

Faculty Advisor Guide

Academic Advising supports the importance of the faculty advisor/student relationship. We will direct the student to connect with his/her faculty advisor, and defer to the knowledge and expertise of the faculty advisor.

- ✓ When the new course schedule has been posted on the web, reach out to your Advisees. In your email...
 - Encourage students to contact you to make an advising appointment
 - Tell students to check their Web Advisor to view any registration holds (missing transcripts, balance due, etc.,) and take care of those prior to meeting with you.
 - Remind them to check their JU email account for the note from the Registrar's office giving the day/time/date registration will be open for the student.
 - During the semester, if a student comes to the Academic Advising Center, they will be directed to their faculty advisor.

To email your advisees, log in to WebAdvisor and go to Email & View Advisees (**type current date**, to get accurate list of advisees)

Select date range to restrict your advisee list

Start Date **End Date**

- ✓ When your student meets with you, have him/her log in to his/her WebAdvisor and review their Degree Audit
- ✓ Note courses student will need to take (Core, Major, Upper Level)
 - Discuss any sequencing of courses, and if taking an internship, how that impacts the semesters in the future and graduation.
 - Check for necessary Pre-Requisites (Degree Audit does not show pre-requisites)
 - Balance between General Education/Core Courses & Major courses
- ✓ Remove registration hold by logging in to your WebAdvisor (after course schedule has been posted online).
 - Advisor Registration Approval
 - Check box to allow student to register
- ✓ Encourage student to plan their schedule and place courses in their registration cart before their registration window opens
 - Make a NOTE about the appointment at: Email & View Advisees
 - Specific courses, instructions you gave the student during the meeting
 - Encourage students to take 15 to 16 credit hours every fall and spring, which keeps them on track for graduating in four years.

Academic Advising Center

- If the student has general questions, have them make an appointment in the Academic Advising Center, and remind the student to take the course list you helped develop to that appointment.
- After the semester ends (between terms, holiday break, spring break, summer break) if a student comes to the Academic Advising Center for advising, and Academic Advising Center advisor will advise the student, notify the faculty advisor by email (and copy student), and remove the registration hold.
- During the transition period when a change of major is occurring, the student should seek guidance from the Academic Advising Center. The Center should use the Four-Year-Degree Guide and Recommended Courses Guide provided by the respective Department to suggest courses for the upcoming semester. Also, during the visit to the Academic Advising Center, the student will receive contact information of a faculty advisor in the student's new major.