

UNDERGRADUATE STUDENT ADVISING

It is the policy of the College of Forestry that an effective program of undergraduate advising be maintained within the College. Generally, this means that all students in the College have access to a faculty adviser throughout their undergraduate career. The aims of the College advising program are as follows:

1. To provide a resource to students in finding out about department, College and University curricula, requirements, careers, opportunities, and procedures in line with the student's academic and professional interests. This includes occasional meetings with prospective students.
2. To help students set realistic goals, select curricula and courses at the appropriate time and academic level with due regard to proper sequencing and prerequisites, and make wise choices in the face of schedule, course, and curricular changes, individualized options and specialization areas, minors, remedial coursework, or academic probation.
3. To monitor on behalf of the department, College, and University a student's timely and satisfactory progress towards completion of degree requirements.
4. To foster a mentoring faculty and student liaison and create an atmosphere conducive to the academic and personal development of the student. While informal advising and mentoring are expected of everyone, some faculty have specific responsibilities as assigned academic or club advisers.
5. To refer students, upon request, to appropriate sources of assistance on personal, financial, or professional matters.
6. To assist the College in nominating students for awards and scholarships, committee assignments, honorary organizations, and alerting them to professional development, internship, and job opportunities.
7. To prepare faculty as advisers through support services, orientation programs, and written materials.
8. To monitor and evaluate advising. Advising activities are assessed as part of the promotion and tenure and annual review processes at all levels.

While it is the individual student's responsibility to meet all degree requirements, research has shown that effective advising systems are an invaluable aid to student retention and timely completion of degree programs. To be effective, the advising system must provide easy and reliable access to advisers, continuity over time, and offer competent and consistent advice. On occasion, advisers may need to initiate opportunities for contact with their advisees. This applies particularly to new students and those in academic difficulty, or when significant programmatic and curricular changes have occurred.

ADVISER RESPONSIBILITIES

Except for new students, advisers are expected to consult with their advisees AT LEAST ONCE PER YEAR, closely monitor degree progress, and approve the final degree audit for the department. During their first year on campus, new students are REQUIRED to meet with their advisers each term to monitor course selections for the following term, as well as general adjustment to OSU and their major. Those in academic difficulty or with special needs will be asked to meet with their advisers more frequently to ensure careful course selections and appropriate support. Advisers are expected to maintain advising office hours or appointment schedule.

College of Forestry advisers are also responsible for evaluating external coursework for acceptance into their departmental program in line with College policies, and suggesting appropriate substitutions when a course requirement is no longer available or scheduling conflicts occur. Some students may also need assistance planning an acceptable list of courses for an individualized option or area of specialization.

Faculty advisers may be called upon to participate in the University's summer orientation and advising programs, new student advising at the beginning of each term, as well as occasional promotional open houses and meetings with prospective student visitors to campus.

ADVISER RESOURCES

An effective adviser must have considerable knowledge about departmental programs, College and University procedures, academic requirements, campus resources, and the learning environment on campus. Useful documents are departmental advising guides, Schedule of Classes, Baccalaureate Core checklist, OSU catalog, and University and College policies.

Advisers may direct questions about College and University procedures and requirements to the Dean's Office (Pvy 140) where final authority for Baccalaureate Core courses and audit approval lies; questions of a departmental nature should be directed to the department head.

ADVISING FILE

An advising file for each student will be maintained in the department containing such items as degree flowcharts and progress reports, transcripts, grade slips, approved petitions, honors, academic deficiencies, and work reports. Advisers are encouraged to add to the file notations of actual advising sessions, especially if non-routine or of a substantive nature.

DEPARTMENTAL RESPONSIBILITIES

Each department within the College of Forestry is responsible for:

1. Assigning and training of faculty advisers as needed to ensure an effective student advising program
2. Assigning adequate support staff for student service functions
3. Approval of all petitions concerning departmental curricula
4. Maintaining the advising file for each student in conjunction with the Dean's Office
5. Preparing departmental advising guides informing students of the required course list for the major with year-by-year summary of schedule and prerequisites.

COLLEGE RESPONSIBILITIES

The Dean's Office is responsible for:

1. Undergraduate admissions
2. Approval of all university petitions, College petitions for other than departmental requirements, and all undergraduate audits including the university baccalaureate core
3. Monitoring of student progress, academic deficiencies, and honor roll, and coordinating the College's retention program
4. Representing the College on the Academic Advising Council, and keeping advisers updated on changes regarding university rules and procedures
5. Convening the College's Curriculum and Advising Committee
6. Administering the centralized scholarship, jobs, and recruitment programs of the College
7. Providing new students with orientation to the College, its rules, procedures, and amenities
8. Providing general advising about college programs, as well as other related majors at OSU
9. Coordinating the College's student services support staff, and assisting with

orientation and training of new advisers

10. Maintaining links to other service departments on campus that assist students, and referring students as needed to other kinds of assistance on campus

STUDENT RESPONSIBILITIES

It is the responsibility of each student in the College of Forestry to fulfill all requirements of the major in which they are enrolled in the recommended sequence. It is expected that students will maintain a professional relationship with their assigned adviser, and meet at least once per year to discuss future course plans.

New students are required to meet with their advisers ONCE PER TERM during their first year on campus. Those having academic difficulties may be asked to meet more frequently with their advisers to discuss course selections, progress, and other assistance that might be needed.

Students should respect faculty office hours when making appointments to see advisers, and come prepared with course plans worked out and questions ready. For questions regarding university or college rules and procedures, student services staff in the departmental and Dean's offices are also available to help.