

ADVISING 101

Advisor Name:
Office Location:
Office Hours:
Office Phone #:
E-mail:

Mission Statement: The University of Maine at Presque Isle values academic advising as a teaching and learning experience that is essential to your undergraduate educational career. Advising is a developmental process that enables you to become increasingly self-directed in defining, pursuing, and achieving your educational aspirations. It is our goal that the relationship you develop with your advisor becomes a catalyst for personal discovery – that it helps you assume new challenges, act creatively, and achieve your maximum potential.

Required Text: The University of Maine at Presque Isle Catalogue
Suggested Texts: **Advisors:** *Academic Advising; A Comprehensive Handbook*. V.Gordon and W.Habley (Eds). Jossey-Bass Inc. San Francisco. 2000.
Students: Tyler, S. *Been There, Should've Done That II: More Tips for Making the Most of College*.

Other Resources: www.nacada.ksu.edu – Website for the National Academic Advising Association

ADVISING 101

Goal: Establish the advising relationship

Objectives: **Student** responsibilities:

- * To know who your advisor is and how to contact her/him.
- * To take the initiative to meet with your advisor at least once prior to the pre-registration time period.
- * To schedule and attend your pre-registration advising appointment with a written draft of next semester's schedule to discuss with your advisor.
- * To go to your advisor as soon as questions or problems arise that may affect your academic goals.

Advisor responsibilities:

- * To post and maintain office hours and/or be available for advisees by appointment.
- * To learn about advisees' academic goals and career aspirations.
- * To assist advisees in making course selections appropriate for their educational plans.
- * To help advisees address academic challenges.

The University's responsibilities:

- * To ensure that all degree seeking students are assigned to an advisor
- * To publish the course guide in a timely manner
- * To publish and maintain program requirements and make them easily accessible.

**SAMPLE SEMESTER OUTLINE
FALL 2005**

- September**
- Friday, September 2** – First Friday offers an early opportunity to establish the advising relationship, get to know your advisor, discuss educational goals, and review your fall semester of courses to make sure you have the best possible selection and schedule.
- Friday, September 2** – The ADD period ends – your last chance to add courses to your fall schedule.
- Wednesday, September 7** – The DROP period ends – your last chance to drop a course without academic penalty or possible financial implications.
- October**
- Wednesday, October 12** – Meet with your advisor to discuss plans for next semester. Bring the catalogue and/or your program plan.
- Friday, October 21** – Mid-term grades are due. Warnings will be mailed to you but your advisor has electronic access. See your advisor if you have concerns about any of your courses.
- November**
- Early in November** – access the course guide on-line and begin developing your spring schedule based on your October meeting with your advisor. Meet with your advisor to review your plan and get your RAN and activation date
- November 14-22** – Register for Spring classes when RAN is active.
- On-going**
- Meet with advisor as needed.

Some thoughts for further development:

ADVISING 201

Goal: Develop the advising relationship

Objectives: **Student** responsibilities:

- * To understand your program requirements and work with your advisor to develop a long term plan for program completion
- * To become familiar with the policies and procedures of the university
- * To learn about other university resources and opportunities (e.g. writing center, career center, NSE)

Advisor responsibilities:

- * To understand the program requirements for your advisees and assist them in long term planning
- * To become familiar with university policies and procedures
- * To be aware of university resources and make referrals when necessary

ADVISING 301

Goal: Transition to a mentoring relationship

Objectives: **Student** responsibilities:

- * To develop mentoring relationships with your advisor and other professionals within the university and outside the university
- * To take the initiative in the advising relationship, asking insightful questions about academic and career planning, and focusing on requirements remaining for program completion.

Advisor responsibilities:

- * To assist the student in developing support networks for academic and professional goals both within and outside the university.

ADVISING 401

Goal: Prepare to transition to a post-graduate relationship

Objectives: **Student** responsibilities:

- * To maintain your transcript analysis and degree audit documents and bring those and any other relevant documents to your advising meetings.
- * To work with advisor to make sure all graduation requirements are being
- * To seek out your advisor's expertise on post-graduate plans (e.g. references, graduate school, career opportunities)

Advisor responsibilities:

- * understand program completion requirements and graduation policies
- * help students prepare for graduation and their transition to career or graduate work.

The University's ongoing responsibilities:

- * To provide clear policies and procedures that are easily accessible
- * To provide resources that support advising, including electronic resources and tools
- * To provide effective management of the advising system
- * To conduct on-going assessment of the advising system
- * To provide appropriate recognition for the vital role advisors play in student success and retention