

Undergraduate and Graduate Coursework Academic Advising Charter

The Undergraduate Academic Advising Charter

Location of Academic Advisers

Contact details for College academic advisers can be found at the end of this Charter.

Purpose

Academic advising helps you identify your educational goals and provides you with information about ANU resources and support for your academic and personal development. Academic advice includes both advice on academic program requirements and advice on how courses contribute to a student's intellectual development. Advisers will help you develop an educational plan and set realistic goals for your tertiary studies.

Your responsibilities

- Take responsibility for your educational goals and achievements.
- Discuss with an academic adviser if you encounter problems or need clarification of your program.
- Know your degree requirements, relevant policies and deadlines as well as requirements for graduation.
- Revise your educational plans and goals as your studies progress.
- Seek advice from your advisers, lecturers and mentors.
- Utilise University resources to enhance your academic experience and develop your personal and professional goals.
- Keep your contact information up to date and read all official correspondence sent to your ANU email account.

Responsibilities of your Academic Adviser

- Be aware of the degree requirements, University policies and deadlines.
- Seek to provide accurate information.
- Maintain standards and policies of the ANU.
- Liaise with administrative staff to provide the appropriate advice.
- Listen to your questions, concerns and problems regarding your academic program.
- Help identify your academic interests and goals.
- Where appropriate, refer you to specialised ANU services such as the Tjabal Indigenous Higher Education Centre, Health Service, Counselling Centre, Academic Skills and Learning Centre, Disabilities Services Centre, ANUSA Student Assistance Officer, Dean of Students.
- Say "no" when necessary and provide alternative solutions.
- Maintain confidentiality where appropriate.
- Only send notices to and respond to correspondence through your ANU email account.
- Maintain appropriate records of advice given to students, particularly where this advice relates to program rules and/ or course choice.

The Graduate Coursework Academic Advising Charter

Location of Program Convener

College contact details can be found at the end of this Charter.

Purpose

Academic advising helps you identify your educational goals and provides you with information about ANU resources and support for your academic and personal development. Academic advice includes both advice on academic program requirements and advice on how courses contribute to a student's intellectual development. Program conveners will solve administrative problems and help you develop a clear educational plan and choose realistic goals to enable you to succeed in your graduate studies.

Your responsibilities

- Take responsibility for your educational goals and achievements.
- Discuss with your program convener if you encounter problems or need clarification of your program.
- Know your degree requirements, relevant policies and deadlines as well as requirements for graduation.
- Be open to developing and clarifying your educational goals.
- Remain open to recommendations from your advisers, lecturers and mentors.
- Utilise the University resources to enhance your academic experience and develop personal and professional goals.
- Keep your contact information up to date and read all official correspondence sent to your ANU email account.

Responsibilities of your Academic Adviser

- Be aware of degree requirements, University policies and deadlines.
- Seek to provide accurate information.
- Maintain standards and policies of the ANU.
- Liaise with administrative staff to provide the appropriate advice.
- Listen to your questions, concerns and problems regarding your academic program.
- Help identify your academic interests and goals.
- Where appropriate, refer you to specialised ANU services such as the Tjabal Indigenous Higher Education Centre, Health Service, Counselling Centre, Academic Skills and Learning Centre, Disabilities Services Centre, PARSA Student Welfare Adviser, Dean of Students.
- Say "no" when necessary and provide alternative solutions.
- Maintain confidentiality where appropriate.
- Only send notices to and respond to correspondence through your ANU email account.
- Maintain appropriate records of advice given to students, particularly where this advice relates to program rules and/ or course choice.

College contacts for academic advice

College of Asia and the Pacific

For both undergraduate and graduate students

Student Centre, ANU College of Asia and the Pacific

Room 7009, H C coombs building (9)

E: cap.student@anu.edu.au

T: 6125 3207

College of Arts and Social Sciences

Undergraduate: students.cass@anu.edu.au

Graduate: graduate.students.cass@anu.edu.au

College of Business and Economics

For both undergraduate and graduate students: info.cbe@anu.edu.au

College of Science

Undergraduate

The College of Science Student Services office is located on the Ground Floor of the Peter Baume Building, 42 Daley Road (entry via University Avenue).

Information on appointments with Student Services staff and Sub-Deans can be found on this website:

<https://students.science.anu.edu.au/contacts/student-appointments>.

Appointments can be made through the website above, in person at the reception desk, by emailing

science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:

For academic advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au or phone 6125 2809.

College of Health and Medicine

Undergraduate

The College of Health and Medicine Student Services office is located on the Ground Floor of the Peter Baume Building, 42 Daley Road (entry via University Avenue).

Information on appointments with Student Services staff and Sub-Deans can be found on this website:

<https://students.science.anu.edu.au/contacts/student-appointments>.

Appointments can be made through the website above, in person at the reception desk, by emailing

science.enquiries@anu.edu.au or phoning 6125 2809.

Graduate:

For academic advice please contact your program convener. If you are unsure who your program convener is email science.enquiries@anu.edu.au or phone 6125 2809.

College of Engineering and Computer Science

For both undergraduate and graduate students

CECS Student Services Office

N202, CSIT Building (108)

Email: studentadmin.cecs@anu.edu.au

ANU College of Law

For Bachelor of Laws/Juris Doctor

Academic advice is available from the Sub-Dean,

E: Wayne.Morgan@anu.edu.au

T: (02) 6125 3483 to make an appointment