

## **Advising Expectations for the Department of Mathematics and Computer Science**

The following was adapted from the campus advising handbook to help spell out the general expectations during academic advising in the department. The department is very open to students and you are welcome to seek academic advice from any faculty member. However, your assigned advisor is the person formally responsible for the necessary paperwork related to your academic activities, which ranges from permission for an overload on credits to your final degree audit that validates your graduation. A short meeting every semester is really all that is needed to keep you on track and also keep your advisor aware of your progress.

### **Role and Responsibilities of the Advisee**

Academic Advising is a joint responsibility between advisors and advisees. To achieve advising goals, the student should:

1. Regularly consult with the advisor.
  - Consult your advisor before every registration
  - Consult with the advisor before adding/dropping courses, changing majors, or withdrawing from the university.
  - Meet with your advisor at least an academic year in advance of your planned graduation date
  
2. Be prepared for the advising sessions.
  - Come with a printout of your unofficial transcript
  - Come with an updated checklist
  - If you are looking to plan a future schedule then please come with a draft of your plan
  - If you are tasked to make an academic appeal then please come with a draft of your appeal
  - Write your advising questions down so you have them ready
  - If you are planning to graduate then you should meet with your advisor at least an academic year in advance
  
3. Follow through with appropriate action after the advising sessions.
  
4. Be knowledgeable about academic standards, policies, and procedures. Become familiar with general education requirements, degree programs, competency requirements, and graduation requirements.
  
5. Regularly check campus email and become familiar with campus website resources, some examples include: Registrar's Office, Career Center, STEPS, etc.
  
6. Know the academic calendar. Know the dates for registration and the deadlines to drop or add courses.

7. Become knowledgeable about financial aid guidelines and their impact on academic progress.

### **Role and Responsibilities of the Advisor**

Academic advising is a joint responsibility between advisors and advisees. To achieve advising goals, advisors should:

1. Schedule, post, and keep regular office hours.
  - Keep appointments to meet with advisees
  - Be prepared for the meeting and have the advising checklists on hand
2. Be knowledgeable regarding university academic standards, policies, and procedures in sufficient detail to provide students with accurate, usable information.
  - Complete the necessary follow up on paperwork or procedures that require your involvement. For example, the degree audit must be completed by the advisor and submitted to the registrar.
3. Provide accurate information about general education requirements, degree programs, curriculum within the major, and graduation requirements.
4. Refer students to other sources of information and assistance when referral is appropriate.
5. Assist advisees in identifying career goals and objectives.
6. Encourage students to become involved with departmental/discipline-related organizations and campus activities.