

Academic Advising (Andrews University Working Policy 2:650:1)

The purpose of the office of academic advising is to assist deans, teachers, and advisors in the nurturing and retention of students while studying at the university.

Students in the undergraduate schools are provided with academic advising in their major field from their first year through senior years. Academic departments structure their own programs. Each student is assigned a faculty advisor, whose signature is required on the matriculation card for registration each quarter. Advisors are chosen by department chairs, but the student may request a change in advisor.

To aid advisors a number of documents and systems have been developed:

1. **Advisor's Manual:** An advisor's manual containing general advising information, referral sources, counseling techniques, and current year information is distributed to all advisors and updated each year.
2. **Academic Guide:** An academic guide has been produced which individually lists all bachelor and associate degrees as well as pre-professional and certificate programs offered at the university. This guide, updated each year, gives a sample curriculum of core courses, cognates, recommended electives, and general requirements for each degree or program.
3. **Advisor's In-service:** Advisor's meetings are held prior to each school year and at other times where advising problems and techniques are reviewed and new programs and changes are brought to the attention of the advisors.
4. **First-year Orientation:** A structured orientation program has been developed for all freshmen which extends for five days prior to the fall quarter registration. During this time comprehensive testing is completed and a computer print-out of student test scores is made available to advisors for their use in setting up class schedules for their advisees.
5. **First-year Seminars:** Freshman seminars are available during the fall quarter and address problems facing students in their adjustment to the university setting.
6. **Mid-quarter Progress Reports:** A system of mid-quarter progress reports for freshmen and students on academic probation is employed to aid advisors in planning and counseling students for retention.
7. **Early Warning System (NEWS):** An early warning system is in operation as a retention device whereby faculty, staff and students may report to the office of academic advising the name of any student who is in need of specific help. Students are then counseled and referrals are made to alleviate problems.
8. **Personal Exit Interview:** A personal exit interview and survey are the first steps taken when a student requests complete withdrawal from the university. This procedure gives the student an opportunity to express reasons for leaving and is an aid to retention and generates good will.
9. **Student Affairs Growth Enrichment Seminars (SAGES):** These seminars are available to students throughout the school year and are planned to aid students in physical, intellectual, social, emotional, occupational, and spiritual growth.

The office of academic advising also passes on recommendations to the faculty development committee with respect to criteria on advising that should be taken into account for promotion in rank purposes (see policy #2:307)