

guidance or advice to a student concerning an academic issue. Academic advising is a collaborative and growth-oriented process in which the advisor assists the student in setting and achieving academic goals, locating pertinent resources and services, and making decisions that are in line with their interests, objectives, skills, and degree requirements. The advisor acts as a coordinator of learning opportunities, a communication facilitator, and a reviewer of academic achievement. The advisor can also act as a conduit for referrals to other university departments regarding social or personal issues as required. Utilizing advisory services is recommended for students and, in some circumstances, mandated.

1. Provide accurate and timely advising to students.
2. Offer readily available advising to meet the needs of students by being available during regularly scheduled advising hours, and using multiple methods of current advising methodologies.
3. Assist students with the development of meaningful educational plans and learning goals by:
 - Helping students understand the value of the general education program.
 - Assisting students in choosing educational and career objectives compatible with their skills, interests, and abilities.
 - Assisting students with transitions (first-time and transfer students) from their previous academic environment with acculturation to the university setting.
4. Assisting students with transitions (first-time and transfer students) from their previous academic environment with acculturation to the university setting.
5. Assisting and providing current and prospective students seeking information on major or minor degree programs.
6. Providing regular training for academic advisors on all relevant issues and information on available university and community resources.
7. Advise students to participate in tutorial sessions provided in the Learning Center that will assist them in achieving their academic goals.

3. Help students understand the academic process within the respective college and department, and explain department programs, course options, entry requirements, expectations, and paths towards the bachelor degree.
4. Participate in advisor training sessions as needed in order to stay current on issues related to advising within the major.
5. Refer advisees to additional resources including the Library, tutorial sessions, and other initiatives that promote learning objectives as appropriate.
6. Assist the advisee in the graduation application and clearance process as it relates to their major.

1. Generate list of students who are under academic probation, and share with the Colleges in a timely manner. This should be shared along with transcripts and audit sheets together with the academic recovery plan.
2. Coordinate the implementation of priority and late registration with departmental advising activities and University orientations.
3. Include within the students' advising notification message the identification of the assigned advisor.

It is the responsibility of students to ensure that they follow the study plans by registering for courses as advised. Students will be assessed whether they are following through on the advice given and other instructions relayed. If students have an extended time-to-degree as a result of not following the study plan, additional costs will be borne by the students.

Advisors need to keep notes of the discussions at advising sessions as documentation of conversations. As student advising is considered part of the annual faculty evaluation under service, faculty members who do not provide accurate and timely advising will be evaluated appropriately, and if additional training is needed, a developmental plan will be developed.

a. : Board of Trustees

b. : May 28, 2023