Responsibility of Advisers (ALL full-time tenured and tenure-track faculty and some TPTFs as needed)

1. The adviser must communicate and emphasize the advisee's responsibility for satisfying degree requirements.
2. The adviser must be knowledgeable about the program(s) in which he/she advises.
3. The adviser must establish, post, and maintain adequate office hours throughout the semester. These hours may need to increase during registration to assist the students.
4. The adviser should be familiar with the published academic policies and regulations of the University.
5. The adviser must discuss the advisee's academic performance, and, if necessary, help the advisee develop an appropriate plan of action to improve his/her academic standing.
6. The adviser should know how to refer the advisee to appropriate sources of information, assistance, and services, in cases where such referrals may be necessary.

The following profile of an ideal adviser is based on responses to both the faculty and student surveys and the Penn State University handbook on academic advising.

Excellence in advising is based on:
1. The disposition of the person serving as adviser
2. Organizational abilities of the advisor
3. His or her concrete knowledge of the Programs and Department's Advisement Materials
4. His or her concrete knowledge of the University's programs, policies, and services along with knowledge of the adviser's specific field
5. His or her ability to communicate effectively and in a timely manner with student advisees (and faculty, when appropriate)

Someone who serves as an adviser should above all have a positive outlook on advising, like people in general, and like students in particular. The ideal adviser is a supportive, giving, caring, patient person who is available to the student during posted office hours and mutually agreed upon times. The adviser should be trustworthy, honest, and open with the student and be willing to discuss the student’s performance, short-term goals and long-term goals (career and life plans).

- The adviser must also be knowledgeable about and willing to help with the following:
  - Specific programs (major and/or minor);
  - General Education Requirements and University policies;
  - Access to determining the way to access various resources and facilities for information about things he/she does not know (other majors, for example);
  - Individual student’s interests when reviewing student records and University policies;
  - Ways to access services within and outside the University, which may be helpful to the student and assisting with necessary referrals to such services or people.

When a student is ready to apply for graduation, the advisor should be sure to:
- Review the student’s entire graduation binder, confirming that all items are complete and signatures were obtained where necessary
- Confirm a student’s concert attendance and ensemble participation
- Carefully review the Degree Audit and assist/direct the student to submit an explanation/rationale if the audit is incomplete.
Answers to Advisement FAQs

Scheduling Courses

Spring and Fall scheduling is based on the number of credits you've earned as well as the first letter of your last name, unless you are an athlete or student of special needs in which case you may register sooner.

If scheduling for summer or winter classes be sure to consult the academic calendar. Everyone can schedule courses for those terms at the start date indicated on the calendar.

Meeting with Advisor

Your advisor’s name is on your degree audit (see below). Their office hours are posted on the MU website. If you are a double major or have a minor, you will have multiple advisors, but only the advisor you have for your Major or Majors will have your TAP number.

You should try to meet with your advisor BEFORE you are able to schedule classes or at any time you have questions about classes. You should bring a printout of your degree audit and a list of courses you are thinking of taking in the semester you are scheduling, as well as a list of any questions you may have. Keep in mind that advisors are still teaching during the time of scheduling for fall/spring semesters and are particularly busy during peak scheduling. Respect your advisor’s limited time and come prepared to meetings.

Access the Degree Audit

Your degree audit can be found through MAX. It tells you how many credits you’ve taken (called “transcript total credits” on the audit), how many credits you will have after completing in progress courses (called “Credits Applied” on the audit), and whether or not you have completed certain degree requirements. (Completed requirements are indicated with a check mark on the degree audit). When there are specific courses listed, you can click on them to find out more information, including prerequisites. You are strongly encouraged to review your own degree audit every semester.

Transfer Credits

The Registrar’s Office will help you transfer in courses. Contact them for assistance.

Complete the Graduation Checklist for each student (found on next page).