1. Academic Advising impacts all students. Emphasis is placed on all Level 01 students whom are assigned an Academic Advisor. As much as possible, Academic Advisors will come from our experienced full-time faculty ranks. When and if required, part-time faculty members who have received training will be assigned as Academic Advisors.

2. Students are informed of the identity and where possible will be introduced to their Academic Advisor at program orientation. During the first week of classes, students are contacted by their Academic Advisors who will schedule initial meetings with students and provide their contact information and availability for the semester.

3. Advisors will hold a 10-15 minute one-on-one or group meeting with all assigned students before the end of week 5. Truly, this meeting is best for students if held before end of week 3. Much of the success of strong academic advising is about connecting and building a strong and trusting relationship very early on in a given semester.

4. During the first one-on-one, Advisors will inform students about the role of their Academic Advisor and their own role as an Advisee.

5. Advisors will reach out to their group of students at least one other time during the semester. A second one-on-one conversation later on in the semester helps to determine how advisees are doing and monitors student progress.

6. Academic Advisors will rely on expertise of Student Success Specialists as they play a vital role in providing accurate triage and referral.

7. Academic Advisors may enter case notes using ACSAS. Contact the Academic Advising Coordinator to understand the procedures for using ACSAS.

8. As Academic Advisor, several activities may take place with the students you advise. A specific example is the creation of a road map that will help students stay focused.

Questions or Comments? Contact the Academic Advising Coordinator acadvising@algonquincollege.com