

Undergraduate Academic Advising Definition

Academic Advisement is a collaborative educational process. It is the reflective process of planning a student's education, keeping in mind the college's academic policies and degree requirements as well as the student's choice of major, academic abilities, special interests, co-curricular activities, and professional and life goals. Academic advisement encourages students to become self-reliant and make appropriate decisions that maximize their educational experience.

Advisor Roles and Responsibilities

- Get to know your advisees; contact your new advisees early in the semester
- Post and keep office hours and inform advisees of the best way to contact you
- Know and understand core, academic program and professional requirements, as well as college policies and procedures; help advisees to understand all of these elements
- Assist advisees in reflecting upon their interests and abilities and clarifying educational, professional and life goals through active listening
- Monitor advisees' academic progress and assist them in planning their programs to achieve their academic, professional and life goals
- Inform advisees of appropriate campus resources, support services and educational opportunities
- Encourage advisees to meet with you before problems arise
- Learn advising procedures, tools and technology by reviewing advising materials and/or attending advisor training opportunities
- Maintain advisement file
- Support advisees' applications for educational opportunities when appropriate
- Sign college forms as necessary

Advisee Roles and Responsibilities

- Know and complete the requirements for your degree program and the college core
- Understand and follow academic policies and procedures as published in the undergraduate *Academic Policies and Procedures Handbook*
- Get to know your advisor. Schedule regular appointments with your advisor as needed; you are required to meet with your advisor at least once each semester to plan your academic program and select courses
- Plan ahead and bring questions and relevant materials with you; be prepared for appointments with your advisor
- Prepare a tentative course schedule prior to meeting with your advisor for course selection appointments
- Know how to utilize current technology to access academic information such as NazNet and the on-line catalog
- Be familiar with campus services and resources and use them as needed, especially if recommended by your advisor
- Reflect upon your interests, abilities and educational, professional and life goals and discuss with your advisor
- Monitor your academic progress
- Contact your advisor if you have academic concerns or difficulties
- Retain important documentation related to your academics
- Check your Nazareth e-mail and voicemail (if applicable) regularly