

**Expectations for Faculty and Advisors Academic Advising
at Central Connecticut State University
Adapted from the Committee on Academic Advising**

Faculty and Advisor Expectations:

- To assist and guide advisees in developing meaningful educational goals (which include internships, practica, study abroad, and other options that are specific to the major).
- To be current and knowledgeable of the major requirements, the University General Education curriculum, and the University's graduation requirements as well as any related professional licensing requirements.
- Utilize available resources, including those that are web-based, to support the advising and registration process (i.e. Degree Evaluation, CAA webpage)
- Approve advisee schedule for the next semester and administer PIN.
- Provide referral to any advisee needing particular University support services (i.e. Office of Student Disability Services).
- Inform students of University resources – Library, Career Success Center, Tutoring and The Learning Center, and Counseling and Wellness Services.
- Be accessible and responsive to students during the advising period and throughout the term.
- Inform advisees preferred method of contact and respond to communication with advisees.
- Be aware of the Advising Calendar and Advising period.
- Actively listen to all questions and concerns and take steps to provide support.
- Inform advisees of opportunities and information, particularly related to their majors and minors.
- Respect students' individual needs and diversity.
- Develop connections with advisees to enhance the academic experience.
- Maintain confidentiality and adhere to FERPA.