

CNM Academic Advisement and Job Connection Services

To the CNM Community,

The Individuals in Academic Advisement and Job Connection Services (AAJCS) commit to the following:

- We are student success advocates.
- We are profoundly committed to our work with students.
- We believe that our work with students to map a plan towards their academic and career goals contributes to student retention and graduation.
- We value good communication and collaboration in our relationships.
- We are knowledgeable and resourceful about current career trends and CNM programs.
- We are a valuable and accessible resource to students and the CNM community.

Statement of Intent:

In February 2008, Academic Advisement and Job Connection Services adopted the National Academic Advising Association's Declaration of the Core Values of Academic Advising in its entirety. That Declaration appears numbered on each page, along with our specific commitments.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Listen and empathize. Advisors are present, engaging and patient.
- ❖ Respect students.
- ❖ Follow-up with students.
- ❖ Teach student competency.
- ❖ Are cultural brokers.
- ❖ Strive to see beyond the immediate needs of the student.
- ❖ Model and teach problem solving skills.

1) Advisors are responsible to the individuals they advise.

Academic advisors work to strengthen the importance, dignity, potential and unique nature of each individual with the academic setting. Advisors' work is guided by their belief that students:

- Have diverse backgrounds that can include different ethnic, racial, domestic and international communities; sexual orientations; ages; gender and gender identities; physical, emotional and psychological abilities; political, religious and educational beliefs.
- Hold their own beliefs and opinions.
- Are responsible for their own behaviors and the outcomes of those behaviors.
- Can be successful based on their individual goals and efforts.
- Have a desire to learn.
- Have learning needs that vary based upon individual skills, goals, responsibilities and experiences.
- Use a variety of techniques and technologies to navigate their world.

In support of these beliefs, the cooperative efforts of all who advise include – but are not limited to – providing accurate and timely information, communicating in useful and efficient ways, maintaining regular office hours and offering varied contact modes.

Advising, as part of the educational process, involves helping students develop a realistic self-perception and successfully transition to the postsecondary institution. Advisors encourage, respect and assist students in establishing their goals and objectives.

Advisors seek to gain the trust of their students and strive to honor students' expectations of academic advising and its importance in their lives.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Provide program information and referrals to program contacts.
- ❖ Know when and to whom to refer a student.
- ❖ Use each other and many other resources to assist students.

2) Advisors are responsible for involving others, when appropriate, in the advising process.

Effective advising requires a holistic approach. At many institutions, a network of people and resources is available to students. Advisors serve as mediators and facilitators who effectively use their specialized knowledge and experience for student benefit. Advisors recognize their limitations and make referrals to qualified persons when appropriate. To connect academic advising to students' lives, advisors actively seek resources and inform students of specialists who can further assess student needs and provide access to appropriate programs and services. Advisors help students integrate information so they can make well-informed academic decisions.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Are involved in cooperative working teams.
- ❖ Guide students in understanding and interpreting institutional policies and procedures.
- ❖ Remain neutral during complaints about other departments, individuals and/or policies. Advisors focus on the solution, not on the complaint.
- ❖ Advocate for students when needed.

3) Advisors are responsible to their institutions.

Advisors nurture collegial relationships. They uphold the specific policies, procedures and values of their departments and institutions. Advisors maintain clear lines of communication with those not directly involved in the advising process but who have responsibility and authority for decisions regarding academic advising at the institution. Advisors recognize their individual roles in the success of their institutions.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Are knowledgeable about other colleges and communicate with other institutions.
- ❖ Participate in higher education initiatives.
- ❖ Understand the value of a broad liberal arts education.
- ❖ Support University Transfer initiatives

4) Advisors are responsible to higher education.

Academic advisors honor academic freedom. They realize that academic advising is not limited to any one theoretical perspective and that practice is informed by a variety of theories from the fields of social sciences, the humanities and education. They are free to base their work with students on the most relevant theories and on optimal models for the delivery of academic advising programs. Advisors advocate for student educational achievement to the highest attainable standard, support student goals and uphold the educational mission of the institution.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Promote building community through providing student engagement opportunities
- ❖ Support the unique values and mission of CNM.

5) Advisors are responsible to their educational community.

Academic advisors interpret their institution's mission as well as its goals and values. They convey institutional information and characteristics of student success to the local, state, regional, national and global communities that support the student body. Advisors are sensitive to the values and mores of the surrounding community. They are familiar with community programs and services that may provide students with additional educational opportunities and resources. Advisors may become models for students by participating in community activities.

AAJCS Role of the Advisor

At CNM, advisors:

- ❖ Participate in professional development.
- ❖ Model and promote an authentic interest in education.
- ❖ Strive to be responsible citizens.
- ❖ Understand our roles and use opportunities to represent CNM in the community.
- ❖ Explore best practices and advising models.

6) Advisors are responsible for their professional practices and for themselves personally.

Advisors participate in professional development opportunities, establish appropriate relationships and boundaries with advisees and create environments that promote physical, emotional and spiritual health. Advisors maintain a healthy balance in their lives and articulate personal and professional needs when appropriate. They consider continued professional growth and development to be the responsibility of both themselves and their institutions.