

## **II.H. ACADEMIC ADVISING AND FACULTY MENTORING**

### **II.H.1. ADVISING RESPONSIBILITIES**

It is the policy of the School of Arts, Media, and Communication that students are responsible for knowing and complying with University, College, and discipline degree requirements and academic regulations as set forth in the University Catalog. The School provides assistance to students through its professional Academic Advisors and faculty mentors.

Academic Advisors, housed in the Liberal Arts Advising Center, offer pre-admission advising for undergraduate students. Pre-admission advising for graduate students in Studio Art and Communication is done by the respective Program Coordinator and the Senior Academic Advisor.

Academic advising for students who have been admitted to degree programs in the School is done by the academic advisors and a faculty member assigned to the student. Record keeping support is provided by the college Academic Advisors.

### **ADVISING PROCEDURES**

1. Pre-enrollment inquiries about transfer regulations and degree requirements are handled by the Academic Advisors for undergraduates and by the Graduate Coordinators and Senior Academic Advisor for graduate students.
2. At the time an undergraduate student first registers on campus, the Academic Advisor assigns the student to a faculty mentor in the student's major field of study.

The respective Program Coordinator assigns graduate students to graduate advisors or committees when admission to the Studio Art and the Communication programs is granted.

3. Since evaluation of transfer credit is not done in advance of the student's first enrollment on campus, advising during the initial registration is based on unofficial transcripts.

4. Students, faculty, and staff can track a student's progress towards the degree through DegreeWorks.
5. The Academic Advisor provides a graduation clearance review and consultation for students intending to graduate the following semester. Students are notified of the availability of this service at registration each semester, and are encouraged, but not required, to take advantage of it.
6. After the student applies for graduation, the Academic Advisor conducts a final review of degree requirements and transcripts and determines eligibility for graduation. The Director officially certifies that all requirements have been met and recommends to the President that the appropriate degree be awarded.

## **II.H.2. FACULTY MENTOR EXPECTATIONS**

Establish a pattern of regular contacts and rapport:

- Be available to students on a regular basis and be conscientious about posting and adhering to a schedule of office hours for advising conferences.
- Expand your availability during the high demand times of registration and drop/add filing.
- It is also recommended to occasionally encourage advisees to come in for discussions by invitation.
- Keep a record of your contacts with advisees, including the issues discussed, advice given, and any actions taken.
- Be prepared to help resolve academic and non-academic problems:
- Be thoroughly familiar with the academic policies and procedures of your major, your college and the University. One goal of the mentor should be to ensure that the students fulfill major, college, and University graduation requirements.
- Be familiar with and keep resource materials (the Catalog, Student Handbook, Schedule of Classes) which may answer questions about academic and non-academic policies and procedures.
- Familiarize yourself with the resource persons to whom to refer students for information and advice when appropriate. The UCCP office, Director's office, Dean of Admissions and Records Office, degree counselors, graduate program coordinators, Career Services, Learning Center, Health and Counseling Center, etc.
- Provide guidance for students. Mentors should help students:
  - a) obtain maximum benefit from their educational experience by helping them to understand and take advantage of the opportunities the University offers.
  - b) in determining short and long-term goals based on aptitudes and interests, and help design a course of study appropriate for attaining these goals.
  - c) understand the relationship between what they are doing in college and the world beyond campus. Be prepared to engage in discussions of future academic and career options for graduates in their department or major area.