

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

Advising in the College of Business is a 3-way collaboration among faculty, students and the CoB 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/wwwdb/Current\\_Students/AdvisingFAQsInfo.htm](http://www.montana.edu/wwwdb/Current_Students/AdvisingFAQsInfo.htm))

<b>The Student:</b>	<b>The Faculty Advisor:</b>	<b>The Office of Student Services:</b>
<ul style="list-style-type: none"> <li>• Be familiar with and adhere to MSU and CoB academic policies.</li> <li>• Be familiar with CoB performance standards for formal admission to the CoB and for graduation.</li> <li>• Be familiar with the course requirements in your option (Acct, Fin, Mgmt, Mktg).</li> <li>• Take full responsibility for your course schedule and graduation requirements.</li> <li>• Create and maintain an academic planner to help you comply with academic policies and meet performance standards.</li> <li>• Meet with your advisor at least once per semester.</li> <li>• Be prepared for all advising meetings; bring your completed option worksheet and academic planner!</li> <li>• Understand which courses are offered in which semester and plan accordingly.</li> <li>• Keep copies of all forms you submit to or receive from the CoB and/or other MSU offices.</li> <li>• Explore your career interests and goals, and seek your advisor's input on your plans.</li> <li>• Check your MyPortal email address daily – all official MSU and CoB communications are sent to this address and only this address.</li> <li>• Follow up as needed with the appropriate office on all communications you receive from the CoB and/or any MSU offices.</li> <li>• Interact professionally and ethically with all internal and external stakeholders of the CoB</li> </ul>	<ul style="list-style-type: none"> <li>• Be a mentor to advisees.</li> <li>• Engage students in discussion and exploration of their career objectives and aspirations.</li> <li>• Be knowledgeable about general CoB academic policies and procedures and your option's requirements.</li> <li>• Maintain current knowledge about resources at the CoB.</li> <li>• Discuss and sign advisees' formal admission applications and pre-graduation worksheets as appropriate.</li> <li>• 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.</li> <li>• Be prepared to refer students to appropriate university services should a student request such assistance.</li> <li>• Be available to advisees during regularly scheduled office hours and by appointment as necessary.</li> <li>• Return emails and phone calls in a timely manner.</li> <li>• Refer inquiries from parents to the Associate Dean for Academic Affairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide timely and accurate information to students concerning general university and College of Business policies and procedures, performance standards for the College of Business and general degree requirements</li> <li>• Clarify degree requirements across multiple catalogs</li> <li>• Manage registration and the seat reservation system for restricted courses</li> <li>• Manage requests for course substitutions.</li> <li>• Provide orientation information for all new first year and transfer students.</li> <li>• After review by advisor, sign forms relating to National Student Exchange and study abroad, and degree progress forms for athletics and ROTC.</li> <li>• Sign forms relating to degree progress for veterans and financial aid.</li> </ul> <p>Through the Assistant Dean:</p> <ul style="list-style-type: none"> <li>• Certify that each student who is admitted to the CoB meets all of the performance standards set by the faculty</li> <li>• Monitor all provisional admittees for compliance</li> <li>• Handle all matters related to CoB student suspensions and appeals</li> <li>• Manage the CoB application and certification of degree requirements</li> <li>• Clarify deficiency notifications from the Registrar's Office</li> </ul>

# ***STUDENT PRIDE CODE OF EXCELLENCE***

We, the students of the MSU College of Business, understand that in choosing to enroll at MSU we are investing in our professional futures. Therefore, we proudly commit to the following Code of Excellence:

## ***Performance***

I am accountable for and take pride in my own learning and conduct.

## ***Respect***

I treat with respect all members of my community, including peers, staff and faculty.

## ***Integrity***

I am ethical in all that I do.

## ***Diligence***

I do my best work at all times.

## ***Engagement***

I challenge myself to invest proactively in my academic, professional and personal development.

