College of Arts & Sciences Faculty Advising Expectations

College Advising Resources:

- Advising website (http://www.sandiego.edu/cas/advising/)
- General advising short videos (in production) to complement One Stop Video Tutorials
- Email for communicating with students: CASadvising@sandiego.edu
- Proactive emails to students about add/drop, holds from CASadvising@
- CEE Advising workshops – Each semester prior to registration
- Assistant Deans and Associate Dean
- Core Director

Department Expectations:

- Ensure that declaring the major is a time for celebration for the student. Welcome the new student in a formal way. For example, have the student meet with chair, their new advisor, send welcome email or some other creative idea.
- Assign a faculty advisor and provide an introduction via email or in person
- Create protocol that is clear to students, advisors, and executive assistant about how students will be assigned an advisor
- Create protocol for lifting advisor holds* (if passed)
- Consider the impact of the on-line declaration of major form-ensure that the in-person connection with the student is not lost
  - Changes to advisor by EA in banner will need protocol

Advisor Expectations:

- Be available to students by holding scheduled office hours, responding to student email within 2 work days, and be willing to schedule appointments outside office hours.
- Stay up to date on curricular requirements for the major and the Core.
- Be familiar with the Compass program.
- Be able to navigate USD web resources to help answer student questions.
- Be familiar with resources on campus to connect students with appropriate office. For example, Center for Student Success, Disability and Learning Difference Resource Center, Career Development, Wellness.
- Ask questions when unsure (colleagues, Dean’s office).
- Support student through their academic journey.

Outreach:

- Advisors should email students at the beginning of each semester notifying them of their office hours, important deadlines and other department news.
- When advisors receive the list of students with mid-term deficiencies, they should reach out to students on that list via email and schedule an appointment.
- When advisors receive the list of students on probation or disqualified, they should reach out to students on that list via email and schedule an appointment.
- Advisors should invite students to engage in conservations beyond course scheduling and help them to think about general academic and post graduate goals.

Advisor “training” and accountability:

- Chair (or designee) is responsible for faculty advisor training within the department. Faculty should be knowledgeable about University policies, core curriculum requirements, and major/minor requirements, graduation requirements and other details.
- Departments should hold regular discussions about advising resources and policy and/or curricular changes.
- Assessment of the faculty advisor should be part of the annual evaluation.