



1.0 Policy Title:	Academic Advising Policy
2.0 Policy Code:	RUW-SNT-UP-011
3.0 Policy Owner:	Deans' Council
4.0 Approved by:	University Senate
5.0 Date approved:	1 st October 2015
6.0 Revision Date:	October 2018
7.0 Amendments Date:	As arising
8.0 Policy purpose and scope:	<p>– Academic Advising at Royal University for Women is designed to assist students in the development of educational plans and the selections of appropriate course work.</p> <p>– Academic Advising is the process whereby a member of academic staff is assigned to an individual student as a first point of contact for those who require advice or assistance primarily on academic matters.</p> <p>– Academic advising is one element of the University's student support system.</p>
9.0 Policy Statements:	<p>(a). Academic Advising is an essential component of the educational process. It includes assistance with course selection and registration, a review of graduation requirement, an examination of internship and job opportunities, and a periodic review of student progress toward goals.</p> <p>(b). Advising is a continuous component of a student's experience at the University. Students, advisors and the College all share the responsibility for the quality of the University's advising practices.</p> <p>(c). Students are advised by the College, of the nature of the academic mentoring support available for their mode, location and stage of study.</p> <p>(d). Appropriate training and guidance is made available to staff undertaking the role of an Academic Advisor.</p> <p>(e). Colleges are responsible for the organisation, management and quality assurance of academic advising.</p> <p>(f). Along with the College, the Office of the Registrar is responsible for disseminating information to advisors and students regarding academic policies, course scheduling, degree requirements and University resources.</p> <p>(g). Till the time an academic advisor is finalized all new students are assigned to the Dean of the college for any academic support.</p> <p>(h). The College Deans appoint academic advisors, for all new students joining the college, who are then approved by the College Council. The Dean assigns a maximum of preferably 30 students to be advised by a single advisor who may continue with that group of students for the duration of study at the University. This information is forwarded to the Office of the Registrar who maintains the list for reference by students and Deans/Directors. Ideally, the student is introduced to her advisor during the registration period at the beginning of the semester. At the beginning of each AY the list of Advisor/ advisee is updated by the college Dean.</p>



- (i). Where deemed necessary the Advisor / Advisee may request for a change of Advisee / Advisor respectively with due approval from the College Dean.

10.0 Procedures:

Steps	Description of Activities	Responsibility	Docs. / Resources
10.1	Assigning of Advisees to Advisors		
a.	Send consolidated list to each college Dean by week 1 of commencement of classes for each semester. Note: <ul style="list-style-type: none"> ▪ Flag enrollment status; i.e. graduated, withdrawn and new students. ▪ Consider add/drop period to finalize students' lists. 	Student Records Officer	Advisees / Advisors Report (SIS)
b.	Assign new enrolled students accepted at 'undergraduate levels and EAS 2' as they confirm their registration automatically by Office of the Registrar to each College Dean / CGS Director as per the student college. Note: <ul style="list-style-type: none"> ▪ The advisor of this group of students is to be reassigned as per the details of step 1. ▪ EAS 1 students shall be assigned by the Director of CGS. ▪ EAS 2 students will be advised by their respective OPH teachers regarding their performance in the Orientation Programme and will only be advised by college regarding courses they will register for when they complete OPH. 	Student Records Officer/ Registrar	
c.	Assign an advisor to each advisee in the College either by programme of study or the advisee load. Note: <ul style="list-style-type: none"> ▪ The advisee load of the HoD is 20% less than an instructor's advisee load. 	Deans	
d.	Approve the advisee's lists in the College Council of each college	Deans / College Council	Minutes of FC Meeting
e.	Send the final approved lists to the Registrar by week 2 of commencement of classes.	Deans	Approved list
f.	Update the Student Information System (SIS) according to the received lists.	Student Records Officer	



g.	Generate updated advisee / advisor list.	Registrar / student Records Officer	Advisor Report (SIS)
h.	Circulate the list to each College Dean with a copy to the college secretary.	Student Records Officer	
i.	Post the updated advisee lists on the College notice board and advisor’s office doors.	College Secretary	Advisee List
j.	Study plan of each student (<i>with name, RUW ID, HEC ID</i>) is prepared by the college secretary and signed by the advisor, and copies are sent to following: i. OR for HEC file ii. Advisor for reference in Advisee file and action iii. Student for reference and follow up during registration to new semester.	Secretary	Plan
k.	Send an introductory email to all advisees containing the following documents: – A soft copy of the current academic calendar – RUW Student Handbook – Soft copy of the Programme Handbook – Advisors office hours	Academic Advisor	Academic Calendar, RUW Student Handbook, Programme Handbook Advisors office hours
10.2 Advising			
a.	Meet with advisees to discuss and plan their course selection prior to the start of the registration period. Note: ▪ <i>This step is applicable to returning students, where new students shall be guided by the College Dean during the Registration to follow their study plan.</i> ▪ <i>This step is not applicable to students in the EAS programme as they have fixed study plans</i> ▪ <i>Advisees who are following their study plans can be contacted by email.</i> ▪ <i>Advisees who have problems following a study plan should meet the advisor in person.</i>	Academic Advisors/Deans /Registration	
b.	The advisor should meet with the advisees at least four times in a semester (at the time of registration, before and after the mid-term exams and before the final exams). Additional meetings can be held based on the individual needs of the advisees.		
10.3 Approval of online registration			
a.	Log into Self Service account to view pending requests. Note: ▪ <i>This process occurs during the registration period as well as</i>	Academic Advisors	



	add/drop period of each semester.		
b.	<p>Approve the selection of courses for each advisee.</p> <p>Note:</p> <ul style="list-style-type: none"> ▪ Advisor to ‘approve’ or ‘deny’ any or all of the courses selected by the advisee based on the study plan of each student. ▪ Advisors shall email the student who need further advising till everything sorted. ▪ This step does not apply to Orientation students. 	Academic Advisor	
10.4	Early intervention		
a.	The students at risk (those on probation or who have special needs) must be identified at the beginning of each semester and effective follow up should be done for them.		
b.	Advisees needing early intervention should be followed up more diligently.		
10.5	Career Guidance		
a.	Since the advisor is with the student for the entirety of her academic life at RUW, the advisor provides relevant career guidance on one to one basis.		
b.	The advisor can provide details about updates and opportunities in the market and how to pursue these.		
10.6	Change of Advisor/ Advisee		
a.	In the event that a change of advisor or advisee is necessitated, the advisee or the advisor may request the change by requesting the same in writing to the Dean of College.	Advisor / Advisee	Change of Advisor/ Advisee form
b.	Upon approval, the change is formalized and a different advisor / advisee is assigned by decision of the Dean of College and Office of Registrar is informed.	College Dean	
c.	All parties concerned are advised of the change.	Office of Registrar	
10.7	Maintenance of Records		
a.	Record the meeting in the Student Advisor Conference form.	Academic Advisor	Student Advisor Conference Form Study Plan
b.	<p>Create an Advisee File to maintain records all advisees which should the following:</p> <ul style="list-style-type: none"> i. Study plan of each advisee ii. Updated transcript of each advisee at the end of each semester iii. Related Student Advisor Conference forms iv. Advising Log sheet (<i>Summary of all advisees with details of meetings at the end of each semester</i>) v. Change of Advisor / Advisee form (<i>if any</i>) 	Academic Advisors	Advising Log Sheet, Updated transcript, Student Advisor Conference forms Change of Advisor / Advisee form
c.	The Advising Log sheet and the Advisee file is reviewed by the	HoD	Advisee File



	HoD at the end of each semester		
d.	At the end of each semester and AY the Dean of College submits a consolidated report on academic advising in the college to Deans' Council.	Dean	Academic Advising Report

11.0 Process Members:

Member	Role
College	<ul style="list-style-type: none"> - Ensure that students are made aware of the purpose of academic advising during student orientation and advisors are made aware of their roles during staff orientation programme. - Ensures that faculty members undertaking the role of academic advisors have the opportunity to receive appropriate training. - Allocates to each student a dedicated member of academic faculty who will fulfil the role of academic advisor. - Academic advisors should normally be drawn from faculty in the same discipline area as the student. - Ensures continuity of academic advising provision. For example, college Deans should ensure advisees are reassigned to new advisors if the regular advisor is temporarily unavailable. - Implementing a process for recording mentoring meetings, ensuring this is proportionate and effective. - Provision for students and / or faculty to request a change of Advisor/Advisee. - The Dean of College periodically report to the Academic Vice President on the advising activities of their respective colleges.
Office of Registrar	<ul style="list-style-type: none"> - Provides student contact details to Advisors. - Updates the required information about advisees on SelfService on a regular basis for easy reference of both advisor and advisee. Implementing the decision of request for change of Advisor/ advisee and informing all concerned parties about the change.
Advisor	<ul style="list-style-type: none"> - Meets with his/her respective advisees to schedule courses; - Educates the student about and assists her through the university registration policies - Helps students define and develop realistic goals - Identifies special needs - Pro-actively contacts students at critical points, for example at the



	<p>point of entry, with induction and setting up lines of communication; during the initial period of study in a new environment; and if poor performance in assessments is a concern; and advises appropriately and adequately</p> <ul style="list-style-type: none"> - Should be aware of and advise advisees on further relevant sources of professional advice and information available within the University, for e.g. if a student requires specific career counselling, the advisor should be able to guide her to an expert within the college or outside. - Monitors student’s grades to identify students in need of early intervention. - Contacts students who are performing poorly - Matches students to available resources - Assists the students in developing a study plan that is consistent with their abilities and interests - Monitors closely the progress towards following the Study Plan, and achieving defined educational and career goals - Discusses linkages between academic qualification and preparation for the job market - Keeps a clear record of all meetings with the student on file as per attached form. - Reports to the Dean and attaches names of student conference - Advises students for their next semester regarding registration.
Advisee	<ul style="list-style-type: none"> -Gathers all relevant decision-making information - Clarifies personal goals and values - Studies and is aware of University policies, procedures and requirements, and asks for assistance when necessary - Ensures she works with her Advisor during posted office hours, or takes initiative to make alternative arrangements when necessary - Accepts responsibility for agreed upon decisions.

12.0 Annexures (including related/referenced documents, policies and templates):

12.1	Academic Advising Procedure	RUW-SNT-UP-011
12.2	Advising Log sheet	RUW-SNT-T-038
12.3	Record of student advisor Conference form	RUW-SNT-T-017
12.4	Student Study Plan template	RUW-SNT-T-117
12.5	Change of Advisor / Advisee Form	RUW-SNT-T-081
12.6	Academic Mentoring Policy and Guidelines_Aug2014 www1.hw.ac.uk/registry/resources/mentoring-cop.pdf	<i>Document of External Origin</i>