Subject: MPH Advising

Policy Number: MPHP&P-05

1. Background

Advising is intended to recognize program requirements, help students understand and follow university rules and regulations, select courses, and set career goals.

2. Policy

Each MPH student will have a Registration Advisor and an Academic Advisor. The Academic Advisor will be from the department the student has chosen as a concentration. Tasks of each of these advisors will be provided to students during orientation sessions.

The Registration Advisor will meet with students during the advising period of each semester.

The Academic Advisor will meet with students at least three times during the course of each semester: at the beginning, towards mid semester, and towards the end of the semester.

The role of the Registration Advisor

1. General Advising
   a. Inform students of University policies and procedures.
   b. Explain to the student’s academic and administrative processes of the University as well as the expected standards of achievement.
   c. Discuss with students program requirements, policies and procedures.

   Note that items b and c are discussed in the orientation session for new students and in the group advising session.

2. Registration
   a. Plan with students their course work schedule in coordination with the academic advisor.
   b. Follow up on student registration.

3. Monitoring Student’s performance
   a. Maintain students’ records.
   b. Follow up on students’ academic performance (petitions, probation and other issues).
   c. Coordinate and inform academic advisor of the academic standing of the student.
   d. Check that students have met all requirements for graduation.
   e. Offer help and encouragement to the student.
   f. Be protective of student’s privacy of information.
   g. Be available for consultation.
The role of the Academic Advisor

1. Help student set educational goals.
2. Help student set career plans.
3. Advise students on academic matters such as electives, practicum and culminating experiences.
4. Guide students, in coordination with the Student Services Office (SSO), to available university educational resources, student employment, financial aid, and scholarships.
5. Follow up on students’ academic performance and other issues in coordination with the registration advisor.
6. Update registration advisor on student-related issues as they arise.
7. Reinforce student’s self-reliance and decision making skills.
8. Offer help and encouragement to the student.

Related Policies

• AUB advising policies.

3. Procedures

Upon admission, every student is assigned a Registration Advisor and then an Academic Advisor, based on his/her MPH concentration choice.

The department assigns Academic Advisors to students. The list is posted in the department of concentration, and sent to the SSO for implementation on the AUB-Student Information System (AUB-SIS). In exceptional cases, students may request in writing, from the departmental Chairs transfer to another advisor.

The Registration Advisor communicates any issue of concern to the Academic Advisor, and vice-versa. Meetings of the Academic Advisors with students are documented on an advising log sheet.

4. Latest Revision

Date last approved by ACC: May 23, 2011