

# BENTLEY ACADEMIC ADVISING MODEL

Students can choose to meet with any advisor and are not required to meet with their assigned advisor.

**First Falcons  
Connect  
Students:  
Assigned to the  
FFC Advisor**

**Transfer  
Students:  
Assigned based  
on TS 222  
Instructor**

**All Students:  
Assigned an Undergraduate  
Academic Advisor during their  
time at Bentley.**

**Honors  
Program  
Students:  
Assigned to the  
Honors Advisor**

Academic Advising encourages students to seek additional Faculty/Staff mentorship.

# STUDENT+ADVISOR RESPONSIBILITIES

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## Students will:

- be proactive and seek help and advice early in the semester.
  - understand role of the academic advisor and the advising model at Bentley University.
  - know who their academic advisor is and how to connect with them via appointment and email.
  - know, understand, and effectively utilize Degreeworks, Workday, and EAB Navigate.
  - become familiar with requirements for their chosen degree and optional programs, graduation requirements, and academic policies.
  - update their student record when necessary (e.g., change of address, phone number).
  - know their current grade point average, enrolled credits, and earned credit hours.
  - adhere to dates and deadlines on the academic calendar.
  - frequently check and read their Bentley email for official communication from members of the University.
  - know that advisors are helpful and available during class registration and non-registration periods.
  - Become familiar with all resources and opportunities to connect with academic advising (appointments, drop-ins, programs, etc.)
  - schedule and arrive on time for appointments with their advisor.
  - check their Degreeworks audit, prepare questions, do appropriate research, and create a course schedule (if necessary) before meeting with their advisor.
  - understand that Drop-In Hours are 10-minute sessions for quick questions, clarifications, and short-term registration planning.
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## Advisors will:

- provide accurate and timely information about academic requirements, procedures, and policies.
- be available by providing opportunities to meet with students by appointment, during assigned drop-in hours, and via programming initiatives.
- respond to students' inquiries within two (2) business days.
- empower each student to make independent and informed decisions.
- be knowledgeable about policies and procedures.
- serve as an educator, facilitator, guide, and mentor.
- make appropriate referrals to resources on campus to support the development and needs to students.
- encourage active engagement in the curriculum-based advising process by using Degreeworks, Workday, and all resources available to students.
- advise from an integrated perspective of general education, major(s), minor(s), experiential learning, and study abroad.
- ensure smooth transition for students entering the University or declaring and changing majors.
- keep accurate and up-to-date advising records (notes and cases) in EAB Navigate.
- provide realistic options for students' decision making and encourage reasonable time to degree completion.
- be resourceful by utilizing web-based information, advising tools, and professional development opportunities.