

UNIVERSITY OF THE VIRGIN ISLANDS



ACADEMIC ADVISOR HANDBOOK

Dear Advisor:

The University of the Virgin Islands electronic Academic Advisor Handbook has been designed to assist you in your role as an academic advisor. It is intended to serve as a quick reference for valuable and relevant advising information. You are encouraged to read this handbook thoroughly and to refer to it often as you advise your students.

According to the NACADA (National Association of Academic Advisors) [Concept of Academic Advising](#):
"Academic advising is integral to fulfilling the teaching and learning mission of higher education. Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values and motivations as they enter, move through, and exit the institution...Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, a pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students' educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes."

UVI advisors are encouraged to see your advising role as much more than a signature on a registration form. By using your handbook and other valuable resources, you have the power to make your advisees' educational experience more meaningful and significant. You will greatly contribute to student success and retention as well as the strategic goals of this University.

Thank you for your continued support of the students of the University of the Virgin Islands.

Advisor Handbook Executive Summary

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** If you would like to contribute a document to this handbook, ask a question, or recommend an edit, please contact Wendy Fedler.*

1. BucsConnect (EAB) Resources

- [Video Tutorials](#)
- [PDF Tutorials](#)

2. [UVI Policies and Procedures](#)

- [UVI Advising Plan](#)
- [Advising Structures by School or College](#)
- [Elements from the UVI Catalog](#) which are relevant to your role as an Academic Advisor:
 - [Academic calendars](#)
 - [Academic standards/standing, credit load](#)
 - [Classification of students](#)
 - [General education requirements](#)
 - [Registration/withdrawal procedures](#)
 - [General education requirements](#)
 - [Freshman year program](#)
 - [English Proficiency & Computer Literacy](#)
 - [Student Support Services & Programs](#)
 - [Academic Integrity/Dishonesty](#)
- [Placement guides for English Math](#)
- [Common errors related to registration](#)
- Suggested Semester timelines for advising-related contacts with students for [Faculty Advisors](#) and [CSS Advisors](#)

3. [Advising Concepts and Articles from NACADA, Other Resources](#)

- [NACADA \(National Association of Academic Advisors\) Concept of Academic Advising](#)
- NACADA Core Values of Academic Advising ([Declaration](#) and [Exposition](#))
- CAS (Council for the Advancement of Standards in Higher Education) [Standards for Academic Advising](#)
- Advising Theory
 - [Developmental Advising](#)
 - [Prescriptive vs. Developmental Advising](#)
 - [Applying Theory to Advising Practice](#)
- [Creating a personal philosophy of advising](#)
- [FERPA information relevant to advising](#)
- Academic Advising handbook from the American Psychological Association
 - [Volume 1](#)
 - [Volume 2](#)