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Approved: Jon Wefald
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Approved: David C. Danahar

SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

SUPPORT MATERIAL AND PROCEDURES FOR STUDENT ADVISING

1. During faculty orientation prior to the start of Fall semester, new and returning faculty will have an opportunity to review with the Academic Affairs staff and Student Affairs staff the student advising policy, procedures, and materials.
2. A current advisee list for each advisor will be provided to the department chairperson by the Registration office within *twenty* class days of the first instructional day of each semester.
3. A comprehensive advising manual will be provided to all faculty advisors. This manual will contain:
 - A. Advising Policy and Procedure
 - B. Principles of Developmental Advising
 - C. Advising Special Populations
 - D. Advising Materials (includes Liberal Arts Core requirements)
 - E. Web Registration Process
 - F. Drop/Add policy and procedures
 - G. Campus Resources

See also:

A-024 Student Advisement

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-024.6 Registration Advisor Access Code