

## FACULTY GUIDE TO ACADEMIC ADVISING

*This list is intended primarily to condense College handbooks and to provide a brief overview of advising at Bard. Faculty should familiarize themselves fully with the Faculty Handbook with regard to student academic affairs, the online Curricular Advising Guide, and the Bard College Catalogue. For additional information, consult Jennifer Triplett (Assistant Registrar for Advising) or David Shein (Dean of Studies).*

### Overview of Advising at Bard College

- The advising relationship is an integral part of student and faculty life at the College, and is essential for students' academic success and persistence to graduation.
- The adviser helps the student design a plan of study that is suited to his/her academic interests, select classes, and find opportunities outside of the curriculum to explore his or her interests.
- The adviser helps the student adjust to the demands of college work and college life. As a mentor to the student, the adviser engages the student in substantive conversation about his/her academic work on a regular basis.

### Advising Assignments

- All members of the Bard College faculty serve as academic advisers.
- During the two Matriculation Days that precede the start of fall term, first-year and transfer students meet with preliminary advisers in their intended programs of study for group advising sessions and for individual advising appointments. The faculty who serve as preliminary advisers also represent their programs during the in-person registration process on the afternoon of the second Matriculation Day.
- First-year and transfer students are assigned preliminary advisers on the basis of expressed academic interests and intended program of study. The registrar's office, with input from program chairs, makes the initial advising assignments.
- Approximately one month into the term, preliminary advisees are re-assigned in order to even out advising loads among the faculty. Whenever possible, students are assigned to faculty who teach in their intended programs of study and with whom they are taking classes. These re-assignments are made by the registrar's office in consultation with the students' initial advisers and the program chairs.
- Students can, at any point during their study at Bard, change advisers. They do this by completing a Change of Adviser form, available in the registrar's office. This form requires the signature of the new adviser.

### Meeting with Advisees

- Advisers are responsible for meeting with their advisees at key points during the semester, as follows:
  1. During the drop/add period at the beginning of each semester, to review changes to the student's program and discuss plans and goals for the semester;
  2. At mid-term, to review mid-term criteria sheets and make plans for improvement as needed;
  3. On Advising Days (about 3/4 through the semester), to review course offerings, discuss schedules for the upcoming semester, and prepare for final exams and papers; and
  4. After on-line registration (at the end of each semester), to review the semester, the student's schedule, and discuss possible changes.

### Registration and Approval of Program of Study

- Between the close of on-line registration and the beginning of the semester, the registrar's office sends advisers a print-out of advisee schedules. Advisers approve students' programs by signing each schedule.
- If you do not approve of the student's program, you may refuse to sign the schedule.
- Advisers are responsible for signing drop/add slips during the drop/add period.
- Advisers are responsible for signing withdrawal slips between the end of the drop/add period and the withdrawal deadline.
- Advisers should ensure that students understand that withdrawals appear on transcripts and can negatively affect academic standing and eligibility for financial aid.

## Bard Information Portal (BIP)

- The Bard Information Portal (BIP) is an on-line database of student academic records and course information. You can use it to check your class rosters on-line and to review your advisees' academic records. You can also use BIP to send group e-mails to all members of a class and to your list of advisees.
- To use BIP, you will need:
  - A Bard College e-mail name and password (contact the Henderson Help Desk at x7500 if you do not know your password), and
  - A faculty PIN number (contact Jennifer Triplett at x7365 if you do not know your PIN number).
- To access BIP,
  - From <http://inside.bard.edu/>, click on the link to BIP;
  - Enter your Bard College e-mail name and password, and
  - Click on the Faculty Menu link.
- From this page, you can select:
  - Class Roster: a list of your current courses, tutorials, and senior projects.
    - Clicking on a course will show you a full roster for that class.
    - Clicking on 'e-mail all students in the class' will open up an e-mail message addressed to all students registered for that class.
  - Advisee List: a list of your current advisees.
    - Clicking on a student's name will bring you to that student's academic record, including current schedule, past courses and grades, distribution transcripts, and most criteria sheets.
    - Clicking on a student's e-mail address will open up an e-mail message addressed to that student.
    - Clicking on 'e-mail all advisees' will open up an e-mail message addressed to all of your advisees.
  - Program Schedule and Enrollment: a list of all courses in your program.
- Advisers are urged to review their advisees' complete academic records, including distribution transcripts and criteria sheets, in helping them craft programs of study.

## General Information and Additional Resources

- Advisers are responsible for familiarity with college-wide and program-specific requirements for moderation and graduation. This information is gathered in the *Curricular Advising Guide*, available at <http://inside.bard.edu/academic/courses/advising/>. For additional information, consult the *Bard Course Catalogue*, colleagues in the appropriate programs, or the academic affairs staff.
- Advisers are encouraged to review their advisees' complete academic records, including applications to the College and criteria sheets from all courses taken at the College. These records are on file in the registrar's office. Beginning with the spring semester 2009, most criteria sheets are available online on the "Full Academic Record" page on BIP.
- If a student is experiencing difficulty in his/her coursework, the faculty member may consult with the adviser. The adviser can help the student find the root of his or her problem by asking questions and examining the student's transcript to see if she/he is adequately prepared for the course.
- If the student requires additional help, refer him or her to the Bard Learning Commons. Students may also benefit from talking with the deans of students, the Dean of Studies (David Shein, x7045) or the Assistant Registrar for Advising (Jennifer Triplett, x7365).