The purpose of academic advising is to help students discover their educational goal(s) that will help them achieve their life aspirations. The student has the ultimate decision as to what his or her educational and life goals will be. The academic advisor is there to assist the advisee along the way and to be a resource to help with the process of making those decisions. It is up to the advisee to seek out his or her appointed advisor to schedule an appointment(s). Advisors should also assist their advisees if additional resources are needed (DRC, SSS, general tutoring, etc). Advisors should be up-to-date with university policies as well as campus events.

Each student is assigned an advisor. Students who have declared a major are assigned an advisor in the department of their declared major. Students who have not declared a major are assigned to their orientation instructor for advising. Prior to each registration the student must meet with the advisor to discuss course selection and obtain an access code for web registration.

Fifteen Key Reminders for Effective Advising

1. Care about advisees as people by showing understanding and respect.
2. Establish a genuine and open relationship.
3. Be a good listener.
4. Be available and accessible; keep office hours and appointments.
5. Provide accurate information; when in doubt refer to catalog, advisor's handbook, or referral source.
6. Be familiar with referral sources, and make referrals when appropriate.
7. Keep in contact with advisees; take the initiative and don’t always wait for students to come to you.
8. Don't make decisions for students; help them make decisions.
9. Focus on advisee's strengths rather than limitations.
10. Help advisees monitor their progress toward educational goals.

11. Encourage advisees to consider and develop career alternatives.

12. Be knowledgeable about career opportunities for various majors.

13. Encourage advisees to talk by asking open-ended questions.


15. Be yourself and allow advisees to be themselves.