

Absorb, Prepare & Realize: Academic Advising

ABSORB: Learning the Biz

- Understand job titles (Advisor vs. Counselor vs. Coordinator) and know the difference between what each position does.
- Become familiar and have a handle on NCAA rules and regulations, i.e. GPA requirements, satisfactory progress toward degree, etc.
- Understand the importance of terminology and how it applies to academic advising; APR, GSR, PTD, etc.
- Be a sponge: find a mentor who is currently an academic advisor and learn from them: you must reach out!! Ask for training sessions, seek advice, ask questions, etc.



PREPARE: Finding the Right Fit

- Research the university in which you are applying, where is Academic support located within the University structure, how important is academics in relation to athletics?
- Know the role of the position you are applying for. What are your main responsibilities as an advisor with the regards to the actual academic advising, mentoring, teaching (GENS100), monitoring eligibility, monitoring study hall, communication with coaches, recruiting, etc?
- Is it truly a good fit for you? What is the athletics department's philosophy but more importantly what is your director's philosophy?
- How much room is there for professional growth as an Academic Advisor at that specific institution? How important is that to you?



REALIZE: Your Own Style

- Develop your own working system with Academic Advising that works for you but make sure it is a system that works within your department.
- BE PATIENT with yourself. It takes time to develop your own style and philosophy that will best help you serve your students as their Academic Advisor.
- Identify your boundaries with your students. Know what you are professionally and emotionally capable of handling.
- Understand the importance of communication within your Academic Support Staff. You are the frontline with your students as their Academic Advisor.
- Build bridges with other departments on campus, communicate with major / campus advisors. .
- DOCUMENT-keep accurate records of your communications/ with students and coaches
- Be flexible/open to change. Students and coaches don't come in a one size fits all model, be able to adjust your style of advising/communicating to fit their needs.
- Continue to educate yourself- Stay on top of institutional policies and NCAA legislation.

