

SECTION VI ACADEMIC ADVISING

Academic advising of students in the College of Education and Human Development is considered as part of faculty duties and responsibilities. Faculty act as advisors, and in so doing, serve as consultants to students in the preparation of their schedules. Faculty advisors approve student class schedules making sure that the students schedule the prescribed courses in the proper order and meet the necessary prerequisites for enrollment in the courses.

In serving as academic advisors, it is expected that faculty members will be fully informed as to all University as well as College of Education and Human Development requirements for securing a degree. Inaccurate advising may involve institutional liability and is certainly detrimental to the academic progress of the student.

Beginning freshmen who have declared a major in teacher education or in one of the non teacher education majors offered in the Department of Counseling and Human Development are enrolled in the College of Education and Human Development. These freshman students are advised by a "senior advisor" in the Center for Student Excellence for the first 30 hours earned at Southeastern. After the first 30 hours earned, these student are then advised by faculty advisors from the department of the student's intended major/option. During the periods of early registration and registration, faculty advisors are expected to schedule appointments with or advise online each of their advisees to plan the next semester's schedule of academic work. Faculty should have contact with their advisees at least once each semester to assist the advisees in planning their academic programs. Faculty members should have office hours and other appropriate times to meet students' advising needs.

The College of Education and Human Development, based upon state regulations, internal policies and procedures, and accreditation guidelines, has a very rigorous set of admission and retention requirements for teacher education majors. Faculty advisors of teacher education majors in the College of Education and Human Development should be thoroughly familiar with the requirements of the Selective Admission and Retention in Teacher Education (SARTE) policies. Faculty advisors are responsible for interpreting and applying in their work with advisees the policies and principles of SARTE.

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