

Undergraduate Academic Advisor (UAA) FTE position allocation rules.

University Advising Center

Office of the Provost

www.sc.edu/Advising

Rule #1: First-Year and Transfer Advising: In alignment with the [2015 A.C.T. Recommendations](#), all UofSC Columbia academic colleges and schools (i.e. 11) will be assigned a First-Year Academic Advisor (FYA) or an Undergraduate Academic Advisor (UAA) depending on the college advising model. All first-year advising and transfer advising is conducted by the University Advising Center (UAC) in coordination with the colleges. Details are outlined in a Memorandum of Collaboration.

Rule #2: Allocation: FYA/UAA allocation is based on college/school enrollment of first-year students and transfer students. UAA allocation(s) are determined annually by a 300:1 formula (i.e. 300 students = 1 FTE academic advisor). This formula allows for optimal caseload management. Caseload management includes outreach, intervention, monitoring, and other proactive advising efforts. See UAA position description, MOC, and management documents.

Rule #3: UAA position utilization: All first-Year students and transfer students must be advised by a FY/Undergraduate Advisor. However, FY/UAA's may advise beyond the freshmen year and/or in coordination with another college if the student caseload is lower than 300. This allows for full utilization of a full-time advisor position.

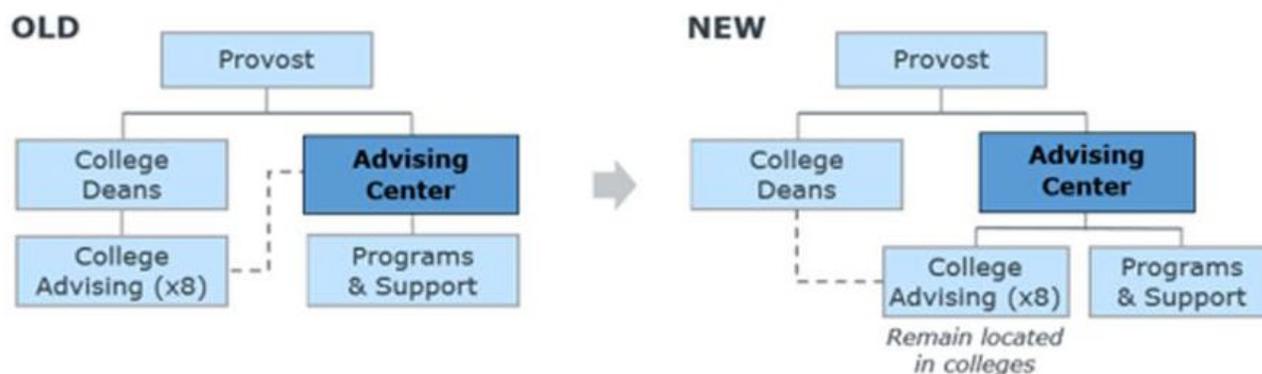
Rule #4: Continuing student advising and expanded UAA partnership: If a college/school wishes to move into sophomore advising or continuing student advising in partnership with the UAC, the funding must come from the college in the form of an Intra-Institutional Transfer (IIT) to the University Advising Center. In special circumstances, the UAC may sponsor an additional advisor position if the college/school fully participates in Provost-sponsored initiatives including: specialized transfer advising, faculty/student mentorship programs, the Quality Enhancement Plan/*MyUofSC Experience*, full utilization of advising technologies, participation and integration of the UAC Advising career ladder, and/or other initiatives as outlined in the A.C.T. Recommendations or by the Provost Office.

Sample graphic from the Educational Advisory Board (EAB):

Standardizing and Centralizing Advising



Negotiations with Deans Pave the Way for a Mutually Beneficial Org Change



**A national trend to ensure a consistent student experience and standards of advising.*

Formal Partnership Agreement

What the Deans Negotiated for:



- Advisors remain in colleges
- Collaboration with departments
- Defined roles and responsibilities
- **Budget and mindshare relief**