Academic Advising ALP

1. Student is admitted through the Admissions Process
   - Undecided students are assigned to the Advising Center
   - Student with a declared major are assigned to a specific department.
   - Admitted students are sent a letter informing them of the department that will determine their faculty advisor
2. Returning student from previous term
   - Student is responsible for meeting with faculty advisor as needed
3. Student is referred to appropriate department at time of registration
   - New student attends freshman/transfer orientation
     - No: Student meets with advisor as necessary
     - Yes: Department representative meets with student during orientation process
   - Student registers for classes
   - SIS is updated to reflect advisor
   - Advisor appears on WFS and WFF
4. Advisors may view list of advisees on SIS or WFS
5. SIS or FOCUS programs may be used to print list of advisees.
6. Form must be completed to change major and advisor
7. Process ends
   - Form must be completed to change major and advisor