

Academic Advising Standards



Exemplify Service Excellence

- Personify the vision, mission and values of Mesa Community College
- Demonstrate professionalism
- Be accessible and approachable
- Promote a team environment within the campus community
- Be accountable and provide timely follow-through on reasonable requests
- Write appropriate advisor comments in SIS for each student served

Academic advising will develop and maintain meaningful relationships, which provide vital information and personal connections for student success.



Promote Student Growth

- Promote shared responsibility between advisor and student
- Reinforce student self-direction, self-sufficiency, decision making, critical thinking and problem solving
- Facilitate the use of college resources, including online student resources
- Encourage participation in learning outcome assessments

Provide an Education Completion Plan

- Clarify/confirm student major, goals **and discuss pre-financial planning**
- Discuss specific degree check sheet(s) and selection of appropriate course(s)
- Provide current, accurate and comprehensive information in alignment with educational goals
- Explore transfer options
- Provide Checklist for Success
- Support student success by outlining appropriate course sequence toward completion of educational goals

Communicate Collaboratively

- Advocate and help facilitate persistence and success of all students
- Maintain confidentiality in accordance with FERPA
- Establish campus and community partnerships
- Model appreciation and respect for individual and cultural diversity
- Make referrals when appropriate
- Clarify institutional policies

Engage in Professional Development

- Stay current with college programs, policies and procedures
- Maintain professional and technical competencies
- Establish and pursue professional goals
- Participate in a variety of professional growth, leadership, learning and training opportunities
- Enhance the current and future organizational effectiveness of MCC by maximizing skills and performance

Advising Is Teaching