

## VII—Academic Advising

A university education is a complex and multi-faceted experience, which is best undertaken in a supportive and encouraging environment. As part of its dedication to student success, the University of Guelph is committed to providing high-quality academic advising, in order to assist students in the development and pursuit of academic objectives consistent with their life goals and the available opportunities at the University. The responsibility for developing educational plans and setting goals rests with the student. Academic advising contributes to this process by identifying alternatives, exploring likely outcomes, and referring students to appropriate resources.

Academic advising at Guelph is delivered by a team which includes faculty advisors, program counselors, the Academic Information Centre, the Associate Vice-President Academic and others. Coordinating all activity is the University Council on Undergraduate Academic Advising, which has responsibility for overall advising systems direction and policy. A University Academic Information Centre provides general walk-in assistance to students and, as appropriate, directs students to specialized advising resources. Each student has direct access to Faculty Advisors, who focus on subject-related issues and advice, and a Program Counselor, who assists with degree program requirements and expectations.

These components of the academic advising system work together to achieve goals and objectives that include:

- Helping students develop an educational plan and choose an appropriate course of studies to meet their academic and life objectives
- Ensuring that students are aware of opportunities and resources that can assist students in achieving their educational goals
- Assisting students in interpreting university policies and procedures, and applying general rules to their specific cases
- Facilitating resolution of academic problems, conflicts and concerns, as appropriate
- Referring students as necessary to other resource units
- Collecting and disseminating information on student needs, wants, perceptions, and trends in order to enhance institutional effectiveness and adaptability

Within the system, specific roles and responsibilities are distributed as follows:

### Faculty Advisors

#### Role of the Faculty Advisor

The faculty advisor has particular expertise in the *program specialization* (major, minor, area of concentration, area of emphasis) and the fit of that specialization within the degree program. The role of the faculty advisor is:

- to provide information about the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
- to refer to other campus services, as necessary
- to communicate information about the specialization to the department and the curriculum committee, program committee, and program counselor, and to bring forward any concerns or issues as students progress through the Schedule of Studies for the specialization
- to liaise with the program counselor for the degree program, in order to provide information about the specialization as it fits within the degree program

#### Responsibilities of the Faculty Advisor

Every major, minor, area of concentration or area of emphasis in a degree program is assigned a faculty advisor who advises students on the academic requirements of that particular specialization. The responsibilities of the faculty advisor are:

- to be familiar with the academic requirements of the specialization, including eligibility to declare the specialization and graduation requirements
- to assist students wishing to change or add specializations
- to approve the declaration of the specialization to the student's degree program and to sign specialization approval
- to assist the student to make academic decisions
- to refer students to the program counselors, as appropriate
- to offer advice about meeting the requirements of the Schedule of Study for the specialization
- to be reasonably available to meet with students, as requested
- to assist with graduation checks, as requested
- to approve substitutions or exemptions for the specialization
- to be aware of career and graduate study opportunities related to the field of study
- to assist with course selection issues related to the specialization
- to provide information to the department, curriculum committee, program committee, and program counselor about issues or concerns concerning the Schedule of Studies for the specialization
- to provide information and advice to the department and college, as requested, around enrollment management issues

## Program Counselors

### Role of the Program Counselor

The Program Counselor has particular expertise in the *degree program* requirements and regulations, as well as the various specializations and their fit within the degree program. The Program Counselor is also familiar with the policies and procedures that govern university practice. The role of the program counselor is:

- to provide information about the academic requirements of the *degree program*, including admission requirements, Schedule of Studies requirements, Continuation of Study requirements, and graduation requirements
- to refer to other campus services, as necessary
- to communicate information about the degree program to the dean, chairs and directors, faculty advisors, curriculum committees, program committees (and their sub-committees); and to bring forward any concerns or issues as students progress through the Schedule of Studies for the degree program
- to liaise with the faculty advisor for the specialization, in order to provide information about the degree program and the fit of the specialization within the degree program

### Responsibilities of the Program Counselor

The responsibilities of the program counselor are:

- to be familiar with the academic requirements of the degree program and its specializations, including admission requirements, the Schedule of Studies and Continuation of Study requirements, and graduation requirements for the degree program
- to assist the student to make academic decisions and understand the implications of those decisions
- to assist with course selection and enrollment management issues as related to the degree program
- to explain transfer procedures and requirements
- to explain appeal procedures
- to assist with graduation checks
- to sign program approval, as appropriate, for Special or Probation students
- to change student status, as appropriate (eg. from Special to Regular)
- to meet with students as requested, or required
- to refer to the faculty advisor, as appropriate
- to uphold the academic policies of the university
- to help interpret the academic policies and procedures to students, staff, and faculty
- to act as a source of referral to other campus services
- to be generally aware of career and graduate study opportunities related to the field of study
- to work closely with the faculty advisor on any changes to the Schedule of Studies
- to consult, as necessary, with other campus services
- to provide relevant information to the faculty advisors, departments, dean, curriculum and program committees (and sub-committees) about student issues with the degree program
- to participate at liaison events, as requested

## The Undergraduate Academic Information Centre

The role of the Undergraduate Academic Information Centre (UAIC) is to provide general academic advising information and advice to undergraduate students. This includes appropriate referral to the program counselor, or faculty advisor, as well as other support services on campus.

For some students, the Centre may function as a first point of contact for information or advice about academic program issues. Centre staff operate on an assessment and referral system – first helping the student to identify the problem or issue, and then, as necessary, referring her/him to the appropriate resource (e.g. program counseling office, faculty / specialization advisor, Career Services, Financial Services, etc.).

At the Centre, students will find general information on transfer requirements and procedures; Continuation of Study requirements; admission and graduation requirements; information about appeal process and procedures; help with interpreting the calendar; or help with different forms. Students who require more detailed information about their particular degree program requirements, or who have more specific questions about changing or adding a specialization, or transfer to a different degree program will be directed to the program counseling office or to the faculty advisor, as appropriate.

The Centre will be a resource for all students, with particular sensitivity to issues facing transfer (advanced standing) students, non-degree and general studies students, and "undecided"\* students, including first year students or other students contemplating a change in program.

\* Although most University of Guelph students declare a major upon entry, "undecided" in this context refers to students who may be declared in a major but are now not sure whether the program is the right fit for their educational, career, or life goals.

## The Council on Undergraduate Academic Advising

The role of the Council on Undergraduate Academic Advising (CUAA) is to develop, review, discuss, and recommend to senior administration on an ongoing basis any and all advising-related strategies, policies, and processes.

The CUAA is responsible for managing and directing academic advising policies at the university. The CUAA reports to, and is chaired by the Associate Vice-President Academic. Membership includes broad representation from stakeholders across the university community including, but not limited to: program coun-

selors, faculty advisors, Office of Registrarial Services, Coordinator of Undergraduate Curriculum, deans, chairs, Student Affairs, Office of Open Learning/ SCOL, undergraduate students, Centre for International Programs, and the Director of the Undergraduate Academic Information Centre. The Council normally meets once per semester.

The CUAA develops strategic directions and formulates policy on advising issues, coordinates planning around academic advising issues, and serves as a permanent communication channel to help coordinate the work of the various individuals and entities engaged in academic advising activities.

### Program Counselors

**Program Counselor approval is required if your Student Type is "Special", your Academic Standing is "Probationary", OR if you wish to take over 3.00 credits in a semester.**

Program	Counselling Office Location	Extension	Program Counselor
Associate Diploma (Agriculture, Horticulture)	162 Johnston Hall	53010	K. Hyland (Acting)
Associate Diploma (Turfgrass Management)	Guelph Turfgrass Institute Room 114	56886	R. Witherspoon
B.A.	130 MacKinnon Building	52140	S. Turner D. Reimer (Assistant) P. Swidinsky (Assistant)
B.A.S.	044 MacKinnon Building	56385	J. Zurbrigg
B.A.SC.	253 Family and Consumer Studies Building	53280	R. Norris (Acting until 31 Dec. 2003) K. Revington (Seconded until 31 Dec. 2003)
B.COMM.	207 Family and Consumer Studies Building	56757	D. Dobbins (on leave until November 2003) S. Witol (Acting until November 2003) J. Emeneau (Acting Assistant until November 2003)
B.COMP.	440 MacNaughton Building 113 Reynolds Building	56435 52711	L. Allen A. Dyer
B.L.A.	120 Landscape Architecture	58758	N. Perkins
B.SC. Biological Science	McNally House, 577 Gordon Street	56303 52704	D. Larson F. Ramprashad
B.SC. Physical Science	440 MacNaughton Building	56435	L. Allen
B.SC. (AGR.)	163 Johnston Hall	54549	K. Sisler
B.SC. (ENG.)	202 Engineering Building	52436	C. Zimmer
B.SC. (ENV.)	103 Blackwood Hall	54800	J. Johnson
B.SC. (TECH.)	448 MacNaughton Building	56123	L. Jones
D.V.M.	2652 OVC Main Building 2655 OVC Main Building	54423 / 54668 54413	Dr. L.J. McCutcheon Dr. P. Conlon
General Studies	130 MacKinnon Building	52140	D. Reimer (Assistant)
Non-Degree	Contact Counselling Office for appropriate Program (ie. ND.ARTS contacts B.A. Counselling Office and ND.CBS contacts B.SC. Biological Science Counselling Office)		

**Students should present their Academic Evaluation Report plus any updates when seeking academic advice.**

**Note:** Anyone interested in the Open Learning program should consult Mickey Smart, Johnston Hall 142, ext. 56050.

### Interpretation of University Academic Regulations

A student who requires assistance in the interpretation of the academic regulations of the University or the method of their application in reference to the student's particular circumstances should consult one of the the Associate Registrars, Office of Registrarial Services, Level 3, University Centre, or their Program Counselor.

### Non-Academic Counselling

Students are advised to consult the Counselling and Student Resource Centre sub-section in [Section XIV—General Information](#) in this Calendar, for information on the types and locations of non-academic counselling offered by the University.

### Program Approval

Students are advised that program approval is required under the following circumstances:

1. If your **student type** is SPECIAL or your term academic standing is PROBATIONARY—see your **program counselor** for approval during the course selection periods or when adding/dropping courses; or

2. If you wish to register for more than the normal number of credits—see your **program counselor** for approval; or
3. If you are adding or changing a specialization (i.e. major or minor)—see your departmental advisor for that undergraduate program (usually a faculty member). Students in the B.A.Sc. and B.Comm. programs must see their Program Counselor to make a change or addition to their specialization.

Note: It is the Program Counselor's responsibility to change a student from "Probationary" to "Eligible to Continue" or "Special" to "Regular" student type (see "**Student Type**" Section VIII—Undergraduate Degree Regulations and Procedures, for definitions of categories.)

Students may find that program approval will be withheld if they do not adhere to the schedule of studies outlined in the Undergraduate Calendar; or, they are identified either by the Admissions Sub-Committee or the Academic Review Sub-Committee as being "Special" or requiring additional stipulations; or, they have not taken the appropriate prerequisites or corequisites.

Students are cautioned that if their selection of courses does not give evidence of progress toward the completion of the conditions for graduation in their program, they may be required by the Academic Review Sub-Committee of their program to fulfill specific conditions for continuation in the program.

In all cases, if course changes are made, the “Course Request” form, with appropriate approvals, must be returned to Undergraduate Program Services, Office of Registrarial Services.

**If your Student Type is SPECIAL or your Academic Standing is PROBATIONARY, see your program counselor for approval during the course selection process or when adding/dropping courses.**