

A. Academic Advising System and Office Hours

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Advising

The student advising system is essential to ICU's liberal arts education. This is because we would like to have our students challenge various academic fields besides their own majors, actively pursue their interests and concerns, and thereby establish themselves as autonomous beings capable of active and critical thinking. In order to prevent students from becoming narrow-minded or lost in this process, faculty must offer advice and guidance not only as academic experts but also as being more experienced in life. The purpose of the advising system is to provide students, who are youths at a very sensitive developmental stage, with the necessary support to make their college lives fulfilling. Thus, advising is fundamental to our liberal arts education. Moreover, it is a support system that is truly for the students. ICU has maintained this system ever since its establishment. The faculty of ICU are required to fully understand and cooperate in this system in order to realize the educational goals of our university. Below is a guideline for being an advisor. However, each faculty member should explore their own ways of carrying out this role. Please feel free to contact the Dean's Office as well as the FD Office and other relevant offices about any questions or problems you may have regarding this system. We will all be happy to assist you.

1. Approving students' quarterly course registration

Be in your office from 9 AM to 3 PM on registration day to personally hand each student their grades for the last quarter, to review the courses that the student plans to register for and has indicated on the Requested Courses sheet, paying particular attention to the total number of units, and finally, to sign your approval.

2. Specific notes about advising students' course registration

- a . Make sure the number of units the student plans to register for is within the upper limit stated in the academic regulations.
- b . Consider the student's academic performance and/or health condition, and, if necessary, advise students to ease their course load by adjusting the total amount of units or courses. Students may be expelled if their GPA is less than 1.0 for 3 quarters in a row or their total GPA for 4 quarters is less than 1.0. In order to avoid such a situation, it is necessary to identify the cause of a student's poor performance and suggest ways to overcome it.
- c . In cases where the student intends to file a petition regarding course registration, review the content of the petition, offer guidance, and sign if you approve.
- d . When students approach you with concerns about a particular area of study, refer them to appropriate faculty members with expertise in that particular field.
- e . Handle other issues regarding students' course registration and offer guidance as appropriate.

3. General academic advising

- a . Offer students appropriate guidance through procedures regarding student status, such as applying for leave of absence, withdrawal, readmission, and reenrollment, and sign your approval on the application forms.

- b . If you notice problems with a student's physical or mental health, suggest seeking counseling or contact a counselor.
- c . Review the content of students' petitions regarding academics, offer appropriate guidance, and sign if you approve.

4 . Advising about student life

- a . Be willing to discuss problems in students' lives and offer advice.
- b . Contact relevant offices within the university, such as the Student Affairs Office, according to the nature of the problem.

5 . Tell students to contact the Student Affairs Office when requesting reference letters for applications for scholarships, study abroad programs, graduate schools, and jobs.

6 . Be willing to respond to the concerns of students' parents or guardians, and contact them when necessary.

7 . Other issues

When you are unsure about a certain matter regarding students' course registration or academics in general, contact the Educational Affairs Office to obtain correct information before offering guidance to students. (Refer also to the "Academic Regulations" in the Bulletin and the Course Offerings and Guide to Academic Regulations.)

Notes

- a . When a faculty member is taking a research leave, a new advisor will be assigned to his/her advisees. Even upon the faculty member's return to duty return, students will not be assigned back to their original advisor, except for special cases such as when that faculty will be the thesis advisor. Students can also request an advisor change (Refer to "Advisor Change" in the Course Offerings and Guide to Academic Regulations). When there has been a change of advisors, please return the "Advisee Card" to the Educational Affairs Office.
- b . When students officially become bachelor candidates, their thesis advisor will also be their academic advisor (Refer to "Bachelor Candidacy" and "Advisor Change" in the Course Offerings and Guide to Academic Regulations).

Office Hours

In order for the advisor system to function effectively, it is best to make an announcement of set office hours during which the students can visit freely to consult their advisors. Also, students other than advisees may want to have meetings with faculty. Offering opportunities for students to ask questions about class material or a particular field of study should be helpful to the students as well as a promotion of liberal arts education. Therefore, as another ICU tradition, faculty are basically required to set aside 2 hours a week for office hours, announce that to students, and actually be available in their office during those hours. It causes students great trouble when they cannot contact advisors during times like the late registration period at the beginning of each quarter when they need the advisor's signature of approval. At times, when the advisor expects to be absent and anticipates causing inconvenience to students, the Division Chair may temporarily substitute for the advisor. However, this procedure should be avoided whenever possible.

Office hours should be set each quarter, in other words, they should not be subject to weekly changes, and they should be announced on the ICU web page, or on office doors. When there is a change in office hours, please notify your Division Office. When you must cancel office hours for a special reason, such as attending a conference, please notify your Division Office in advance.

Although the student support system is primarily for the student and requires time and effort on the faculty member's part, please understand that it is essential to the kind of education our university hopes to provide. Also, try to enjoy the close and frequent interactions with students that arise in the process. I hope that this system continues to function and develop, proving to be meaningful to both students and faculty.