ACADEMIC ADVISING AT UTM

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(Student Development)
WHAT WE KNOW?

- Tearing paper exercise
- Close you eyes
- Ask no question
- No discussion
- No talking
What do we learn?
Academic advising is a process of information exchange that empowers students to realize their maximum educational potential.
Goal of Academic Advising

- Students gain a clear understanding of themselves and the experience of higher education.
- The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student.
- Academic advisors assist by helping to identify and access alternatives and the potential consequences of decisions.
Student’s Role & Responsibilities

• Give thoughtful consideration to academic and career goals
• Prepare questions before meeting with advisor
• Initiate contact with advisor
• Actively participate in the advising session
• Ask questions
• Know the academic calendar.
• Observe the deadlines
Student’s Role & Responsibilities

- Know when to register and drop or add courses
- Schedule courses that are consistent with educational goals and that meet degree requirements
- Accept responsibility for making final decision on academic choices.
Questions: How do I…

• choose, declare, or change my major/program?
• repeat, drop, or withdraw from courses?
• calculate/raise my grade point average?
• submit an appeal for grades to the Academic Review Committee?
• determine the number of credits I should take each semester?
• know when I have fulfilled the requirements to graduate?
Questions: Where do I…

• pick up repeat, drop/add, student concern, or petition to return forms?
• go for tutoring?
• take a foreign language placement test?
• go for testing services?
• find course transfer equivalencies?
• find the definition of credit/no credit?
Questions: What is…

- AUKU
- supplemental writing skills courses?
- academic support programs and who should join?
- the definition of probation and jeopardy of dismissal?
- GOP, study abroad
- Student exchange
- Summer Camp & Service Learning
Questions: Who can…

• help me with my study skills, time management, goal setting, and test taking methods?
• I talk to if I have a learning problem?
• help me understand my analysis of academic progress?
• make sure that I am taking the courses I need?
• assist me with my writing skills?
Advisor Roles and Responsibilities

- Development of educational plans
- Clarification of career and life goals
- Selection of courses and other educational experiences
- Interpretation of UTM requirements
- Enhancement of student awareness about educational resources available
- Credit exemption and transfer
Advisor Roles and Responsibilities

• Evaluation of student progress toward established goals
• Development of generic skills
• Reinforcement of self-direction
• Referral to and use of UTM support services
• Ongoing evaluation of advising services
Student Expectations

• Have posted reasonable office hours of availability
• Maintain appointments with students on a timely basis
• Be knowledgeable about educational requirements, UTM policies and procedures to ensure academic success
• Seek information they do not know
Thank you

• Questions