

# 1. ACADEMIC ADVISING

## MISSION

Our mission is to enrich students' academic lives by offering accurate and timely academic advising. We seek to empower students to make effective educational choices based on their multidimensional and diverse life and vocational goals.

## GOALS

- To support the university's Strategic Plan
- To help students make the most of their academic careers to gain a well-rounded liberal arts education
- To help reinforce students' self-direction and decision-making skills
- To help students develop educational plans and to clarify career and life goals
- To help under-prepared students gain the skills needed to succeed in college
- To help high-achieving students identify resources and opportunities to excel
- To support instructors and advisors in addressing students' multidimensional needs

## CONTACT INFORMATION

We are located in the lower level of the Bush Library. You may also visit us on the web at: <http://www.hamline.edu/advising>.

### Advising Staff

Katie Adams, Director

[cadams@hamline.edu](mailto:cadams@hamline.edu), 651-523-2896, Bush Library, Room 19

Mike Noreen, Assistant Director

[mnooren01@hamline.edu](mailto:mnooren01@hamline.edu), 651-523-2450, Bush Library, Room 14

Cathy Carter, Transfer Specialist for Academic Success (also advises for Academic Advising)

[ccarter01@hamline.edu](mailto:ccarter01@hamline.edu), 651-523-2417, Bush Library, Room 20

### Administrative Staff

Erin Sutliff

[Esutliff01@hamline.edu](mailto:Esutliff01@hamline.edu), 651-523-2509, Bush Library

Front Desk, staffed by student workers

[advising@hamline.edu](mailto:advising@hamline.edu)

651-523-2912

## **ACADEMIC ADVISING**

- Helps students understand the goals and benefits of a liberal arts education
- Helps students understand the Hamline curriculum, including the Hamline Plan, credit, and degree requirements
- Reviews all new undergraduate student registration (first-year, transfer, exchange, and Amity Scholars); advises if adjustments needed or recommended (this function includes individually meeting with the majority of new transfer students, and reviewing each first-year student's class schedule)
- Presents Hamline curriculum to all new students
- Presents Four-year Assurance of Graduation contract to all new first-year students
- Consults with students to assess their degree status
- Helps students explore educational options in the selection of majors and minors
- Monitors students' academic progress and offers support services as needed
- Supports faculty advisors in meeting their students' advising needs
- Helps students explore options when an academic leave may be needed
- Helps students choose appropriate faculty advisors and manages the change of advisor process
- Helps students resolve registration problems
- Advises and assists unregistered continuing students with registration

## **ADMINISTRATIVE FUNCTIONS**

- Assist students with registration
- Assign advisors
- Notify students and advisors of unsatisfactory midterm progress
- Convene Student Progress Committee meetings
- Process leaves of absence and withdrawals
- Oversee all new student registration for first-year, transfer, exchange, and all other students taking undergraduate courses at Hamline for the first time
- Work with department chairs and/or administrative heads to determine temporary advisors for faculty on sabbatical or other leaves
- Contact all unregistered students to offer registration assistance

## **EARLY ALERT PROGRAM**

The Early Alert Committee (EAC) is comprised of staff members from offices across the university. The group meets weekly to consult about students who may benefit from targeted outreach from a particular office. Represented offices include:

- Academic Advising
- Academic Success
- Athletics
- College of Liberal Arts Dean's Office
- Counseling & Health Services
- Dean of Students Office
- Disability Resources
- Financial Aid

- Hedgeman Center
- Religious and Spiritual Life Office
- Residential Life
- Student Accounts
- Student Leadership and Activities
- Undergraduate Admission

The group's work is confidential. Any information regarding students is kept confidential. At no time does a referral to the EAC affect students' official transcripts or standing with any part of the university.

If you are aware of any students who have excessive absences, multiple missed assignments, or seem disconnected from the class, please use the following Early Alert referral form located at the Dean of Students Office website:

<http://www.hamline.edu/early-alerts/>

The Early Alerts committee will review the referral and assign a committee member(s) to follow up with the student.

### **OTHER USEFUL RESOURCES**

- Academic Success:
  - Academic Skills
  - Quantitative Reasoning
  - Tutoring
  - Writing Center
- Career Development Center
- Disability Resources
- Hedgeman Center
- International and Off-Campus Programs