

ADVISING GUIDELINES for Plant and Soil Science

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Welcome

To the Plant and Soil Science Department

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We are so pleased to have you as a student working towards a degree in our department. Whether you are enrolling as a first time student, transferring from another department, or a returning student you will find faculty advising to be one of your most valuable resources. We take pride in providing high quality advising to all of our students, but effort is required both by the faculty member and you. Your assigned advisor will go over information in this document then both of you will sign the agreement and you will be given a copy for your records. Please contact me if you have any further questions.

University Interpretation

Academic Advising is a process in which students seek and receive guidance with academic program planning, usually from a faculty advisor. Meaningful educational planning is compatible with a student's life goals, therefore academic advising encompasses discussion of life goals and assistance with the developmental process of life goals clarification. The ultimate responsibility for making decisions about educational plans and life goals rests with the individual student. Assistance with the clarification of life goals is not limited to the academic advising relationship, and may include staff in areas such as career development, residential life, and counseling. For academic advisors, assisting students in the clarification of life goals means helping students explore and define their educational and career goals in an atmosphere of mutual respect and learning. Advising, while non-prescriptive, encourages students to think critically, seek out resources, and develop action steps. The desired result is that students will feel a sense of connection with the advisor and a sense of guidance, while realizing personal responsibility for exploring options and making decisions.

Advisor's Responsibilities

- ☐ To be available for scheduled appointments
- ☐ To be responsive to inquiries and requests for meetings in a timely manner
- ☐ To be knowledgeable about current policies at the departmental, college, and university level
- ☐ To be respectful of the student as a person
- ☐ To encourage beneficial and meaningful discussion concerning the student's current academic career and future profession
- ☐ To help the student access records, verify departmental requirements, and assess progress towards graduation
- ☐ To provide guidance
- ☐ Where appropriate to provide information concerning campus services that are available to assist the student

Advisee's Responsibilities

- ☐ To stay in contact with the advisor
- ☐ To meet with the advisor at least once each semester
- ☐ To follow the recommended course suggestions of the advisor, especially for alternate year required courses
- ☐ To be respectful of the advisor as a person
- ☐ To come prepared to advising sessions, with questions concerning course scheduling, academics, or professional opportunities
- ☐ To let your advisor know if you have a problem you need help with

Academic Advisors remain alert to any barriers to student academic performance and guide students to address these appropriately. The advisor needs to be able to refer student to appropriate academic and support services to enhance both their student experience and their academic success. Faculty advisors are expected to initiate contact with each advisee during a student's first two semesters on campus and when a new advisee is assigned to the advisor (includes newly declared majors and transfer students). After the first two semesters, maintaining regular contact with the advisor is the responsibility of the advisee. The advisor will be prepared to meet with and listen to his/her advisees on a regular basis. Advisor and advisee share responsibility equally for the success of the advising relationship.

I clearly understand my responsibilities as advisor:

(name)

(date)

I clearly understand my responsibilities as advisee:

(name)

(date)



FAQ's (FREQUENTLY ASKED QUESTIONS)

Q: I originally enrolled in the department 2 years ago and I noticed that the requirements have changed on the web. Do I need to take these new required courses as well?

A: You are only responsible for the requirements that were in place the semester you enrolled.

Q: I am older than 25, so I am exempt from the P.E. requirement. Will I need 120 or 122 hours to graduate?

A: If you are older than 25 and are exempt from the P.E. requirement you only need 120 hours to graduate.

OTHER CAMPUS RESOURCES YOU SHOULD KNOW ABOUT

ACCESS

ALANA STUDENT CENTER

CAREER SERVICES

CENTER FOR CULTURAL PLURALISM

CENTER FOR HEALTH AND WELLBEING

COUNSELING CENTER

DEAN OF STUDENTS' OFFICE

DINING SERVICES

FINANCIAL AID

JUDICIAL AFFAIRS

LEARNING COOPERATIVE

POLICE SERVICES

RESIDENTIAL LIFE

STUDENT HEALTH/MEDICAL CLINIC

STUDENT LEGAL SERVICES

TRANSPORTATION AND PARKING

TRIO PROGRAMS

UNDERGRADUATE ACADEMIC ADVISING

UPWARD BOUND

WOMEN'S CENTER

More information about all these services can be found at:

<http://www.uvm.edu/students/>