ADVISING LINKAGE INITIATIVE

Guidelines for Academic and Departmental Advisors

The main objective is to provide the Undergraduate Program Directors, faculty and appropriate staff professionals direct access to an academic advisor in the Academic & Transfer Advising Services Office to whom they can refer to clarify academic policies and procedures, academic concerns, and assist with academic situations outside the purview of the academic department. In addition, the academic department gains a better understanding of the services that the Advising Services Office provides for the Stony Brook community.

Role of the Academic Advisor:
- Establish the initial contact with Undergraduate Program Director/UPD or the appropriate staff professional.
- Establish a set time to meet the department advisor either in person or via telephone at least once each semester.
- Become knowledgeable of pre-major requirements.
- Assess the manner in which department advising is structured.
- Serve as the consistent resource for that department.
- Provide constructive feedback when prudent; relay students concerns about the department; offer constructive suggestions, etc.
- Inform the department of APAC programs, workshops and related activities that may be of interest to the faculty, staff and students.
- Communicate the relevant information through e-mail, campus mailings, and campus postings.

Role of the Undergraduate Program Director / Department Advisor:
- To apprise the Linkage Advisors of any recent changes in curriculum or department policy as it pertains to undergraduate students.
- Know that the academic advisor linked to the department serves as a resource for the faculty and department. If the Linkage Advisor is not available, the department advisor can speak to any advisor in the Center to address any issue or concern.
- Utilize the information on the Advising Center website. The information can be downloaded.
- To utilize the academic advisors’ expertise to clarify academic policies and procedures.
- Discuss how to enhance advising interaction among faculty, staff and students.
- Inform the academic advisor of any special programs, workshops or guest lecturers that may be of interest to pre-majors and minors.

To ensure that both the linkage advisor and departmental advisor are informed of changes in curriculum or academic policy, it is suggested that you arrange to meet one a month.

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