

School of HASS

Advising Responsibilities

Staff Advisor

Routine Advising

- Sets aside designated times for registration advising and individual discussions.
- Provides accurate information about current curriculum requirements, academic policies and procedures, referrals and resources on campus, and career opportunities in the major fields
- Provides detailed information on degree progress and requirements
- Reviews CAPP reports for accuracy and advises students regarding their CAPP reports and progress toward graduation
- Flags potential issues that could delay graduation
- Assists students with complicated advising issues such as dual degrees across schools, minors, etc.
- Consults with appropriate faculty for their approval of course substitutions or dual majors or minors
- Is involved in degree clearance discussions with Registrar's Office and final degree clearance paperwork

Advising regarding Undergraduate Research Program

- Insures proper assignment of course credit

Faculty Mentor

Routine Advising

- Sets aside designated times for registration advising and individual discussions
- Guides students through academic programs that will complement their personal, educational, and professional interests
- Answers questions about course content and the nature of the student's discipline
- Gives advice on career preparation, internship strategies, and graduate school
- Is accessible to students throughout the year at posted office hours. (If a mentor will be away from campus for an extended period of time, he or she should post the names and office locations of alternate mentors/advisors outside their offices, so that students will have other resources.)
- Provides guidance to staff advisors as they approve course substitutions and give advice on dual majors or minors

Advising regarding Undergraduate Research Program

- Negotiates and approves the content of undergraduate research projects
- Advises students regarding the content and process of their research activities

Students' Responsibilities

- Meet with their staff advisor at least once a year to make sure they are on track with degree requirements.
- Meet with faculty mentor at least once a year.
- Know their advisor's and mentor's office hours or advising schedule.
- Make an appointment with your faculty mentor and prepare for registration advising by reviewing the Catalog, Class-Hour Schedule, and your program requirements.
- Formulate questions regarding curriculum, course selections, and career options, in advance of your meeting with your faculty mentor.
- Be aware of their academic and personal needs and seek assistance when needed. The student need not describe these to the advisor, but the advisor should be aware that such needs may exist.
- Understand that the role of their advisor is to advise students, not to make decisions for them.
- Recognize that ultimately they are responsible for making wise decisions about their education and for seeking the faculty and staff guidance that will enable them to make those decisions.