**Professional Advisor (PA) Roles**

- Act as “primary advisor” (Banner) for students in cohort
- Identify and communicate team for all incoming students, and clarify which team members can answer which questions
- Serve as liaison with student services, connecting students with needed resources
- Provide guidance to students on all academic policies, campus registration, and graduation requirements (GPA, courses outside the discipline, transfer credits, etc.)
- Attend Advisement Coordinators meetings
- Register incoming students (for pilot, only first-year students)
- Work with faculty mentors/departmental representative at summer orientation
- Meet with cohort of first-year students at least 4-5 times each year in groups and/or individually
- In subsequent years, meet with students individually or as cohort as needed
- Serve as advisor for any students in cohort placed on academic probation (AP)
- 12-month employee

**Shared/Collaborative Responsibilities**

- PA/FM collaborate to create academic plan for students in DegreeWorks
- PA/FM communicate about course selection and registration questions/challenges
- PA/FM work as a team for problem solving
- Team members provide opportunities for development of self-advocacy skills

**Faculty Mentor (FM) Roles**

- Introduce students to the discipline, curriculum, and student clubs associated with the department
- Serve as subject-matter expert
- Meet with cohort of first-year majors at least once a year
- Meet with first-year advisees individually as needed
- After the first year, the responsibilities of the FM increase as students progress through their degree programs
- In subsequent years, FM meets with student advisees annually, in group or individual meetings, to provide guidance in each of the following areas:
  - Assist students in selection of courses, course sequencing, academic planning
  - Introduce students to professional development and experiential opportunities
  - Serve as mentors for students interested in graduate studies

**O-TEAM Members**

- Student
- Professional Advisor
- Faculty Mentor
- Library Liaison
- Career Services area rep.
- Resident Assistant
- Financial Aid contact