

# Advising for Success!

FACULTY ADVISOR	COLLEGE ADVISOR
Expert in their discipline and serves as mentor to help students understand and excel in their field.	Degree requirement specialist who assists students in creating a plan to complete requirements in a timely and manageable fashion. Follows student progress and can recommend support services.
Assists with identifying electives or minors to complement career interests.	Assists student with formalizing changes to their program of study (e.g., change of major, adding a minor).
Recommends alternative courses to fulfill major/minor requirements, if needed.	Identifies possible course substitutions and requests faculty advisor and/or chair review. Processes course substitution requests and waivers for General Education, major and minor requirements.
Assists with identification of internships, study abroad, and related co- and extra curricular activities to support personal development.	Seeks faculty advisor guidance to apply academic credit for immersive learning experiences to the degree program (e.g., Course Approval Form for study abroad).
Helps students with resumes, portfolios, and other activities to enhance their readiness for graduate school or the profession.	Completes an initial audit of degree requirements and works with the student to submit an Intention to Graduate form to the Graduation Analyst.
<b>CLA Advising Mission</b> <i>To foster the pursuit of lifelong learning and exploration through advocacy, guidance, and support.</i>	

### COURSE SUBS & WAIVERS

Faculty advisor is asked to email their recommendation to a college advisor for processing.

College advisor will review for CPoS financial aid audit implications.

- ◆ Assuming there are no negative audit implications, college advisor will initiate the request in Dynamic Forms for approval.
- ◆ If there are negative audit implications, college advisor will seek faculty advisor guidance in crafting a solution.

This process ensures the college advisor is aware of changes in a student's program of study.

### Study Abroad Course Approvals

- ◆ Student works with OEA to initiate a Course Approval Form to indicate how courses taken abroad will apply to their program of study.
- ◆ Using information provided by OEA, faculty advisor lists courses they recommend student to take and MTSU equivalencies for those courses.
- ◆ College advisor indicates how those courses apply to the program of study and verifies whether courses meet CPoS requirements.
- ◆ A chair and dean then approve recommendations and return to the student and OEA for processing.

### Career Development Center

Staff connect students to resources, people, and experiences for a successful transition from college to careers.

[www.mtsu.edu/career](http://www.mtsu.edu/career)

### Graduation Analyst

The CLA Graduation Analyst monitors and approves degree audits and communicates with students about issues related to degree completion. Audits are conducted at 75 hours and in the semester of graduation.