

## **ACADEMIC ADVISING POLICY (SEPT.1, 2014)**

### **PURPOSE**

To inform faculty, staff, and students of the advising process and expectations concerning the roles of advisees and advisors.

### **SCOPE**

This policy is a University policy that applies to all faculty, staff, and students. The Registrar will be responsible for the oversight of this policy.

### **POLICY**

The Registrar assigns advisors. Once the first year is completed, students may be reassigned to a faculty advisor according to the major or academic interest area declared by the student, if appropriate.

### **A Statement of Advisee Expectations**

As an educational consumer at Schreiner University, students have a right to the best possible advising and counseling. The university has an obligation to provide an advisor who will be interested in a student's welfare throughout their academic career at Schreiner. In the event that the advisor is not serving a student's needs, he/she may request a change of advisor through the Registrar, located in Cailloux Campus Activity Center.

Specifically, this means that the advisor should:

- Establish and adhere to reasonable office hours;
- Be knowledgeable of the different interests of both traditional and non-traditional students and adapt advising accordingly;
- Understand all aspects of the university grading policy;
- Be familiar with the variety of university degree offerings, to assist students in making career choices;
- Know where to refer cases of special need (e.g., Tutoring, Financial Aid Assistance, Career Planning, Counseling Services)
- Be aware of departmental major requirements;
- Help plan a complete course of study, designed through personal interaction with each student, utilizing academic records and career interests, as well as available information on the frequency of course offerings and possible scheduling conflicts;
- Help rethink the course of study in the event that career interests change;
- Refer to an appropriate place for improvement of study skills when necessary;
- Relay information that he or she may have about available extracurricular activities that may enhance a student's learning experiences

### **A Statement of Advisor Expectations**

Each member of the faculty at Schreiner University accepts the responsibility to be an informed and concerned advisor to students assigned to him or her as advisees.

Advising involves helping students move through a sequential process toward realistic, flexible academic and professional goals.

In order to provide this involved service, the advisor has a right to expect that students

should:

- Consult with the advisor at least once per semester, more often, when necessary;
- Make appointment for advising during posted office hours whenever possible;
- notify advisor before the appointed time;
- Openly discuss academic and career-related needs as they develop;
- Be prepared for the appointment and bring appropriate materials;
- Seek assistance with the decisions to be made rather than expect the advisor to make them;
- Follow through with appropriate action after the advising session, or consult with the advisor if critical decisions cannot be accomplished;
- Seek additional counsel from appropriate other sources;
- Participate in an evaluation of the quality of advising sessions so that the Schreiner University system for advising can continuously grow in strength;
- Seek reassignment to another advisor when appropriate.

**Administrative Oversight:** Provost and Vice President of Academic Affairs  
**Responsible for Implementation:** Registrar