

IPFW ACADEMIC ADVISING MANUAL

Introduction

Academic advising is a demanding and rewarding task on any campus. At IPFW we have the additional complexity of working with both the Indiana University and the Purdue University record systems. The Academic Advising Council has prepared this manual as a professional development tool for both new and experienced advisors on campus. The manual is also available as a PDF file on IPFW's web site at www.ipfw.edu/academics/advising/manual.shtml. It is our commitment to revise the manual annually to maintain the accuracy of the information.

We suggest that you browse through the manual at least once. If you are a new advisor, we recommend that you read the narrative sections on the advising process. The section on policies and procedures may not require close reading, but you need to be able to find specific sections as questions or problems occur. We suggest that you add a section relative to your department's policies at the back of the manual.

We welcome your comments and suggestions about the manual. Please send them to: Academic Advising Council, KT 171, or anstettj@ipfw.edu

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