



The mission of University College Academic Advising (UCAA) is to promote student learning and development in first-year, second-year, and transfer students with fewer than 53 credit hours. To ensure success and empower students to become lifelong learners in a global society, academic advisors share responsibility with advisees and collaborate with faculty, staff, and administrators to uphold the mission and standards of the University.

LEARNING OUTCOMES FOR ADVISING

STUDENTS WILL:

- Become knowledgeable and follow academic policies and procedures
- Utilize student information systems (Banner, Navigate & Email)
- Become knowledgeable and utilize various campus resources
- Identify appropriate courses to meet curriculum

ADVISOR RESPONSIBILITIES

- 1 Listen carefully and respectfully to questions, concerns, and problems.
- 2 Assist in defining academic, career, and personal goals and creating an academic plan consistent with set goals.
- 3 Communicate General Education Curriculum (GEC) and major requirements, as well as interpret and explain university policies, processes and campus
- 4 Help advisee discover educational and co-curricular opportunities which complement goals.
- 5 Serve as an advocate for student needs and continue to find ways to improve the advising process.
- 6 Maintain student record confidentiality according to NCCU and the Federal Educational Rights Privacy Act

STUDENT RESPONSIBILITIES

- 1 Meet with your academic advisor several times per semester and whenever you have a question.
- 2 Become familiar with degree requirements, University policies and deadlines, and campus resources.
- 3 Take an active role in advising process by discussing your concerns and goals during meetings
- 4 Act professionally and treat others with respect.
- 5 Seek advice from advisors and faculty; be open to suggestions.
- 6 Attend all class sessions prepared by bringing your textbook/pens/pencils and having read assigned course work and completed assignments.
- 7 Read your NCCU email daily and become a regular user of Tutoring and Supplemental Instruction

STUDENT CONTACT FORM



NC Central
UNIVERSITY
University College

DATE:

BANNER ID:

NAME:

Last

First

Middle

MAJOR:

CONCENTRATION:

MINOR:

CELL #:

HOME #:

PERSONAL EMAIL:

DO YOU LIVE ON CAMPUS?

YES

NO

RESIDENCE HALL
INFORMATION OR LOCAL
ADDRESS:

Residence Hall or Street Information

City

State

Zip

STUDENT ACKNOWLEDGEMENT:

I _____ acknowledge that I have read the Student Advising Syllabus and agree to abide by the student responsibilities for the duration of time in University College.

FOR OFFICE USE ONLY:

COMMENTS

ADVISOR SIGNATURE