



Introduction:

This policy outlines the responsibilities of faculty and students regarding academic advising.

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Article 1. Purpose and objectives

- (i) The purpose of advising at the Holy Spirit University of Kaslik (USEK) is to enhance our students' academic performance, to ensure their progress toward graduation and help them attain their career objectives.
- (ii) Each registered student is provided with the assistance of an academic advisor. Advisors are faculty members established in their chosen fields and are assigned because of their experience, interest, and desire to aid students.
- (iii) The role of advisors is to aid students to choose, plan, and achieve educational and career goals by exploring meaningful academic options (e.g., options within a major, choice of electives), to understand and follow the University's policies and procedures leading to graduation, and, to increase awareness of the full range of campus programs and services (e.g., Career Day, Internships, Job opportunities).
- (iv) Advisors instill in students lifelong commitment to USEK core values and mentor them in becoming active ambassadors of USEK's mission as alumni.

Article 2 - Definitions.

Student advising and counseling consist of three main components: preregistration advising, curriculum advising, and counseling and career planning.

- (i) **Preregistration Advising.** Preregistration advising is done by faculty members prior to the scheduled early registration periods. The purpose is to make sure that students enroll in the courses that they should be taking that semester as determined by the curriculum as published in the catalog.



- (ii) **Curriculum Advising.** Curriculum advising is done by faculty members at a convenient time. The purposes are: (1) to provide students with information to assist in determining goals within the framework of a particular curriculum; (2) to assist students in choosing among the various options available within a given curriculum with a view to students' career goals; (3) to assist students in selecting the elective courses best suited to support the basic curriculum and their other educational goals; and (4) to advise students on exploring academic options (minors, double degree, external certification, etc.) to better achieve their career goals.

- (iii) **Counseling and Career Planning.** The purpose of counseling and career planning is to assist students in understanding and resolving their educational, technical, vocational, and personal problems. If relevant, advisors might refer students to USEK students support offices such as the USEK Counseling Center, the Careers Office, Writing center, University Chaplain office, Financial Aid, the support center, etc.

Article 3 - Responsibilities.

- (i) **Students.** The principal responsibilities of students are:
 - (a) to select educational goals and the curriculum to follow in order to achieve these goals
 - (b) to show awareness and understanding of USEK rules, regulations, and curricular requirements
 - (c) to attend New Students' Orientation Session prior to the first semester of attendance
 - (d) to take the initiative, when the need arises, to consult with advisors before problems become critical
 - (e) to take into account the advice given concerning the curriculum
 - (f) when a change in goals or curriculum becomes desirable, to weigh the matter carefully, to seek advice, to make a decision, and to follow through on the decision
 - (g) In all cases, the primary responsibility rests with the students themselves. They are responsible for meeting curricular requirements as specified. The role of Advisers is to assist students.

- (ii) **Faculty Members.** The principal responsibilities of members of the faculty are:
 - (a) to attend an advising orientation training as provided by the department/program or University services
 - (b) to show awareness and understanding of USEK rules and regulations
 - (c) to be thoroughly acquainted with departmental curriculum



- (d) to have the needed skills in using electronic advising tools adopted by the University
 - (e) to provide accessible advising services to students by scheduling and maintaining regular office hours
 - (f) to be aware of developments and opportunities in their own fields that would have a bearing on the student's choice of options and elective courses
 - (g) to provide information concerning graduate study or extended professional preparation
 - (h) to be patient and to offer advice in a pleasant, considerate, and professional manner
 - (i) to recognize problems that affect the academic performance of students, either personal, social or economic and to refer students to appropriate student support offices (e.g. UCC, Financial Aid, etc.).
- (iii) Head of program/Head of department.** The principal responsibilities of the Head of program/Head of department are:
- (a) in consultation with their faculty members, to develop a written plan for advising students in accordance to the educational philosophy of the school/faculty, its curricula, and the needs of the students
 - (b) to prepare materials which will be used in the advising process (e.g., a semester-by-semester graduation plan including GE and major requirements, a prerequisite chart for the major, a graduation progress checklist, etc.)
 - (c) to assign well-prepared faculty members to the advising programs so that advising may be accomplished with maximum effect and maximum convenience to both the students and the faculty
 - (d) to take advising duties into account in assigning routine tasks to the various members of their schools/faculties
 - (e) to give due credit for student advising in evaluating the performance of faculty members assigned advising duties, bearing in mind that with these members of their schools/faculties, advising is second only to actual classroom teaching in the priorities of duty
 - (f) in recruiting new faculty members, to keep in mind the need of possible additional advisors.

Article 4 – Advising Process

- (i) Each student should be advised by a faculty member in the student's field. Faculties and Schools should communicate to every student the name, contact information



- and office hours of his designated advisor. Students are responsible for making appointments by emails during scheduled hours promptly.
- (ii) While developing its unit plan of preregistration and curriculum advising, the Head of program/Head of department should fairly distribute the load between faculty members.
 - (iii) During orientation session, group preregistration advising should be arranged to new students to facilitate their registration process.
 - (iv) When group preregistration advising is used, the faculty advisor may be assisted by well-prepared upper-level students who are majoring in the curriculum. The assistants should work directly with small groups of students while the faculty advisor exercises general supervision and resolves problems. When needed, the faculty advisor should schedule a definite appointment with a new student for an individual advising session.

Approved by the Academic & Research Council Date <i>April 6, 2022</i>
