** ACADEMIC ADVISORS**

 ***How to contact them, what to discuss,***

 ***and how you can prepare…***

**The definition & role of academic advising**:

“Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is on-going, multi-faceted, and the responsibility of both students and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary.”

Davis S. Crockett in “Models for Designing and Implementing a Successful Program.”

**How do I know who my advisor is?**

Your advisor’s name is conveniently located on your PAWS record! There is even a link to email them right through PAWS.

**How do I approach my advisor?**

It’s never too early to reach out to your advisor! Students are encouraged (and sometimes required) to meet with their advisors at least once per semester.

It is up to the individual advisor how they wish to handle their advising hours. As registration approaches, advisors may set up appointments via email, phone or posted signup sheets outside of their offices, but their policy should be communicated to the student early in the semester. If you are unsure how to best set up a meeting time, ASK!

**How can my advisor help me?**

Advisors can…

* Work with you to help plan next semester’s schedule
* Answer questions about your major, minor and liberal learning requirements
* Discuss concerns you may be having regarding your coursework and major choice
* Discuss internships and job opportunities
* Give great insight into your field of study
* Provides referrals for other resources when needed

**How should I prepare for a meeting with my advisor?**

* Don’t wait until the last minute to set up an appointment. Reach out to your advisor early, especially prior to course registration
* Familiarize yourself with your PAWS advisement report to better understand your program requirements.
* Look at the class schedule and plan ahead by adding courses to your “shopping cart.”
* Tentatively plan out your next few semesters on your PAWS planner, Excel spreadsheet or organized piece of paper.
* Come with specific questions in mind regarding your major, minor, career aspirations, etc.

**Helpful resources**

* The Center for Student Success provides supplemental academic advising, academic coaching and academic enhancement workshops throughout the semester: [http://css.pages.tcnj.edu](http://css.pages.tcnj.edu/)/
* The Liberal Learning website provides information regarding approved LL classes, interdisciplinary concentrations, picking up a second major, and self-designed majors: <http://liberallearning.pages.tcnj.edu/>
* Advising Resources provides information regarding AP and transfer credits, PAWS, and other helpful information: <http://advisingresources.pages.tcnj.edu/>
* Your departmental website will provide advising and curricular information specific to your major