

Faculty and Academic Advisors: definitions and expectations

The *Faculty Advisor* provides academic advising and support to advisees from her or his discipline or school.

Academic Advisors in the University Advising Center provide developmental advising to all undecided first year students, and to any student in transition; that is, any student who is unsure about his or her decision to major in a particular discipline.

Academic Advisors in the University Advising Center are also available to *new faculty advisors* as mentors as they develop their advising practices.

The Advising Center supplements and compliments the central role of the faculty advisor. It provides resources and support to all students and faculty. The following is a brief summary of the expectations of academic or faculty advisors, and the responsibilities of students in the advising process.

The Faculty Advisor or the Academic Advisor is expected to:

- ✚ Develop an advising relationship that is collaborative, where each advisee feels a sense of connection, support and guidance
- ✚ Learn and use the associated technology that supports advising and registration
- ✚ Understand the University Core Curriculum
- ✚ Assist and guide students in developing a program outline (to include internships, co-ops, study abroad, practica and other options that are specific to the major)
- ✚ Provide referrals to any advisee needing particular University support services
- ✚ Assist advisees in reading degree audits
- ✚ Faculty advisors provide guidance and support to students in the work they do in their chosen major

The student advisee is expected to:

- ✚ Be prepared and actively involved in the process
 - ✚ Know the catalog requirements for graduation and the policies and procedures related to graduation
 - ✚ Learn and use the associated technology that supports advising and registration
 - ✚ Keep personal records of advisement meetings, registration decisions and progress made towards graduation
 - ✚ Register for courses agreed to in each advisement session
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- ✚ Understand and be able to clearly articulate the curricular, co-curricular and career decisions they make