MAKING THE MOST OF ADVISING

Advising is a reciprocal relationship in which both the student and the advisor have responsibilities. Before any advising interaction, both the student and advisor should prepare for the session with specific questions and goals in mind.

It is the STUDENT’S responsibility to:
- be courteous and respectful
- schedule an advising appointment or attend group advising sessions at least once per semester
- show up for appointments on time and ready to engage
- prepare for advising appointments by reviewing requirements, running a CATS report and updating the 4 Year Plan for Career Success
- attend group advising sessions when they are made available
- send all college transcripts and/or AP/CLEP credit to UVM
- work with Office of Transfer Affairs for external course approvals
- seek out various campus resources, including (but not limited to) the Learning Coop, the Office of International Education and ACCESS
- follow up with instructor/advisor when an academic alert is issued
- regularly run a CATS report and follow up with any questions or concerns
- follow pre-requisites and outlined course sequences
- be familiar with catalogue requirements, including academic standards, academic integrity policies, degree requirements, GPA rules, etc

It is the FACULTY ADVISOR’S responsibility to:
- be courteous and respectful
- be available to meet with each advisee at least once per semester
- post/maintain office hours throughout the semester; schedule other appointments as needed
- participate in group advising sessions as appropriate
- be familiar with degree requirements and academic standards
- review and interpret CATS Reports
- recommend approval/denial of substitution requests before they are elevated to the Department/Program Head level
- offer advice on course selection as it relates to professional goals
- follow up on academic alerts issued to advisees
- review degree audits/transcripts of pending graduates and verify completion of degree requirements
- assist with the students’ transition from college to career where appropriate through referrals, letters of recommendation, etc

It is the CEMS and CAS STUDENT SERVICES ADVISOR’S responsibility to:
- be courteous and respectful
- initiate/process all college forms on behalf of Dean (Change of Student Status, Medical Withdrawals, Substitution/Waiver Requests, etc)
- provide recommendations/strategies for academic success
- refer students to campus resources, including (but not limited to) Counseling & Psychiatry Services (CAPS), Student Financial Services and the LGBTQ Center
- follow up on academic alerts issued to advisees
- make decisions on applicability of transfer/special topics courses toward GenEd/HSS requirements
- manage intent to graduate process and certify students for graduation
- connect students to research/internships/honors options/study abroad
- review and provide feedback on students’ 4 Year Plan for Career Success