Academic advising facilitates life-long learning and academic success!

What is Academic Advising?

An educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development towards academic success and lifelong learning (National Academic Advising Association, 2004).

Responsibilities of Students

- To schedule and keep academic advising appointments in a timely manner throughout their academic careers.

- To be prepared for advising sessions (e.g. as bringing questions or concerns, having a tentative schedule in mind, and/or being prepared to discuss interests and goals with academic advisor).

- To learn the requirements of their particular academic program, selecting courses that meet those requirements in an appropriate time frame.

- To monitor their progress toward graduation.

- To read ALL university communications and meet critical deadlines for functions such as registration, red cards, add/drop, and application for graduation.

- To consult with their advisors before changing an approved schedule, changing majors, adding or deleting minors, transferring credits, or withdrawing from the University.

- To seek assistance when needed, not waiting until a crisis develops.

- To accept final responsibility for all decisions.

Office Protocol & Student Etiquette

- If advisee cannot make his/her scheduled advising appointment or knows he/she will be late, please have the courtesy to call or email your advisor and inform of your delay or reschedule.

- Kindly arrive on time. If advisee arrives more than ten minutes late for an appointment, advisee will be asked to reschedule the appointment.

- Silence your cell phone prior to advising session.

- Take notes during advising meetings and keep written records of your advising sessions.
Face-to-face Meetings and Greetings

- Use the formal form of address with all faculty members. (“Dr. Smith” or “Professor Jones”). Do not use Mr., Mrs., or Miss and NEVER use their first names.
- Knock before opening any door.
- Even if the door is open, stay out of a private office unless/until invited in.
- Always announce your presence (“Hello,” “Excuse me”).

Note: Please understand that your advisor will not make decisions for you during your advising sessions. Your advisor will provide you with the most accurate information available and will work with you to create a realistic plan to aid you in accomplishing your educational and career goals. However, the education choices you make are yours and the responsibility for knowing and fulfilling degree requirements rest with you.

Email Etiquette

- Check your Fitchburg State University email account daily.
- Only use your Fitchburg State University account whenever you write to instructors, advisors, and other faculty.
- Include a subject line that clues the reader into the subject of an e-mail.
- Begin with an appropriate salutation including the person’s name (“Dear Dr. Smith” or “Hello, Dr. Johnson”). Starting with “Hey” is inappropriate. Address formally (“Dear Dr. Jefferson”)
- Identify yourself (“I am Samuel Adams.”)
- Describe your status in detail (“I am in your MW 4pm section of EDUC XXXX”). Include an adequate amount of background information. Even if the topic of a message has been addressed before, do not assume that the reader remembers the details. Give him or her a quick refresher at the beginning of the message
- Summarize the communications completed to this point (“We spoke last Friday after class, and you told me to email you.”)
- State why you are writing (“I’d like to schedule an appointment to meet with you.”)
- Use proper grammar, spelling, punctuation and capitalization.
- Use appropriate uppercase or lowercase text.
- Minimize (or preferably, eliminate) your use of emoticons (and abbreviations).
- Proofread the message before you send it to catch mistakes.
- Double check the tone of your e-mail.
- Respond to an email from your instructor in a timely manner (24-48) hours.


See more at: http://www.nacada.ksu.edu/Resources/Academic-Advising-Today/View-Articles/Leaving-the-Hey-Behind-Advising-Communication-
Appointment Policies

Cancellation Policy
Advisee will be considered a Cancellation if they notify their advisors by phone or email that they will not be able to make their scheduled appointments. Appropriate advanced noticed is considered notice given within 24 hours of the scheduled appointment. Cancellations made less than 24 hours before scheduled appointment will be considered a No Show.

No Show Policy
Advisee will be considered a No Show if he or she does not show up for his or her commitment without appropriate advanced notice. Appropriate advanced noticed is considered notice given within 24 hours of the scheduled appointment.

No Show Second Offense: Prior to rescheduling another appointment, the advisee will write an email covering the following topics: 1) general reason as to why he or she was unable to make the appointment and 2) statement indicating their intention to follow the Policy Advising Academic Protocol. The advisor will also complete a Dispositions Assessment.

No Show Third Offense: Advisee will have to schedule a meeting with department chair.