

Purpose

The purpose of this document is to provide information about both faculty advising and the professional advising office at Hamline. It outlines the educational partnership between students and their advisors as well as shared responsibilities and expectations.

Academic Advising Mission

As advisors 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.

Hamline's Advising Model

Hamline uses a faculty advising model that is supported by a professional academic advising office. Your faculty advisor is your primary resource for all academic questions and concerns. The professional advisors in the Academic Advising office are also available to all undergraduate students.

Advisor assignment/selection

As a new first-year student your First-Year Seminar instructor will serve as your faculty advisor until you are ready to declare your major, usually by the end of your sophomore year. As a new transfer student you will be assigned to a faculty advisor according to your area of interest, or if you are undecided you will be assigned to one of the professional advisors in the Academic Advising office.

Academic Advising Office

The professional advisors in Academic Advising are available to all undergraduate students. To schedule an appointment stop by the front desk in the lower level of Bush Memorial Library or call 651-523-2912.

Student Learning Outcomes

Through effective use of advising resources, students will be able to:

1. Explain how to satisfy Hamline graduation requirements
2. Articulate how a Hamline education aligns with their career and life goals
3. Demonstrate the ability to track academic progress by running a degree evaluation
4. Make academic decisions with confidence after meeting individually with an Academic Advising advisor

Expectations

As a student you are expected to:

- Regularly read your Hamline email
- Read the *Academic Standards and Policies* and *Graduation Requirements* sections in the Hamline *Bulletin* (<http://bulletin.hamline.edu/>)
- Review your degree evaluation through Piperline each semester
- Review your *Major Program Requirement Sheet(s)*
- Meet with your faculty advisor at least once a semester
- Take an active role in the advising process
- Take responsibility for your own education

Your faculty advisor is expected to:

- Understand and communicate the Hamline curriculum, policies, and procedures
- Listen to your concerns and respect your values
- Assist you in creating an educational plan that meets your needs
- Support you in your academic, career, and personal goals
- Be knowledgeable of campus resources
- Be available and respond promptly
- Establish, post, and make students aware of regularly-scheduled office hours