

Academic Advising

All CCOM students will be assigned an academic adviser who is a faculty member in the College. Both the student and the adviser have responsibilities to ensure an effective and beneficial partnership.

Adviser (Faculty) Responsibilities

The student can expect the adviser to:

- Establish and maintain an environment that is friendly, helpful, and professional.
- Be reasonably accessible and respond to student needs in an appropriate timeframe.
- Provide advisees with specific contact/location information, preferred methods of communication, and reasonable expectations for response timelines. (24/7 access and immediate response would not be a reasonable expectation.)
- Understand and effectively interpret the curriculum, graduation requirements, and University and College policies and procedures.
- Encourage, support, and mentor advisees as they develop clear academic plans and attainable educational and career goals.
- Monitor student's academic progress, which includes performing individual academic audits at least annually. (One way of doing this is reviewing "academic requirements" in the individual student's Advisee Student Center area in [my.butler](#))
- Maintain accurate records of conversations about topics and recommended courses
- Provide the student with information about, and strategies for, utilizing the available resources and services on campus.
- Assist students with career path exploration and changing majors, if appropriate
- Protect student privacy, as outlined in Family Educational Rights and Privacy Act (*FERPA*), a federal law which regulates the disclosure of personally identifiable information from student education records. FERPA forms may be obtained in the Dean's office.
- Utilize the Community of Care approach and report serious concerns via [CARE Report](#).

Advisee (Student) Responsibilities

The advisor can expect students to:

- Interact with their academic adviser in a professional, courteous, and friendly manner
- Learn the curriculum, graduation requirements, and University and College policies and procedures
- Take personal responsibility for academic progress and behaviors that have the potential to impact academic performance
- Identify and respect the academic adviser's preferred method of communication
- Keep scheduled appointments with the academic adviser at least one time per semester
- Prepare for your advising appointment before it occurs
- Participate in the advising process; ask questions and proactively address potential concerns
- Perform periodic personal academic progress audits using [my.butler](#)
- Self-register for appropriate courses following discussions with the academic adviser
- Respond to and provide appropriate follow up with the adviser within a reasonable timeframe

- Maintain a personal record (file) including any important documentation from the University/College, personal health records, certifications, etc.

If a student's academic adviser is unavailable and the student has an emergency issue that needs immediate attention, the student should contact the Associate Dean, Dr. Suzanne Reading (FB 218C, reading@butler.edu) for assistance. In instances where advisers are on a prolonged leave (maternity leave, sabbatical, etc.), students will temporarily be assigned another academic adviser.

Advising Resources

The following resources provide guidance and policies/procedures that advisers and advisees will find helpful:

- CCOM resources can be found on the [CCOM](#) website which provides current program curriculum sheets, course pre-requisites, and other important information.
- The Registration and Records website provides information on course registration (including registration holds, drop/add/withdraw, consortium for urban education, permission number contacts), course repeat policy, transfer credit, academic calendars, the Bulletin, etc. <https://www.butler.edu/registrar>
- <https://www.butler.edu/core> provides information regarding the core curriculum and related requirements.

- The Butler University Student Handbook is available at [Student Handbook](#)
- An explanation of services provided at the on-campus health center as well as online appointment scheduling can be accessed at <https://www.butler.edu/health-services> while information on counseling services is available at <https://www.butler.edu/counseling-services>
- Resources for academic success are available through the Center for Academic Success and Exploration and can be found at <https://www.butler.edu/learning>
- Resources from the office of Career and Professional Success can be found at <https://www.butler.edu/career>
- Wellness resources can be found at <https://www.butler.edu/bubewell>