

## **Faculty Academic Advisor Roles and Responsibilities**

- Being very knowledgeable about all aspects of academic advising — General Education and major specific requirements, pre-requisites, substitutions, transfer credits (including study abroad, independent study, requirements for major, minor or double majoring etc.)
- Assisting students to identify their academic and career values and goals, consistent with their capabilities, interests, and educational backgrounds
- Discuss Academic Standards while clarifying pertinent information and discussing the implications toward students' academic progress and success
- Being accessible and available to students to respond to their questions and concerns at all times and referring them other MU services and resources as needed
- Clarifying academic policies, college regulations, program requirements, procedures, and other college valuable information including deadlines
- Mentorship: Monitor and track students' progress towards degree completion including providing early intervention and referring students to University resources as needed
- Maintaining professional integrity, confidentiality, respect, and sensitivity in advising
- Helping students define and develop educational plans, assisting in the selection of appropriate course work and opportunities to achieve students' goals.
- Enabling and assisting students to learn basic academic logistics and technology —navigating the student information system, advising Web site, degree audits, undergraduate catalog, student handbook, advising handbook, academic calendars, WebAdvisor, eforms, degree audit, getting advising information, advising registration processes, procedures and deadlines dates for drop/adds, withdrawals, substitution processes, applying for graduation and many others.
- Familiarize students with MU resources — University Library, Center for Student Success (Career Services, Disability Services for Students, Tutoring and Writing Centers, Internship and Service Learning, Transfer and Undeclared Services), Math Lab, Residential life, Counseling and Psychological Services, Financial Aid Office, Bursar/Controller Office, Study Abroad/International Services, etc.
- Participating in advisor development and providing accurate information to advisees and other students
- Take VARK (learning styles test) and FOCUS, which is the online Career and Educational Planning System students take when undeclared/undecided or when they have to change majors because of low GPA. This is necessary so that advisors can be familiar with these instruments and, in turn, encourage advisees to take them as needed.
- Respecting students' individual needs and diversity
- Assisting students to independently monitor their progress toward achieving their educational and career goals
- Being knowledgeable about and promoting and referring students to appropriate campus and community resources and services
- Informing students about the roles and responsibilities of the advisor/advisee relationship