

Advisement Procedures for Engineering Faculty

Effective: May 12, 2022

This policy outlines advisement procedures for School of Engineering faculty acting as academic advisors for students enrolled in B.E. programs. It updates and supersedes all prior policies.

Academic advising is an important role of faculty. Every B.E. student or cadet is assigned an Engineering faculty advisor in fall of their sophomore year. Students have an advisement session midway through each semester prior to registering for courses in the following semester. After advisement, the advisor provides an *Alternate PIN* to allow online registration via the Banner system. The *PIN* changes each semester. By policy, it may NOT be provided without an in-person advisement session; it may NOT be transmitted via email. Assigned advisees for engineering faculty are listed within Banner.

Essential steps in advisement are given below; your own procedure should satisfy the spirit of each. Records are crucial to the academic operation of the school, so please document your advisement sessions.

1. **Set aside time to meet with your assigned advisees, generally 15-30 minutes each.** Dedicated blocks of time, open office hours, and sign-up sheets are all reasonable options. A bulk email is the standard way to notify your advisees that advisement has begun. Student email addresses are available within your Banner advisee listing.
2. **Inform students what they must bring for advisement.** At minimum, the student should bring their curriculum sheet and flow chart (for correct catalog year, annotated with courses completed and underway) and proposed schedule for next semester. **Feel free to turn away any student who arrives unprepared for advisement.**
3. **Retrieve and review the student file from the Engineering office.** Students do not always tell the whole story, so consult the student transcript on Banner for accurate information. Current midterm grades are available under “*Student Profile/View Grades*”.
4. **Make notes of the advisement session.** At minimum, note the date of the advisement session inside the cover of the file folder. If you take loose-leaf notes, make sure they are in the student file or submitted to the Engineering office. Most advisors photocopy the curriculum sheet and proposed schedule for the file. Date all paperwork. If the student appears intent on pursuing choices that you do not recommend, you may ask the student to sign a statement acknowledging that they are not following your advice.
5. **Return student files to the Engineering office after advisement,** as someone else may need the file. If you couldn't find the file, loose advising paperwork can be left in the stack for filing – be sure to include the student's name, date and staple together. This material is important record keeping for accreditation purposes and for day-to-day operations.