



UNIVERSITY OF ALASKA FAIRBANKS

DIVISION OF GENERAL STUDIES

Academic Advising Center

2007 – 2008

Faculty **Advisor** Manual



July 26, 2007

TO: Faculty Advisors

FROM: Susan Henrichs
Provost and Executive Vice Chancellor for Academic Affairs

A handwritten signature in blue ink that reads 'Susan M. Henrichs'.

SUBJECT: **Advising** – Your Role in this Important Retention Effort

Faculty advisors have a very important role in helping each UAF student achieve academic success. The Faculty Advisor Manual serves as a primary tool, along with the Catalog, to assist you in helping students to transition into and achieve their goals at UAF.

Numerous studies have shown that undergraduate advising provides one of the most important opportunities that a university has to create a positive environment in which students can learn and grow. Your role as guide, mentor and friend to your undergraduate advisees puts you in a unique role to make each of them feel welcome here. A goal of advising is to give each of them the confidence that someone connected with the institution cares enough to provide good advice to students on how to attain their educational and personal goals.

Since student success is our goal, your role as an undergraduate advisor makes you an especially important person in the UAF community! That responsibility also carries with it certain expectations: availability, a student-centered approach to your professional life, and effective communication of pertinent and accurate information.

Before you begin meeting with advisees, take the time to familiarize yourself with the manual's contents and use it as your prime reference as you work with students. Attend the training and update session provided for your benefit, so you will know about changes and the latest information when working with your students.

I would like to thank each of you for your work as an advisor. I hope that you will see your advising efforts to be more than just part of your job and that you will get personal satisfaction from assisting a group of our great UAF students!

Office of the Provost

311 Signers' Hall, P.O. Box 757580, Fairbanks, Alaska 99775-7580

Phone: (907) 474-7096, Fax: (907) 474-1836

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2007-2008 Academic Advising Center **ADVISORS**

School of Natural Resources and Agricultural Sciences

Karlsson, Meriam Plant, Animal, and Soil Sciences

College of Engineering & Mines

Ganguli, Rajive Mining and Geological Engineering

College of Rural and Community Development

Greci, Dana Developmental Education
Hardy, Cindy Developmental English
Swarner, Keith TVC, Computer & Information Technology
Weber, Jane Developmental Math

College of Natural Science and Mathematics

Bult-Ito, Abel Biology
Chowdhury, Ataur Physics
Howard, William Chemistry and Biochemistry

Staff

Hapsmith, Linda Director, Academic Advising Center
Damario, Megan Office Facilitator
Larson, Rosemarie Administrative Clerk
Misel, Lillian Academic Advisor
Nacke, Anne Marie Academic Advisor

Peer Advisors

Cheap, Kerey Child Development & Family Studies
Hill, Kayla Communication
Miller, Michelle Counseling
Wood, Brighton Counseling

Student Worker

Higgins, Christina Justice

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Academic Advising at UAF

Academic advising is one of the most rewarding and enjoyable activities you will engage in as a faculty member. There is a growing body of research that indicates a one-on-one association between the student and at least one faculty member is a significant factor in good academic progress and retention. The advisor/advisee relationship is a logical interaction in which this association within the University may occur. Too often, however, the student views the faculty signature on the course schedule as one more bureaucratic hurdle in the registration process.

Not all faculty members have sufficient time, interest, or skill required to establish this important advisor/advisee relationship. Further complicating this issue is the wide diversity of students in a normal assigned advisee group. Your student advisees may typically include:

- students who are knowledgeable concerning university requirements and regulations with clear career goals who are deeply committed to your discipline,
- students who have declared their major in your field but seem to have minimal interest or insufficient ability to succeed (70% of all students nationwide change their major at least once during their college career),
- students who are under prepared in one or more areas to do quality college work, and
- students who, although capable, have only a vague idea of the purpose of higher education and its value or function in their lives.

Quality academic advising requires that the faculty advisor be available and approachable; be knowledgeable of the institution, its resources, and rules beyond his/her own department; and be interested in and capable of helping the student understand the existing educational options in order to develop realistic career goals.

This cannot be accomplished without adequate, accurate, and timely information of the student's background as well as UAF's degree requirements, regulations and resources. Nor are individual faculty members required to perform all of these functions by themselves. The responsibility for demonstrating concern and caring for your students is yours; however, referral to others for special assistance and information is entirely appropriate.

We hope the information in this manual, used in conjunction with the UAF catalog, will be helpful to you. We encourage you to call the Academic Advising Center for any additional information or assistance. As you use this manual, do not hesitate to contact us if you have suggestions to improve it. We will send you updates and changes as required.

Finally, we affirm the students' responsibility for knowing and following the institution's requirements and determining their own direction and goals. However, as a faculty member, your assistance in explaining the University's processes and requirements are invaluable in retaining and graduating students from UAF. We intend to improve our advising assistance and service and increase UAF's recognition of quality advising to our students.

The Academic Advising Center

The University of Alaska Fairbanks considers academic advising to be an integral part of the educational process. Effective academic advising is a valuable form of teaching that the individual faculty member can render to students and to the university.

The **UAF Academic Advising Center** officially opened in the fall of 1988. The **Academic Advising Center** is responsible for advising exploratory students General Studies students, pre-major students, students in transition between majors, and serves as a resource in the following ways:

- Serves as a general academic information and referral center.
- Provides information for students seeking an interdisciplinary degree.
- Provides information concerning non-traditional credit options available for students at UAF.
- Provides advisors with advising and registration related materials and services.
- Provides academic advising training for new and continuing faculty advisors.
- Provides information and strategies based on students' background data and past performance to assist in maximizing the potential of successful performance.
- Provides transfer and vocational decision-making information to students and advisors, in conjunction with other departments and offices.
- Assists students in choosing educational and career objectives in accordance with their interests and abilities.
- Assists students in exploring the possible short and long-term consequences of their choices.
- Works closely with colleges, departments, and service offices to develop and keep up-to-date information necessary for advisors.
- Is familiar with and identifies campus-wide advising concerns.
- Formulates and makes suggestions for the improvement of the advising program.
- Provides academic success resources.

The **Academic Advising Center** is located at 509 Gruening. Check out our web site at www.uaf.edu/advising or call 907-474-6396 if you have specific questions.

NOTE: Individual departments maintain the advising functions for students majoring in their programs.

The Academic Advising Center Faculty Advisors

School of Natural Resources and Agricultural Sciences

Karlsson, Meriam (1991-present)
Kirts, Carla (1988-1993)
McBeath, Jenifer (1988-1991)

College of Liberal Arts

Barnhardt, Carol (1992-1997)
Bartlett, D.A. (1993-1995)
Basham, Charlotte (2002-2004)
Bird, Roy (1989-1991)
Blaloch, Susan (1992-1993)
Blurton, David (1995-1998)
Brigham, Jerry (1990-1992)
Brown, Jin (1994-1997)
Carr, Richard (1999-2007)
Charles, Stephen (Walkie) (2005-2007)
Clayton, Cornell (1991-1992)
Cornwall, Peter (1988-1993)
Corti, Lillian (1995-1998)
DeCorso, Ted (1993-94, 1995-1997)
Grikurova, Alla (1995-1997)
Heyne, Eric (1988-1992)
Kaplan, Larry (1997-1998)
Kline, Ben (1991-1992)
McMillan, Chip (1995-1996)
Morrison, Joy (1992-1994)
Parks, Roger (1993-1995)
Rapp, Dani (2004-2007)
Reilly, Terry (1997-2002)
Rosenberg, Jonathan (1999-2001)
Schatz, Madeline (1997-2002)
Schuldiner, Michael (1989-1991)
Stratton, Marcia (1991-1993)
Swazo, Norm (2002-2004)
Wells, Tom (1991-1992)
Worley, Joan (1993-1997)

School of Management

Bartlett, Tom (1988-1991)
Fodness, Dale (1991-1993)
Joseph, Jacob (1994 – 2000, 2003-2004)
O'Brien, Pat (1990-1991)
Read, Colin (1991-1995, 2001- 2004)
Robinson, Tom (1993-1995)
Sparks, Charles (1998-2001)
Taylor, John (1988-1990)
Thomas, Monica (1988-1990)

College of Engineering and Mines

Bandopadhyay, Sukamar (1991-2002)
Ganguli, Rajive (2002- 2005, 2006-present)
Hatzignatiou, Dimitrios (1994-1996)
Huang, Scott (1988-1989)
Johansen, Nils (1990-1995)
Kroeger, E. Bane (1998-1999)
Patil, Shirish (2005-2006)

College of Rural and Community Development

Brady, Phil (1990-1992)
Cysewski, Steve (1991-1993)
Dubbs, Pat (1988-1994)
Dyen, Fred (1989-2002)
Greci, Dana (2005-present)
Hardy, Cindy (1998-present)
Jones, Dorothy (1988-1990)
Koehler, Vicki (2000-2002)
Lium, Marie (1990-1991)
Pinney, Pete (1993-1996)
Sousa, Marsha (1999- 2004)
Swarner, Keith (2007-present)
Torgerson, Kurt (1988-1989)
Weber, Jane (1997-present)

College of Natural Science and Mathematics

Braddock, Joan (1992-1994)
Bult-Ito, Abel (2007-present)
Chowdhury, Aatur (1992-present)
Clausen, Tom (1994-1995)
Curtis, Kevin (1990-1992)
Das, Debendra (1997-1998)
Drew, Kelly (1998-1999)
Duffy, Larry (1991-1994)
Faudree, Jill (2001-2002)
Gislason, Gary (1988-1993)
Howard, William (2004-present)
Nance, Kara (1995-1999, 2003-2005)
Newberry, Rainer (1988-1992)
Petersen, John (1988-1991)
Royer, Susan (1988-1996)
Schamel, Doug (1989-1993, 2002-2005)
Sousa, Marsha (1994-1996)
Succarieh, Mohamed (1992-1998)
Taylor, Barbara (2005-2006)
Tumeo, Mark (1988-1990)
Walker, Gerald (1993-1994)
White, Dan (2001- present)
Wiens, Jonathan (1998-2001, 2002-2003)

Faculty Advising Award Recipients 2006-2007

Feist/Schamel Awards Program for Outstanding Faculty Undergraduate Academic Advising

James Bicigo

Music
College of Liberal Arts

Roy Bird

English/Honors
College of Liberal Arts

Michael Daku

Justice
College of Liberal Arts

Meriam Karlsson

Plant, Animal, & Soil Sciences
School of Natural Resources and Agriculture
Sciences

Thomas Kuhn

Chemistry and Biochemistry
College of Natural Sciences and Mathematics

Dr. Debasmita Misra

Mining and Geological Engineering
College of Engineering and Mines

Debra Moses

Developmental Education/ Tanana Valley Campus
College of Community Development

Kara Nance

Computer Science
College of Natural Sciences and Mathematics

Jane Weber

Developmental Education
College of Rural and Community Development

* The conscientious care that Dr. Carol Feist and Douglas Schamel demonstrated and the time commitment they made to their students serves as the standard for exemplary academic advising.

Previous Outstanding Advisor Award Recipients

KEN ABRAMOWICZ

Accounting and Information Systems Department
School of Management
2001

SINE ANAHITA

Sociology
College of Liberal Arts
2006

PAT ANDRESEN

Honors Program
College of Liberal Arts
1993 and 1994

SUKUMAR BANDOPADHYAY

Mining and Geological Engineering/Advising Center
School of Mineral Engineering
1999

CAROL BARNHARDT

Education Department/Advising Center
College of Liberal Arts
1993 and 1997

TOM BARTLETT

Accounting & Information Services
School of Management
1995, 1996, and 1998

CHARLOTTE BASHAM

Linguistics Department
College of Liberal Arts
1996 and 1997

GERALD BERMAN

Social Work Department
College of Liberal Arts
2002

ROY BIRD

English/Honors
College of Liberal Arts
2005 and 2006

UMA BHATT

Atmospheric Science
College of Natural Science & Mathematics
2005

DAVID BLURTON

Justice
College of Liberal Arts
2004

TERRY BOWYER

Biology and Wildlife Department
College of Science, Engineering and Mathematics
1995

JIN BROWN

Communication Department
College of Liberal Arts
1998

ED BUELER

Mathematical Sciences
College of Science, Engineering and Mathematics
2004

CATHY CAHILL

Chemistry and Biochemistry Department
College of Science, Engineering and Mathematics
2002

RICK CAULFIELD

Rural Development
College of Rural Alaska
1996

JERAH CHADWICK

Aleutian/Pribilof Center
College of Rural Alaska
1993

ATAUR CHOWDHURY

Physics Department
College of Science, Engineering and Math
2001

CLAUDIA CLARK

Journalism and Broadcasting Department
College of Liberal Arts
1999 and 2002

TOM CLAUSEN

Chemistry and Biochemistry Department
College of Natural Science & Mathematics
2001 and 2005

PETER CORNWALL

History Department/Advising Center
College of Liberal Arts
1993

DEBENDRA DAS

Mechanical Engineering
College of Engineering and Mines
2004 and 2005

MIKE DAKU

Justice
College of Liberal Arts
2005

MIKE DAVIS

Rural Development
College of Rural Alaska
2004

TED DECORSO

Music Department
College of Liberal Arts
1994

KELLY DREW

Chemistry and Biochemistry Department
College of Science, Engineering and Math
2001

PAT DUBBS

Rural Development/Advising Center
College of Rural Alaska
1994

LARRY DUFFY

Chemistry Department
College of Science, Engineering and Mathematics
1994, 1997, and 2005

FRED DYEN

Aviation Maintenance – TVC/Advising Center
College of Rural Alaska
1998

KAREN ERICKSON

Political Science
College of Liberal Arts
2004

RICHARD FARLEY

Physical Education
College of Liberal Arts
1996

PHYLLIS FAST

Alaska Native Studies
College of Liberal Arts
2001

JILL FAUDREE

Mathematical Sciences
College of Science, Engineering and Mathematics
2004

CHARLES FEDULLO

Journalism
College of Liberal Arts
2006

ERICH FOLLMANN

Biology and Wildlife Department
College of Science, Engineering and Mathematics
1997

SARAH FOWELL

Geology and Geophysics
College of Science, Engineering and Mathematics
2003

RAJIVE GANGULI

Mining and Geological Engineering/Advising Center
School of Mining Engineering
2003

DEANNE HALLSTEN

Tanana Valley Campus
College of Rural Alaska
1993

CINDY HARDY

Developmental English – Tanana Valley Campus
College of Rural Alaska
2000 and 2004

DIMITRIOS HATZIGNATIOU

Petroleum Engineering Department
College of Mining & Geological Engineering
1994

ERIC HEYNE

English Department/Advising Center
College of Liberal Arts
1992

ED HUSTED

Paralegal Studies – TVC
College of Rural Alaska
2000

MARJORIE ILLINGWORTH

Developmental Studies – TVC
College of Rural Alaska
1995 and 1998

RON ILLINGWORTH

Interior Campus
College of Rural Alaska
1995

JACOB JOSEPH

Business Administration/Advising Center
School of Management
1998

MERIAM KARLSSON

Plant, Animal, & Soil Sciences/Advising Center
School of Agriculture and Land Resources Mgmt.
1993, 1996, 2000, and 2002

D. J. KILPATRICK

Accounting Department
School of Management
2002

CARLA KIRTS (Dean of Student Services)

Natural Resource Management/Advising Center
School of Agriculture and Land Resources Mgmt.
1991 and 1993

CHARLES (CHARLIE) KNIGHT

Plant, Animal, & Soil Sciences
School of Agriculture and Land Resources Mgmt.
1995 and 2001

FAE KORSMO

Political Science Department
College of Liberal Arts
1995

THOMAS KUHN

Biology and Wildlife Department
College of Science, Engineering and Mathematics
2000

PAUL LAYER

Geology and Geophysics Department
College of Science, Engineering and Mathematics
2002

YELENA MATUSEVICH

Foreign Languages Department
College of Liberal Arts
2003

SUE MCHENRY

Rural Student Services
Student Services
1994 and 1997

SUSAN MILLER

Education Department
College of Liberal Arts
1995

LAURA MILNER

Business Administration
School of Management
1996, 1998 and 2000

DEBASMITA MISRA

Mining and Geological Engineering
College of Engineering and Mines
2006

KARA NANCE

Computer Science/Mathematics Sciences
College of Science, Engineering and Mathematics
1996 and 2004

CAROLYN PETER

Interior Campus - Yukon Flats
College of Rural Alaska
1994

PETE PINNEY

Academic Programs – TVC
College of Rural Alaska
1998

CHANNON PRICE

Physics Department
College of Science, Engineering and Mathematics
1999

DANI RAAP

Psychology Department
College of Liberal Arts
2002 and 2005

TERRY REILLY

English Department
College of Liberal Arts
2001

ERIC REXSTAD

Biology and Wildlife Department
College of Science, Engineering and Mathematics
1997

LARRY ROBERTS

Tok Center
College of Rural Alaska
1993

E. TOM ROBINSON

Business Administration
School of Management
2000

JANET SCHICHNES

Rural Human Services
College of Rural Alaska
1996

DOUG SCHAMEL

Biology and Wildlife Department
School of Science, Engineering and Mathematics
2000, 2002, 2003 and 2004

MADELINE SCHATZ

Music Department/Advising Center
College of Liberal Arts
1996 and 2000

MICHAEL SCHULDINER

English Department
College of Liberal Arts
1997

JUDY SHEPHERD

Social Work Department
College of Liberal Arts
1996 and 2004

RON SMITH

Biology and Wildlife Department
College of Science, Engineering and Mathematics
1996, 1997 and 1998

FRANK SOOS

English Department
College of Liberal Arts
1993

MARSHA SOUSA

Health Technology – TVC /Advising Center
College of Rural Alaska
1995 and 2000

DAVID STECH

Music Department
College of Liberal Arts
1993

NORM SWAZO

Philosophy Department
College of Liberal Arts
2000

SHARON TAVERNIER

Academic Advising Center
Enrollment Management
2003

JOHN (JACK) TAYLOR

Business Administration
School of Management
1993 and 1994

KAY THOMAS
Rural Student Services
Student Services
1995 and 2000

MONICA THOMAS
Economics/Advising Center
School of Management
1990

JANE WEBER
Developmental Math – TVC
College of Rural Alaska
2000, 2003, 2005, and 2006

DAN WHITE
Civil Engineering Department/Advising Center
College of Science, Engineering and Mathematics
2002

JOAN WORLEY
English Department/Advising Center
College of Liberal Arts
1995