

# Advising

## General Guidelines

1. Personal student-faculty association provides the small college with unique opportunities to influence students. The concept of faculty as role models takes an added meaning in this setting.
2. All students, new and returning, need to feel that they belong. Faculty advisors can do much to help students acquire and maintain this sense of belonging.
3. The success of an advising program is dependent on the participation of everyone. It is a team effort.
4. Every faculty member is in a position to help students. The potential for each faculty advisor to help students requires faculty accessibility and availability.
5. An advisor cannot make decisions for an advisee, but he/she can be sympathetic, an understanding listener, and can offer various suggestions and possible solutions to the student's questions or concerns.

## Curricular Advising

In advising students regarding their academic programs, the following factors should be kept in mind:

1. The student's satisfaction with the curriculum under which he/she is registered.
2. The student's general progress, including semester and cumulative scholarship records.
3. Overall graduation requirements (total hours for graduation).
4. General Education requirements.
5. Requirements in the major or curriculum of specialization.
6. Desired sequence of courses.
7. Course prerequisites, restrictions, etc.

Crucial to effective advising is the availability of a faculty member to students. Full time faculty members are expected to be available six to eight hours per week for student conferences, activity counseling, and committee work. Office hours should be announced to classes, posted on the faculty member's office door, and filed with the School Dean's Office at the beginning of each semester.

An Advising Handbook is maintained by the Academic Advising Office. Faculty will receive their updated copy, distributed by the Academic Advising Office, at the beginning of each school year.

All full-time faculty members are expected to be involved in academic advising with a minimum of ten (10) students up to a maximum of thirty (30) students. This is considered to be part of the full-time load. It is up to each department to distribute its students for advising by the faculty members in that department.

The Director of Academic Advising works with the Department Chair and provides appropriate in-service education and support for the faculty advisor. Advising undeclared students constitutes institutional service.