# Academic Advising Policy

**Title:** Academic Advising Policy  
**Policy Number:** AC 100.11.2010  
**Effective Date:** November 28, 2010  
**Issuing Authority:** University Council

## 1. Rationale

Academic advising represents a very important and essential part of the educational process. Its purpose is to strengthen, guide, coach, inspire, and mentor students during their college tenure to have a meaningful learning experience and make informed choices about career plans. The goal is to help each student understand his/her rights and responsibilities, define his/her purpose, develop his/her capacities, and realize his/her potential. Effective advising hinges on the fundamental principles of commitment, integrity, and trust which grow out of concern for the student. Advising requires patience, interdependent attitude and abundance mentality, knowledge of the University, programs offered, and policies, and knowledge of the related scientific and technological trends. Quality of advising is determined by the commitment of both the advisor and the student to its success.

## 2. Policy

1. Academic Advising is the responsibility of the Faculty Advisor (FA)  
2. The Chairperson of the concerned department shall assign Faculty Advisor for each student from day one  
3. Each student must have an individual file that is constantly updated and made available to the FA.  
4. The FA shall submit a brief report to the Chairperson on the progress of his/her advisees and recommend action in case an advisee is in need for or counseling.  
5. A student shall not be allowed to register before he/she meets with his/her FA  
6. Each department must ensure that a new FA receive training on advising before he/she is given advising responsibilities

## 3. Faculty Advisor’s Role

Responsibilities of the FA include but not limited to:

1. Assist students in understanding the curriculum and their academic responsibilities  
2. Inspire students to uphold the highest of ethical and professional standards  
3. Help mitigate students concerns and resolve relevant issues as they occur  
4. Exhort students to know, understand, and abide by university rules and regulations  
5. Monitor student’s progress throughout his/her academic career, from day one to graduation  
6. Discuss occurring problems with the student and recommend ways to remedy them  
7. Provide advice on course selection and related curricular matters  
8. Ensure that course prerequisites had been taken and that student repeats failed courses when next offered  
9. Keep notes on student’s progress to make future advising more meaningful  
10. Recognize trouble signs such as excessive absence and refer the student to the proper university resources to help circumvent them
11. Help students better understand their role in a complex, rapidly advancing world
12. Discuss future plans and career choices
13. Be there whenever a student needs support.

4. Academic Advising Process

The FA must be present during the Advising Week to help students in course selection and related curricular matters. The course schedule must be approved by the Faculty advisor for registration. The student must not make any changes to the schedule and registrar shall not execute any changes without the Advisor’s approval.

The advising process entails the following steps:

- Each Department posts the advisors’ and advisee’s list prior to the registration period
- The student picks up a registration form from the Office of Admissions and Registration and fills his personal information
- The student visits his/her appointed FA on the assigned day and time to assess performance and discuss plan
- The FA studies the student’s file prior to the advising session to ascertain student’s performance and prepare for a fruitful advising session
- The FA meets with the student on a one-to-one basis to discuss the student’s performance and address his/her concerns
- Upon consultation with the FA, the student fills the advising form, adhering to the following rules:
  - probation students are not registered for more than 12 credits
  - student does take more than the maximum allowed
  - student with low GPA is not allowed to take extra load
  - student with low GPA is strongly advised to take light loads to improve his/her GPA
  - pre-requisites have been taken
  - failed courses are repeated when next offered
  - Incomplete work is completed on time
  - Courses pending from FP are completed in the first and second semester of the First Year
  - English Communication sequence courses are completed the earliest possible
  - Student follows the study plan of the major.
- The FA discusses any occurring problems with the student and ways to remedy them
- The FA makes a copy of the signed advising form and keeps it in the student’s file.

5. Stakeholder Impact and Scope

This policy will afford the students the attention and guidance they deserve and need, and help them plan their studies to complete graduation requirements smoothly. Advising also reduces mistakes that results in delays and lost time.

6. Related Documents

The following forms are employed:
1. Course selection form
2. University Catalog
7. Approval and Review

The stakeholders who reviewed and approved the policy are:

1. Policy proposed by:
2. Reviewed and forwarded by:
3. Colleges and Foundation Program
4. Office of Admission and Registration

8. Final Approval

Approved as policy by University Council on:
Approved by the BOT (if required) on:
Dates of Official Enactment:
Dates of Amendments:
History:
Cross Reference:
Next Revision Date:

Vice Chancellor
Signature: Date:

Advising is a key attribute of authentic education, done right, enriches the student learning experience.