Cameron School of Business
Faculty Advisor Responsibilities

The Faculty Advisor is a primary resource for a student’s success. Cameron is dedicated to providing each business student the resources and support to assist them in achieving CSB admission, UNCW retention and graduation in a timely manner. As a Faculty Advisor, you are an essential part of the student’s support team.

Ultimately it is the student’s responsibility to know and adhere to University rules and regulations, catalogue requirements and deadlines; to meet CSB admission and degree requirement; to select appropriate course; and to make satisfactory academic progress.

The role of the CSB Faculty Advisor encompasses the following:

- Knowledge of and ability to provide to your advisees current and correct information concerning university policies, procedures and regulations; requirements for basic studies or university studies; CSB Admission requirements; the business options and majors; degree and graduation requirements; and career opportunities throughout the academic year.

- Be available during UNCW Pre-registration periods.

- Be available to assist your advisees to anticipate critical course sequences in their concentration, review their academic progress and status including CSB Admission requirements and GPA’s, and coach them to take responsibility for their degree plan and progress towards graduation. Option worksheet and flow-chart for their catalog year and Option, available online may be useful tools.

- Be available to explore your advisees’ interest and questions concerning career goals, interest in internships, study abroad opportunities, scholarship eligibility, graduate programs and CSB Student Organizations membership (including the Cameron Executive Network).

- Provide correct, sound advice even when your advisee is not as prepared as you believe they should be. Being an effective faculty advisor includes caring about students.

- Refer to the CSB Faculty Resources website provided by Student Services for information and advising support: http://www.csb.uncw.edu/advising/advResources/index.htm. Attend “Q&A” Advising Sessions provided by Student Services to learn about changes and updates related to advising. Contact the Professional Academic Advisors in Student Services with any advising related question.

- Consult with the Professional Academic Advisors in Student Services concerning any student or student related issue, i.e., weak academic progress, student struggling with academic and non-academic issues that may be impeding their academic progress. This will allow the Advisor to assist the student which may involve other campus resources.