

University Advising Center, Undergraduate Academic Advisor

FTE UAA position allocation rules

Rule #1: In alignment with the [2015 A.C.T. Recommendations](#), all USC Columbia academic colleges and schools (i.e. 11) will be assigned a FY/Undergraduate Academic Advisor (UAA). 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: FYA/UAA allocation is based on college/school enrollment. UAA allocation(s) are determined by a 300:1 formula (i.e. 300 students = 1 academic advisor). This formula allows for optimal caseload management. Caseload management includes outreach, intervention, monitoring, etc. See UAA position description, MOC, and management documents.

Rule #3: 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 caseload is lower than 300. This allows for full utilization of a full-time advisor position.

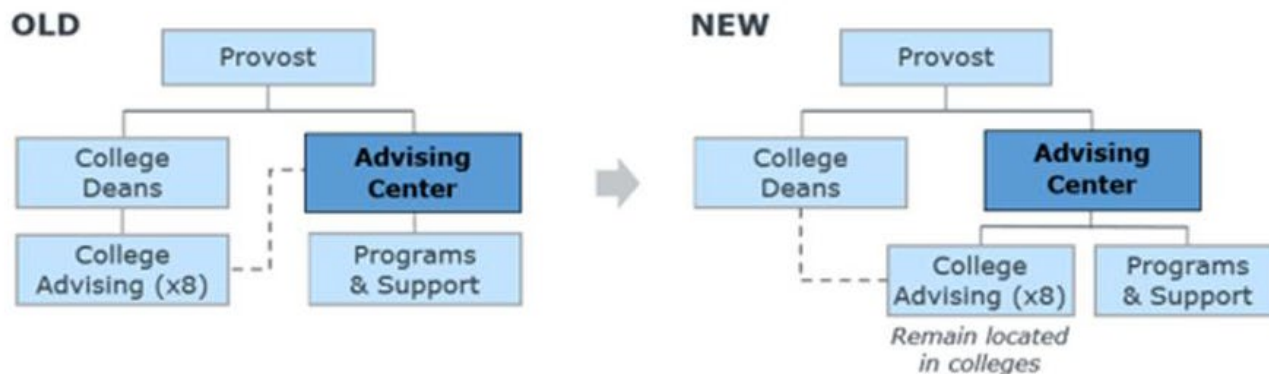
Rule #4: If a college/school wishes to move into sophomore advising through the UAC, the funding must come from the college in the form of an IIT to the Advising Center. In special circumstances, the UAC may sponsor additional advisor position if the college/school fully participates in Provost-sponsored initiatives such as transfer advising, faculty/student mentorship programs, *MyUofSC Experience*, full utilization of advising technologies, or others as outlined in the A.C.T. Recommendations.

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**