

# ACADEMIC ADVISEMENT

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(SMSU Policy A-024) (<http://catalog.smsu.edu/policies-procedures/student-advisement/>)

All matriculated students at Southwest Minnesota State University will be assigned an academic advisor from the faculty and will be presented with advisement opportunities on a semester basis. The advisor gives each advisee their registration access code prior to registration. Students can find their academic advisors online by viewing their class schedule.

The advisement program at Southwest Minnesota State University is predicated on the following basic assumptions:

1. Students have the right and responsibility to make decisions about their own academic careers.
2. Faculty are the best resources to assist students in developing their academic careers, and it is highly desirable to have students develop close working relationships with their academic advisors.
3. An academic advisement program is based upon an accurate information flow which is established through appropriate administrative policies.
4. The procedures are best implemented by the academic departments with the emphasis on each academic advisor maintaining ongoing personal contact with his/her advisees.

The above assumptions lead to the goal of advisement at Southwest Minnesota State University; that through the student advisement program, matriculated students should receive from a faculty advisor accurate academic information in a way which helps the student develop his/her academic program.

The following objectives, then, flow from this goal and relate to two categories of students.

## New Freshman and Transfer Students

1. New freshman and transfer students enrolling in fall semester are assigned academic advisors prior to the start of Fall semester. Students are notified of their advisor assignment through their SMSU e-mail accounts.
2. Academic Advisor Assignments are found on e-services on your class schedule and on your Degree Audit Report (DARS)
3. Students are required to meet with their Academic Advisors prior to registration each term to obtain their Registration Access Code. This code is required to complete the online registration process.

## Returning Students

Returning Students are required to meet with their Academic Advisors prior to registration each term to obtain their Registration Access Code. This code is required to complete the online registration process. Students with at least 80 earned credits must meet with their academic advisors to complete their degree checks. The degree check process is completed to notify the Registration Office what your expected graduation term is going to be, review your degree plan and to be approved for participation in a commencement ceremony.

The development of administrative procedures shall be the responsibility of the Office of Academic Affairs.