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Welcome to the wonderful world of academic advising! Whether you are new or experienced; staff or faculty; academic advising is one of the most rewarding and enjoyable activities you will engage in at this university. As you will discover in the pages of this manual, academic advising is much more than just your signature on a registration form and has far more impact than mere advice-giving. Academic advising is an important part of the teaching/learning mission of UAF with its own curriculum, pedagogy, and student learning outcomes.

What do students get out of quality academic advising?

- Meaningful educational plans that correspond with their career and life goals
- Strong, positive relationships with staff and faculty that foster connections to undergraduate research opportunities, internships/externships/fieldwork/coops, gainful employment, and campus activities
- A solid understanding of where they belong in the university system and mission
- Timely, accurate information concerning university academic policies, regulations, and procedures

What do staff and faculty academic advisors get out of quality academic advising?

- Students who have coherent educational plans that include reasonable time to graduate
- Strong, positive relationships with students who are eager to take advantage of the various research, internships/externships/fieldwork/coops, employment, and activities your department has to offer
- A solid understanding of general university, Core curriculum, degree, and major requirements
- Knowledge of university academic policies, regulations, and procedures – you will learn something new every day!

Quality academic advising takes work – and time. Making yourself accessible and giving your undivided attention to your advisees while documenting your interactions may sound daunting, but it will save you time in the long run. Of course, academic advising is reciprocal and students bear responsibility for the development of their own educational plans, semester course schedules, and academic decisions. But, this manual is for you – and so we are going to concentrate on what you can do to be a better academic advisor and where you can go to get local and national resources to assist you in this endeavor. After all, academic advising is mandatory for all undergraduate students and every single semester they will be knocking on your door, calling, emailing, or texting you to “just sign off” on their registration form. Will you be ready?

NOTE: UAF is converting from Squirrelmail to Googlemail this year, so email addresses with "…@uaf.edu" may not be valid after January, 2010. Please consult EDIR at https://edir.alaska.edu for the most up-to-date email addresses. In addition, UAF is converting web pages based on Dreamweaver to Roxen, so some web sites may change urls this year.
Students admitted to a Bachelor’s degree program in a specific major, will want to speak to an advisor in his or her academic department. Remember, students are required to contact their advisor before registering for classes each semester.

<table>
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<tr>
<th>MAJOR</th>
<th>DEPARTMENT</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>School of Management</td>
<td><a href="mailto:kgramatico@alaska.edu">kgramatico@alaska.edu</a></td>
<td>(907) 474-7253</td>
</tr>
<tr>
<td>Alaska Native Studies</td>
<td>Alaska Native Studies</td>
<td><a href="mailto:fngdb@uaf.edu">fngdb@uaf.edu</a></td>
<td>(907) 474-7181</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Anthropology</td>
<td><a href="mailto:fyanth@uaf.edu">fyanth@uaf.edu</a></td>
<td>(907) 474-7288</td>
</tr>
<tr>
<td>Applied Linguistics</td>
<td>Linguistics</td>
<td><a href="mailto:ffamb@uaf.edu">ffamb@uaf.edu</a></td>
<td>(907) 474-7876</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>Physics</td>
<td><a href="mailto:physics@uaf.edu">physics@uaf.edu</a></td>
<td>(907) 474-7339</td>
</tr>
<tr>
<td>Art</td>
<td>Art</td>
<td><a href="mailto:fyart@uaf.edu">fyart@uaf.edu</a></td>
<td>(907) 474-7530</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>School of Education</td>
<td><a href="mailto:fysoed@uaf.edu">fysoed@uaf.edu</a></td>
<td>(907) 474-7341</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Biology and Wildlife</td>
<td><a href="mailto:carolyn.chapin@alaska.edu">carolyn.chapin@alaska.edu</a></td>
<td>(907) 474-5548</td>
</tr>
<tr>
<td>Business Administration</td>
<td>School of Management</td>
<td><a href="mailto:fmhenry@alaska.edu">fmhenry@alaska.edu</a></td>
<td>(907) 474-7253</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry Department</td>
<td><a href="mailto:fychem@uaf.edu">fychem@uaf.edu</a></td>
<td>(907) 474-5510</td>
</tr>
<tr>
<td>Child Develop &amp; Family Studies</td>
<td>Early Childhood Education</td>
<td><a href="mailto:ffvmp@uaf.edu">ffvmp@uaf.edu</a></td>
<td>(907) 455-2038</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Civil &amp; Environmental Engineering</td>
<td><a href="mailto:fycee@uaf.edu">fycee@uaf.edu</a></td>
<td>(907) 474-7241</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication</td>
<td><a href="mailto:fycomm@uaf.edu">fycomm@uaf.edu</a></td>
<td>(907) 474-6591</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Electrical &amp; Computer Engineering</td>
<td><a href="mailto:fyee@uaf.edu">fyee@uaf.edu</a></td>
<td>(907) 474-7137</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Computer Science</td>
<td><a href="mailto:fyecsi@uaf.edu">fyecsi@uaf.edu</a></td>
<td>(907) 474-2777</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Geology &amp; Geophysics</td>
<td><a href="mailto:geology@uaf.edu">geology@uaf.edu</a></td>
<td>(907) 474-7565</td>
</tr>
<tr>
<td>Economics</td>
<td>School of Management</td>
<td><a href="mailto:fmhenry@alaska.edu">fmhenry@alaska.edu</a></td>
<td>(907) 474-7253</td>
</tr>
<tr>
<td>Education</td>
<td>School of Education</td>
<td><a href="mailto:fysoed@uaf.edu">fysoed@uaf.edu</a></td>
<td>(907) 474-7341</td>
</tr>
<tr>
<td>Education Non-major</td>
<td>School of Education</td>
<td><a href="mailto:fysoed@uaf.edu">fysoed@uaf.edu</a></td>
<td>(907) 474-7341</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Electrical &amp; Computer Engineering</td>
<td><a href="mailto:fyee@uaf.edu">fyee@uaf.edu</a></td>
<td>(907) 474-7137</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>School of Education</td>
<td><a href="mailto:fysoed@uaf.edu">fysoed@uaf.edu</a></td>
<td>(907) 474-7341</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>School of Management</td>
<td><a href="mailto:fmhenry@alaska.edu">fmhenry@alaska.edu</a></td>
<td>(907) 474-7253</td>
</tr>
<tr>
<td>Engineering Non-Major</td>
<td>College of Engineering &amp; Mines</td>
<td><a href="mailto:fycem@uaf.edu">fycem@uaf.edu</a></td>
<td>(907) 474-7730</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td><a href="mailto:faengl@uaf.edu">faengl@uaf.edu</a></td>
<td>(907) 474-7193</td>
</tr>
<tr>
<td>Fisheries</td>
<td>School of Fisheries &amp; Ocean Sciences</td>
<td><a href="mailto:academics@sfos.uaf.edu">academics@sfos.uaf.edu</a></td>
<td>(907) 474-6786</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Foreign Languages</td>
<td><a href="mailto:faforei@uaf.edu">faforei@uaf.edu</a></td>
<td>(907) 474-7396</td>
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<tr>
<td>General Science</td>
<td>Physics</td>
<td><a href="mailto:physics@uaf.edu">physics@uaf.edu</a></td>
<td>(907) 474-7339</td>
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<tr>
<td>Geography</td>
<td>Geography</td>
<td><a href="mailto:ffpah@uaf.edu">ffpah@uaf.edu</a></td>
<td>(907) 474-7494</td>
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<tr>
<td>Geological Engineering</td>
<td>Mining &amp; Geological Engineering</td>
<td><a href="mailto:fyminge@uaf.edu">fyminge@uaf.edu</a></td>
<td>(907) 474-7388</td>
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<tr>
<td>Geology</td>
<td>Geology &amp; Geophysics</td>
<td><a href="mailto:geology@uaf.edu">geology@uaf.edu</a></td>
<td>(907) 474-7565</td>
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<tr>
<td>History</td>
<td>History Department</td>
<td><a href="mailto:fyhist@uaf.edu">fyhist@uaf.edu</a></td>
<td>(907) 474-7126</td>
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<tr>
<td>Interdisciplinary Studies (all)</td>
<td>Graduate School</td>
<td><a href="mailto:fyinds@uaf.edu">fyinds@uaf.edu</a></td>
<td>(907) 474-7716</td>
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<tr>
<td>Inupiaq Eskimo</td>
<td>Alaska Native Language Center</td>
<td><a href="mailto:fyanlp@uaf.edu">fyanlp@uaf.edu</a></td>
<td>(907) 474-7874</td>
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<tr>
<td>Japanese Studies</td>
<td>Foreign Languages</td>
<td><a href="mailto:faforei@uaf.edu">faforei@uaf.edu</a></td>
<td>(907) 474-7396</td>
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<tr>
<td>Journalism</td>
<td>Journalism</td>
<td><a href="mailto:fnaes@uaf.edu">fnaes@uaf.edu</a></td>
<td>(907) 474-7761</td>
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<tr>
<td>Justice</td>
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<td><a href="mailto:fnmlc@uaf.edu">fnmlc@uaf.edu</a></td>
<td>(907) 474-5500</td>
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<td>Liberal Arts Non-Major</td>
<td>College of Liberal Arts</td>
<td><a href="mailto:fycla@uaf.edu">fycla@uaf.edu</a></td>
<td>(907) 474-7231</td>
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<td>Linguistics</td>
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<td><a href="mailto:ffamb@uaf.edu">ffamb@uaf.edu</a></td>
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<td>Management Non-Major</td>
<td>School of Management</td>
<td><a href="mailto:fmhenry@alaska.edu">fmhenry@alaska.edu</a></td>
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<td>Math &amp; Science Non-Major</td>
<td>Mathematics and Statistics</td>
<td><a href="mailto:fymath@uaf.edu">fymath@uaf.edu</a></td>
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<td>Mathematics</td>
<td>Mathematics and Statistics</td>
<td><a href="mailto:fymath@uaf.edu">fymath@uaf.edu</a></td>
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<td>Mechanical Engineering</td>
<td>Mechanical Engineering</td>
<td><a href="mailto:fyemch@uaf.edu">fyemch@uaf.edu</a></td>
<td>(907) 474-7136</td>
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<tr>
<td>Mining Engineering</td>
<td>Mining &amp; Geological Engineering</td>
<td><a href="mailto:fyminge@uaf.edu">fyminge@uaf.edu</a></td>
<td>(907) 474-7388</td>
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<td>Department</td>
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<tr>
<td>Music</td>
<td><a href="mailto:fymusic@uaf.edu">fymusic@uaf.edu</a></td>
<td>(907) 474-7555</td>
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<tr>
<td>Native Language Education</td>
<td><a href="mailto:fyanlp@uaf.edu">fyanlp@uaf.edu</a></td>
<td>(907) 474-7874</td>
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<tr>
<td>Natural Resources Management</td>
<td><a href="mailto:fysnras@uaf.edu">fysnras@uaf.edu</a></td>
<td>(907) 474-7083</td>
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<tr>
<td>Northern Studies</td>
<td><a href="mailto:fynors@uaf.edu">fynors@uaf.edu</a></td>
<td>(907) 474-7126</td>
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<tr>
<td>Petroleum Engineering</td>
<td><a href="mailto:fyipete@uaf.edu">fyipete@uaf.edu</a></td>
<td>(907) 474-7734</td>
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<td>Philosophy</td>
<td><a href="mailto:fyphil@uaf.edu">fyphil@uaf.edu</a></td>
<td>(907) 474-7343</td>
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<td>Physics</td>
<td><a href="mailto:physics@uaf.edu">physics@uaf.edu</a></td>
<td>(907) 474-7339</td>
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<tr>
<td>Political Science</td>
<td><a href="mailto:fypsci@uaf.edu">fypsci@uaf.edu</a></td>
<td>(907) 474-7609</td>
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<td>Psychology</td>
<td><a href="mailto:fyppsych@uaf.edu">fyppsych@uaf.edu</a></td>
<td>(907) 474-7007</td>
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<td>Renewable Resources</td>
<td><a href="mailto:bftar@uaf.edu">bftar@uaf.edu</a></td>
<td>(907) 842-5109</td>
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<td>Rural Development</td>
<td><a href="mailto:fydanrd@uaf.edu">fydanrd@uaf.edu</a></td>
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<td>Russian Studies</td>
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<td>Secondary Education</td>
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<td>Social Work</td>
<td><a href="mailto:fyswk@uaf.edu">fyswk@uaf.edu</a></td>
<td>(907) 474-7240</td>
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<td>Sociology</td>
<td><a href="mailto:fysoc@uaf.edu">fysoc@uaf.edu</a></td>
<td>(907) 474-5494</td>
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<td><a href="mailto:fymath@uaf.edu">fymath@uaf.edu</a></td>
<td>(907) 474-7332</td>
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<td>Technology</td>
<td><a href="mailto:fyinds@uaf.edu">fyinds@uaf.edu</a></td>
<td>(907) 474-7716</td>
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<td>Theatre</td>
<td><a href="mailto:fythtr@uaf.edu">fythtr@uaf.edu</a></td>
<td>(907) 474-7751</td>
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<tr>
<td>Wildlife Biology</td>
<td><a href="mailto:carolyn.chapin@alaska.edu">carolyn.chapin@alaska.edu</a></td>
<td>(907) 474-5548</td>
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<tr>
<td>Yup’ik Eskimo</td>
<td><a href="mailto:fyanlp@uaf.edu">fyanlp@uaf.edu</a></td>
<td>(907) 474-7874</td>
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<tr>
<td>Yup’ik Language and Culture</td>
<td><a href="mailto:fyanlp@uaf.edu">fyanlp@uaf.edu</a></td>
<td>(907) 474-7874</td>
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</table>

Students in a certificate, associate, pre-major, occupational endorsement, or general studies program, will want to contact one of the following:

**Academic Advising Center**

509 Gruening Bldg. (907) 474-6396 or (888) 823-8780

www.uaf.edu/advising (888) 823-8780

advising@uaf.edu

Serving pre-major, baccalaureate, general studies, pre-professional and other general advising.

**Rural Student Services**

Fairbanks Campus (907) 474-7871 or 200 Brooks Bldg. (888) 478-1452

www.uaf.edu/ruralss/

fyrss@uaf.edu

Serving students in all programs from rural Alaska and campus-based Alaska Native students.

**Rural Campus Advising**

Bristol Bay Campus, Dillingham (800) 478-5109

Chukchi Campus, Kotzebue (800) 478-3402

Interior-Aleutians Campus, Fairbanks (888) 474-5207

Kuskokwim Campus, Bethel (800) 478-5822

Northwest Campus, Nome (800) 478-2202

Serving students enrolled in all programs offered at UAF’s rural campuses.

**UAF-Tanana Valley Campus (TVC)**

Student Assistance & Advising Center (907) 455-2800 or (877) 882-8827

604 Barnette St

www.tvc.uaf.edu

fytvc@uaf.edu

Serving students in all associate programs (including AAS and AA General Program), certificate programs, occupational endorsement, and general advising.
The UAF Academic Advising Center officially opened in the fall of 1988 to serve General Studies students (also known as undeclared, exploratory, or undecided), pre-major students (also known as Baccalaureate Intended who are underprepared for baccalaureate-level coursework), students in transition between majors, and students interested in medical/health, law and other professional and graduate schools. Staff and specially-trained faculty academic advisors work in the Academic Advising Center to advise these students as well as Non-Degree students who ask for assistance. Furthermore, the Academic Advising Center serves as a resource to the academic advising community in the following ways:

- Serves as a general academic information and referral center.
- Conducts Academic Advisor Success Workshops for beginning to advanced academic advisors each semester.
- Jointly sponsors with Rural Student Services the National Academic Advising Association (NACADA) webinars on academic advising.
- Holds Academic Advising Update each semester with information on new academic programs, policies, and procedures.
- Conducts BANNER Reports Training each semester.
- Sponsors the Annual Feist/Schamel Outstanding Undergraduate Faculty Advisor Award.
- Teaches HMSV F340 Peer Advisor Training and HMSV F342 Peer Advising Practicum courses.
- Holds the annual Major Mania major information fair each spring with corresponding Major Explorer guides.
- Conducts Student Success Workshops for students in Study Skills 101 and University Skills 201.
- Administers the Credit for Prior Learning program.

The Academic Advising Center is located at 509 Gruening. Check out our web site at www.uaf.edu/advising, call 907-474-6396 or 1-888-823-8780, or email us at advising@uaf.edu if you have specific questions.
Academic Advising Center Faculty Advisors

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

**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)

**College of Natural Science & 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)
- Newberry, Rainer (1988-1992)
- Sousa, Marsha (1994-1996)
- Taylor, Barbara (2005-2006)
- Tuneo, Mark (1988-1990)
- White, Dan (2001-present)

**College of Rural & Community Development**
- Barnes, William (Bill) (2009-present)
- 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 (2007-2009)
- Weber, Jane (1997-present)

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

**School of Natural Resources & Agricultural Sciences**
- Karlsson, Meriam (1991-present)
Academic Advising Updates and Training

Fall Academic Advising Update
Thursday August 27, 2009  1:00 – 2:30 p.m.  409 GRUE

Spring Academic Advising Update
Tuesday January 19, 2010  1:00 – 2:30 p.m.  409 GRUE

Campus/Department-Specific Training
Contact Linda Hapsmith at advising@uaf.edu, (907) 474-6396 or 1-888-823-8780 to set up customized academic advisor training for your department/program/campus.

BANNER Reports Training
Tuesday October 13, 2009  1:00 – 2:30 p.m.  301 RASM
Tuesday March 2, 2010  1:00 – 2:30 p.m.  301 RASM

BANNER Student Training
Consult the UAF OIT website to sign up for BANNER Student training at http://www.alaska.edu/oit/training/.

FERPA Training
All faculty and staff advisors are required to complete the online training module on the Family Educational Rights and Privacy Act at http://distance.uaf.edu/ferpa/ferpa and return a copy of the completion certificate to the Registrar at Registrar@uaf.edu before they can access BANNER.

DegreeWorks Training
Consult the UAF Registrar’s website to find out more about DegreeWorks and training opportunities at http://www.uaf.edu/reg/degeworks/.

Disability Services
The Faculty Handbook is located at http://www.uaf.edu/disability/pdf/dsh.pdf. Contact Mary Matthews at fydso@uaf.edu or (907) 474-5655 or TTY: (907) 474-1827 for other training opportunities.

OnBase Training
Consult the UAF Admissions website to find out more about OnBase and training opportunities at http://www.uaf.edu/admissions/. Trainings are held in the Micro Lab on the 3rd floor of the Rasmuson Library.
Academic Advising Webinars

Sponsored by Rural Student Services and Academic Advising Center

All webinars will run from 10:00—11:30 am and will be held in Rural Student Services’ Gathering Room (Main Floor Brooks Building). No RSVP required.

**Thursday, September 17, 2009**
The Role of Academic Advising in Student Persistence

**Wednesday, November 18, 2009**
Advising Undecided/Undeclared Students for Success

**Tuesday, December 15, 2009**
Using the CAS Standards, NACADA Core Values, and NACADA Concept of Academic Advising to Assess Your Advising Program

**Thursday, February 4, 2010**
Advising Students on Academic Probation

**Wednesday, March 3, 2010**
DIFS Makes the Difference in Student Motivation: Both Skill & Will are Needed for Student Success

**Thursday, April 8, 2010**
Breaking Bad News: Delivery Techniques that Help Students Make Good Alternative Choices

**Thursday, May 13, 2010**
The Role of Faculty Advisors in Student Success

Presented by the National Academic Advising Association (NACADA) & Kansas State University’s College of Education
Academic Advisor Success Workshops

**Academic Advising 101**

*Beginning Academic Advising I: The Core of Academic Advising*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday October 27, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Thursday October 29, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Tuesday March 16, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Thursday March 18, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
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</table>

This workshop is geared for new faculty and staff academic advisors and will give them an overview of academic advising at UAF with a brief sideline into the national academic advising scene. Furthermore, academic advisors will learn how to read degree program worksheets; understand Core, Bachelor of Arts, Bachelor of Science, associate, certificate, and General University degree requirements; read transcripts; and access UAOnline.

**Academic Advising 201**

*Beginning Academic Advising II: Making the Advising Connection*

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Thursday November 5, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Tuesday November 10, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Tuesday March 30, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Thursday April 1, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
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</table>

This workshop will help academic advisors make the most of their advising relationships with students. Faculty and staff academic advisors will learn how to establish a conductive advising atmosphere in order to make meaningful connections with their students. Specific tips concerning listening skills, ice breakers, probing questions, learning styles, and nonverbal communication will be presented.

**Academic Advising 301**

*Intermediate Academic Advising: Academic Support & Referral Resources at UAF*

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<tr>
<th>Date</th>
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<tr>
<td>Tuesday November 17, 2009</td>
<td>1:00- 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Thursday November 19, 2009</td>
<td>1:00- 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Thursday April 8, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Tuesday April 13, 2010</td>
<td>1:00- 2:00 p.m.</td>
<td>340 RASM</td>
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</table>

This workshop will discuss referral resources academic advisors can give students to enhance their collegiate life at UAF. For instance, how can students earn credit without taking a course? Academic advisors will learn about various programs for earning credit (Credit by Exam, CLEP tests, Credit for Prior Learning, Independent Learning, and transfer credits) as well as other helpful academic support programs for students.

**Academic Advising 401**

*Advanced Academic Advising: Developing Meaningful Educational Plans for Successful & Struggling Students*

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<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Tuesday November 24, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
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<tr>
<td>Thursday December 3, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Tuesday April 27, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>401 IARC</td>
</tr>
<tr>
<td>Thursday April 29, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
</tbody>
</table>

This workshop is for experienced academic advisors who want to learn how to develop meaningful educational plans with their students and assist students experiencing academic difficulty. In particular, advisors will learn how to use DegreeWorks to develop an unofficial degree audit; develop academic conditional program for students on probation or who have been academically disqualified; develop academic tracking program for academically at-risk students; and write effective petitions. Discussion concerning double degrees, double majors, and transfer credit evaluations will also be covered.

**Panel of Feist/Schamel Outstanding Undergraduate Faculty Advisor Award Winners**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tuesday December 8, 2009</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
</tr>
<tr>
<td>Tuesday May 4, 2010</td>
<td>1:00 – 2:00 p.m.</td>
<td>340 RASM</td>
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The panel consists of faculty advisors who have been recognized by undergraduate students for their exceptional academic advising skills. These award winners will share their academic advising tips and experiences.
Departmental Academic Advising

Each department should designate specific faculty advisors for departmental/major advising. It should be recognized that not all faculty make good advisors or have the time to see a large number of students. Only faculty who want to provide this service should advise and should have this included in the workload assignment.

Specific components to adhere to include:

1. Sufficient faculty should be designated so that no one-faculty member has a disproportionate workload. Suggested standard: 45 hours of advising equates to teaching a 1-credit course.

2. Departments should establish a system for assigning students to advisors.

3. A semester schedule should be posted that identifies specific faculty advisors and times they are available for advising.

4. During primary registration and priority registration times, faculty advisors should be available during the hours registration is open, or at least during the standard working hours (8 a.m. – 5 p.m.). The schedule should reflect the designated department faculty advisors.

5. Designated department faculty advisors should attend academic advisor training to keep updated on new issues and policies.

6. Department faculty advisors need to have computer access to BANNER.

7. Department faculty advisors need to attend BANNER training to better utilize information available for advising students.

8. Departments will provide recommendations and feedback that will enhance the academic advising and service provided to UAF students.
Ethical Issues in Advising

Professional Aspects of Advising
A professional is a person who has an understanding of his or her profession sufficient to be self-monitoring. One outgrowth of this self-monitoring is that professionals have thought through ethical issues, principles and practices, including the following:

1. You understand the limits of your expertise.
2. You acknowledge what you do not know.
3. You take the initiative to seek consultation whenever there is a question.
4. You make referrals when necessary.
5. You are a continuous learner.
6. You avoid dual relationships.
   (These principles apply, as well, to every academic discipline.)

Four Ethical Ideals of Advising
1. Beneficence (doing good). This means bringing about the most benefit and the least harm that one possibly can.
2. Justice (or fairness). Treat all individuals equally, granting no one rights or privileges that are not granted to all.
3. Respect for persons. Treat individuals as ends in themselves, never merely as means to your own ends.
4. Fidelity. Live up to commitments that you have made, whether explicitly or implicitly.

Ethical Principles of Advising
1. Maximize educational benefit to the advisee.
2. Treat all students equitably; don’t play favorites or create special privileges.
3. Enhance the advisee’s ability to make decisions.
4. Tell the advisee the truth about policies and procedures. Tell others the truth as well. But respect the confidentiality of advisee interactions.
5. Advocate for the advisee with other offices when warranted.
6. Support the educational philosophy and policies of the institution.
7. Maintain the credibility of the advising program.
8. Accord colleagues appropriate professional courtesy and respect.

Minimum Standards of Conduct
1. Do not exploit your unequal relationship with the advisee.
2. Be available to your advisees. Keep office hours and keep appointments. Be on time.
3. Know the information that you need in order to give useful advice.
4. Meet deadlines.
5. Do not discriminate against students.
6. Do not limit academic advising to the quick signature.
7. Do not malign colleagues.

Source: Noel-Levitz Academic Advising for Student Success and Retention
Feist/Schamel Outstanding Undergraduate Faculty Advisor Award Recipients 2008-2009

Abel Bult-Ito
Biology & Wildlife/Academic Advising Center
College of Natural Science & Mathematics

Debasmita Misra
Mining and Geological Engineering
College of Engineering & Mines

Pia Kohler
Political Science
College of Liberal Arts

Janet Schichnes
Psychology
College of Liberal Arts

Kade Mendelowitz
Theatre
College of Liberal Arts

* 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.

The Feist/Schamel Outstanding Undergraduate Faculty Advisor award recognizes exemplary undergraduate-level academic advising by a faculty member at UAF. Each year, undergraduate students are invited to nominate a faculty advisor who exhibits the following criteria:

- Helped advisees develop educational and career plans consistent with degree requirements while incorporating their interests, values, abilities, and goals

- Increased advisee understanding of and excitement for university and technical/career education

- Provided accurate and insightful information about educational options, the Core curriculum, university requirements, policies, and procedures

- Monitored and evaluated advisee academic and career progress

- Appropriately referred advisees to University, campus, and/or community resources to meet their needs and aspirations

- Supported, challenged and empowered advisees to be their best
Previous Feist/Schamel Award Recipients

KEN ABRAMOWICZ  
Accounting & Information Systems Department  
School of Management  
2001

SINE ANAHITA  
Sociology  
College of Liberal Arts  
2006

PAT ANDRESEN  
Honors Program  
College of Liberal Arts  
1993, 1994

SUKUMAR BANDOPADHYAY  
Mining & Geological Engineering/Academic Advising Center  
School of Mineral Engineering  
1999

CAROL BARNHARDT  
Education Department/Academic Advising Center  
College of Liberal Arts  
1993, 1997

CHRISTA BARTLETT  
Allied Health - TVC  
College of Rural & Community Development  
2008

TOM BARTLETT  
Accounting & Information Services  
School of Management  

CHARLOTTE BASHAM  
Linguistics Department  
College of Liberal Arts  
1996 and 1997

GERALD BERMAN  
Social Work Department  
College of Liberal Arts  
2002

JAMES BICIGO  
Music  
College of Liberal Arts  
2007

ROY BIRD  
English/Philosophy & Humanities/Honors  
College of Liberal Arts  

UMA BHATT  
Atmospheric Science  
College of Natural Science & Mathematics  
2005

DAVID BLURTON  
Justice  
College of Liberal Arts  
2004

TERRY BOWYER  
Biology & Wildlife  
College of Science, Engineering & Mathematics  
1995

JIN BROWN  
Communication  
College of Liberal Arts  
1998

ED BUELER  
Mathematical Sciences  
College of Science, Engineering & Mathematics  
2004

CATHY CAHILL  
Chemistry & Biochemistry  
College of Science, Engineering & 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/Academic Advising Center  
College of Science, Engineering & Math  
2001

CLAUDIA CLARK  
Journalism & Broadcasting Department  
College of Liberal Arts  
1999, 2002

TOM CLAUSEN  
Chemistry & Biochemistry  
College of Natural Science & Mathematics  
2001, 2005

PETER CORNWALL  
History Department/Academic Advising Center  
College of Liberal Arts  
1993
DEBENDRA DAS
Mechanical Engineering
College of Engineering & Mines
2004, 2005

MICHAEL (MIKE) DAKU
Justice
College of Liberal Arts
2005, 2007

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 & Math
2001

PAT DUBBS
Rural Development/Academic Advising Center
College of Rural Alaska
1994

LARRY DUFFY
Chemistry & Biochemistry
College of Science, Engineering & Mathematics
1994, 1997, 2005

FRED DYEN
Aviation Maintenance – TVC/Academic 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 & Mathematics
2004

CHARLES FEDULLO
Journalism
College of Liberal Arts
2006

ERICH FOLLIMANN
Biology & Wildlife
College of Science, Engineering & Mathematics
1997

SARAH FOWELL
Geology & Geophysics
College of Science, Engineering & Mathematics
2003

RAJIVE GANGULI
Mining & Geological Engineering/Academic Advising Center
School of Mining Engineering
2003

DEANNE HALLSTEN
Tanana Valley Campus
College of Rural Alaska
1993

CINDY HARDY
Developmental Education - TVC
College of Rural Alaska
2000, 2004

DIMITRIOS HATZIGNATIOU
Petroleum Engineering Department
College of Mining & Geological Engineering
1994

PATRICIA HEISER
Geography
School of Natural Resources & Agricultural Sciences
2008

ERIC HEYNE
English Department/Academic 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, 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/Academic Advising Center
School of Natural Resources & Agricultural Sciences

D. J. KILPATRICK
Accounting Department
School of Management
2002

CARLA KIRTS (Dean of Student Services)
Natural Resource Management/Academic Advising Center
School of Agriculture and Land Resources Mgmt.
1991, 1993

CHARLES (CHARLIE) KNIGHT
Plant, Animal, & Soil Sciences
School of Agriculture & Land Resources Mgmt.
1995, 2001

FAE KORSMO
Political Science Department
College of Liberal Arts
1995

THOMAS KUHN
Biology & Wildlife
College of Science, Engineering & Mathematics
2000, 2007

PAUL LAYER
Geology & Geophysics Department
College of Science, Engineering & Mathematics
2002

YELENA MATUSEVICH
Foreign Languages Department
College of Liberal Arts
2003

DR. DEBASMITA MISA
Mining & Geological Engineering
College of Engineering & Mines

SUE McHENRY
Rural Student Services
Student Services
1994, 1997

SUSAN MILLER
Education Department
College of Liberal Arts
1995

LAURA MILNER
Business Administration
School of Management

DEBASMITA MISRA
Mining and Geological Engineering
College of Engineering and Mines
2006, 2007

DEBRA MOSES
Developmental Education - TVC
College of Rural & Community Development
2007

KARA NANCE
Computer Science/Mathematics & Statistics
College of Science, Engineering & Mathematics

CAROLYN PETER
Interior-Aleutians 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 & Mathematics
1999

DANI RAAP
Psychology Department
College of Liberal Arts
2002, 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 & Wildlife
School of Science, Engineering & Mathematics

MADELINE SCHATZ
Music Department/Academic Advising Center
College of Liberal Arts
1996, 2000

MICHAEL SCHULDINER
English
College of Liberal Arts
1997

JUDY SHEPHERD
Social Work
College of Liberal Arts
1996, 2004

RON SMITH
Biology & Wildlife
College of Science, Engineering & Mathematics

FRANK SOOS
English Department
College of Liberal Arts
1993

MARSHA SOUSA
Health Technology – TVC /Academic Advising Center
College of Rural Alaska
1995, 2000

DAVID STECH
Music Department
College of Liberal Arts
1993

KEITH SWARNER
Information Technology Specialist – TVC/Academic Advising Center
College of Rural & Community Development
2008

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, 1994

KAY THOMAS
Rural Student Services
Student Services
1995, 2000

MONICA THOMAS
Economics/Academic Advising Center
School of Management
1990

JANE WEBER
Developmental Education – TVC
College of Rural & Community Development

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

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

JING ZHANG
Mechanical Engineering
College of Engineering & Mines
2008
FERPA (Buckley Amendment)

What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students and their education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Also called the Buckley Amendment, FERPA ensures the following rights to all students:

• The right to review their education records
• The right to seek amendment to inaccurate or misleading records
• The right to consent to disclosure of their education records
• The right to file a complaint with the FERPA office in Washington, D.C.

As academic advisors, it’s your responsibility to protect any educational records in your possession. Excepting basic directory information, only a school official with legitimate educational interest may have access to a student’s education record without that student’s written permission.

What are the Basic FERPA Rules?

• A student does not become entitled to rights under FERPA until they are officially enrolled at UAF.
• Student educational records are considered confidential and may not be released without the written consent of the student. FERPA Release Form [http://www.uaf.edu/reg/forms/ferpa_release.pdf].
• Some information is considered public (sometimes called “Directory Information”). This information can be released without the student’s written permission. However, the student may opt to consider this information confidential as well. To do so, they need to submit a Request to Hold or Release Directory Information Form [http://www.uaf.edu/reg/forms/directory_info.pdf] request through the Registrar’s Office. The hold will be entered on SPACMNT (not SOAHOLD) and the student will have the “Confidential” tag on UAOnline and BANNER student screens.

Academic advisors must verify the student’s identity before advising the student. Contact the Registrar’s office for protocols to verify student identity for phone, text, or email interactions with students who have the “Confidentiality” tag.

• The “need to know” principle applies. Academic advisors should have access to information only for legitimate use in completion of their responsibilities as a university employee.
• If you are ever in doubt, do not release any information until you talk to the office responsible for student records. Call the Registrar’s Office (907-474-6300) or the Division of Student and Enrollment Services (907-474-7317) with questions.

The following is considered “Directory Information”:

1. name
2. electronic email address
3. hometown: city, state
4. weight and height of students on athletic teams
5. dates of attendance at UAF
6. program/major field(s) of study
7. degrees and certificates received, including dates
8. participation in officially recognized university activities
9. academic and co-curricular honors, awards and scholarships, including dates received

Use the Student Reference Request, FERPA Release, and Release of Liability Form [http://www.alaska.edu/studentservices/ferpa/forms-for-students/StudentRefRequest6-09.pdf] before agreeing to be a reference for employment, scholarship, or educational admissions purposes.
To avoid violations of FERPA rules, DO NOT:

- Post grades in public or use any portion of the Social Security Number or student ID number of a student in a public posting of grades.
- Ever link the name of a student with that student’s ID number or Social Security Number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of other students.
- Circulate a printed class list with student names and student ID numbers or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Give anyone lists of students enrolled in your classes for any commercial use.
- Give anyone a student’s course schedule or help anyone (other than university employees) locate a student on campus.

Remember…

It’s your responsibility to protect any education records in your possession. Excepting basic directory information, only a school official with legitimate educational interest may have access to a student’s education records without that student’s written permission.

Students can request their directory information to be held in confidence at any time. If a student requests their records confidential, even basic directory information is restricted to the students’ written consent. Once restricted, only written notice by the student will un-restrict it.

Little things matter -- leaving open student files on your desk where others might read them or asking a student to tell you his or her student ID number where they may be overheard. Even your computer screen is considered part of the student record if it shows something personally identifiable to a student.

General Rule…

There must be prior written consent or a legally binding subpoena. IF YOU ARE SERVED WITH A SUBPOENA CONTACT THE DIRECTOR OF JUDICIAL SERVICES IN THE DIVISION OF STUDENT AND ENROLLMENT SERVICES IMMEDIATELY. Other academic FERPA questions can be addressed to the University Registrar.

Director of Judicial Services:  
Don Foley  
514 Gruening Building  
P.O. Box 756340  
Fairbanks, AK 99775-6340  
Email: don.foley@uaf.edu  
Phone: (907) 474-7317

University Registrar:  
Tim Stickel  
102 Signers’ Hall  
PO Box 757495  
Fairbanks, AK 99775  
Email: tpstickel@alaska.edu  
Phone: (907) 474-6244

NOTE: All faculty and staff advisors are required to complete the online training module on the Family Educational Rights and Privacy Act at http://distance.uaf.edu/ferpa/ferpa and return a copy of the completion certificate to the Registrar at Registrar@uaf.edu before they can access BANNER. Faculty and staff advisors may also access free webcasts at http://www.alaska.edu/studentservices/ferpa/ferpa-update-webcast/ until October 15, 2009.
**National Academic Advising Resources**

**National Academic Advising Association (NACADA)**

- Online Clearinghouse of Academic Advising Resources
- 23 Commissions ranging from Advising Administration to Faculty Advising to Undecided/Exploratory Students
- 18 Interest Groups ranging from Advising and Academic Coaching to Study Abroad Advising
- Annual International Conference TBA
- Annual National Conference September 30 – October 3, 2009 San Antonio, Texas
- Webinar and Workinar Series
- Faculty Seminar
- NACADA/NCAA Seminar and On-Line Course
- Retention Seminar
- Administrators’ Institute
- Assessment Institute
- Summer Institute
- Research Symposium
- Awards Program
- Emerging Leaders Program
- Research Support Grant
- On-Line Graduate Certificate and Master of Science Degree in Academic Advising in collaboration with Kansas State University
- Listservs/Mailing Lists
- Consulting and Speakers Service
- Publications
- Peer-reviewed quarterly journal - NACADA Journal
- Quarterly e-zine Academic Advising Today
- Monthly Highlights

Membership is $55 annually (including the quarterly journal), but much of their online clearinghouse is open to the public at [http://www.nacada.ksu.edu](http://www.nacada.ksu.edu).

**Council for the Advancement of Standards in Higher Education (CAS)**

The CAS Academic Advising Program Guide [http://www.cas.edu](http://www.cas.edu) outlines the standards, guidelines, and learning outcomes of academic advising.

**The Mentor**

The Mentor is a free electronic academic advising journal that accepts articles, humor, poetry, and other submissions of relevance to the academic advising community and sponsors an annual writing competition. [http://www.psu.edu/dus/mentor](http://www.psu.edu/dus/mentor).
Peer Advising

HMSV F340 Peer Advisor Training (1 credit)

The class will be held on Thursdays from October 8 – December 17, 2009 from 5:20 – 6:40 p.m. in 509 GRUE.

This course prepares students at the Sophomore level or higher to become skilled and competent peer advisors within the university. Topics include:

- Introduction to the profession of academic advising
- Overview of national best practices and multi-dimensional factors influencing student retention, persistence, and graduation
- Skills needed to develop appropriate and reasonable educational and career plans for undergraduate students
- Active listening and communication skills
- Major/career exploration assessments
- UAF Core and undergraduate curriculum, policies, and procedures
- UAF campus and community resources
- Learning assistance strategies

HMSV F342 Peer Advising Practicum (1 – 3 credits)

Students who successfully complete HMSV F340 may apply for enrollment in HMSV F342 and advise students in the Academic Advising Center or other approved advising location. Students may repeat this course for credit.