

## Overview of Advising Roles and Responsibilities of Students, Faculty and OSS

Advising in the Jake Jobs College of Business & Entrepreneurship is a 3-way collaboration among faculty, students and the JJCBE Office of Student Services. Each party has an important role in maximizing students' opportunities to excel academically (academic capital), and to develop the professionalism required to successfully navigate the organization and to be successful in their chosen professions (social capital). Advising FAQs are available at

<http://www.montana.edu/business/current-students/advising-faq.html>

### Student:

- Be familiar with and adhere to MSU and JJCBE academic policies.
- Be familiar with JJCBE performance standards for formal admission to the JJCBE and for graduation.
- Be familiar with the course requirements in your option (Acct, Fin, Mgmt, Mktg).
- Take full responsibility for your course schedule and graduation requirements.
- Create and maintain an academic planner to help you comply with academic policies and meet performance standards.
- Meet with your advisor at least once per semester.
- Be prepared for all advising meetings; bring your completed option worksheet and academic planner!
- Understand which courses are offered in which semester and plan accordingly.
- Keep copies of all forms you submit to or receive from the CoB and/or other MSU offices.
- Explore your career interests and goals, and seek your advisor's input on your plans.
- Check your daily – all official MSU and JJCBE communications are sent to this address and only this address.
- Follow up as needed with the appropriate office on all communications you receive from the JJCBE and/or any MSU offices.
- Interact professionally and ethically with all internal and external stakeholders of the JJCBE.

### Faculty Advisor:

- Be a mentor to advisees.
- Engage students in discussion and exploration of their career objectives and aspirations.
- Be knowledgeable about general JJCBE academic policies and procedures and your option's requirements.
- Maintain current knowledge about resources at the JJCBE.
- Discuss and sign advisees' formal admission applications and pre-graduation worksheets as appropriate.
- Work with students in their assessment of their professional strengths and weaknesses, including professional skills such as effective problem solving and academic planning, appropriate organizational communication strategies and setting personal and professional priorities.
- Be prepared to refer students to appropriate university services should a student request such assistance.
- Be available to advisees during regularly scheduled office hours and by appointment as necessary.
- Return emails and phone calls in a timely manner.
- Refer inquiries from parents to the Associate Dean for Academic Affairs or Director of Student Services.

### Office of Student Services:

- Provide timely and accurate information to students concerning general university and JJCBE policies and procedures, performance standards for the JJCBE and general degree requirements
- Clarify degree requirements across multiple catalogs
- Manage registration and the seat reservation system for restricted courses
- Manage requests for course substitutions.
- Provide orientation information for all new first year and transfer students.
- After review by advisor, sign forms relating to National Student Exchange and study abroad, and degree progress forms for athletics and ROTC.
- Sign forms relating to degree progress for veterans and financial aid.

### Through the Director of Student Services:

- Certify that each student who is admitted to the JJCBE meets all of the performance standards set by the faculty
- Monitor all provisional admittees for compliance
- Handle all matters related to JJCBE student suspensions and appeals
- Manage the JJCBE application and certification of degree requirements
- Clarify deficiency notifications from the Registrar's Office