
STUDENT ADVISOR GUIDELINES PROPOSAL:
ASSESSMENTS OF AND PROPOSED CHANGES
TO THE NJIT ADVISING PROCESS



NEW JERSEY INSTITUTE OF TECHNOLOGY
STUDENT SENATE
STUDENT ADVISOR GUIDELINES COMMITTEE
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*Approved by Student Senate
Approved for distribution by Institute Committee on Academic Affairs*

Introduction:

New Jersey Institute of Technology's Student Senate, representing the entire undergraduate student body, has compiled this proposal in response to undergraduate advising at NJIT.

Within this proposal, the Senate Ad-hoc Committee on Student Advising Guidelines (SAG) will deliver key strategic recommendations to be implemented based on the proposals submitted by members of the Senate.

Accepting the following recommendations will increase student satisfaction and will likely lead to an increase in student retention. Students will feel more involved and connected to both the course of study and general outlook of NJIT as a whole.

I. Students' Views of Advisors Obligations

These are the recommendations that every advisor is encouraged to follow when meeting with students. Both the advisor and the student must make an effort to build a personal relationship, as this will encourage an informal approach to exchanging information during advising sessions:

- Promote in-person advising sessions
- Hand out contact information and be available to students
- Pay attention to the needs and concerns of the individual student
- Know when the student plans to graduate and advise accordingly
- Know the requirements for graduation
- Ask about a student's academic progress and must make recommendations if they feel the student is falling behind
- Discuss concentrations in applicable majors
- Refer students to others if they do not know the answer to a question
- Schedule follow-up meetings when necessary
- Be knowledgeable of the industry within the student's field of study
- Inform students about changes within the department
- Encourage students to join organizations relevant to their majors
- Dedicate some time to explain what will be expected of the student the following year

II. Advisors' Views of Student Responsibilities

Academic advising is a mutual responsibility of the student and the advisor. It will yield best results when the student is an active participant in the advising process. Academic advisors are an important resource in helping students fully understand curricular and career options when the students take the initiative to seek their advice. Thus, students' responsibilities in the advising process are to:

- Create a plan regarding academic and career goals and make timely decisions to fulfill these goals; keep this plan updated and inform your advisor of any changes as they occur.
- Make and keep periodic advising appointments with your advisor to discuss registration issues but also to assess your progress toward achieving your academic and career goals.
- Come prepared for these meetings with a list of questions, concerns or a tentative written schedule (in case of pre-registration meetings).
- Become knowledgeable about the major you are pursuing and carefully understand its graduation requirements.
- Understand your program of study including its core requirements, general university requirements, and elective options; schedule courses each semester in accordance with those requirements, program sequence, and course prerequisites.
- Learn about university policies and procedures, observe academic deadlines, and seek help in a timely manner.
- Maintain your own record of your degree progress planning, grade reports, transfer credit evaluations, etc. until you have graduated. Bring these materials to every advising meeting.

III. The Advising Workshop

To ensure that the advisors are comfortable with the changes in expectations, an Institute workshop should be implemented.

- Be held before the start of each semester
- Attended by all advisors and other relevant individuals
- Cover the general expectations of advisors
- Explore methods to improve the interaction between students and advisors and ways to make sure the advising sessions are as effective as possible

IV. The Annual Advising Award

To create a fair and balanced system of recognizing those advisors who have established themselves to go above and beyond their respective call of duty, the Student Senate shall create an Excellence in Advising Award.

- The award shall consist of a nomination period in which only a member of the undergraduate student body can submit via the Student Senate website
- The nomination period shall last no longer than four (4) weeks
- All members of the student body will be able to submit their rating of their respective advisors on a scale of one to five (five being the highest)
- Any/All advisor(s) receiving an average of four out of five points from either twenty (20) percent of the students, or a total of twenty (20) students that they advise (whichever is fewer) will be recognized with the Excellence in Advising Award.