

### ***What is Academic Advisement?***

Academic advisement is the ability to be able to make informed decision about your academic life at the university. There are knowledgeable staff members who are equipped to help, guide, and mentor you on issues relating to your courses, options, electives, and academic progress in general.

### ***Who is an Academic Advisor?***

All full time members of academic staff, equipped university administrative staff, and librarians are academic advisors. Incoming students will be assigned an academic advisor who will continue to be his/her advisor throughout his/her academic career in the university.

### ***What services does an Academic Advisor offer you?***

The following are the services available from your academic advisor:

- At the beginning of the academic year an initial meeting is held with you and others in your advisement group to explain what is academic advisement and the services offered;
- Contact information is exchanged and explanation may be given and

questions answered regarding the university's general expectations; the significance of being assigned an Academic Advisor and; the academic support services available when you have an academic problem.

- Meet with you individually (usually scheduled) to discuss any academic problems you may be encountering e.g., withdrawal from a module or course.
- Discuss your academic challenges and help you understand academic policies, University systems, opportunities, and potential factor/s that may hamper your success in your modules and course of study (including the implications and applications of not connecting with your advisor).
- Help you in deciding how to meet the demands of your course of study and modules.
- Help you in resolving academic problems, and interpreting and meeting academic demands of your modules and course of study so that you can complete your studies successfully.

### ***How do I know who my Academic Advisor is?***

This information may be given to you at your school office and is also available on your portal.

### ***How are you assigned to an Academic Advisor?***

The assignment is done by your school. Each Academic Advisor has a group of advisees during the academic year.

### ***Can I change my Academic Advisor?***

You are randomly assigned to your Academic Advisor. Occasionally, advisors and advisees might not be compatible. Should you wish to request a change of your Academic Advisor you may complete a form available in your school office.

### ***How can I deal with issues concerning probation?***

It is important that advisees on academic probation report regularly to their Academic Advisor.

The student should meet with his/her Academic Advisor to discuss issues or challenges that have placed him/her on academic probation, or are likely to place him/her on academic probation. The Academic Advisor will then discuss the possible solutions with the advisee and decide on a plan of action to address the challenge(s). The Academic Advisor will also discuss with the advisee how he/she plans to re-do any failed modules.

### ***What is the responsibility of the student?***

- Students are required to access and read information provided in the Student Handbook and on their portal that may contribute to the fulfillment of his/her University career.
- Students should keep abreast of policies, guidelines, and information that will help him/her avoid difficulties and keep him/her informed about decisions and outcomes.

- Seek assistance (if required) in interpreting the academic demands of his/her modules and courses.
- Discuss with the Advisor any academic challenges he/she may be encountering, including the need to withdraw from a module/course of study, take leave of absence, or apply to take additional credits, etc.

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**Faculty of the Built Environment**

**WELCOME TO**

## ***The Academic Advisement Unit***



Are you concerned about academic issues?

Do you have a problem deciding your way forward?

**Help is available, come speak with us!!!**

*Confidential, Purposeful, and Respectful Advisement*