Academic Advising: Responsibilities

- Advise students about academic standards, policies and programs available to facilitate their success

- Provide academic advisement to University College students, through one-on-one mentoring, workshops, and presentations

- Meet with advisee at least two times each semester, and in particular, after mid-semester grade reports are issued

- Identify and advise students appearing on the early warning lists

- Develop a course schedule for and with each student

- Assist the director of Advising in developing and implementing retention strategies for at-risk students

- Maintain and track general and confidential student records

- Attend meetings and perform other related duties as assigned