

Center for Academic Success and Achievement (CASA)

ACADEMIC ADVISING MISSION

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

ACADEMIC ADVISING 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: hamline.edu/advising.

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Administrative Staff

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Front Desk, staffed by student workers

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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 new students
- Presents Four-year Assurance of Graduation contract to 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 to new students and process advisor changes when students declare majors
- 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, and exchange students
- 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:

- The Center for Academic Success and Achievement
- Athletics
- College of Liberal Arts Dean's Office
- Dean of Students Office
- Disability Resources
- Financial Aid

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 Early Alert feature in EAB Navigate to submit an alert.

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

OTHER USEFUL RESOURCES

- Career Development Center (Drew Science 113)
- Disability Resources (West Hall 108)
- Hedgeman Center (Anderson Center 317)
- Global Engagement Center (Old Main 15)
- Center for Academic Success and Achievement (CASA)
Lower level of Bush Library
 - Academic Skills
 - Academic Advising
 - Quantitative Reasoning Center (Drew Science 102)
 - Tutoring
 - Writing and Communication Center