

## ACADEMIC ADVISING POLICY

Procedure #	AA-401-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Academic Advising Procedures

1. Upon admission to the University, a freshman is assigned an academic advisor, who will follow up on their academic progress. Academic advising provides students with specific information on:
  - 1.1. The study plan, including the requirements and number of credits required for graduation;
  - 1.2. Course selection criteria;
  - 1.3. The requirements to successfully pass the registered courses;
  - 1.4. General guidelines on assessment, attendance, and drop and add policies; and
  - 1.5. Available resources and electronic systems used.
2. The advisor shall assist the student in course selection so as to fulfill the degree requirements and academic plan taking into consideration the student's actual academic performance during the previous semester.
3. Prior to selecting courses and determining the course load, the academic advisor shall check the academic standing of the student, including their transcript, GPA and other general information about the student (such as dropped/failed courses during previous semester, number of registered credits in previous semester, total number of semesters, workload, etc.);
4. The advisor should strictly observe the study plan and the course prerequisites;
5. Advisors are expected to make themselves available to meet in person with the advisees at least once per semester;
6. The advisor and the student are mutually responsible for establishing and maintaining communication throughout the semester and academic journey; Students are encouraged to seek out their advisor anytime they have a question or need assistance in exploring career and educational opportunities;
7. Advisors are required to implement the following:
  - 7.1. Students on probation are not registered for more than 12 credits;
  - 7.2. A student does not take more than 17 credits except in extreme situations;
  - 7.3. A student with low GPA is not allowed to take extra load;
  - 7.4. A student with low GPA is strongly advised to take light loads to increase their GPA;
  - 7.5. Pre-requisites have been taken;
  - 7.6. A failed course is repeated when next offered;
  - 7.7. Incomplete work is completed on time; and
  - 7.8. Discusses any occurring problems with the student and the best remedies for them.

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### Related Documents

1. Advising Log Sheet
2. Student Study Plan Template