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## **SOUTHWEST MINNESOTA STATE UNIVERSITY**

### **POLICY**

#### **STUDENT ADVISEMENT**

All matriculated students at Southwest Minnesota State University will be assigned an academic advisor from the faculty and will be presented with advisement opportunities on a semester basis. The advisor gives each advisee his/her access code prior to registration.

The advisement program at Southwest Minnesota State University is predicated on the following basic assumptions:

1. Students have the right and responsibility to make decisions about their own academic careers.
2. Faculty are the best resources to assist students in developing their academic careers, and it is highly desirable to have students develop close working relationships with their academic advisors.
3. An academic advisement program is based upon an accurate information flow which is established through appropriate administrative policies.
4. The procedures are best implemented by the academic departments with the emphasis on each academic advisor maintaining ongoing personal contact with his/her advisees.

The above assumptions lead to the goal of advisement at Southwest Minnesota State University; that through the student advisement program, matriculated students should receive from a faculty advisor accurate academic information in a way which helps the student develop his/her academic program.

The following objectives, then, flow from this goal and relate to two categories of students.

A. New freshmen and transfer students:

1. Prior to the end of the academic year, should be assigned an academic advisor upon matriculation to Southwest Minnesota State University.
2. Should be contacted by their assigned academic advisor within six weeks from the date of notification of the student's matriculation to Southwest Minnesota State University.
3. Should have a minimum of one advisement conference with an academic advisor prior to the beginning of the student's first semester at Southwest Minnesota State University.

B. Matriculated returning students:

1. Should have a minimum of one advisement conference with their assigned academic advisor at least two weeks prior to the beginning of the semester of intended enrollment.
2. At least 32 semester hours prior to the completion of graduation and/or certification requirements, the matriculated returning student should have an advisement conference with their assigned academic advisor for purposes of receiving advisement about degree check and/or certification procedures.

The development of administrative procedures shall be the responsibility of the Office of Academic Affairs.

*See also:*

*A-024.1 Initial Assignment of Transfer Students to Academic Advisors*

*A-024.2 Initial Assignment of New Freshmen (non transfer) to Academic Advisors*

*A-024.3 Administrative Change of Advisees and Disposition of Advisee Folders*

*A-024.4 Student-Initiated Change of Academic Advisor*

*A-024.5 Support Material and Procedures for Student Advising*

*A-024.6 Registration Advisor Access Code*