



# Academic Advising

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The University of North Alabama is committed to developmental advising for its students. This enhances one of the university goals of building and maintaining a student-centered university. What that means to you is that your University Advisor can help you make the transition from high school to college, whether it is understanding the academic expectations or how to get involved in campus organizations and activities. In addition, your Academic Advisors will help you in exploration of life and vocational goals, program/major choice, course choices, and scheduling classes.

Academic advising is a collaborative teaching relationship among the advisor, student, faculty, and the university community. The partnership requires participation and involvement of both the advisor and the student and spans the student's whole educational experience at UNA. In this partnership, both the advisor and advisee have well-defined responsibilities.

## Advisor Responsibilities

You can expect your Academic Advisor to:

- Be a good listener
- Encourage and guide you as you define and develop realistic goals
- Encourage and support you as you make academic progress according to your educational plans
- Provide you with information about strategies for using the available resources and services on campus
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals
- Monitor and accurately document your progress toward meeting your goals
- Be accessible for advising you in individual meetings
- Be accessible via email or telephone or in person for any questions you might have
- Assist you in gaining decision-making skills and skills in assuming responsibility for your educational plans and achievements. You need to understand how today's decisions may limit possible alternatives later on.
- Effectively communicate the curriculum and graduation requirements for your major and university and college academic policies and procedures. You need to understand how today's decisions may limit possible alternatives later on.
- Maintain confidentiality
- Assist you in working closely with your professors if necessary and refer you to appropriate university resources as assistance is needed



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## Advisee Responsibilities

As an advisee, you have clear responsibilities in the advising partnership. You should:

- Check your UNA email daily
- Schedule regular appointments or make regular contacts with me each semester
- Come prepared to each appointment with questions or materials for discussion
- Take your advising portfolio/folder to advising sessions in which your progress will be assessed and a course of study for the following semester will be planned
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Enroll in the courses for which you and I have determined that from educational objectives you are ready to pursue.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in an advising portfolio/folder that enables you to access them when needed
- Complete all assignments or recommendations from me
- Gather all relevant decision-making information
- Clarify personal values and goals and provide me with accurate information regarding your interests and abilities
- Become knowledgeable about college programs, policies, and procedures
- Accept responsibility for decisions