

## COAS Guidelines for Academic Advising March 2009

Because it is so critical to student success, the College of Arts and Sciences is committed to providing consistent, high quality academic advising. The purpose of this document is to establish COAS guidelines for academic advising by departments within the college. These guidelines are intended to provide departments with the flexibility in covering advising commitments year-round, so that advising needs of students are suitably met.

Each department in the college will identify an advising coordinator. The advising coordinators shall have clearly outlined responsibilities that include the assignment of faculty advisors to all majors in their department. Advising coordinators can be members of the regular faculty, full-time special lecturers, or if approved by the Associate Dean, a member of the department staff with training and a detailed knowledge of the department's upper division course work and degree programs. Faculty advising coordinators shall be assigned service units to their workload, while staff coordinators shall have such activity included in their defined responsibilities.

In order to have effective advising, departments must be committed to a pro-active approach that utilizes the many campus resources available for accessing student information. Furthermore, in addition to the appointment of advising coordinators, classified employees who staff the front desk in department offices should be trained in front-line advising, to ensure that all student inquiries ultimately result in their assignment to an appropriate faculty advisor.

Department chairs are also encouraged to promote the inclusion of advising activities in faculty activity reports, so that they may be part of the evaluation of faculty. Departments are also encouraged to develop prominent websites for advising purposes, and update such sites on a regular basis, so that students are able to keep track of important deadlines, curriculum changes, and department schedules and activities.

Although academic advising is expected to take place throughout the academic year, the University also provides orientation programs in the summer months. These programs are required for all entering students, and it is important that departments provide academic advising for such programs. While it is preferable to staff orientation programs with faculty advisers, it is acknowledged that the faculty is generally not on contract during the summer months. Consequently, certain summer orientation programs are difficult to staff, especially for smaller departments. For this reason, the University provides a modest stipend to faculty for their participation. In the event that faculty advisors cannot be identified to attend an event, other trained or experienced advisors may represent a department, provided they are approved by the Department Chair or Advising Coordinator.

For all three “Bronco Venture” events (the traditional freshman orientation) all departments shall be represented. For TNT events (designed for non-traditional and transfer students) the college receives a list of RSVPs about five days prior to the event. The Student Success Coordinator (Kristine Barney) will distribute these lists to the departments according to identified major, and all departments with registered majors shall send a faculty advisor or designated representative. If a department does not have majors registered for a TNT event, the faculty advisor or designated representative shall be “on call” somewhere on campus.

It is important that all new or inexperienced advisors be prepared to answer complex advising questions. This is especially true of advisors for TNT sessions, as transfer students often have very specific questions about credit transfers, academic adjustment processes, and the sequence of upper division coursework. Consequently, any new or inexperienced advisor must undergo a training session prior to the first summer orientation session in which they will participate. New members of the faculty are also welcome and encouraged to attend, regardless of their participation at subsequent orientation sessions.

Thank you for all that you do to foster student success - we recognize and appreciate your dedication to academic advising!