



POLICY & PROCEDURE MANUAL **North Dakota State College of Science**

Academic Advising Program Policy

Source: NDSCS President

Applies to: All Faculty

Purpose: Academic advising is defined as that relationship between the student and the academic advisor which helps the student plan, select and enroll in courses and programs of study leading to the achievement of the student's education and career goal.

Policy

General

Roles And Responsibilities of The Academic Advisor:

The Division Dean's Offices assign each student to an academic advisor in their educational program area.

The primary functions associated with academic advising can be defined as follows:

- To keep up to date with policy, procedures and curriculum changes
- To provide accurate information about institutional policies, resources, programs and other general college information
- To give specific and accurate information about courses, including course content and prerequisites
- To assist students in selecting courses and making out schedules consistent with their abilities and educational goals
- To be aware of clues indicating students may be at risk of academic failure and make appropriate referrals to counseling, developmental and tutorial staff and on-campus programs
- To offer advice to students on appropriate study skills and techniques that might be beneficial
- To inform students of class schedule change policies and deadlines as well as financial aid and academic implications of changes
- To reaffirm students' declared curricula and goals
- To encourage a sense of belonging to NDSCS by discussing clubs and other non-classroom activities
- To be accessible to the students you advise

- To make a referral to Division Academic Counselors when further assistance or information is needed

Reference to SBHE Policy 611.58, NDCC 16.1-10-02, NDCC 39-01-04

Where to Obtain Additional Information

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at ndscs.hr@ndscs.edu.

Approved by:



President's Signature

2-14-12
Date