

Passed  
University Assembly  
May 4, 1979

Approved by President  
June 8, 1979

## UA BILL 8-2

### RECOMMENDATION ON ADVISING

#### 1. ADVISER SELECTION

- a. Students who are undecided about their majors shall be assigned initial advisers by the Office of Advising and Counseling.
- b. Students who have declared a major shall be assigned initial advisers by the Programs of their choice.
- c. Students may change advisers at their own discretion, with the agreement of the newly selected adviser.

#### 2. STUDENT RECORDS

- a. The Admissions and Records Office shall provide faculty advisers with copies of all past academic records of a student at the time that the student-adviser relationship is established.
- b. The Admissions and Records Office shall send to each adviser near the beginning of each semester a printout of all his/her advisees, their addresses and phone numbers, and courses for which they are currently registered.
- c. At the end of every semester, the Admissions and Records Office shall send each adviser a record of the grades received that semester by each of his/her advisees, including withdrawals and incompletes.

#### 3. REGISTRATION

Prior to registration, new students with a declared major shall receive academic advisement from a member of the faculty of the program of their declared major. New students without a declared major shall receive academic advising from the Office of Advising and Counseling. At registration, each new student shall submit a signed form indicating advice was received and from whom.