



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

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ACADEMIC ADVISING AT UTM

Hamdan Said
Higher Education Administration
(Student Development)

INSPIRING CREATIVE AND INNOVATIVE MINDS



WHAT WE KNOW?

- Tearing paper exercise
- Close you eyes
- Ask no question
- No discussion
- No talking



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What do we learn?



Academic advising is a process of information exchange that empowers students to realize their maximum educational potential.





Goal of Academic Advising

- **Students gain a clear understanding of themselves and the experience of higher education.**
- **The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student.**
- **Academic advisors assist by helping to identify and access alternatives and the potential consequences of decisions.**



- **Give thoughtful consideration to academic and career goals**
- **Prepare questions before meeting with advisor**
- **Initiate contact with advisor**
- **Actively participate in the advising session**
- **Ask questions**
- **Know the academic calendar.**
- **Observe the deadlines**





- **Know when to register and drop or add courses**
- **Schedule courses that are consistent with educational goals and that meet degree requirements**
- **Accept responsibility for making final decision on academic choices.**





Questions: How do I...

- **choose, declare, or change my major/program?**
- **repeat, drop, or withdraw from courses?**
- **calculate/raise my grade point average?**
- **submit an appeal for grades to the Academic Review Committee?**
- **determine the number of credits I should take each semester?**
- **know when I have fulfilled the requirements to graduate?**



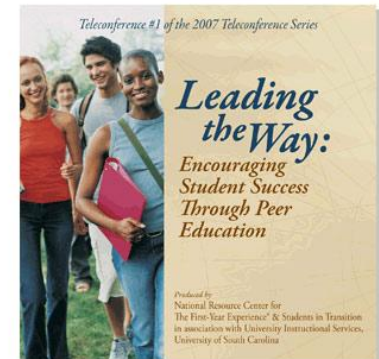
Questions: Where do I...

- *pick up repeat, drop/add, student concern, or petition to return forms?*
- *go for tutoring?*
- *take a foreign language placement test?*
- *go for testing services?*
- *find course transfer equivalencies?*
- *find the definition of credit/no credit?*



Questions: What is...

- ***AUKU***
- ***supplemental writing skills courses?***
- ***academic support programs and who should join?***
- ***the definition of probation and jeopardy of dismissal?***
- ***GOP, study abroad***
- ***Student exchange***
- ***Summer Camp & Service Learning***





Questions: Who can...

- *help me with my study skills, time management, goal setting, and test taking methods?*
- *I talk to if I have a learning problem?*
- *help me understand my analysis of academic progress?*
- *make sure that I am taking the courses I need?*
- *assist me with my writing skills?*



- **Development of educational plans**
- **Clarification of career and life goals**
- **Selection of courses and other educational experiences**
- **Interpretation of UTM requirements**
- **Enhancement of student awareness about educational resources available**
- **Credit exemption and transfer**





- **Evaluation of student progress toward established goals**
- **Development of generic skills**
- **Reinforcement of self-direction**
- **Referral to and use of UTM support services**
- **Ongoing evaluation of advising services**



Student Expectations

- **Have posted reasonable office hours of availability**
- **Maintain appointments with students on a timely basis**
- **Be knowledgeable about educational requirements, UTM policies and procedures to ensure academic success**
- **Seek information they do not know**



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Thank you

- Questions