

Ursuline College Advising Excellence Award
Nomination Form

*All forms must be received by **April 4, 2016***

Name of Student _____

Major _____

I would like to nominate _____ to receive the Advising Excellence Award. How long have you worked with this advisor? _____

Academic advising is central to the mission of Ursuline College. It is an individualized form of teaching and mentoring, and is said to be one of the critical factors influencing student success and persistence.

Please explain on page 2 why you believe that your nominee should be chosen to receive the Advising Excellence Award. Provide specific examples, referring to the advising responsibilities listed below.

Advising Responsibilities

- Provide accurate scheduling information for both USP and majors through the use of audit sheets and degree plans ensuring that all requirements are met in a logical and timely way
- Guide advisee in the completion of graduation application and submit degree audit by designated date
- Refer advisee to campus resources as needed (tutoring, study groups, writing help)
- Demonstrate familiarity with college regulations, policies & procedures and facilitate the advisee's understanding of the same.
- Encourage advisee to take active role in advising & assume responsibility for decisions
- Communicate regularly with advisee in person and electronically
- Provide sufficient availability for student appointments & sufficient time for student sessions based on advisee needs
- Review advisee's academic progress regularly and discuss issues as they arise
- Inform advisee of important deadlines such as registration and withdrawal dates
- Assist advisee to identify career goals and post-graduation plans, including graduate studies
- As appropriate, recommend special opportunities and additional learning experiences outside the Ursuline College curriculum and assist with meeting deadlines for those experiences
- Provide recommendation letters for advisees
- Honor confidentiality & FERPA requirements
- Listen to student concerns and act as an advocate for advisee, when appropriate

