

**ADVISING ROLE STATEMENT - ACADEMIC ADVISING IN THE COLLEGE OF SCIENCE**

**College of Science Academic Advising Mission Statement**
Undergraduate academic advising in the College of Science teaches and empowers students to take responsibility for learning and for their own academic success.

**What is Academic Advising?**
Academic advising is intended for you, the student, to **proactively plan and consult** with your advisor on your academic program in order to achieve your educational and professional goals.

**Academic Advisor’s Role:**
- Be knowledgeable about program requirements for which they advise, Core and Silver Core Curriculum requirements, and university-wide policies and processes related to advising
- Clarify and provide accurate, timely information about university policies, regulations, and procedures
- Be proficient in using the University’s student information system/computerized advising tools relevant to the advising process
- Teach students to identify appropriate classes that meet degree requirements by utilizing various resources
- Be familiar with campus resources and make appropriate referrals as necessary
- Be accessible and responsive to student inquiries and requests in a timely manner (within 3 business days)
- Maintain confidentiality in accordance with FERPA (Family Educational Right and Privacy Act)

**Faculty Advisor’s Role:**
- Be knowledgeable about the courses and requirements of the academic program for which they advise
- Advise students on program options and specifically on upper division coursework for the student’s program
- Mentor and provide guidance related to graduate/professional school or employment

**All College of Science students will:**
- Take responsibility for his/her education, actions and decisions
- Become knowledgeable about university, college/school, and departmental program requirements associated with his/her major(s) or minor(s) as well as relevant policies and procedures
- Identify and develop his/her academic and career goals and create a personal path to degree completion
- Seek advising assistance in a timely manner and come to advising appointments prepared
- Take the initiative to become familiar with and utilize available campus resources

**COLLEGE OF SCIENCE**
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