

# UNDERGRADUATE ACADEMIC ADVISING NETWORK

NEW STUDENT REGISTRATION

STUDY ABROAD EXPERIENCE

APPLY FOR GRADUATION

SUMMER

YEAR 1

YEAR 2

YEAR 3

YEAR 4

GRADUATION

PRIMARY ADVISOR(S)

**ACADEMIC ADVISORS**

AND/OR

**ACADEMIC PROGRAM ADVISORS**

- OFFICE OF ACADEMIC ADVISING
- DANIELS UNDERGRADUATE PROGRAMS
- LAMONT SCHOOL OF MUSIC
- KORBEL SCHOOL OF INTERNATIONAL STUDIES

**FIRST-YEAR STUDENTS:**

**FSEM INSTRUCTOR**

VIEW MORE INFORMATION

**DECLARED MAJORS:**

**FACULTY ACADEMIC ADVISOR(S)** AND/OR **ACADEMIC PROGRAM ADVISOR(S)**

VIEW DEPARTMENTAL ADVISING CONTACT LIST

**UNDECLARED MAJORS:**  
(TRANSFER STUDENTS ONLY IN YEAR 1)

**OFFICE OF ACADEMIC ADVISING**

VIEW MORE INFORMATION

ADVISING@DU.EDU

303-871-2455

ADDITIONAL ADVISING SUPPORT

**REGISTRAR'S OFFICE**

VIEW MORE INFORMATION

REGISTRAR@DU.EDU

303-871-4095

**OFFICE OF INTERNATIONAL EDUCATION**  
(STUDY ABROAD)

VIEW MORE INFORMATION

DUABROAD@DU.EDU

303-871-4912

**DEGREE EVALUATOR**  
(REGISTRAR'S OFFICE)

VIEW MORE INFORMATION

REGISTRAR@DU.EDU

303-871-4095

ADDITIONAL CONTINUOUS SUPPORT

- ATHLETES: ATHLETICS ADVISORS** - VIEW MORE INFORMATION: CYNTHIA.NAGAI@DU.EDU
- CRISIS SUPPORT: STUDENT OUTREACH & SUPPORT** - VIEW MORE INFORMATION: CARE@DU.EDU
- FINANCIAL AID SUPPORT: OFFICE OF FINANCIAL AID** - VIEW MORE INFORMATION: FINAID@DU.EDU
- INTERNATIONAL STUDENT SUPPORT: INTERNATIONAL STUDENT & SCHOLAR SERVICES** - VIEW MORE INFORMATION: ISSS@DU.EDU
- PROFESSIONAL DEVELOPMENT SUPPORT: CAREER & PROFESSIONAL DEVELOPMENT**  
(INTERNSHIP & JOB SEARCH ASSISTANCE, SKILL BUILDING, & MORE) - VIEW MORE INFORMATION: CAREER@DU.EDU



**UNIVERSITY of DENVER**

For more information on advising and advising technology, visit the Student Success website.

UPDATED 08/06/2020



## Student Advising Responsibilities

The advisee is an equal partner in the advising process. As an advisee, students are ultimately responsible for their educational choices and decisions. Students are expected to:

- Discuss personal values, goals, interests and competencies that inform the academic decisions being made.
- Prepare for advising sessions by bringing appropriate questions, course plans, and degree audit.
- Schedule regular quarterly meetings to ensure academic progress.
- Know DU dates and deadlines
- Accept responsibility for decisions and actions that affect educational progress and goals.



## Department/Program Academic Advisor Responsibilities (Faculty & Staff)

The advisor's role is an active one and the process of advising requires that advisors meet the following expectations in order to create and maintain a strong advising partnership:

- Empower the student to take responsibility for their academic experience.
- Assist the student in pursuing a program of study that aligns with the student's interests, goals, and competencies
- Assist the student in periodic evaluation of their academic progress and demonstrate understanding of the curriculum and graduation requirements.
- Set clear boundaries for when you are available for advising appointments.
- Refer students to relevant campus resources
- Maintain confidentiality by not discussing issues with parents and non-University persons without the student's permission.



## Office of Academic Advising Responsibilities

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|--|---|---|
| <p><b>1</b> <b>Prioritizes support for:</b></p> <ul style="list-style-type: none"> <li>• Undeclared majors</li> <li>• Probationary students</li> </ul> | <p><b>2</b> <b>Policy resource for academic advisors:</b></p> <ul style="list-style-type: none"> <li>• Changing majors</li> <li>• Interpreting GPAs</li> <li>• Academic Standards/Exceptions</li> </ul> | <p><b>3</b> <b>Central communication for advisors:</b></p> <ul style="list-style-type: none"> <li>• Send reminders about timelines, deadlines, &amp; changes to policy</li> <li>• Hold quarterly "Friends of Advising" meetings for all advisors</li> </ul> |
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