

D. Student Advisement

1. The student advisement program at the University recognizes that students have advising needs in a variety of categories: course selection, choice of a major, improvement of study skills, accommodations for learning disabilities, etc.
2. The Academic Support Center provides initial advisement to incoming students and advisement to students who have not declared a major.
3. Once a student declares a major, academic advisement is done by faculty members in the Academic Unit of the student's major. Individual assignments to a faculty advisor are made by the Academic Unit Leader.
4. The responsibilities of faculty members with respect to academic advising include, but are not limited to:
 - a. scheduling office hours to meet advising responsibilities;
 - b. advising students regarding their performance in classes;
 - c. assisting students in setting academic goals;
 - d. assisting students as they explore vocational calling;
 - e. informing students of University curriculum requirements;
 - f. clearing students for registration;
 - g. maintaining appropriate records of advising; and
 - h. providing referrals to appropriate student services, as necessary.