What is Academic Advising?

Academic advising is an integral part of a college education. The advising process establishes a collaborative relationship between student and advisor in which the student feels a sense of connection, support and guidance. Effective advising is developmental. It responds to, and creates, growth and change within the student. Advising encourages students to think critically, seek out resources, and develop action plans. It provides students with the information and encouragement they need to take personal responsibility for exploring options and making decisions. Ultimately, advising allows each student to achieve a meaningful and successful educational experience.

**College of Liberal Arts and Sciences Advising Roles and Responsibilities:**

Faculty advisors and professional advisors have overlapping roles and responsibilities. Each strives to facilitate and support student’s intellectual and personal growth while helping them to learn how to navigate the university setting. The advising activities of both types of advisors are integrated into a coherent, cohesive, coordinated, informed and on-going dialogue with students that enrich and enlighten a students’ progress toward their goals.

**a. Faculty Advisors:**

- Know your department’s requirements for fulfilling the major and/or minor.
- Know the General Education requirements and how they fit into a Liberal Arts education.
- Allow an appropriate amount of time for students to discuss plans, programs, courses, academic progress, and other subjects related to their educational program.
- Serve as mentors for students in making decisions about career directions.
- Assist students in choosing courses and experiences to prepare them for their specific career or graduate work.
- Assist/mentor students interested in undergraduate research.
- Provide guidance to students when choosing appropriate elective courses within their majors.
- Assist students in determining appropriate graduate programs as well as effective strategies for graduate school admissions and/or employment.
- Evaluate student’s progress toward established goals.
- Keep records when appropriate of each meeting with an advisee regarding date/time of meeting and content of discussion.
- Participate in advising development programs to enhance knowledge and skills.
- Make appropriate referrals to other university resources and services, e.g. Advising Resource Center, Counseling/Career Development, Women’s Resource Center, Student Life, etc.

**b. Professional Advisors:**

We recognize that roles may differ depending on the advisor’s targeted student population.

- Help coordinate students’ advising experiences.
- Engage students in exploratory discussions concerning major, minors, and careers available within particular areas of study.
- Provide information regarding university and departmental policies and procedures to both students and faculty.
- Clarify issues concerning graduation, teaching certification, and major/minor requirements.
- Help students focus on tasks and course sequences that need to be addressed at specific times.
- Keep records when appropriate of each meeting with an advisee regarding date/time of meeting and content of discussion. [See addenda for an example of such a record.]
- Provide appropriate referrals to the students’ faculty advisor.
- Make appropriate referrals to other university resources and services, e.g. Advising Resource Center, Counseling/Career Development, Women’s Resource Center, Student Life, etc.
• Provide information about preparation for the graduate school process and testing.
• Participate in advising development programs to enhance knowledge and skills.

c. **Students:**

• Take responsibility for their academic programs and give thoughtful consideration to academic and career goals.
• Initiate contact and meet at least once a year with a faculty or professional advisor.
• Prepare a meaningful academic plan yearly to discuss with your advisor.
• Actively participate in the advising session.
• Prepare a written list of questions before each meeting with the advisor.
• Know the Academic Calendar, e.g. when to register, drop/add courses, withdraw, etc.
• Develop an awareness of key advising resources available.
• Consider your advisor as a resource.
• Accept responsibility for making final decisions on academic choices.

d. **The University:**

• To be responsible for communicating consistent information to all students about the advising process.
• To provide a community of academic advisors for all students.
• To assist students in the development of suitable educational plans and goals.
• To monitor and provide accessible guidance on each student’s academic progress.
• To provide referrals to university services when appropriate.
• To be accountable for providing required, continuous and accurate training for all academic advisors.
• To provide sufficient and on-going resources and support for advising services across the university.
• To recognize the importance of excellent and accurate faculty academic advising through the tenure and evaluation process.
• To conduct continuous assessment and improvement in academic advising.