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## ACADEMIC ADVISING ADMINISTRATIVE RESPONSIBILITY

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**PURPOSE:** Responsibilities are identified for coordinating the academic advising at the college and University level.

### **I. Coordinator of University Advising**

The Coordinator of University Advising is responsible for:

- A. coordinating advising with registration activities.
- B. communicating regularly with all college advising coordinators and academic advisors.
- C. initiating discussion with appropriate others when changes in the advising process are to be considered.
- D. planning and directing the implementation of the assessment of the University-wide advising process.
- E. providing, in cooperation with the college advising coordinators, training and development opportunities for all academic advisors.
- F. managing the resources and supervising the personnel of the Academic Advising Center.
- G. serving on University committees and work groups where matriculation, advising, registration and retention issues are central.

### **II. College Academic Advising Coordinators**

Each college dean will designate an Academic Advising Coordinator who is responsible for:

- A. providing clear delineation of responsibility for academic advising within the college.
- B. in cooperation with the coordinator of University Advising, providing training and development opportunities for academic advisors within the college.
- C. ensuring that academic advising services are available, as determined by the academic calendar and class registration schedule.