

POLICY ON UNDERGRADUATE STUDENT ACADEMIC ADVISING

I. POLICY STATEMENT

Academic advising is a collaborative and holistic process in which advisors and advisees develop goals that are compatible with the student's academic success, career aspirations, and lifelong learning. The advising relationship fosters both academic and personal development, referring advisees to other resources as needed. Students must share joint responsibility with professional and faculty advisors in collaboration with Academic Affairs and Student Affairs.

The California State University System recognizes the importance of faculty involvement in academic advising by allocating 3 WTU for indirect instructional activity, which includes student advising, as part of the total faculty instructional workload of 15 WTU.

The above statements are not intended to reduce students' basic responsibility for initiating contacts with their academic advisor(s), and for understanding and completing all degree requirements.

The primary purposes of an academic advising program are to assist students in the development of academic plans and career goals and serve as a resource in locating programs and services to achieve academic success. Academic advising programs:

- A. Assist students in designing an academic program for timely fulfillment of their degree goals, including selection of appropriate courses singly and in sequence;
- B. Provide advisors with adequate training, materials, and support with which to advise students appropriately;
- C. Assist students and advisors in learning how to use the catalog and schedule of courses effectively in the advising process;
- D. Direct students toward information regarding university academic policies and procedures;
- E. Assist students to select educational and professional career objectives commensurate with their interests and abilities. This may include the options and availability of relevant graduate degrees;
- F. Inform students of the wide variety of student support services and co-curricular opportunities that may help them reach their personal, academic, and career goals;
- G. Assist students to explore and understand possible short- and long-range implications and consequences of their choices.

II. THE ADVISEMENT PROGRAM

- A. Each school, department or program will prepare and implement a written plan for advising students in their major, double major, minor, or certificate. The plan should include the following elements:
1. How advisors are selected, assigned and trained to provide academic advising;
 2. How students will be notified of the advising policy and procedures;
 3. What materials will be used in the advising process;
 4. What students should do in case an advisor is not available;
 5. How students will be introduced to the major, double major, minor, or certificate;
 6. What is expected of students to help make the plan work; and
 7. How advising will be evaluated.
- B. The Division of Student Affairs will continue to provide orientation programs to inform new students of registration procedures and degree requirements, and direct them to academic departments/programs for initial advising on major requirements.
- C. The Office of the Vice President for Academic Affairs and college/school deans will provide the following services to ensure that advisors are appropriately equipped to advise students:
1. On-going, in-service workshops for academic advisors;
 2. Annual in-service workshops for school/department chairs on academic policies and procedures including recent changes and additions;
 3. A comprehensive orientation for newly appointed faculty that includes an overview of university academic policies, practices and student support services.

III. STATEMENT OF RESPONSIBILITY

A. Student Responsibilities

Students should:

1. Attend a new student orientation program provided by Dog Days: New Student Orientation prior to their first semester of attendance;
2. Review the catalog upon admission to understand the degree and general education requirements. Access the schedule of courses each semester to determine course availability.¹
3. Meet at least once each semester with their department, college, or school advisors beginning with the first semester. Undeclared majors should contact the University Advising Center for academic advising assistance until they declare a major.²
4. Recognize the relevant mandatory advising requirements and schedule appointments with their advisors to clear holds in advance of registration for the upcoming semester.
5. Monitor their progress toward graduation by reviewing their academic record with their advisors each semester. This would include a review of transcripts, degree reports, and any petitions and transfer evaluation sheets (if applicable)
6. Realize that, ultimately, knowing and completing all degree requirements is their responsibility.

B. Advisor Responsibilities

Advisors are the key element in providing academic advising to students. Therefore, they are expected to participate in periodic in-service training sessions to improve their advising skills and to remain current on policies, procedures and degree requirements including general education. Further, they are expected to maintain regular and reasonable advising hours for the purposes of meeting with individual advisees.

¹ Transfer students should be aware that the catalog governing their graduation degree requirements may not be the current catalog.

² International students and students in the Educational Opportunity Program are also required to maintain regular contact with their respective advisors.

C. Departmental/Program Responsibilities

Academic departments/programs should ensure that all students are provided with a description of their advising program. In addition, they are encouraged to regularly update the degree roadmap for all majors in the department and conduct an introduction/orientation to the major on a regular basis.

D. College/School Responsibilities

Each college/school should facilitate advising services based on the needs of the individual college/school. Services may include, but are not limited to, general education advising, petitions, and major selection.

E. Administrative Responsibilities

The Office of the Vice President for Academic Affairs and college/school deans should ensure that academic advising of students is fully recognized, duly supported and periodically evaluated. In addition, the Division of Student Affairs should provide the following services in support of the advising process: University Advising Center, Counseling and Psychological Services, Career Development Center, International Student Services and Programs, and the Educational Opportunity Program.

Recommended by Academic Senate

March 1984
November 7, 2016

Approved by the President

April 1984
November 22, 2016