



Undergraduate Advisement	
Responsible Official: Vice Provost for Enrollment Services	Responsible Office: Undergraduate Student Advisement

Policy Purpose

This policy describes the university-wide advising policy. The purpose of mandatory undergraduate advisement is to promote student success and provide students with comprehensive advising services which also include accurate referrals for policies, procedures and resources.

Policy Statement

Academic advisement is mandatory for all ETSU undergraduate, degree seeking students who:

- Have earned less than 60 credit hours
- Are new to ETSU regardless of earned hours
- Are readmitted students in their first term back at ETSU, regardless of earned hours
- Have not declared a major or who have chosen an Academic Focus Area
- Are in pre-programs (non-degree programs) such as Pre-Nursing, Pre-Business, and Pre-Education
- Are in colleges or departments that have mandatory advisement regardless of earned hours

Authority: N/A

Definitions:

N/A

Policy History

Effective Date: February 23, 2018

Revision Date:

Procedure (s)

The University monitors compliance with this policy in the registration process. Academic advisors clear advisement registration holds after they meet with their students. Advisement meetings include discussions about course selection, program requirements, and referrals to other applicable offices and resources.

New students: Advisement holds are automatically applied in the registration system during the admissions process for undergraduate, degree seeking students. Advisement holds prevent students from registering without first conferring with their advisor.

Most new students meet with an advisor and register for classes at new student orientations. Students who are not required to attend orientation are required to confer with an advisor and register for classes after advisement occurs.

Current students: Advisement holds are applied to undergraduate, degree seeking students each semester before registration begins for the next term. These holds prevent students from registering until they confer with an advisor.

#### Procedure History

Effective Date: February 23, 2018

Revision Date:

#### Related Form(s)

N/A

#### Scope and Applicability

Primary: Students  
Secondary: Academics