

# Academic Advising Agreement for Undergraduate Students

The College of New Jersey (TCNJ)'s academic advising process fosters the growth and self-sufficiency of students to become advocates of their own academic, personal and professional success and to successfully complete their degree in a timely manner. Students and advisors will collaborate to develop an academic plan that allows students to take advantage of [TCNJ's distinctive Signature Experiences](#) to enhance learning and help students achieve their personal and professional goals. Through advising TCNJ aims to help students develop into educated leaders who seek to sustain and advance the communities in which they live.

Be advised that in addition to expectations outlined below, your program or School may have specific expectations for advisees and advisors.

## Student Responsibilities

1. Be knowledgeable about degree requirements, such as program and College Core [requirements](#), and campus resources, including [Center for Student Success](#), [Counseling and Prevention Services](#), [Career Center](#), [Accessibility Resource Center](#), [Tutoring Center](#), [Arlotto Center for Global Engagement](#), [Bonner Institute for Civic and Community Engagement](#) ( e.g., CEL requirements), and [Office of Records and Registration](#).
2. Schedule an appointment to see your advisor(s) prior to the registration period. You are required to meet with your advisor(s) at least once a semester.
3. Be available to meet with your advisor during the times set aside for advising.
4. Consult your advisor(s) before making major changes in your academic career, for example, changing majors, but understand that you are ultimately responsible for degree completion.
5. Be prepared for your advising appointment. Conduct preliminary planning (e.g., reviewing the academic requirements page in PAWS, running what-if reports and placing potential courses into your shopping cart,), career goal setting and selecting courses prior to your advising appointment. Review the appropriate program and School advising resources (e.g., advising newsletter and four year course sequence).
6. Consult PAWS and your TCNJ email account for important information from the College and your advisor(s). Review College policies, deadlines, and procedures and how to complete appropriate forms.
7. Visit the Career Center to explore career possibilities and goals.

## Advisor Responsibilities

1. Help students plan their programs of study, professional development and post-graduate plans.
2. Listen to students' academic concerns and needs.
3. Be available to students and take an active interest in their welfare.
4. Be knowledgeable about degree and [College Core](#) requirements.
5. Be knowledgeable about resources and be able to make referrals--[Center for Student Success](#), [Counseling and Prevention Services](#), [Career Center](#), [Accessibility Resource Center](#), [Tutoring Center](#), [Arlotto Center for Global Engagement](#), [Bonner Institute for Civic and Community Engagement](#) ( e.g., CEL requirements), and [Office of Records and Registration](#).
6. Consult PAWS and current College policies and procedures that affect advisees and be able to communicate the information to students (e.g., repeating a course, dropping or withdrawing from a class, etc.).
7. Keep accurate records and maintain confidentiality.

I have read and understood the above expectations.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name Printed

Adapted from the TCNJ School of Humanities and Social Sciences Advising Policy, TCNJ School of Engineering Advising Guide and the University of North Dakota Academic Advising Agreement