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## **SOUTHWEST MINNESOTA STATE UNIVERSITY**

### **PROCEDURE**

#### **INITIAL ASSIGNMENT OF NEW FRESHMEN (NON-TRANSFER) TO ACADEMIC ADVISORS**

1. As a general practice, new freshmen (non-transfer) students must submit an application for admission, a \$20 application fee, an official high school transcript or GED transcript, and test scores (ACT preferred). Once this information is on file, the student's information is entered into the Integrated Student Records System (ISRS).
2. Once a new freshman is admitted, the Office of Admission is responsible for making a permanent folder for the student. The major area of study the student listed on his/her application for admission is used to determine the student's major.
3. The permanent folder is held in the Office of Admission until the beginning of the term indicated by the student on the application for admission.
4. The Office of Admission is responsible for constructing an advisor folder for each student. The folder contains:
  - Student's Personal Data Form (PDF) (generated from ISRS)
  - Advisor form (generated from ISRS)
  - Copy of the student's post-secondary transcript (if PSEO at another institution)
  - Course evaluation form for credits accepted (if PSEO at another institution)
5. The Office of Admission is responsible for distributing the advisor folders to the students. New freshmen are given their advisor folder at the beginning of each registration opportunity (listed below) and are required to return the folder at the completion of the program.
  - Given to the students at check-in for Early Registration Days (April and June)
  - Given to the Advising Center or Learning Resources staff who would then distribute the file to the appropriate student. The Director of the Advising Center and/or the Director of the Learning Resource Center may request advisor folders at any time.
6. Each academic department is responsible for assigning specific advisors to the new freshmen, record the assignment on the list, and return a copy of the list to the Office of Registration and Records.
7. The Office of Registration and Records is responsible for entering the advisor assignment into the ISRS. The Advising Center then notifies all new freshmen of the advisor's name.
8. The departments are responsible for notifying the student as to who their academic advisor will be. At this point, the Office of Admission provides the academic departments with the appropriate student advisor files. This contact should occur during any pre-registration opportunity.

9. During the summer break, advisor folders will be held in the Office of Admission. Once academic advisors are assigned, the Office of Admission will implement steps 5, 6, and 7.
10. Students admitted on the day of registration will be referred to the appropriate department or to the Advising Center for advisement. They will be assigned to a permanent academic advisor according to the above procedures after the registration period is completed.

*See also:*

*A-024 Student Advisement*

*A-024.1 Initial Assignment of Transfer Students 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*