

Academic Advisement at NGCSU

Academic advisement is a process-oriented, interactive professional relationship between advisor and advisee. It is viewed as process-oriented because it involves the developmental stage of career exploration of the advisee, followed by a course of action that includes discovery, knowledge, timeliness, and precision on the part of both advisor and advisee. Both parties are responsible for the success of the relationship, as follows:

An advisor is expected to

- respect advisees,
- have knowledge of the University's general education curriculum,
- have knowledge of advisement issues related to the major(s),
- be efficient and accurate when completing programs of study,
- help advisees explore their academic progress,
- assist advisees with career choice(s), and
- be available for advisement throughout the academic year, including prior to and during pre-registration.

An advisee is expected to

- respect the advisor,
- read and apply the information in the Undergraduate Bulletin,
- make and keep appointments with the advisor,
- be prepared for appointments with the advisor,
- be familiar with the general education curriculum,
- learn about prerequisites and other aspects of the chosen major, and
- engage in exploration of career choice.

Student Assignment to an Academic Advisor

With the exception of freshman students in selected degree programs, each student who chooses an academic major is assigned to an advisor in the academic department of the student's major. Open-option students – i.e., those who have not chosen a major – and freshman students in pre-education are advised by selected faculty in the university's Academic Advisement Center. During a designated advising period each semester, Advisement Center personnel assist students in scheduling appointments with faculty advisors.

Required Academic Advisement

All students with 0-44 credit hours on their current transcript must see their academic advisor for advisement prior to registering for courses. Any student with 0-44 credit hours on their current transcript who attempts to register will be blocked from registering until they see their academic advisor and obtain an alternate personal identification number (APIN) that will allow them to access the registration process. Once advisement is completed, the advisor will provide the student with the APIN that will

enable the student to access the registration process in BANNER. Once a student posts 45 credit hours on her/his transcript, BANNER will allow him/her to register without an APIN.

Each student is encouraged to communicate with her/his advisor concerning contemplated schedule, educational, or career plan changes or to discuss academic problems and concerns. Although advisors provide guidance and assistance to students, it is ultimately the responsibility of each student to be familiar with the requirements of her/his program of study and this document.

Baccalaureate Plan of Study

Developed as a result of consultation between the student and the academic advisor, the baccalaureate plan of study (BPOS) is a document delineating the courses the student will complete in order to attain a degree in the selected major. Students are required to have an approved BPOS on file by the time 90 semester hours have been earned. Any student who does not have a BPOS on file with the Office of the Registrar by the time 90 semester hours of credit have been earned will be prevented from registering for courses. The BPOS is changed only upon written authorization of the faculty advisor and the head of the department concerned. Degree programs are subject to change. Adjustments may be made to the requirements for the degree regardless of which Undergraduate Bulletin the student entered under.

Academic Schools, Departments, and Programs

While the above stated policies and procedures serve to provide a general structure to academic advisement at NGCSU, individual schools, departments and programs may implement academic advisement in different ways. To learn more about academic schools, departments and programs, click [here](#).