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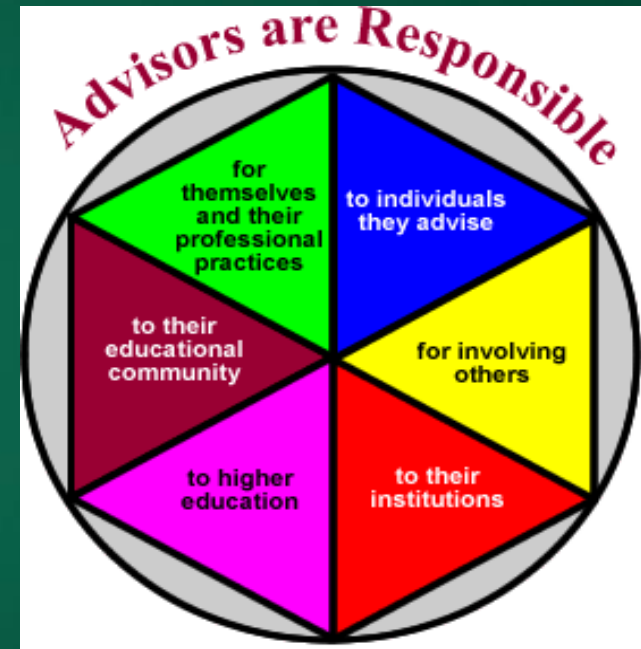
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A. What is Academic Advising ?

A1. Definition of Academic Advising

- We adopt the definition stated by the National Academic Advising Association (NACADA, 2006) that academic advising is a process to engage and develop students to become members of the higher education community who critically examine their roles and responsibilities as students and future citizens of a local and global community.
- It is also a developmental process for the whole-personal growth of university students in higher education setting. At the Department of Applied Social Sciences (SS), we aim to facilitate students to set clear goals on their career and personal development with workable study and career plans supported by devoted faculty and teaching members.



(NACADA, 2017)

A2. Role of Advisee (CLASS Handbook on Student Advising, 2020)

- CLASS Handbook Advising

- The academic advising system is designed to provide CLASS students with useful information and advice to make a positive start to their university study. For this system to work effectively, the advisee should:
 - complete the orientation preparation checklist;
 - complete the University's requirement on academic honesty;
 - visit and thoroughly read through all the websites and publications they are directed to for information;
 - become familiarized with the University regulations and academic calendar;
 - be open to learning new skills and methodologies;
 - schedule meetings with their advisor - at least once in each of Semesters A and B;
 - check their CityU email account regularly; this is the official email address for University correspondence;
 - take the responsibility to audit their own progress and register in the right courses which meet their curriculum requirements
 - take advantage of the assistance and support offered by their home department, their college and the administrative and academic support units.



B. How does Academic Advising work?

B. How does Academic Advising work?

1. Academic advising is a required practice under University policy, aiming at providing necessary support to students so as to enhance their academic experience and campus life. In line with University policy, the Department is offering Academic Advising to our **UGC full-time undergraduate Majors and BDSS** (see right). In other words, you will be assigned an academic throughout the entire university study life until graduation.
2. Departmental Academic Advisors are assigned around 15-40 Major or BDSS students, depending on the availability of staff in their Major for allocation and the number of students in different majors. **The Academic Advisors will follow their group of student advisees over their period of undergraduate study within the Major.**



Minimum Guidelines on Student Advising

1. Each entering student will be assigned one academic staff member as Advisor and one experienced student as Student Mentor* by the College/School.
2. The student must meet the Advisor at least once a semester during the first two years of study for advice on course selection, program selection, study skills, professional development, etc.
3. The criteria for selecting students to be Student Mentors will be decided by the academic unit to which the students belong.
4. Each academic unit will appoint an Advising Coordinator who will work with all the Advisors and Student Mentors of his/her academic unit to ensure that the University's guidelines are properly implemented. The Advising Coordinators will work closely with the Assistant Provost (Strategic Planning and Quality Assurance) to provide input into advising practices and processes and to monitor them.
5. The Student Mentors will receive training through the Advising Coordinator of their academic unit as well as Student Development Services (SDS).
6. The Advising Coordinator will be responsible for training Advisors of the academic unit on the use of the Degreeworks student advising software, which will be used to keep a record of advising activity for each student in the academic unit.
7. The Advising Coordinator's key role should be recognized by the academic unit by providing adequate release time to him/her to achieve the academic unit's advising objectives; and through the PBPR Scheme.
8. Non-academic advising will be provided by student services units (e.g., CLC, SRO and SDS), and centrally coordinated by SDS. Services will be provided to students through (a) referral from academic staff; (b) student activities organized by the University; and (c) direct appointment with SDS.

* Academic units may consider giving some form of recognition to the Student Mentors to recognize their efforts. Resources may be provided to the Student Mentors to help them enhance their relationships / experiences with their mentee by, for example, sharing a meal or visiting an interesting site with them.

June 2022

*Minimum Guideline Under
University Policy*

B. How does Academic Advising work?



3. Student Advisees are expected to meet their Academic Advisors individually or in groups, **at least once in every semester of their study**, to seek advice.

Topics you may discuss:

- Course selection
- Study skills
- Academic pursuit
- Professional development
- University's opportunities in out-of-classroom learning, study tours, international exposure, internship and exchange
- Other inquiries you want to seek advice

4. After meeting your Academics Advisor, you are responsible for recording the date and content of discussion with their Academic Advisors using the DegreeWorks Note.

B. How does Academic Advising work?



5. Besides Academic Advising, SS will also help in recruiting, training and recognizing senior students as Mentors to run orientation activities for the incoming students. These Mentors will assist the Academic Advisors to provide support to the student Advisees during their first year of Major study.
6. A first mass meeting for Advisors to meet with their student Advisees in groups with their Mentors in Semester A of their first year of Major study will be arranged if needed. Students are responsible to proactively engage to your advisor afterwards.
7. Non-academic advising will be provided by other student services units of the university, such as CAIO, SRO and SDS. Academic Advisors may make referrals of students to such units for service as they deem fit.

B. Recommended Guidelines on Academic Advising of Undergraduate Major Students

- 8. The student advisee should return the record form of academic advising with advisor's endorsement via QuestionPro (<https://cityuhk.questionpro.com/t/AVdhiZvMay>) in Week 13 of each semester. (See right and Appendix I)
- 9. The Department should duly recognize the contribution of Academic Advisors and Mentors in the nurturing our students in their academic pursuit.

City University of Hong Kong
Department of Social and Behavioural Sciences
Record Form on Meeting with Academic Advisor

Note:

1. Student should fill in the record form with date and brief description of meetings with advisor in both Semester A and Semester B.
2. Completed record form should be signed by advisor for verification purpose before returning to Dr. Anna HUI via <https://cityuhk.questionpro.com/t/AVdhiZvMay> by the end of both Semester A and Semester B.

Student Name: _____ Advisor Name: _____
Student ID Number: _____ Semester (circle if appropriate) A / B

Date	Brief Description of Meeting	Signature of Advisor

Signature of Student: _____ Date: _____

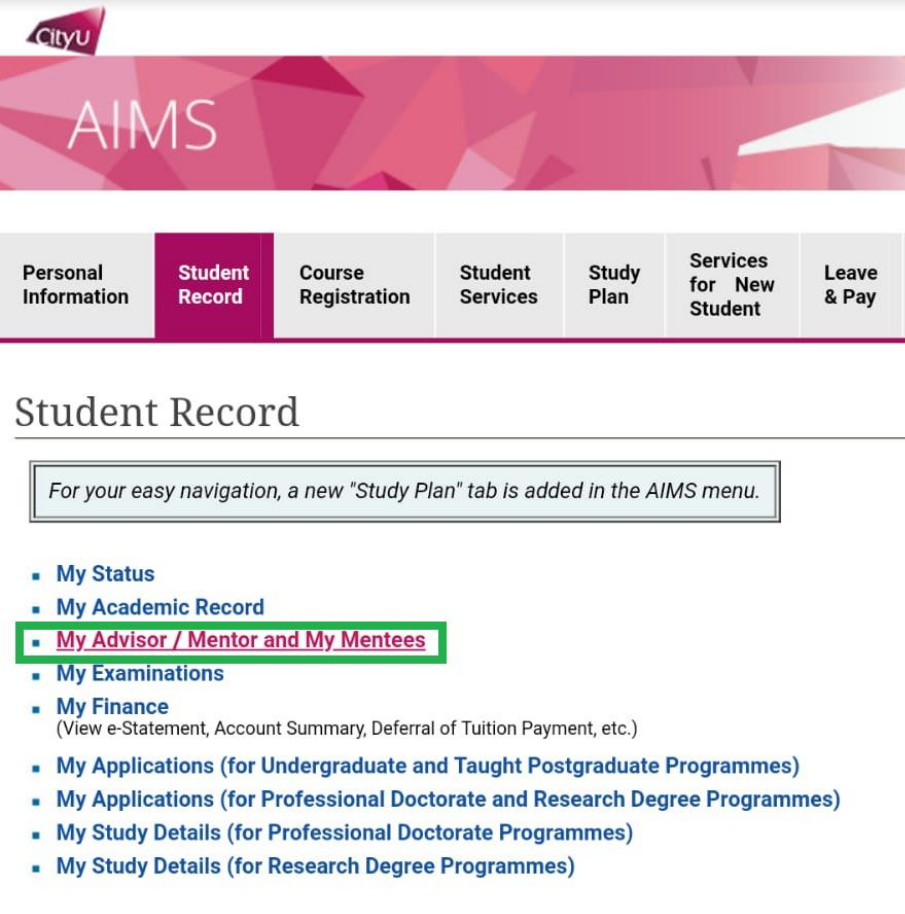
Record Form



C. How to check your Academic Advisor on AIMS

C. How to check the Academic Advisor on AIMS

CityU Website -> AIMS -> Student Record -> My Advisor / Mentor and my Mentees



The screenshot shows the AIMS (Academic Information Management System) interface. At the top, there is a navigation menu with the following items: Personal Information, Student Record (highlighted in purple), Course Registration, Student Services, Study Plan, Services for New Student, and Leave & Pay. Below the menu, the page title is "Student Record". A message box states: "For your easy navigation, a new 'Study Plan' tab is added in the AIMS menu." Below this, a list of menu items is displayed:

- My Status
- My Academic Record
- **My Advisor / Mentor and My Mentees** (highlighted with a green box)
- My Examinations
- My Finance
(View e-Statement, Account Summary, Deferral of Tuition Payment, etc.)
- My Applications (for Undergraduate and Taught Postgraduate Programmes)
- My Applications (for Professional Doctorate and Research Degree Programmes)
- My Study Details (for Professional Doctorate Programmes)
- My Study Details (for Research Degree Programmes)

D. Responsibility of Advisor & Student and Meeting Channels

D. Responsibility of Advisor & Student, and Meeting Channels



1. Advisor's responsibility:

- To meet the advisee at least once a semester during the first two years of study

2. Student's responsibility:

- To meet the advisor and complete the "Record Form on Meeting with Academic Advisor"

3. Suggested meeting channels:

- One to one meeting at the office/ classroom/ canteen
- Group meeting with the advisees
- Stay after class/workshop/laboratory



E. Character and Career Development Project (CCD)

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Department of
Social and Behavioural Sciences
香港城市大學
City University of Hong Kong

1. All the new students (BDSS, AS1 and AS2) and Year 2 students have to complete the questionnaire of the project, in order to provide a more comprehensive figure for understanding of students' learning and professional development, also as a reference for planning university life and learning activities.

2. The questionnaire covers the following dimensions:
 - a) Basic background information
 - b) Personalities
 - c) Emotion management
 - d) Stress management
 - e) Learning strategies and difficulties
 - f) Participation in volunteering and extracurricular activities
 - g) Sense of belongings to CityU and SS department



F. I need HELP!

F. I need HELP!



You may consider about seeking counselling service from Student Development Services (SDS), if you have the following distress signs:

- Marked and sudden decline in the quality of academic work; frequent absence from class; failure in submitting assignments; lacking motivation or concentration
- Prolonged depressive symptoms such as tearfulness, weight loss, apathy and loss of interest in a lot of things, self-blame, lacking energy and falling asleep in class
- Excessive worry and indecisiveness
- High irritability, angry or violent outbursts
- Withdrawn and isolated from others
- Demonstrating bizarre and strange behavior or speech
- Talk of suicide, self-harm directly or indirectly, expression of hopelessness

F. I need HELP!

Student Development Service (SDS) – How to refer concerned students to counseling services

https://www.cityu.edu.hk/sds/web/counsell_meeting.shtml

Phone:

3442-8478

Opening hour:

Monday to Friday, 08:45-13:00; 14:00-17:30.

Saturday, Sunday & Public Holidays: Closed

Address:

6/F Bank of China Building (BOC), City University of Hong Kong

F. Information on Emergency Response Unit

- In view of the recent development of social incidents, the University has sent up an Emergency Response Unit.
- Hyperlink to their website is as follows:
- [ERU](#)



G.SS Student Life and Learning, Community Outreach Teams & Key Contact Persons

G1. SS Student Life and Learning, Community Outreach Teams & Key Contact Persons



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Graduate and Undergraduate Mentors and Alumni Development	Dr. KAM Ping Kwong
Student Development Implementation and Research Group	Dr. Dannii Yeung

G2. Netiquette for Online classroom

- A. Security issues – how to achieve online security
 - Your password should be kept to yourself only. Don't share your password with anyone.
- B. Online classroom etiquette – what to do during online learning
 - Plan ahead and familiarize yourself with the CANVAS virtual classroom. Log in early to do a trial run if it is the first time. Attend the online class punctually.
 - Optimize your internet by moving as close to the router as possible when using WiFi. When disconnected, just log back in.
 - Optimize your learning through active participation by switching on the camera to show your face and also be mindful of how you are dressed. It will facilitate teacher-student and student-student interaction.
- C. Email netiquette – what to do when using email system
 - Remember to check your university email messages frequently. Email communication is essential between the university/department/major/courses and you as individual students.
- D. Netiquette when using discussion groups or message board
 - Write posts that are relevant to the topic and within the scope of the course material.
 - View your posts seriously and review and edit your posts before sending.

H. References

National Academic Advising Association. (2006). “NACADA concept of academic advising.” Retrieved from <http://www.nacada.ksu.edu/Resources/Clearing/View-Articles/Concept-of-Academic-Advising-a598.aspx>

National Academic Advising Association. (2017). “NACADA core values of academic advising.” Retrieved from <http://www.nacada.ksu.edu/Portals/0/images/corevalues.gif>