



Phase I Planning



Undergraduate Advising Plan

July 2008

(Revised: November 25, 2008)

Table of Contents

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	Page
I. Academic Advising Mission	3
Guiding Principles	3
Academic Advisement Goals & Objectives	3
Student Learning Outcomes	5
II. Advising Administrative Structure	6
III. Undergraduate Students' Advising Policy	7
Frequency of Advisement Meetings	7
Academic Advisor's Responsibilities	9
Advisee's Responsibilities	9
Intrusive Proactive Advisement	10
Advisement Tools	11
Referral Information & Links	11
IV. Departmental Contact Information	12

I. Academic Advising Mission

ASU Academic Advisement Mission

Academic advising at Albany State University is an essential, collaborative process that empowers students to succeed academically. The advisement process guides students in making responsible academic and career choices, setting goals, and developing sound educational plans compatible with their career aspirations.

ASU Academic Advisement Vision

Albany State University envisions all those involved in the academic advisement process as being highly motivated and competent, understanding that advising is essential to student success [a collaborative process]. Each student who attends Albany State University will receive effective advisement by advisors who will utilize a variety of resources and services available both on campus and in the community. All academic advisors will meet with their advisees on an ongoing basis, every semester, for the ultimate purpose of successful matriculation.

Guiding Principles

ASU has adopted a set of guiding principles to serve as a framework within which faculty execute their responsibilities to students, colleagues, their college and university. Everyone with advising responsibilities is expected to adhere to these values in their daily interactions.

1. Advisors respect the individual uniqueness of students, as they work to build the confidence, self-respect, strengths, and professionalism of their advisees.
2. Advisors are responsible for knowing about university services and involving others, as appropriate, in the advising process.
3. Advisors maintain collegial relationships as they uphold the policies, procedures and practices of their departments, colleges, and institution.
4. Advisors uphold the standards of professional advising, seek appropriate training, and advocate for student success based on high expectations and high standards of excellence.
5. Advisors create positive, supportive relationships with their advisees that promote intellectual and emotional well being.

Academic Advisement Goals and Objectives

Goal 1: To help students identify and/or clarify their values, strengths, and personal and educational goals.

OBJECTIVES:

1. Departments assign advisors according to student major when the student is initially enrolled.
2. All freshmen are required to enroll in ASU 1200, Service to Leadership, within the first academic year of enrollment.

Undeclared majors and those not qualified to enter will take applicable assessments and tests.

3. Advisors utilize institutional resources and other resources such as self-assessments to help students identify their talents, strengths, goals, and core values.

Goal 2: To provide academic assistance that will ensure that each student will have a suitable educational plan and program of study.

OBJECTIVES:

1. Each freshman with a specified major will be required to meet with his/her advisor to complete an individualized program of study within the first semester of enrollment.
2. Each undecided major will be required to meet with an adviser in the Advisement Center to explore and learn how to meet requirements for desired majors.
3. Eighty-percent of the undecided majors will declare a major by the end of their freshman year.

NOTE: LEARNING SUPPORT STUDENTS

Students who are admitted to Albany State University and are required by University System policy to enroll in Learning Support courses before or as they attempt core curriculum courses will be assigned an individual faculty advisor from the CETLA (Center for Excellence in Teaching, Learning and Advising). During each semester of enrollment, Learning Support students must first register for all required Learning Support courses before being allowed to register for other courses. This policy also applies to part-time students. Learning Support students must meet with their advisors to schedule classes since they are not permitted to use the web registration system. The Advisement and Registration processes will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for the semester, a copy of which goes in the student's file and a copy goes with the student.

Goal 3: To provide University resources and services that will address the advisement and other academic and nonacademic needs of a diverse student population.

OBJECTIVES:

1. Catalog and determine annually the sufficiency and efficiency of student support services including:
 - Strengths identification
 - Career exploration appointments
 - Career exploration workshops
 - Career fairs
 - Networking opportunities with employers
 - Career information library
 - Career planning and develop course/workshop
 - “What can I do with a Major” workshop
 - Guidance on matriculation rules regarding probation, suspension, and other hurdles
 - Professional development training
 - Business plan competition
 - Entrepreneurship workshops
 - Vocational interests tests
 - Myers Briggs and other personality tests
 - Advising for transfer students, transient students, non-degree seeking, and undecided students.
2. Annually train advisors to become aware of all University support services.
3. Regularly and systematically publicize and educate students about available university services.
4. Annually evaluate effectiveness and utilization of support services and improve as required.

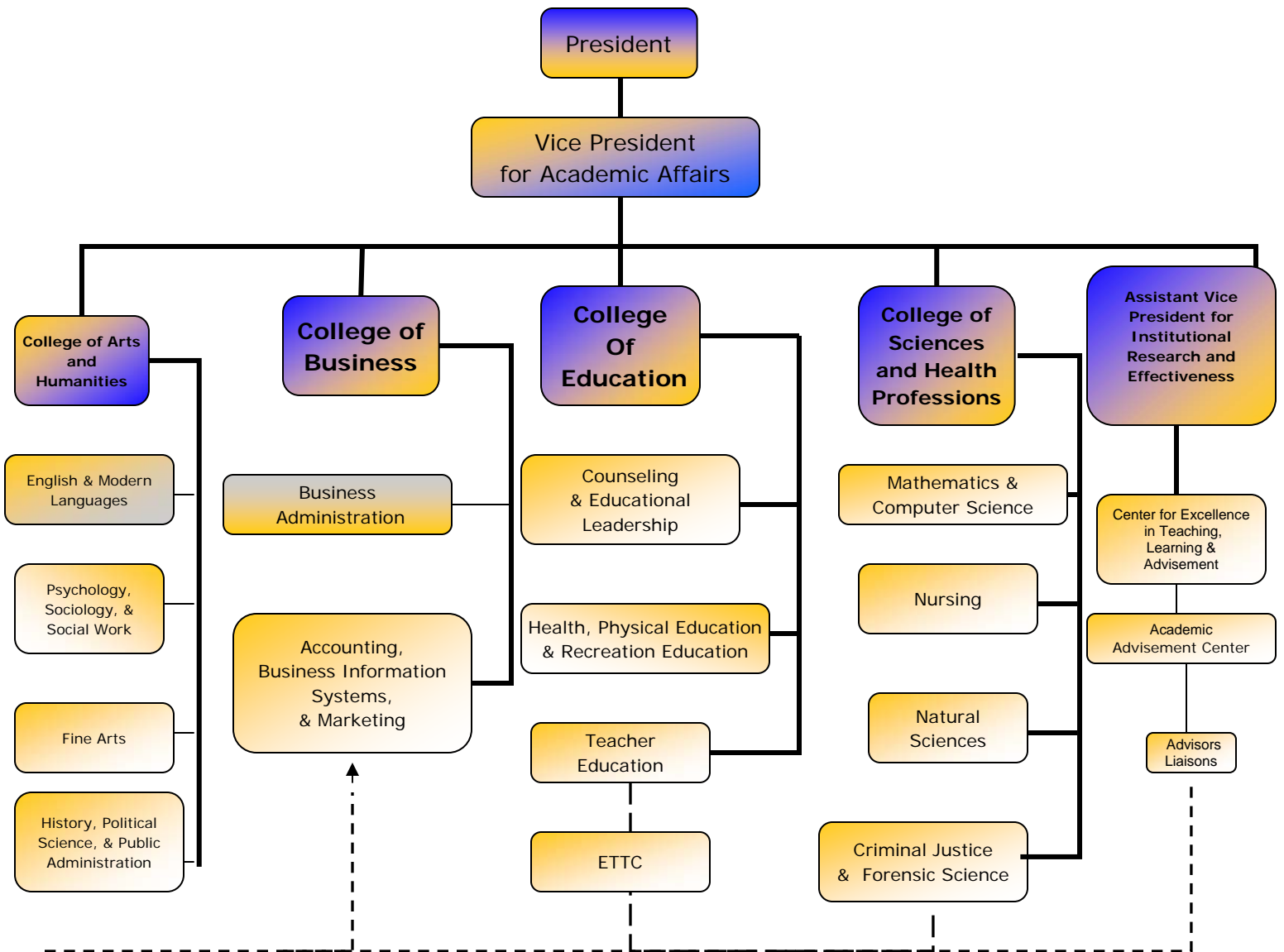
Student Learning Outcomes (SLO) from Advisement System

In order for the student and advisor to accurately measure and document the achievement of the learning outcomes for advisement, students will begin developing a portfolio of all advisement experiences and work products. It will consist of a variety of documents including the educational plan, semester schedules, advisement discussions, use of campus services, attendance at career fairs, utilization of mentoring, exam and paper/essays results, "Writing. Realized." papers, other departmental work products including essays, research reports, surveys, and other information to support SLO achievements.

- SLO 1.** Students will explain their personal strengths and talents, and identify their core values and career goals.
- SLO 2.** Students will develop a written educational plan for successfully achieving their career goals and select appropriate courses each semester toward fulfilling their educational plan.
- SLO 3.** All students will be conversant with required general (core education) courses and when those courses should be taken.
- SLO 4.** Students will be able to use campus resources and services to assist them in achieving their academic, personal and career goals and document such utilization and gains.
- SLO 5.** Be able to effectively utilize the banner web registration, fee payment, and degree audit in their educational planning.
- SLO 6.** Graduate in a timely manner, ideally within six years, based on their individual educational plan.

II. Advising Administrative Structure

Albany State University—Advisement Structure



III. Undergraduate Students' Advising Policy

Frequency of Advisement Meetings

Albany State University requires that all of its undergraduate students meet with advisors appropriate to his or her chosen major, or, in the cases of students currently without majors, advisors in ASU's Advisement Center. Students currently without majors fall into one of the following categories:

1. Students who are undecided about a major
2. Students who have changed their major but have not yet chosen another major
3. Students who have changed their major but have not yet been accepted into their newly chosen major
4. Students who have been denied acceptance into the major for academic or other reasons that govern acceptance
5. Students who have been expelled from the major for academic or other reasons that govern retention

ALL undergraduate students, including those who fall into one of the categories listed above, are expected to submit to periodic mandatory advisement that will take place several times during the academic year. Furthermore, ALL Albany State University faculty members are obligated to serve as advisors for majors in their programs. Albany State University's "mandatory" advisement periods occur as follow:

Fall Semester Advisement - October

The month of October of each fall semester will be designated as Advisement Month for registration for the upcoming *Spring* semester. During this time ASU advisors will make appointments with each of their advisees to meet and discuss issues involving each student's academic progress and/or challenges, to check the student's matriculation plan to assure the student is on track, and to choose courses for the coming semester, among other academic and career planning matters.

For Decided Majors:

ALL students with declared majors will be assigned an individual faculty advisor from his or her major department. Admissions will distribute an updated list of current majors to all Departmental Chairs who will assign students to an advisor. Each major will then be officially informed of the name, office and contact number of his or her advisor. A list of student advisees will be distributed to each advisor who will be responsible for arranging appointment times during October with each student to be advised. Program majors will also be held responsible for contacting their advisors to schedule an advisement appointment during the month of October. The advisement process will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for the spring, a copy of which goes in the student's file and a copy goes with the student.

For Those Who Are Undecided:

Students who do not have a major (those who fall into one of the categories above) will report to the Advisement Center during the month of October for advisement. At close of fall registration, these students will have been assigned alphabetically (according to his or her last name) to advisors, or according to College of their interest, and officially told who his or her advisor is. Advisement Center advisors will be responsible for contacting student advisees to schedule appointments during the month of October. Center advisees will also be held responsible for contacting their advisors to schedule an appointment during the month of October. The advisement process will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for the spring semester, a copy of which goes in the student's file and a copy goes with the student.

Early registration for spring semester will begin in November and continue until the beginning of Spring Registration in January. **Only students who have been properly advised will be allowed to register during this time.** Students who have not been advised must do so before being allowed to register for spring semester courses.

Students who neglect to be advised during the fall advisement period forfeit their opportunity to graduate in a timely manner, risk missing or being closed out of required and desired courses.

Students who elect to take courses at other colleges and university—**transient students**—understand that they are still obligated to submit to the advisement process, and that any courses that they take must have the prior approval of the University. Students who take courses elsewhere as transient students without the advisor/major department approval risk having those courses not accepted by Albany State for credit toward their matriculation.

Spring Semester Advisement - March

The month of March of each spring semester will be designated as Advisement Month for registration for *Summer* and *Fall* semesters. During this time, ASU advisors will make appointments with each of their advisees to meet and discuss issues involving each student's academic progress and/or challenges, to check the student's matriculation plan to assure the student is on track, and to choose courses for the coming semester, among other academic and career planning matters.

For Decided Majors:

ALL students with declared majors will be assigned an individual faculty advisor from his or her major department, and each student will be officially notified about his or her advisor. A list of student advisees will be distributed to each advisor who will be responsible for arranging appointment times during March with each student to be advised. Program majors will also be held responsible for contacting his or her advisor to schedule an advisement appointment during the month of March. The advisement process will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for summer and/or fall semester, a copy of which goes in the student's file and a copy goes with the student.

For Those Who Are Undecided:

Students who do not have a major (those who fall into one of the categories above) will report to the Advisement Center during the month of March for advisement. At close of spring registration, these students will have been assigned alphabetically (according to his or her last name) to advisors, or according to College of their interest, and officially told who his or her advisor is. Advisement Center advisors will be responsible for contacting student advisees to schedule appointments during the month of March. Center advisees will also be held responsible for contacting their advisors to schedule an appointment during the month of March. The advisement process will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for the summer and/or fall semester, a copy of which goes in the student's file and a copy goes with the student.

Early registration for summer semester will begin in April and continue until the beginning of Summer Registration in May. Early registration for fall semester will also begin in April but will be suspended at the semester's end and will resume during Fall Semester's Registration in August. **Only students who have been properly advised will be allowed to register during these times.** Students who have not been advised must do so before being allowed to register for summer or fall semester courses.

Students who neglect to be advised during the spring advisement period forfeit their opportunity to graduate in a timely manner, risk missing or being closed out of required and desired courses.

Students who elect to take courses at other colleges and university—**transient students**—understand that they are still obligated to submit to the advisement process, and that any courses that they take must have the prior approval of the advisor. Students who take courses elsewhere as transient students without advisor/major department approval risk having those courses not accepted by Albany State for credit toward their matriculation.

Special Advisement Sessions – New Student Orientations

During New Student Orientation (Fall, Spring and Summer Semesters), new and transfer students will be advised by faculty and staff from the department of his or her chosen major. Students who have not chosen or been accepted into a major will be advised in the Advisement Center. During this time of advisement, new and transfer students will meet with advisors and (1) receive information about their chosen majors, (2) be given a matriculation plan, and (3) in consultation with advisors choose courses for their first semester at ASU. The advisement process will be considered complete only when the student and the advisor have signed off on an agreed upon schedule of courses for the upcoming semester, a copy of which goes in the student's file and a copy goes with the student. **Only students who have been properly advised will be allowed to register for courses for the upcoming semester.**

New and transfer students who intentionally neglect to be advised during their initial advisement period forfeit their opportunity to graduate in a timely manner, risk missing or being closed out of required and desired courses.

At the end of the first registration period for new and transfer students with **declared majors**, each student will be officially assigned to an academic advisor to whom they will report for advising until they achieve senior status (90 credit hours toward their degree requirements and the qualifying GPA), at which time they will then be advised by the Chair or the Chair's designee, unless or until they change majors. At the end of the first registration period for new and transfer students with **undeclared majors**, each student will be officially assigned to an academic advisor in the Advisement Center, until deciding on and being accepted into a major.

Additional Academic Advisement Sessions

In order to be of further help to students, faculty advisors can and will schedule other advisement meetings in addition to those required once a semester.

There are also times throughout the semester when new, returning and transfer students not currently enrolled but who are planning to enroll in courses for the following semester may make appointments to be advised during times other than those designated for registration advisement. These “walk-in students” will be directed to the department of his or her chosen major or to the Advisement Center for those who have not declared a major.

Academic Advisor’s Responsibilities

1. Effectively communicate to advisees the curriculum and graduation requirements for the major.
2. Effectively communicate the College and University’s academic policies and procedures.
3. Encourage and guide advisees to define and develop realistic academic and personal goals.
4. Encourage and support advisees’ academic progress according to their educational plans.
5. Provide advisees with information about available campus resources and services and provide support in utilizing those resources and services.
6. Assist advisees in understanding the purposes and value of higher education and the effects on their lives and personal goals.
7. Monitor and accurately document advisees’ progress toward meeting their academic and personal goals.
8. Be available to advise either individually or in groups during office hours or other academic meeting. Advisors may also use e-mail or the telephone for advisement.
9. Make sure that advisees adhere to the appropriate sequence of course offerings including course prerequisites within their major program of study.
10. Assist advisees in gaining decision-making skills and in assuming responsibility for their educational plans and achievements.
11. Inform advisees of academic and programmatic changes within their major program of study.
12. Maintain confidentiality.

Advisee’s Responsibilities

All advisors can expect their advisees to:

1. Accept responsibility for personal decisions that will lead to earning the baccalaureate degree.
2. Schedule regular appointments and make regular contacts with advisor during each semester.
3. Come prepared to each advising session with specific questions or materials needing to be answered or discussed.
4. Maintain a well organized updated advisement portfolio or academic record and bring it to advisement sessions in order to reconcile the advisee and the advisor’s records, assess progress toward goals and plan a course of study for the following semester.
5. Participate in the advisor/advisee experience.
6. Enroll in appropriate courses which the advisor and the advisee have agreed upon and immediately inform the advisor of any unapproved deviations from the approved schedule.
7. Complete all assignments or recommendations from the advisor.
8. Gather all relevant decision-making information about the major program of study and prospective careers.
9. Clarify personal values and goals and provide advisor with accurate information regarding advisees’ interests and abilities.

10. Become knowledgeable about the College and University programs, policies and procedures.

Intrusive Proactive Advisement

Intrusive advising is described as having an individualized approach that reflects the value of each student in the academic process. It is based on the philosophy that the responsibility for student success is shared by the student and the advisor. This philosophy recognizes that a student's overall wellbeing has an impact on academic performance. Intrusive advisement incorporates intervention strategies that allow the advisor to become an active part of the student's life, which, in turn, helps the student to stay motivated. Students are seen as individuals whose uniqueness and diversity are taken into consideration from the beginning of their academic journey until they have graduated or transferred (Thomas & Milton. 2004). This personal relationship encourages students to be more responsible for their academic performance.

The following is information on current use of Intrusive Advisement at Albany State University in the Academic Advisement Center. We acknowledge the potential benefits for students who are identified as at risk through an early alert system, such as those under prepared students who are identified before they arrive on campus or students who display the first sign of academic difficulty. Currently, the students who are on academic probation are provided intrusive advisement. These students have experienced academic difficulty and include freshmen whose cumulative Grade Point Average falls below a 2.00 at the end of the second semester enrolled; or sophomores, juniors and seniors whose cumulative Grade Point Average falls below a 2.00.

Intrusive advisement provides ongoing advisor-advisee contact that increases student engagement and assists students in avoiding further academic pitfalls, and to repair damage after an academic setback.

Intrusive Advisement Strategies

1. In the first meeting, explain to the student that he/she is required to have Academic Advisement, and should not proceed to registration without it.
2. Once a student has been placed on academic probation, he or she is mailed a letter or an e-mail, and it should be clear in the initial correspondence that an appointment should be made by a certain date. If the student does not meet with or schedule an appointment with the advisor by the assigned date, the advisor follows up by telephone.

If the student does not respond to the e-mail, certified letter or telephone contact, the advisor prints a copy of the student's schedule and visits the student's classroom.

3. Advisors make sure students are aware that the goal of the advisor is to help them deal positively with their academic and personal progression. Advisors take the time to get to know the students and identify possible problems and risks to progression. This process requires good questioning and listening skills on the part of the advisor. Once the advisor has found the root(s) of the problem, they work with the student on a plan of action for resolution. At times the problems may be out of the advisors' scope of expertise, and in that case, it is necessary to refer students to the proper resources on campus.
4. Collaboration between advisors and classroom instructors is very important early in the semester, "not at Mid-term". This provides advisors with information regarding class performance and attendance. Debriefing students regarding information is very important, in making referrals, such as for tutoring, to the career or counseling and disability center, or to Financial Aid.
5. Although taking advantage of these resources is ultimately the students' responsibility, the advisor must be persistent in making sure students follow through with referrals. This persistency may involve asking the student to bring in documentation or contacting offices for information (students must sign a release with the advisor and the other office).
6. Meeting with students on a regular basis is paramount and involves meeting regularly. Advisors use these meetings to talk about the advisee's classes, major and career interests, and social life.

Advisement Tools

Forms:

Advisement session report (signatures by advisee and advisor)
Advisement sign up sheet (or other appointment/attendance record)
Application for Graduation/Degree Audit
Change of Major Form
Change of Schedule Form
Check sheet for major(s)
Credit by Examination (CLEP)
Curriculum plan (typical plan for major)
Permit to Register Form
Program of study (paper or electronic)
Registration-Override Form
Request for Overload
Student Appeal - Academic Suspension
Student information sheet
Transient Form

Technology

Banner registration access
CAPP or other cumulative course tracking system
Mid-term and Final Grades record/Banner website
Online Course Schedule by term
University Catalog(s)
Unofficial transcript (grades and credit completed by term, transfer information, prerequisite checking and test performances)

Referral Information and links

ASU website for Departments and other resources: <http://www.asurams.edu/>
Banner Webb: <http://www.asurams.edu/it/bannerweb/index.php>
Financial aid: <http://www.asurams.edu/financialaid/>
Registrar: <http://www.asurams.edu/registrar/>
Library: <http://www.asurams.edu/library/index.php>
Academic Affairs: <http://www.asurams.edu/academicaffairs/>
Information Technology: <http://www.asurams.edu/it/>
Student Affairs: <http://www.asurams.edu/studentaffairs/>

IV. Departmental Contact Information

DEPARTMENT	PHONE #	DEPARTMENT	PHONE #
Academic Advisement Center	(229) 430-3976	Health Care Management	(229) 430-4773
Academic Affairs	(229) 430-4635	Health, Physical Education & Recreation	(229) 430-4762
Accounting, Business Info & Marketing	(229) 430-4014	Health Services	(229) 430-4766
Admissions	(229) 430-4646	History & Political Science & Public Administration	(229) 430-4870
Athletics	(229) 430-4754	Honors Program	(229) 430-1632
Business Administration	(229) 430-4772	Housing	(229) 430-4741
Business Office	(229) 430-4610	Learning Support	(229) 430-4879
Center for Excellence in Teaching, Learning and Advising	(229) 420-1199	Mass Communications	(229) 430-1827
Career Services	(229) 430-4654	Mathematics & Computer Science	(229) 430-4886
College of Arts and Humanities	(229) 430-4832	Military Science	(229) 430-4791
College of Business	(229) 430-2749	Natural Sciences	(229) 430-4811
College of Education	(229) 430-1718	Nursing	(229) 430-4724
College of Sciences and Health Professions	(229) 430-4725	Orientation, Counseling & Disability Services	(229) 430-4667
Criminal Justice/Forensic Science	(229) 430-4864	Police Department	(229) 430-4711
English & Modern Languages	(229) 430-4833	Psychology, Sociology & Social Work	(229) 430-4896
Enrollment Management & Student Affairs	(229) 430-4742	Regents' Testing	(229) 430-4735
Financial Aid	(229) 430-4650	Registrar	(229) 430-4638
Fine Arts	(229) 430-4849	Testing Center	(229) 430-1631
Teacher Education	(229) 430-4715	Counseling & Ed. Leadership	(229) 430-4667