hello There,

My name is John Doe and I will be your Faculty Mentor during your time in the *[Insert Program Name]*. I have 15 years of industry experience and have worked full time at Rowan-Cabarrus for 4 years.

I hope your first day of classes is off to a great start! As you begin the semester, I wanted to provide you with college resources to help you be successful this semester including important dates, upcoming events, open lab, and tutoring hours. Additionally, my personal office hours are listed below if you ever want to meet or have any questions.

Important Dates This Semester

First Day of 16 Week Classes	[Insert Date]
First Day of 8 Week (Term 1) Classes	[Insert Date]
First Day of 14 Week Classes	[Insert Date]
Student Break	[Insert Date]
Student Break	[Insert Date]
Last Day of 8 Week (Term 1) Classes	[Insert Date]
Student Break	[Insert Date]
First Day of 8 Week (Term 2) Classes	[Insert Date]
Student Break	[Insert Date]
Student Break	[Insert Date]
Last Day of 16 Week Classes	[Insert Date]
Last Day of 14 Week Classes	[Insert Date]
Last Day of 8 Week (Term 2) Classes	[Insert Date]

Open Labs

[Insert Lab Hours Information if Applicable]

Tutoring

[Insert Tutoring Information, See Transfer Programs for Example]

Clubs

[Insert Relevant Club Information if applicable]

Office Hours

[Insert Office Hours]

John Doe

Faculty
704-216-XXXX
john.doe@rccc.edu
Rowan-Cabarrus Community College



CAREER AND ACADEMIC ADVISOR WEEK 4: CHECK IN

During the student's fourth week of each semester, Career and Academic Advisor check-in to see how the semester is going and remind the student of college support services.

Timeline:	Complete during the 4th week of the 16 week semester.
Goal:	Build a relationship with students by offering another check point at the 4 week mark of the academic term.
Objective:	Offer reminders of services on campus and virtually available to the students.
Required:	<ul style="list-style-type: none">• Enrolled
Documentation:	<ul style="list-style-type: none">• Career and Academic Advisors update Navigate by adding an Appointment Summary
Navigate:	<u>Adding a Note (Page 31)</u> <u>Adding Appointment Summaries (Page 32)</u>
Example:	Hi, We have made it four weeks into the semester, can you believe it? As you continue to dive deeper into your coursework, please remember the College has resources to assist you. Please see the resource links below: Tutoring Center - <u>www.rccc.edu/tutoring</u> Student Wellness Center - <u>www.rccc.edu/wellness</u> Student Life - <u>www.rccc.edu/studentlife</u> Technology Help - <u>www.rccc.edu/its/is-answers-help-desk</u> If you have any questions, please feel free to contact me or you can schedule an appointment with me at <u>rccc.campus.eab.com/student/appointments/new</u> I also have drop in advising hours on Mondays and Thursdays from 1 p.m.-2:30 p.m.-please drop in by clicking <u>here</u> . Your Advisor



FACULTY MENTOR WEEK 4: CHECK IN

During the fourth week check-in Faculty Mentors should check in with students to discuss their progress as well as their career/transfer goals and progress.

- Timeline:** Complete during the 4th week of the 16 week semester.
- Goal:** To foster a supportive and proactive relationship with students, emphasizing the availability of the Faculty Mentor for ongoing academic guidance, while also encouraging students to schedule a one-on-one meeting at some point in the semester.
- Objective:** To increase student awareness of the Faculty Mentor's availability for academic support throughout the semester and promote one-on-one meetings to address individual needs, ensuring a well-rounded and supportive academic experience.
- Required:**
- Faculty Mentors should provide office hours and/or how to schedule a meeting
- Documentation:**
- Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs
 - Faculty Mentors should use Navigate's Email feature to locate and email all mentees
 - Faculty Mentors should copy themselves and their Program Chairs on this email for their records
- Navigate:** [Messaging a Group \(Page 35\)](#)



FACULTY MENTOR WEEK 4: CHECK IN

Transfer & Technical Programs Example:

Hello There,
It's John Doe again, your Faculty Mentor.

We are now a few weeks into our semester and hopefully you are settling into a routine.

As your Faculty Mentor, I want you to know that I'm here to support your academic journey and ensure your success. While I am available to assist you whenever you need guidance or support, I'd like to encourage you to plan ahead with me. Let's schedule a one-on-one meeting for later in the semester.

This meeting will provide us with an opportunity to discuss your progress, address any challenges you may be facing, and make sure your academic plan is on the right track. Your success is my top priority, and I genuinely care about your well-being and achievements. Together, we can address any obstacles you may face and work on strategies to overcome them.

To schedule a convenient time for our one-on-one meeting, please use [\[appointment scheduling link\]](#). Whether you have questions about course selection, transfer process, or simply want to chat about your career goals, I'm here to help.

Remember, you don't have to Navigate this journey alone, and I'm here to provide guidance and support. I look forward to our upcoming conversation and working together to ensure your semester is a successful one.

John Doe
Faculty
704-216-XXXX
john.doe@rccc.edu
Rowan-Cabarrus Community College

Use Your Preferred Scheduling Method:

Calendar

[Navigate](#)

[Microsoft
Bookwithme](#)

[Calendly](#)



CAREER AND ACADEMIC ADVISOR WEEK 8: CHECK IN

During the student's eighth week of each semester, Career and Academic Advisor check-in to see how the semester is going, remind the student of services, and inform student's of the upcoming registration dates.

Timeline:	Complete during the 8th week of the 16 week semester.
Goal:	Build relationships with students by offering another check point at the 8 week mark of the academic term.
Objective:	Offer reminders of services on campus and virtually available to the students and upcoming registration dates.
Required:	<ul style="list-style-type: none">• Enrolled
Documentation:	<ul style="list-style-type: none">• Career and Academic Advisors update Navigate by adding an Appointment Summary
Navigate:	<ul style="list-style-type: none"><u>Adding a Note (Page 31)</u><u>Adding Appointment Summaries (Page 32)</u>
Example:	<p>Hello Tyler,</p> <p>I am Donna Crook, your Career and Academic advisor. I just wanted to reach out and let you know Priority Registration for Spring will be opening this week. Priority Registration gives you, as a current student, the opportunity to register for classes before new students to secure a seat in high demand classes.</p> <p>Donna Crook</p>



FACULTY MENTOR WEEK 9: CONNECT

During the ninth week check-in Faculty Mentors should meet with students to discuss their progress as well as their career/transfer goals and progress.

- Timeline:** Complete during the 9th week of the 16 week semester. This is usually after a holiday break.
- Goal:** Faculty Mentors should schedule a meeting and ask engaging questions about challenges students are encountering, inquire about recent assignments, and encourage student to self-reflect on accountability.
- Transfer:** If the student is enrolled in ACA-122, Faculty Mentor should converse with student about what they are learning. Discuss classes, graduation, Baccalaureate Degree Plan (BDP), transfer plan, and the college application process.
- Technical:** Faculty Mentors should discuss classes, graduation, resumes, internships, and future employment.
- Objective:** Check in on student's progress and see how Faculty Mentor can support student success.
- Required:** Review the following with the student, then listen and provide resources and assistance needed by each student:
- What are challenges faced by the student?
 - What are successes?
 - Have their plans or goals changed?
 - What resources do they need?
 - Have student self-reflect on their progress and accountability
- Documentation:**
- Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs
 - Faculty Mentors will add a note in Navigate
- Navigate:** [Adding a Note \(Page 31\)](#)



FACULTY MENTOR WEEK 9: CONNECT

Transfer & Technical Programs Example:

Hello,

I hope you had a restful break. I wanted to remind you that our scheduled meeting is approaching, and it's a valuable opportunity to ensure your academic journey is on track.

If you haven't already scheduled our meeting, please take a moment to do so now using [\[appointment scheduling link\]](#). It's important we meet soon.

Our meeting is an opportunity for us to have a productive discussion and ensure you have the support and guidance you need to succeed. During our meeting we will meet to discuss your progress, address any challenges you may be facing, and make sure your academic plan is on the right track. I'm here to help you overcome any obstacles and achieve your academic goals.

If you've already scheduled our meeting, thank you for your promptness. If not, please do so at your earliest convenience. I look forward to our conversation and working together to make this semester a successful one for you.

Best regards,

John Doe
Faculty
704-216-XXXX
john.doe@rccc.edu
Rowan-Cabarrus Community College

*Use Your Preferred
Scheduling Method:*

Calendar

[Navigate](#)

[Microsoft
Bookwithme](#)

[Calendly](#)



FACULTY MENTOR WEEK 9: CONNECT

Transfer Programs Documentation Example:

ADD A NOTE

Note (Required)

B *I* | := 1=2 | Paragraph | ↶ ↷

Met with [student name] on [date].

Transfer Plans: UNCC - Visual Arts
Interested in concentration in painting.

Class Recommendation:
HIS-111, BIO-110, SPA-111, ART 271, ART-240
See attached BPD with notes.

Challenges: Time Management & Deadlines
Recommend: Putting all tasks in one location;
agenda, digital calendar, to-do list app.

Attach File
 StudentName_BDP_UNCC-Painting

Note Subject
 Student Name (00000000)
Student Major

Relations
Note Reason

Note URL

Visibility
 Faculty Only
 Student

**Make sure to upload
the student's BDP and
share with student!**



FACULTY MENTOR WEEK 9: CONNECT

Technical Programs Documentation Example:

ADD A NOTE

Note (Required)

B *I* | := ½= 🔗 Paragraph ↶ ↷


Met with [student name] on [date].

Career Plans: Interested in working as a web designer.

Class Recommendation:
GRD-188, GRD-241, GRD-265, GRD-152, WEB-110
See attached Suggested Program of Study with notes.

Challenges: Time Management & Deadlines
Recommend: Putting all tasks in one location;
agenda, digital calendar, to-do list app.

📎 Attach File
Choose File StudentName_AAS_AGD

Note Subject
 Student Name (00000000)
Student Major

Relations
Note Reason
Faculty Mentor Meeting

Note URL

Visibility
 Faculty Only
 Student

Cancel Save Note

**Make sure to upload the student's
suggested course sequence and
share with student!**



FACULTY MENTOR FRIENDLY REMINDER

Soon after registration opens for current students, Faculty Mentors should encourage early registration with a brief communication.

Timeline:	Complete soon after priority registration
Goal:	Encourage early registration.
Objective:	Remind students registration is now open.
Required:	<ul style="list-style-type: none">• Faculty Mentors must remind students registration is now open
Documentation:	<ul style="list-style-type: none">• Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs• Faculty Mentors will text using Navigate
Navigate:	<u>Sending a Text in Navigate (Page 33)</u>
Example Text: <i>Under 160 characters</i>	Hello! It's John Doe. It was great talking to you last month. Registration is now open. Please register soon to secure seats in our discussed classes.



FACULTY MENTOR

WEEK 12: UNREGISTERED

This step serves as a final check to pull all of the Faculty Mentor's assigned student mentees that are not yet registered and make personal and immediate outreach to students to assist them in getting registered for the next semester.

Timeline: Complete during the 12th week of the 16 week semester.

Goal: Register all assigned students.

Objective: Final check - pull all assigned students that are not yet registered and make personal and immediate outreach to students.

Required:

- Contact student using all means available
 - college email
 - personal email
 - all phone numbers listed
 - text through Navigate

Documentation:

- Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs
- Faculty Mentors will update Navigate

Navigate:

- [Adding a Note \(Page 31\)](#)
- [Adding Appointment Summaries \(Page 32\)](#)
- [Sending a Text in Navigate \(Page 33\)](#)

Example Text:
Under 160 characters

Hey,
It's John Doe. I noticed you're not registered for spring and want to help you secure a seat in classes you need. Is there anything I can do to help?



FACULTY MENTOR

WEEK 14: ENCOURAGE

During the 14th week, Faculty Mentors should encourage students to finish strong and provide any resources that may be beneficial during this time in the semester.

- Timeline:** Complete during the 14th week of the 16 week semester.
- Goal:** To encourage and motivate students to successfully complete the semester with a strong finish by providing guidance, support, and reminders of essential strategies during the 14th week.
- Objective:** Provide students with encouragement
- Required:**
- Contact student using all means available
 - college email
 - personal email
 - all phone numbers listed
 - text through Navigate
- Documentation:**
- Faculty Mentors will update programmatic lists or forms as directed by their Program Chairs
 - Faculty Mentors will update Navigate
- Navigate:** [Messaging a Group \(Page 35\)](#)



FACULTY MENTOR

WEEK 14: ENCOURAGE

Transfer &
Technical
Programs
Example:

Hello,

I hope this message finds you well as we approach the final stretch of the semester. With only two weeks left, it's crucial to stay focused and finish strong. Your hard work and dedication have brought you this far, and I believe you can successfully complete the semester on a high note.

Here are a few tips and reminders to help you finish strong:

Stay Organized: Take a moment to review your assignments, projects, and upcoming exams. Make a detailed schedule to manage your time effectively, ensuring that you meet all deadlines.

Seek Support: If you have any outstanding questions, concerns, or need assistance, don't hesitate to reach out to your instructors, tutors, or me. We're here to support you.

Review and Revise: Take the time to review your notes and materials from the entire semester. Identify areas where you may need additional review and allocate time accordingly.

Stay Positive: Maintain a positive mindset and believe in your abilities. Visualize your success and the satisfaction of completing the semester successfully.

Connect with Peers: Reach out to your classmates for study groups or discussions. Collaborating with peers can provide fresh perspectives and enhance your understanding of course material.

Remember that your education is a journey, and the final weeks of the semester are an important part of that journey. Embrace the challenges and opportunities that lie ahead, and don't underestimate your ability to excel.

If you need any support, guidance, or just a friendly chat during these last two weeks, please feel free to reach out to me. I'm here to help you navigate any hurdles and celebrate your successes.

Finish strong, and I look forward to congratulating you on a job well done at the end of this semester!

Best regards,

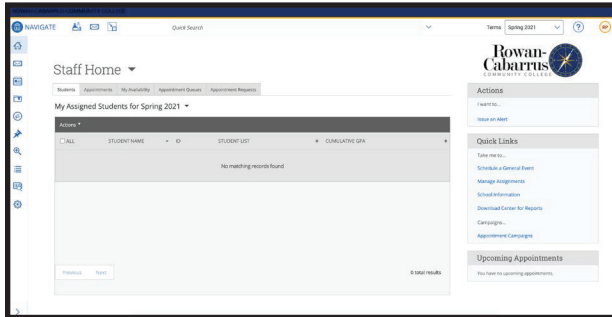
John Doe
Faculty
704-216-XXXX
john.doe@rccc.edu
Rowan-Cabarrus Community College

Navigate





NAVIGATE: FINDING MENTEES



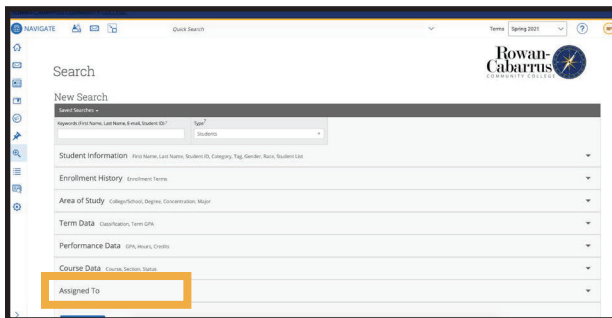
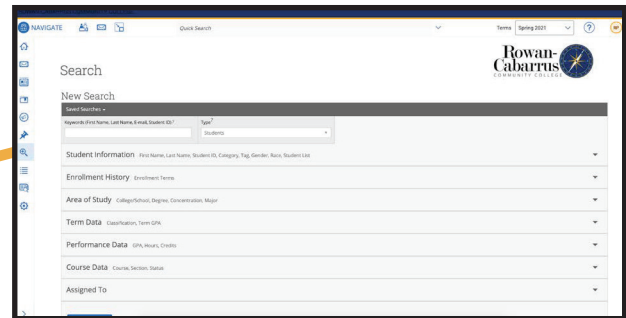
STEP 1

Log into **Navigate**.

<https://rccc.campus.eab.com/>

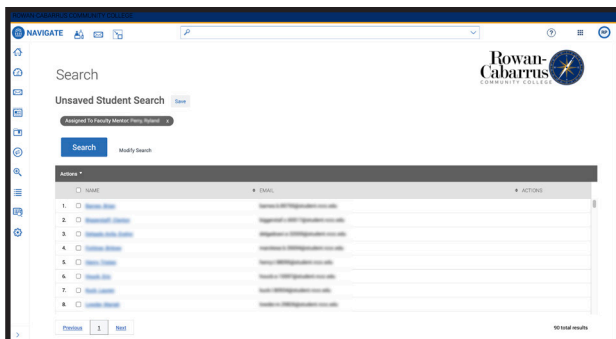
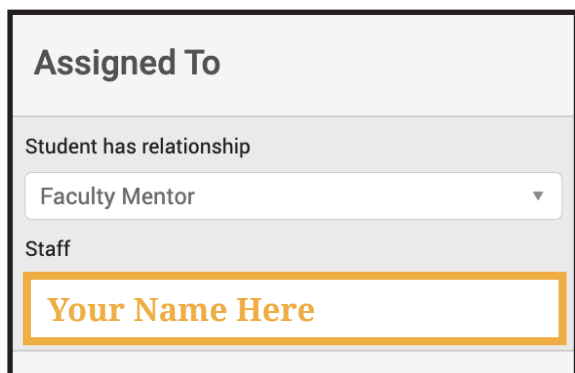
STEP 2

Locate the advanced search tool on the left hand side.



STEP 3

Set your parameters for Assigned To then click Search.

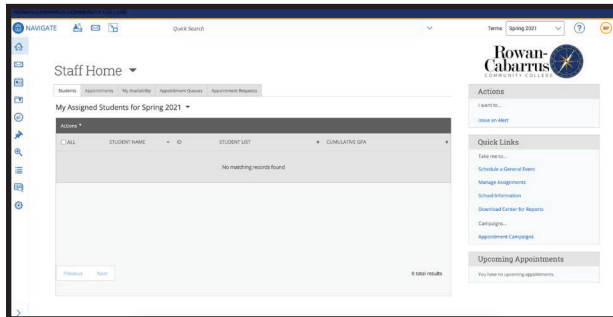


STEP 4

This should show you all of your mentees, including students from the current and past semesters. You can also further refine your search in the same area of Navigate (by student semester, registration status, etc.) then click Modify Search.

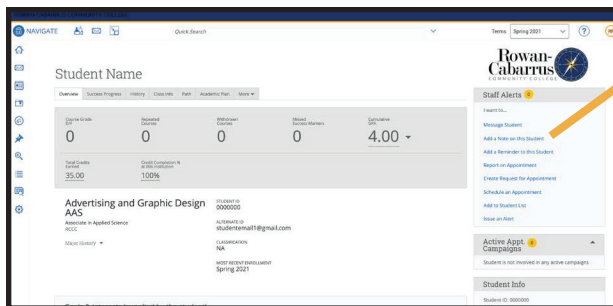
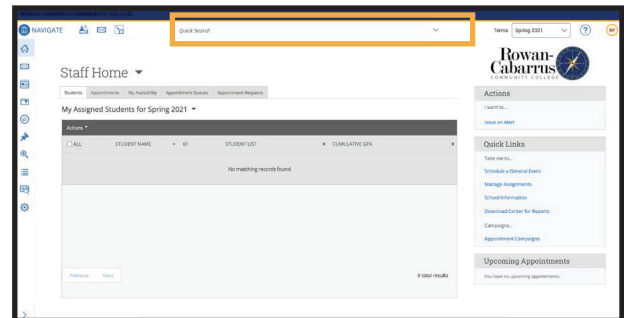


NAVIGATE: ADDING A NOTE



STEP 1
Log into [Navigate](https://rccc.campus.eab.com/).
<https://rccc.campus.eab.com/>

STEP 2
Locate student by typing their name or student ID into the quick search bar



Add a Note on this Student

STEP 3
Locate the button labeled
“Add a Note on this student”

STEP 4
Add a note detailing information on
your meeting or call with the student.

Save Note.

Notes can be found under "history".

ADD A NOTE

Note (Required)

B I [List Bulleted] [List Numbered] [Link] Paragraph [Undo] [Redo]

Note Subject

Student Name - 0000000
Other
Advertising and Graphic
Design AAS

Relations

Note Reason [Text Field]

Note URL [Text Field]

Visibility

Faculty Mentor Only?

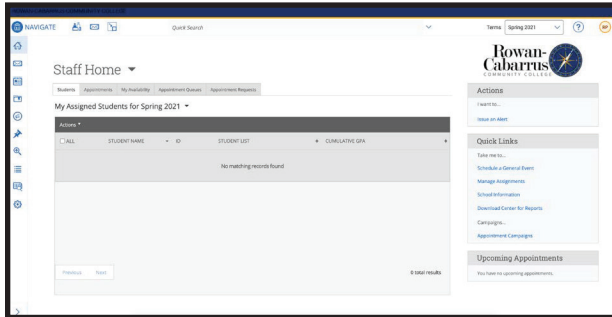
Student Name?

Attach File
Choose File No file chosen

Cancel Save Note

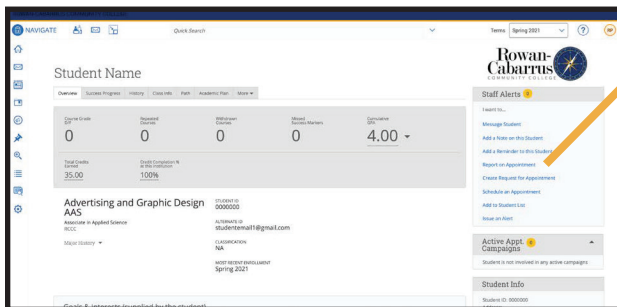
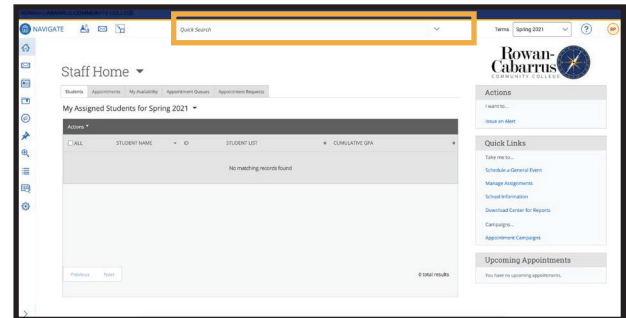


NAVIGATE: APPT. SUMMARY



STEP 1
Log into **Navigate**.
<https://rccc.campus.eab.com/>

STEP 2
Locate student by typing their name or student ID into the quick search bar

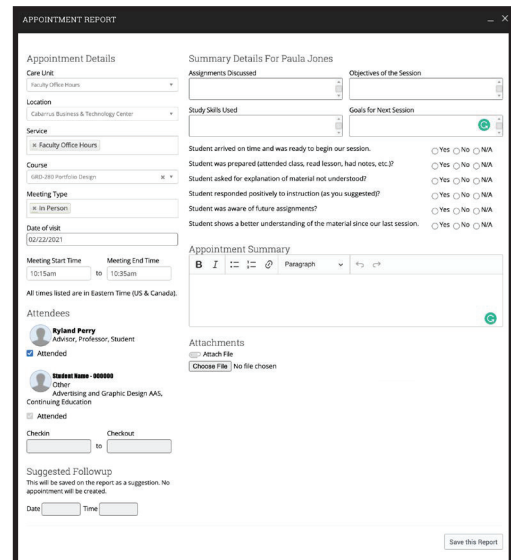


Report on Appointment

STEP 3
Locate the button labeled
“Report on Appointment”

STEP 4
Add a summary of the appointment.

Save this Report.

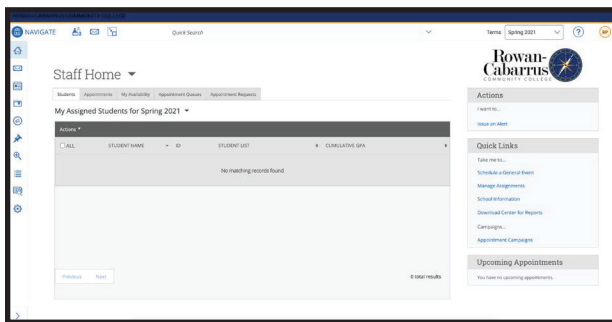




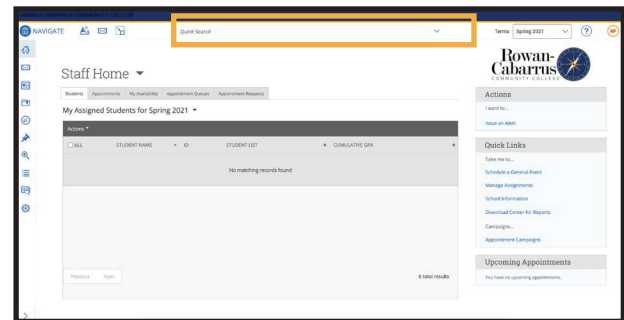
NAVIGATE: SENDING A TEXT

To Text a group utilize Messaging a Group on Page 34.

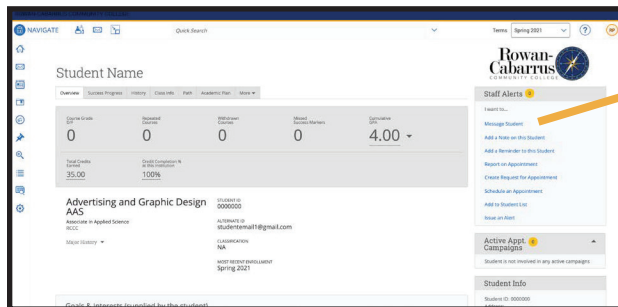
Note this feature only works for students with a cell phone number in Navigate



STEP 1
Log into Navigate.
<https://rccc.campus.eab.com/>



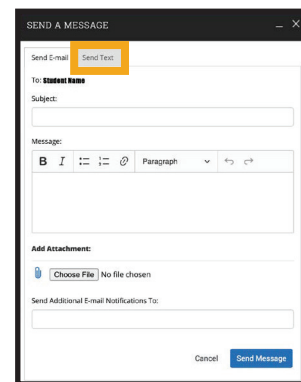
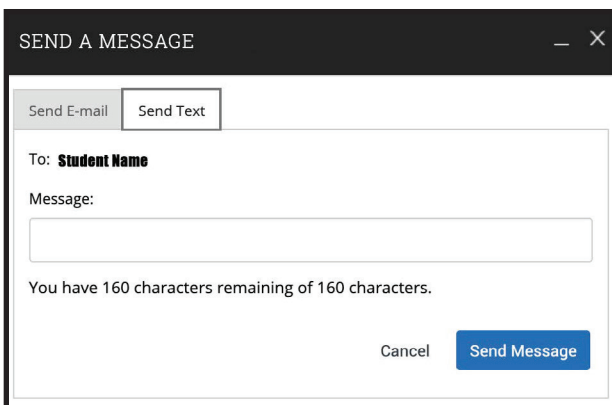
STEP 2
Locate student by typing their name or student ID into the quick search bar



Message Student

STEP 3
Locate the button labeled “Message Student”

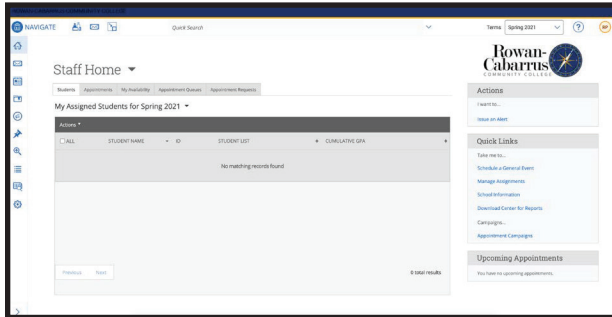
STEP 4
Change the Tab to “Send Text”



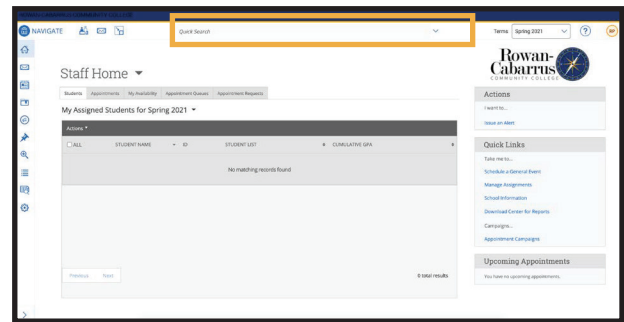
STEP 5
Write a text message that is up to 160 characters.
Hit Send Message when complete.



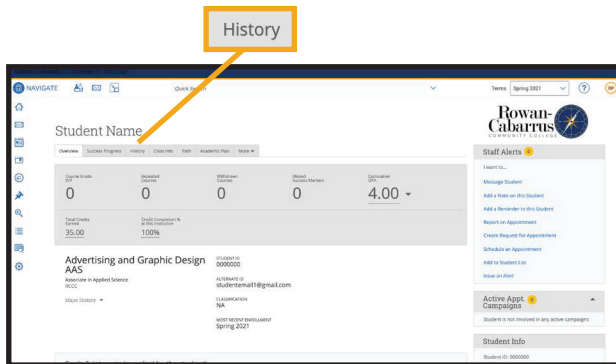
NAVIGATE: VIEWING DATA



STEP 1
Log into [Navigate](https://rccc.campus.eab.com/).
<https://rccc.campus.eab.com/>

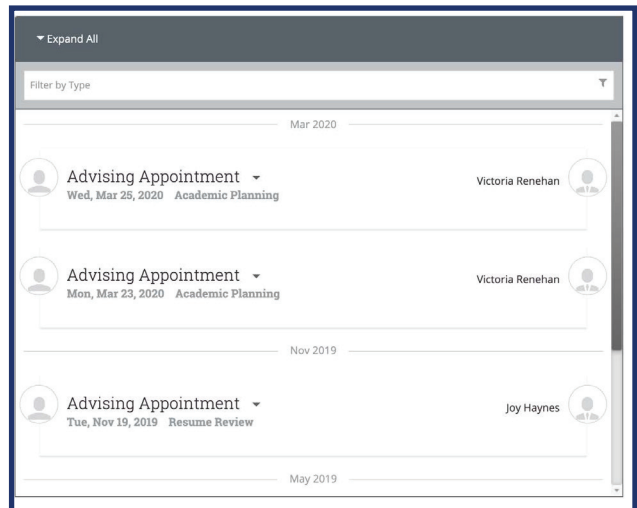


STEP 2
Locate student by typing their name or student ID into the quick search bar



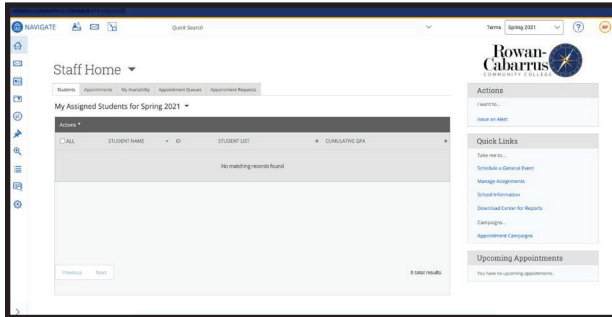
STEP 3
Locate the History tab below the student's name.

STEP 4
View history of notes and appointments between students and their success team.



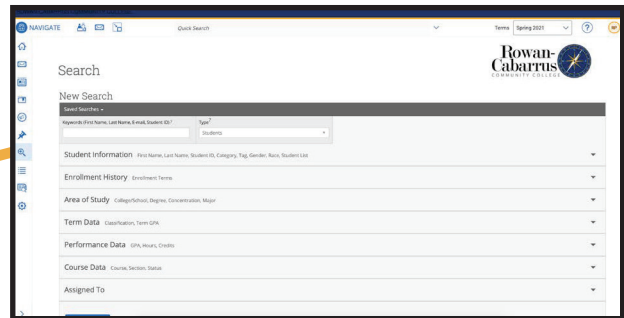


NAVIGATE: MESSAGING A GROUP



STEP 1
Log into [Navigate](https://rccc.campus.eab.com/).
<https://rccc.campus.eab.com/>

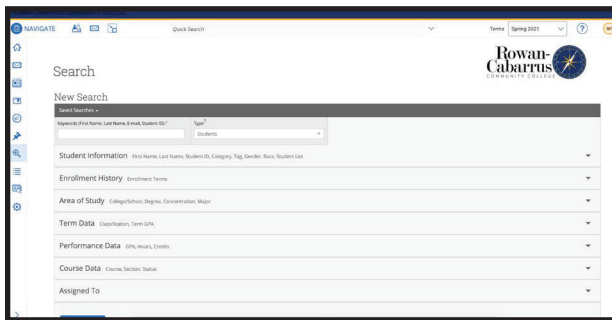
STEP 2
Locate the advanced search tool
on the left hand side.



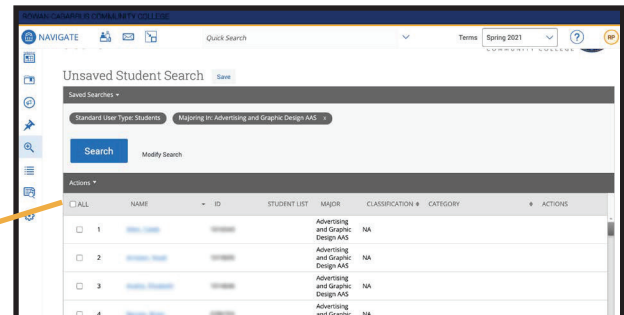
STEP 3
Set your parameters...

- Program of Study
- Enrollment History
- Assigned To...

To then click Search.

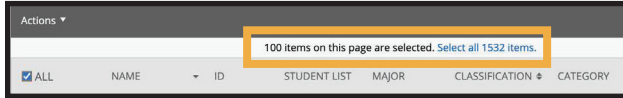


STEP 4
Check the ALL box.





NAVIGATE: MESSAGING A GROUP



STEP 5

If more than 100 students listed, click on “Select all XXX items.”

STEP 6

Click on Actions and then send message

SEND A MESSAGE TO 1532 PEOPLE

Send E-mail | Send Text

To: 1532 recipients

Subject:

Message:

B *I*

-
-

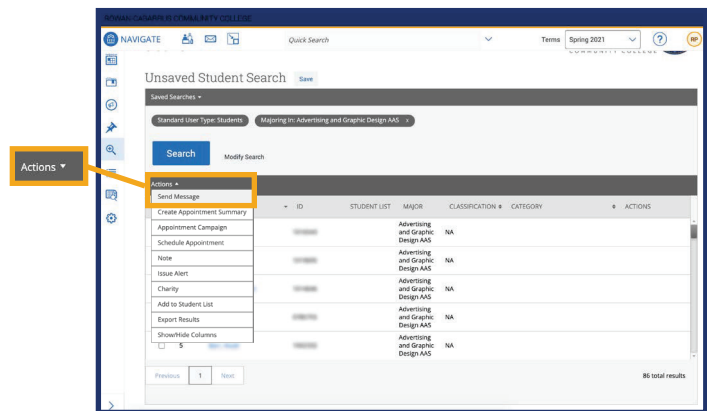
 Paragraph

Add Attachment:

Choose File | No file chosen

Send Additional E-mail Notifications To:

Cancel | Send Message

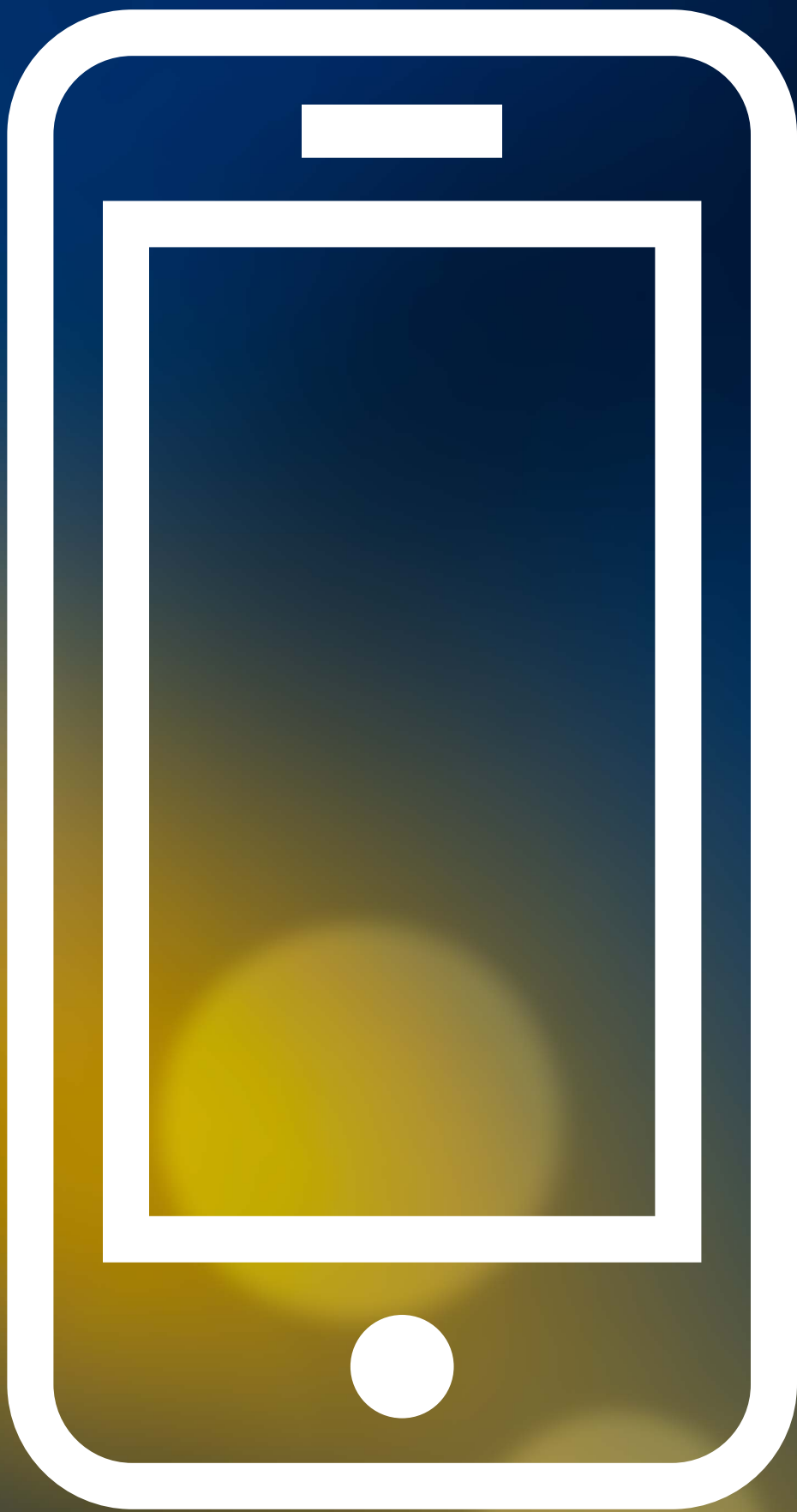


STEP 7

The Message box will pop up, here you can send a mass email or text to all on the list.

Students do not see who else is on the list.

Contact Information





CONTACT INFORMATION

For More Information, Training, or Questions about Faculty Mentor:

Name: Jenn Gardner Selby
Title: Executive Director of Transfer Success
& Higher Education Partnerships
Email: jenn.selby@rccc.edu
Phone: (704) 798-5241
Text or Voice

FACULTY MENTOR (FM)

SUPPORT ROLES AND RESPONSIBILITIES

DEANS

Once per semester:

- ✓ Review and approve FM assignment file
- ✓ Communicate expectations to Program Chairs and full-time faculty
- ✓ Review provided reports and data

Ongoing:

- ✓ Provide immediate updates on full-time faculty changes to Executive Director of Transfer Success & Higher Education Partnerships
- ✓ Work with Program Chairs to ensure faculty are mentoring.

PROGRAM CHAIRS

Once per semester:

- ✓ Introduce Program and Faculty Mentor to students
- ✓ Check PKS sheet for accuracy and relevance
- ✓ Support Faculty in identifying Mentees
- ✓ Report any assignment changes to Executive Director of Transfer Success & Higher Education Partnerships

Ongoing:

- ✓ Ensure that all full-time faculty are participating in FM process
- ✓ Facilitate trainings with the Executive Director of Transfer Success & Higher Education Partnerships for FMs
- ✓ Support FM in measuring the success of FM process

Spring Semester by May 1 each year:

- ✓ Update PKS Sheet and provide to Executive Director of Transfer Success & Higher Education Partnerships

EXECUTIVE DIRECTOR OF TRANSFER SUCCESS & HIGHER EDUCATION PARTNERSHIPS

Ongoing:

- ✓ Manage FM process, implementation, and outcomes.
- ✓ Manage all FM assignment updates with Student Services
- ✓ Provide training and updates to all FM
- ✓ Liase with Deans and Chairs as needed
- ✓ Provide outcomes and measures for FM process
- ✓ Reporting, data collection and oversight of FM process
- ✓ Provide data and reports to VP of AP

FACULTY MENTORS (FM)

Once per semester:

- ✓ Get updated PKS Sheet from Program Chair
- ✓ Meet with each of your mentees one-on-one at least once per semester.

Ongoing:

- ✓ Follow steps in FM guidebook
- ✓ Maintain communication with mentees
- ✓ Document all FM Steps

