

ADVISOR HANDBOOK 2001-2002

PHILOSOPHY AND GUIDELINES FOR ACADEMIC ADVISING AT UTAH STATE UNIVERSITY

Statement of Philosophy

Academic advising is a significant part of the University's role in the total process of educating students. Advising is a process that encompasses development and delivery of accurate, up-to-date information regarding career options, educational programs, courses of instruction, resources, policies, and procedures to aid students in pursuing their educational goals.

The academic advising process involves many segments of the campus community, including faculty members, student services, counselors, staff, and student peers.

A key element of the advising process is the faculty advisor-student relationship. In this relationship, a faculty member helps a student to select, plan, and complete his/her educational goals in a friendly, helpful, and professional atmosphere that will allow the student to:

- ? become correctly informed about educational options, graduation requirements, academic policies, and procedures.
- ? clarify educational goals.
- ? plan educational programs consistent with the student's interests, abilities, and career goal.
- ? utilize the resources available at USU.

A goal of the University's Academic Advising Program is to provide excellent advising service to each undergraduate and graduate student at USU. This can be accomplished when the involved segments of the campus community work together in a coordinated effort to provide students with the best possible information and services.

To achieve the goal of providing excellent advising to students, some guidelines outlining some responsibilities of the student, advisor, and administrative units in the advising process may be helpful.

Guidelines for Undergraduate Advising

Responsibilities of the Student

- a. Develop his/her social, academic, and career goals and examine how these goals will affect his/her life.
- b. Become familiar with Career Services in UI 101 and other resources at USU and discuss his/her long-range goals, career opportunities, and the selection of a major or minor with career counselors, faculty, his/her academic advisor, and other resource people.
- c. Keep current on academic policies, procedures, and requirements by reviewing the current *General Catalog*, *Schedule of Classes*, and major requirement sheets.
- d. Know basic University, college, and departmental graduation requirements of a chosen major or minor well enough to plan his/her own progress toward completion of these requirements.
- e. Accept responsibility for his/her academic choices.
- f. Maintain personal copies of a tentative degree plan, progress reports, University Studies evaluations, and transfer credit evaluations until an official graduation application is processed.
- g. Know his/her advisor. (For information and assistance, contact the academic department, the college academic service office, or the Office of Advising and

Transition Services in TSC 302.)

- h. Seek help from his/her advisor when needed.
- i. See that any academic records from other universities are transferred and received by the Admissions Office for evaluation.
- j. Complete an application for graduation, obtain the required signatures, and return it to the Cashiers Office. The application deadline is one week prior to the first day of early registration of the intended graduation semester. Late applications will be assessed a \$10 late fee.

Responsibilities of the Advisor

- a. Know the students that he/she is responsible for advising and have access to an up-to-date file containing each student's appropriate records.
- b. Provide students with correct up-to-date academic information about University, college, and departmental graduation requirements for the student's selected degree program.
- c. Know each student well enough to be aware of individual academic or educational needs and know how these needs affect the student's educational career goals.
- d. Assist the student in the development of a course of study, including the selection of electives, which reflects the student's academic background, course prerequisites, and educational goals.
- e. Provide the student with information about alternatives, limitations, and possible consequences of academic decisions.
- f. Refer students to available campus resources to meet individual needs.
- g. Encourage students to review with their advisor their progress toward a degree to assure early detection of problems.
- h. Review, verify, and sign the student's application for graduation.

Responsibilities of the Departments and Colleges

Note: The manner in which the various colleges and departments handle advising responsibilities will vary to meet special needs of students and programs.

- a. Formulate and direct the academic advising program within its academic units to meet the student's needs.
- b. Provide for the maintenance of individual student record files at the college and/or departmental level, including admission forms, ACT and other test results, progress reports, and transfer credit evaluations.
- c. Assign advisors within academic units and provide students with information about the advisement program, including who they can see for academic advisement and the best times to contact advisors for appointments.
- d. Provide faculty advisors with accurate up-to-date information concerning graduation requirements of academic programs within the college or department.
- e. Transfer student's folder to a new college, when needed, if a student changes his/her major.
- f. Review, verify, and sign the student's application for graduation.

Responsibilities of the Advising and Transition Services Office

- a. Provide students, faculty, and administrators with academic information concerning University programs, policies, procedures, and services.
- b. Provide new students with academic orientations to the University and assist them with resolving difficulties related to class scheduling or University academic policies and procedures.
- c. Coordinate the delivery of University academic information and services to students.
- d. Assist colleges, departments, and service offices at the University by providing information for advisors and service personnel to include:
 - 1. Providing *University Academic Policy and Procedure Guides* to colleges, departments, and service offices on campus and updating these *Guides*.
 - 2. Assisting the administration, colleges, departments, and service offices in developing accurate, up-to-date academic information materials, including academic program guides (major requirement sheets) which include all University, college, and departmental requirements for graduation, seeing that these materials are updated on a regular basis, and coordinating delivery of these materials to students and prospective students through appropriate offices.
 - 3. Working closely with colleges, departments, and service offices to develop and keep up-to-date an *Advisor*

Handbook containing necessary information for advisors.

Approved by Dean's Council
May 24, 1983