

1. Introduction

UNDERGRADUATE ACADEMIC ADVISING DOCUMENT FOR COLLEGES AND UGAC

Underlying Assumptions for the Evolving Academic Advising Program at Towson University

1. The university advising program will move to an intentional advising program. This means there are broader yet more specific elements to the advising program that include but are not limited to:
 - a. exploring career goals, life objectives, and the University as a community;
 - b. clarifying values and fostering self;
 - c. broadening intellectual and community interests;
 - d. enhancing critical thinking and reasoning;
 - e. improving study and interpersonal skills,
 - f. sharpening program, course and schedule choices; and
 - g. clearing students for registration.

The Role of the Student Advisee

The student advisee is ultimately responsible for all aspects of his/her academic experience, including choosing a major, enrolling in the correct general education and major courses, and being aware of current class status. The student advisee must also be knowledgeable about academic standards, the requirements of core curriculum under which the student was accepted or changed, major/minor course requirements and prerequisites, and graduation requirements. The purpose of meeting with an advisor is to discuss academic and career goals while examining how best to meet those goals. Specifically, the role of the student in the academic advising process is to:

- Establish and follow a plan for completing core curriculum and major/minor requirements in a timely manner;
- Provide the advisor with academic goals, including internships, clinical, and/or practica; extracurricular; and volunteer activities so that the student and the advisor can discuss how these goals fit together to meet the students overall aspirations and direction during college and after graduation.
- Be informed of the degree requirements and prepare for advising meetings so that all questions and concerns are answered effectively.
- Prepare and maintain a file of all advising materials and records.

- Inform the advisor of any changes to the academic plan and determine if those decisions change the course or timeline of the plan.
- Check the degree audit information every semester and notify the advisor of any questions or concerns immediately.
- Meet with advisor to complete the graduation application and final audit at least one semester before graduation.

The Role of Academic Advisor

The primary goal of intentional advising is to enable our students to develop to their fullest potential as students in the university and to take responsibility for their academic and professional growth and planning. The role of the academic advisor is to:

- Serve as role models and mentors for students.
- Assist student in self-awareness and self-acceptance in consideration of degree and career.
- Assist students in exploring new ideas and directions as they choose general education courses, develop their major and determine professional goals.
- Assist students in identifying resources that will clearly articulate their learning goals and determine the pathways to achieve them.
- Assist students in evaluating and reevaluating their goals to keep them on track for graduation.
- Assist students in creating a course schedule that best addresses their academic program and learning profile.
- Assist students in adjusting to the culture of the university, academia, and the particular traditions within their disciplines.
- Assist students in developing research, internship and service learning opportunities.
- Assist students in exploring graduate school and post-graduation carriers in their chosen field.
- Make necessary referrals to other campus and community services as requested or needed.
- Assist the department chair with projections of course offerings.

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