

New Advisor Access Request Form

This form is required for advisors to gain access to the Degree Audit system for undergraduate students.

Advisor Name: _____
Last First NUID

Department: _____

ADVISOR RESPONSIBILITIES

- Provide assistance to students wishing to declare/change their program of study.
- Assist students in exploring career and educational opportunities.
- Be familiar with academic policies and procedures in order to answer questions & provide accurate guidance to students seeking assistance.
- Approve a semester-by-semester academic plan by meeting with advisees each term during the advising period. Once advising is complete, the advisor must remove the advising flag so the student can register for coursework.
- Attend a scheduled advisor training session offered by the Registrar's Office (x8527) or schedule individual training with Amy Rundstrom in Academic and Career Services (x8501).
- Monitor advisee progress toward educational and career goals and help select courses at each registration period based on curriculum and University requirements.
- Protect the privacy of student information as set forth in The Family Educational Rights and Privacy Act (FERPA) <http://www.unk.edu/offices/registrar/ferpa/>

I hereby agree to abide by the advisor responsibilities outlined above.

New Advisor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

This form will be used to grant advising access for undergraduate students only. Graduate advisors need to obtain advising access approval from the Graduate Office (308-865-8838).

Please submit this form to:

Registrar's Office
Warner Hall
905 W 25th St
Kearney, NE 68849
unkregistrar@unk.edu