



**Northern Illinois
University**

**Advancing the Mission of NIU
Academic Advising**

NIU Advising Deans
Fall 2014

Overview of Academic Advising Issues



- Need to define academic advising roles and responsibilities
- Changing demographics & characteristics of NIU Students
- Academic Advising Continuum/Student Life Cycle/Avoiding the Huskie Shuffle
- Academic Advisor Training (F2F and online)
 - Foundations of Academic Advising
 - Conceptual
 - Informational
 - Relational
 - New & Seasoned Academic Advisors
 - Academic Advising Administrators
- Academic Advisor Professional Development (F2F and online)
- Reward and Recognition
- Academic Advising's role in:
 - Student Career Success
 - Student Retention
 - Student Recruitment

Academic Advising at NIU



Primary Academic Advising Units

AAC

COB

COE

CEET

CHHS

CLAS

CVPA

Advising Support

CHANCE

DRC

OSAS

SAASS

University Honors

Others

Admissions
(incoming)

Transfer
Center
(incoming)

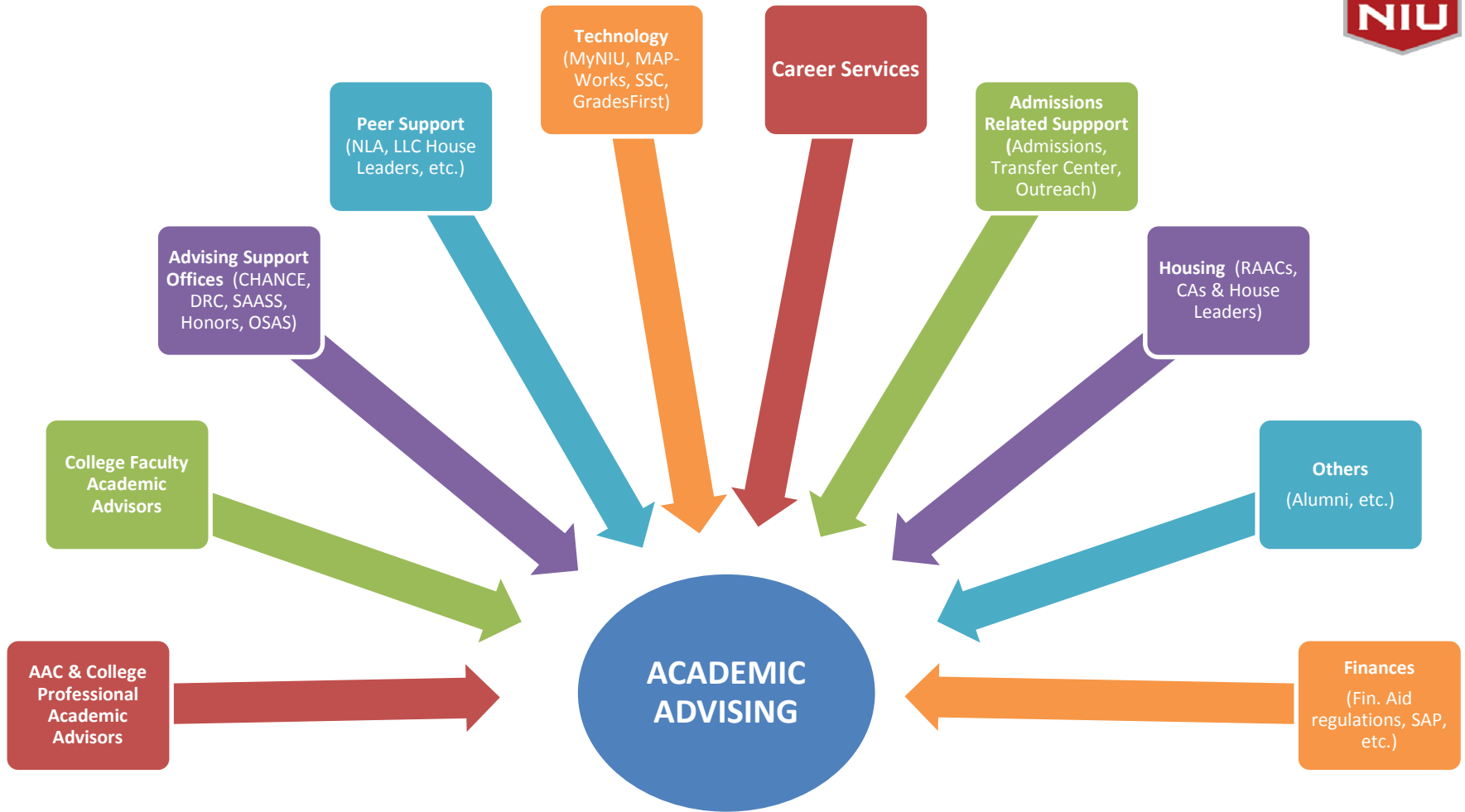
Outreach
(incoming
& current
adult)

Career
Services
(current)

Alumni
(current)

Peers
(current)

Potential Influences on Academic Advising at NIU



Defining Advising Roles and Responsibilities



- **Academic Advisors**
 - Responsible for developing and maintaining advising policies and procedures
 - Professional Academic Advisors (AAC & Academic Colleges)
 - Undergraduate Faculty Advisors (Academic Colleges)
 - (only in CEET, CHHS, CLAS, and CVPA)
- **Advising Support Offices & Others**
 - Collaboration & communication with Academic Advisors

NIU Academic Advising Mission Statement



- Academic Advising at Northern Illinois University aligns with the ideas and values of excellence, engagement, and student success that are central to the overall mission of the University. Our mission is to engage students in their successful transition to NIU; to foster intellectual and personal development toward academic and career success; to promote integrity and professionalism that will enable students to become lifelong learners and exemplary role models in their chosen fields and global communities.

Key Components of Academic Advising at NIU



Academic Advising Goals



- Academic Advising is a developmental process that is the shared responsibility of both the student and the advisor. As part of the educational mission of the university, academic advising will enable students to become self-directed learners and responsible decision-makers while encouraging them to take advantage of available educational opportunities through academic and co-curricular activities. NIU Academic Advisors will assist students by:
 - Providing opportunities to clarify their career and life goals and assess their academic strengths and challenges.
 - Providing accurate and relevant information about academic programs and other educational experiences available to them.
 - Informing students of the institutional requirements and interpreting institutional policies and procedures relevant to their success.
 - Enabling students to take ownership of their academic record and monitoring their progress in partnership with students through regular advising appointments.
 - Encouraging participation in academic and co-curricular activities in support of academic success.

Administrative Responsibilities of College Advising Offices and the AAC



- *Admissions related issues (Director Reviews, Sponsorship, etc.) * college offices only
- Academic warning and probation counseling
- Academic dismissals
- Academic policy interpretation & implementation in respective college
- Advising holds and encumbrances
- Course and university withdrawals
- Course registration advising and related paperwork (i.e. third attempts, concurrent enrollment, overload permits, etc.)
- Course substitutions and waivers
- Dropping courses during 2nd week of classes
- Financial Aid related meetings and paperwork (SAP Appeals, Consortium Agreements, etc.)
- Graduation preparation and checks
- Management of student issues (i.e. Student conduct issues, etc.)

Student/Advisor Shared Responsibilities of Academic Advising



- Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an adviser; it is ongoing, multifaceted, and the responsibility of both student and adviser. The adviser serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.
- Source: David S. Crockett, Ed. (1987). *Advising Skills, Techniques and Resources: A Compilation of Materials Related to the Organization and Delivery of Advising Services*. Iowa City, IA: ACT Corporation.

Student/Advisor Shared Responsibilities of Academic Advising



Student

- Make the advising relationship succeed.
- Routinely contact their advisors each semester.
- Become knowledgeable about the relevant policies, procedures, and rules of the university, college, and academic programs.
- Seek information and make decisions regarding your academic and career goals.
- Seek and take advantage of resources to enhance your education.
- Prepare for advising appointments by having questions ready and Academic Requirements Report in hand.
- Ask for help when necessary and in a timely manner.
- Assume final responsibility for course scheduling, program planning, and successful completion of graduation requirements.

Advisor

- Make the advising relationship succeed.
- Encourage advisees to become engaged in their education.
- Help the advisee to understand the academic and administrative processes of the university and the nature of its academic programs.
- Encourage advisees to meet their educational goals.
- Encourage advisees to develop the habit of learning.
- Provide information needed to plan the chosen program of study.
- Provide referrals to other specialized resources.
- Monitor the progress of its advisees towards the satisfactory completion of all graduation requirements.