

Office of the Dean

ACADEMIC ADVISING SERVICES

Academic Advising Services is a branch of the Student Services Office that works with students from New Student Orientation, Registration, through Graduation. The office maintains the permanent file for all the students in the College, and works with Chairs and Program Directors on catalog, degree plans and audits, course substitutions, course offering updates, and registration guidelines.

As an assistance to the Academic Dean, the office is the liaison from/to the Office of the Registrar, preparing, distributing, and signing letters for the Academic Dean. This includes but is not limited to the following:

Faculty/Instructors direct interaction with Advising:

1. Absence memos – from faculty to student notifying them of the number and drop dates ([Raiderlink faculty page](#))
2. Absence letter – from student to faculty notifying them of the absence and placing the documentation in the file
3. Incomplete Grade processing ([Raiderlink faculty page](#))
4. Change of Grade processing ([Raiderlink faculty page](#))
5. Override processing (requires written approval from instructor)
6. Consent of Instructor forms – add late or take without or concurrent with pre-requisite, etc. (form available in department offices or advising office)

Indirectly through the academic unit office:

1. Notice of low enrollment classes that change to 4000 so that we can make the substitutions for the course on the degree plan
2. Override approval processing
3. Practicum authorizations
4. Authorization for certain classes
5. 20th Class Day Lists to Instructors

Academic Advising Services does NOT:

1. Enter or change the department courses in the system
2. Approve or enroll students in individual study or internships

Reviewed June 2021