

## Policy on Undergraduate Academic Advisement

Document Nature	Policy	Title	Academic Advisement Policy for Undergraduate Programs
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Implementation	Teaching Departments	Department	Office of the Registrar and Academic Operations

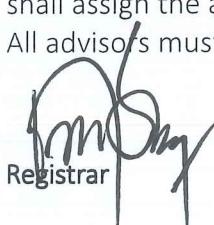
Academic advising is the counseling process between the student (*advisee*) and a faculty member (*academic advisor*) for exploring the value of a general education, reviewing the services of the University, honors, research, discussing educational and career plans/ path, and making appropriate course selections during enrolment process each semester.

The most effective advisors assist advisees in effective decision making, thereby contributing to the development of mature and self-directed students. This can be accomplished by:

- Providing accurate information about institutional policies, procedures, resources, and programs.
- Advising students in understanding the nature and purpose of higher education and the value of a general education.
- Advising students in their consideration of life goals by relating interests, skills, abilities, and values to careers and the world of work.
- Advising students in developing an educational plan consistent with life goals and objectives (alternative courses of action, alternative career considerations, and selection of course).
- Advising students in evaluation or reevaluation of progress toward established goals and educational plans.
- Advising students in self-understanding and self-acceptance.

### Procedure:

- Office of the Registrar shall collect the availability (day/time/location) of all permanent faculty members for academic advisement before commencement of regular semesters.
- After collecting the faculty availability, the office of the Registrar shall develop and announce the advisement schedule.
- All UIT and UIT University students shall be liable to choose and enroll with at-least one advisor at a time within two weeks from the commencement of regular semesters. Assignment of even number of students to advisor(s) shall be ensured. In case non-compliance, the Registrar's Office shall assign the advisor.
- All advisor's must maintain a full, proper and updated meetings record on a prescribed proforma.



Registrar



Vice Chancellor