Academic advising is crucial to student success at the University of Maine and access to a knowledgeable advisor is the right of each undergraduate student.

SFA Expectations of Advisors-
- In general, be available, be knowledgeable, and care about the students
- Meet with advisees at least once per semester to plan course schedules and assure that appropriate progress is being made on graduation requirements
- Be on time for, and prepared for, scheduled appointments (have looked over the student’s folder to check progress toward degree requirements before the meeting)
- Discuss preparing for future careers with advisees
- Respond to emails and phone calls from advisees in a timely manner (generally within 24-48 hours)
- Advise students on University policies and procedures
- Seek answers to advisee questions as needed and respond back to students
- Seek approval from Program Coordinators for any necessary exceptions to degree course requirements
- Refer students to University services or other departments as needed
- Document communications with students in the student’s file, especially any approved exceptions to graduation requirements.
- Keep the Program Coordinator apprised of students with major issues

SFA Expectations of Advisees-
- Be on time for scheduled appointments
- Prepare a wish list in advance of the meeting with their advisor
- Understand their degree requirements
- If they wish to take classes at a different campus to meet degree requirements, it is the responsibility of the student to discuss their plans with their advisor, search for the away classes, enroll in them, correspond with the Program Coordinator to complete Study Away paperwork, and to request that an official transcript be sent to Kathy M. Ouellette, University of Maine Office of Student Records, after grades are posted.

Resources for Advisors-
- University of Maine Advisor Handbook at [http://umaine.edu/advisorshandbook/](http://umaine.edu/advisorshandbook/)
  - Alphabetized listing of topics or issues that may arise while meeting with students
- Program Coordinators- Jaina Young (PSE), Mona Therrien (FSN), and Martin Stokes (AVS)
  - Provide expertise in program curricula, transfer courses, transcripts, degree requirements and acceptable course substitutions
  - Serve as the communication link between academic programs and the Associate Dean’s office
Resources for Advisors (continued)

- **Support Staff (Mary Fernandez and Pat Stoddard)**
  - Enroll students in AVS, FSN and PSE courses when prerequisites need to be waived or courses over-enrolled
  - Can answer academic policy and procedure questions for advisors and help find campus resources to assist students

- **Associate Director (Sue Sullivan)**
  - Assist in dealing with student and parent complaints
  - Assist in training and oversight of advisors in the School of Food and Agriculture