The following document is forwarded from the UFC Subcommittee on Advising:

Advising Best Practices

Goals of Academic Advising at Illinois Institute of Technology

1. To provide students with academic guidance as they fulfill their program of studies.
2. To guide students in choosing a program of study that meets their individual goals and career objectives.
3. To assist students with academic administrative matters (registration, minors, course repeats, etc).
4. To familiarize students with IIT policy (Bulletin), major requirements and general academic policies, enabling them to take responsibility for the successful completion of their academic careers.
5. Provide a custom one-on-one engagement mechanism to differentiate IIT from larger institutions.

Institutional Responsibilities

1. Recognize that advising represents a significant service commitment to academic units and the institution.
2. Provide suitable online tools to support advising.
   a. Update advisors to changes in tools being used by advisors.
   b. Update advisors to changes in academic policy.
   c. Confine significant updates of online advising tools to mid-term periods in the spring and fall semesters, or to June/July in the summers.
   d. Provide a simple and accessible way for instructors to contact a student's academic advisor.
   e. Provide a simple and accessible way for advisors to track advisees.
   f. Train new advisors in use of advising tools.
   g. Provide ongoing training as needed for experienced advisors.
3. Comply with FERPA laws.
4. Academic units should oversee and ensure students advising needs are being met.
   a. Units should assign appropriate advisors and appoint a primary and secondary advisor for each student.
   b. Try to ensure consistency of advising, in that
      i. Advisor turnover is minimized. Students ideally will have one primary advisor throughout their tenure at IIT to build a strong advisor-advisee relationship.
      ii. The number of advisors for any specific program is minimized, understanding that advising load is significant.
      iii. A process of consultation is developed between advisors so that advising is consistent.
      iv. New advisors are trained in criteria specific to the unit.
5. If conflicts or concerns arise, consultation with the advisor must occur. Efforts should be made to fully understand the issues involved, and consensus reached based on established program requirements and policies, before decision making occurs.

Advisor Responsibilities

1. Be knowledgeable about the degree programs, course scheduling, and academic policies.
2. Meet or communicate in an appropriate fashion with students on a regular basis and keep records of advising communications.
3. Guide students on scheduling and planning their program of study, and in complying with other program requirements.
4. Inquire about career interests and guide students on career planning, with the aid of the Career Services.
5. Ensure students take required courses in an expedient fashion, as is optimal for progression through the curriculum of the program. This includes things such as:
   a. Direct students into narrowly specified courses as early as reasonably possible in order to have more options as their graduation nears.
   b. Direct students (mainly first-year) who need COM 101 into the course during the first year—in the first semester, if possible.
   c. Direct students who need a HUM 20x course (that's most of them) into the course during the first year so upper-level HUM/SSCI courses will be accessible.
6. If you are concerned that a student's speaking and/or listening abilities in English may not be adequate for college-level work in the U.S, contact English Language Services at els@iit.edu.
7. Direct students to other resources as necessary including but not limited to ROTC, Financial Aid, Student Health & Wellness, Center for Disability Resources, Public Safety, International Center, ARC, Writing Center, UGAA, GAA, OTS, and SASDI.
8. Ensure secondary advisors are notified when you will not be available for advising.

Student Responsibilities

1. Meet with your advisor on a regular basis, once a semester at a minimum, to discuss courses and career plans.
2. Familiarize yourself with your primary and secondary advisor.
3. As much as possible, take control of your education by learning about, understanding and complying with your program's requirements--core curriculum, major, and minor.
4. Be familiar with program resources such as the Bulletin, Degreeworks, academic audits (official audits are only issued after a threshold number of credit hours are completed), and any applicable unit publications.