

ACADEMIC ADVISING

Timely academic advising is used consistently throughout the College to promote student success and retention.

Academic Advising Process

A faculty advisor is assigned to each student upon the student's acceptance to Dunwoody. The Admissions Department notifies each student of the assigned advisor during orientation. Over the course of the student's education, the student may be assigned a different advisor. Academic deans and directors are responsible for developing an advising system that works within their individual academic curriculum. They are required to have academic conversations with each student at a midterm point in the curriculum. Academic advising sessions are private in nature and are conducted in a private room. Academic advisors document the date of the advising session and any key points in the Student-at-a-Glance Report in IIS. Any follow-up necessary to provide the student any information that is required or requested is the responsibility of the faculty advisor. Academic deans and directors are responsible for assigning faculty advisors and for updating changes to faculty advisors through the Registrar. Items considered academic in nature:

- Final course grades/midterm grades
- GPA
- Academic warning/probation
- Attendance/timeliness
- Missing assignments
- Work performance
- Academic Planning

If you have been assigned as an advisor, please contact your dean or director with any questions pertaining to your individual department's advising guidelines.

My.Dunwoody & Academic Plan

My.Dunwoody is an online portal of student information and resources. Available through LaunchPad, the portal provides links to check midterm and final grades, schedule/registration, financial aid and account balance information, enrollment verifications to a variety of resources, opportunities, and notifications.

Students use My.Dunwoody to register for classes, pay their bill, and view information such as grades, attendance, academic plans, and unofficial transcripts.

The academic plan is a degree progress tracking tool that displays both Arts & Sciences and Technical course requirements for the program in which the student is currently enrolled. The academic plan shows what has been completed, what is in progress, and what is left to do in order to satisfy academic requirements for graduation.

The academic plan also has a 'What If' feature that allows a student to view how completed courses will satisfy requirements of other programs in which the student may not yet be enrolled.

Students should monitor their progress toward their declared degree or certificate path using the academic plan on [my.dunwoody \(https://myapps.classlink.com/home/\)](https://myapps.classlink.com/home/). This plan may also be used by faculty, deans, directors, faculty advisors, and Student Affairs advisors in advising sessions.

PSEO Student Advising Process

Post-Secondary Education Option (PSEO) Students are advised by the Registrar's Office.