July 26, 2007

TO: Faculty Advisors

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

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!
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  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 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)

College of Liberal Arts
- Barnhardt, Carol (1992-1997)
- Basham, Charlotte (2002-2004)
- Blaloch, Susan (1992-1993)
- Brigham, Jerry (1990-1992)
- Brown, Jin (1994-1997)
- Cornwall, Peter (1988-1993)
- Kline, Ben (1991-1992)
- Parks, Roger (1993-1995)
- Rapp, Dani (2004-2007)
- Reilly, Terry (1997-2002)
- Rosenberg, Jonathan (1999-2001)
- Schatz, Madeline (1997-2002)
- Stratton, Marcia (1991-1993)
- Swazo, Norm (2002-2004)
- Worley, Joan (1993-1997)

School of Management
- O’Brien, Pat (1990-1991)
- Sparks, Charles (1998-2001)
- Thomas, Monica (1988-1990)

College of Engineering and Mines
- Patil, Shirish (2005-2006)

College of Rural and Community Development
- Brady, Phil (1990-1992)
- Dubbs, Pat (1988-1994)
- Dyen, Fred (1989-2002)
- Greci, Dana (2005-present)
- Hardy, Cindy (1998-present)
- Jones, Dorothy (1988-1990)
- Lium, Marie (1990-1991)
- Sousa, Marsha (1999-2004)
- Swarner, Keith (2007-present)
- Weber, Jane (1997-present)

College of Natural Science and Mathematics
- Bult-Ito, Abel (2007-present)
- Chowdhury, Ataur (1992-present)
- Clausen, Tom (1994-1995)
- Curtis, Kevin (1990-1992)
- Drew, Kelly (1998-1999)
- Faudree, Jill (2001-2002)
- Gislason, Gary (1988-1993)
- Howard, William (2004-present)
- Newberry, Rainer (1988-1992)
- Sousa, Marsha (1994-1996)
- Sucarratieh, Mohamed (1992-1998)
- Taylor, Barbara (2005-2006)
- Tumeo, Mark (1988-1990)
- White, Dan (2001-present)
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

SUUKumar Bandopadhay
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

CHARLOTTE BASHAM
Linguistics Department
College of Liberal Arts
1996 and 1997
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>College of</th>
<th>Years</th>
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<tr>
<td>GERALD BERMAN</td>
<td>Social Work Department</td>
<td>Liberal Arts</td>
<td>2002</td>
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<tr>
<td>ROY BIRD</td>
<td>English/Honors</td>
<td>Liberal Arts</td>
<td>2005 and 2006</td>
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<tr>
<td>UMA BHATT</td>
<td>Atmospheric Science</td>
<td>Natural Science &amp; Mathematics</td>
<td>2005</td>
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<tr>
<td>DAVID BLURTON</td>
<td>Justice</td>
<td>Liberal Arts</td>
<td>2004</td>
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<tr>
<td>TERRY BOWYER</td>
<td>Biology and Wildlife Department</td>
<td>Science, Engineering and Mathematics</td>
<td>1995</td>
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<tr>
<td>JIN BROWN</td>
<td>Communication Department</td>
<td>Liberal Arts</td>
<td>1998</td>
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<tr>
<td>ED BUELER</td>
<td>Mathematical Sciences</td>
<td>Science, Engineering and Mathematics</td>
<td>2004</td>
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<tr>
<td>CATHY CAHILL</td>
<td>Chemistry and Biochemistry</td>
<td>Science, Engineering and Mathematics</td>
<td>2002</td>
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<tr>
<td>RICK CAULFIELD</td>
<td>Rural Development</td>
<td>Rural Alaska</td>
<td>1996</td>
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<tr>
<td>JERAH CHADWICK</td>
<td>Aleutian/Pribilof Center</td>
<td>Rural Alaska</td>
<td>1993</td>
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<tr>
<td>ATAUR CHOWDHURY</td>
<td>Physics Department</td>
<td>Science, Engineering and Math</td>
<td>2001</td>
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<tr>
<td>CLAUDIA CLARK</td>
<td>Journalism and Broadcasting</td>
<td>Liberal Arts</td>
<td>1999 and 2002</td>
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<tr>
<td>TOM CLAUSEN</td>
<td>Chemistry and Biochemistry</td>
<td>Natural Science &amp; Mathematics</td>
<td>2001 and 2005</td>
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<td>PETER CORNWALL</td>
<td>History Department/Advising Center</td>
<td>Liberal Arts</td>
<td>1993</td>
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<td>DEBENDRA DAS</td>
<td>Mechanical Engineering</td>
<td>Engineering and Mines</td>
<td>2004 and 2005</td>
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<td>MIKE DAKU</td>
<td>Justice</td>
<td>Liberal Arts</td>
<td>2005</td>
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<tr>
<td>MIKE DAVIS</td>
<td>Rural Development</td>
<td>Rural Alaska</td>
<td>2004</td>
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<tr>
<td>TED DECORSO</td>
<td>Music Department</td>
<td>Liberal Arts</td>
<td>1994</td>
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<tr>
<td>KELLY DREW</td>
<td>Chemistry and Biochemistry</td>
<td>Science, Engineering and Math</td>
<td>2001</td>
</tr>
<tr>
<td>PAT DUBBS</td>
<td>Rural Development/Advising Center</td>
<td>Rural Alaska</td>
<td>1994</td>
</tr>
<tr>
<td>LARRY DUFFY</td>
<td>Chemistry Department</td>
<td>Science, Engineering and Math</td>
<td>1994, 1997, and 2005</td>
</tr>
<tr>
<td>FRED DYEN</td>
<td>Aviation Maintenance – TVC/Advising Center</td>
<td>Rural Alaska</td>
<td>1998</td>
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<tr>
<td>KAREN ERICKSON</td>
<td>Political Science</td>
<td>Liberal Arts</td>
<td>2004</td>
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<tr>
<td>RICHARD FARLEY</td>
<td>Physical Education</td>
<td>Liberal Arts</td>
<td>1996</td>
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</tbody>
</table>
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.

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
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>College/Department</th>
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<tr>
<td>SUSAN MILLER</td>
<td>Education Department</td>
<td>College of Liberal Arts</td>
<td>1995</td>
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<tr>
<td>LAURA MILNER</td>
<td>Business Administration</td>
<td>School of Management</td>
<td>1996, 1998 and 2000</td>
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<td>DEBASMITA MISRA</td>
<td>Mining and Geological Engineering</td>
<td>College of Engineering and Mines</td>
<td>2006</td>
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<tr>
<td>KARA NANCE</td>
<td>Computer Science/Mathematics Sciences</td>
<td>College of Science, Engineering and Mathematics</td>
<td>1996 and 2004</td>
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<td>CAROLYN PETER</td>
<td>Interior Campus - Yukon Flats</td>
<td>College of Rural Alaska</td>
<td>1994</td>
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<tr>
<td>PETE PINNEY</td>
<td>Academic Programs – TVC</td>
<td>College of Rural Alaska</td>
<td>1998</td>
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<tr>
<td>CHANNON PRICE</td>
<td>Physics Department</td>
<td>College of Science, Engineering and Mathematics</td>
<td>1999</td>
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<td>DANI RAAP</td>
<td>Psychology Department</td>
<td>College of Liberal Arts</td>
<td>2002 and 2005</td>
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<td>TERRY REILLY</td>
<td>English Department</td>
<td>College of Liberal Arts</td>
<td>2001</td>
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<tr>
<td>ERIC REXSTAD</td>
<td>Biology and Wildlife Department</td>
<td>College of Science, Engineering and Mathematics</td>
<td>1997</td>
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<td>LARRY ROBERTS</td>
<td>Tok Center</td>
<td>College of Rural Alaska</td>
<td>1993</td>
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<td>E. TOM ROBINSON</td>
<td>Business Administration</td>
<td>School of Management</td>
<td>2000</td>
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<tr>
<td>JANET SCHICHNES</td>
<td>Rural Human Services</td>
<td>College of Rural Alaska</td>
<td>1996</td>
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<td>DOUG SCHAMEL</td>
<td>Biology and Wildlife Department</td>
<td>School of Science, Engineering and Mathematics</td>
<td>2000, 2002, 2003 and 2004</td>
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<td>MADELINE SCHATZ</td>
<td>Music Department/Advising Center</td>
<td>College of Liberal Arts</td>
<td>1996 and 2000</td>
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<tr>
<td>MICHAEL SCHULDINER</td>
<td>English Department</td>
<td>College of Liberal Arts</td>
<td>1997</td>
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<td>JUDY SHEPHERD</td>
<td>Social Work Department</td>
<td>College of Liberal Arts</td>
<td>1996 and 2004</td>
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<td>FRANK SOOS</td>
<td>English Department</td>
<td>College of Liberal Arts</td>
<td>1993</td>
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<td>MARSHA SOUSA</td>
<td>Health Technology – TVC /Advising Center</td>
<td>College of Rural Alaska</td>
<td>1995 and 2000</td>
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<td>DAVID STECH</td>
<td>Music Department</td>
<td>College of Liberal Arts</td>
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<td>NORM SWAZO</td>
<td>Philosophy Department</td>
<td>College of Liberal Arts</td>
<td>2000</td>
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<td>SHARON TAVERNIER</td>
<td>Academic Advising Center</td>
<td>Enrollment Management</td>
<td>2003</td>
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<tr>
<td>JOHN (JACK) TAYLOR</td>
<td>Business Administration</td>
<td>School of Management</td>
<td>1993 and 1994</td>
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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

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