MSME Academic Advising Framework

Non-major Students (Freshmen & Sophomore)	Normal Students (GPA ≥ 2.00)	MSME Advisors
	Probation Students (GPA < 2.00)	Specialized Advisors for Probation Students
Major Students (Junior & Senior)	Normal Students (GPA ≥ 2.00)	Major Advisor
	Probation Students (GPA < 2.00)	Deputy Chairperson
	Over 4 Years Students	Chairperson

Monitoring

- Monitor students' academic and non-academic performance
- Recheck the advising system and process
- Track on errors, take disciplinary action

- AU Sparks Pro
- Graduation Checklist
- Advising Notes
- Advising System
- Advising Process
- Problems Identification

Results

- Retention rate
- Probation rate
- Time to degree
- Petition on adding the subjects
- Number of advising errors
- Satisfaction with advising system
- Satisfaction with academic advisor
- Satisfaction with academic progress
- Percentage of students attending academic advising

Planning Process

Problem Identification	Consequences
1.Advising Errors - Not following study plan - Not passing prerequisite subject	- Wrong subjects enrolled - Not graduating on time
2.Non-advising students	
3.Insufficient class seats	- Not graduating on time
4.Weak academic performance	- Low grade - Repeating subjects - Not graduating on time
5.Personal Problems - Financial Issues - Health Issues - Mental Health Issues	

Corrective Actions and Implementation

- Provide handbooks on advising, curriculum and study plan
- Provide AU Spark Tutorial VTR for students
- Provide training on the new curriculum to the faculty (advisors)
- Apply IT and develop database system to reduce human errors
- Put red flags on AU Spark Pro for the required subjects

- Provide PR materials regarding advising schedule and reminders via social media platforms

- Forecast seats needed
- Monitor available seats during registration period
- Provide enrollment priorities

- Assign special academic advisors to provide academic guidance
- Provide special tutorial classes

- Assign special academic advisors to provide academic guidance
- Provide counselling information

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MSME BUSINESS SCHOOL ASSUMPTION UNIVERSITY