

Supersedes 09/15/2006	Date Issued 02/15/2013	Page 1 of 3	Procedure No. ISyE P 17.1
--------------------------	---------------------------	----------------	------------------------------

DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

Procedure Number:	ISyE P 17.1
Subject:	ISyE UNDERGRADUATE ADVISING
Date Issued:	02/15/2013
Supersedes:	09/15/2006
Written by:	ISyE Academic Affairs Cluster
Approved by:	ISyE faculty members at February 15, 2013 department meeting
Review/Approved Date:	02/15/2013

1. Purpose:

The purpose of this procedure is to define the general policies, goals, outcomes, and steps followed in the ISyE Department to provide undergraduate students with consistent advice and guidance on curricular and career planning issues, including post-BSIE degree options.

2. Scope:

This procedure applies to the ISyE Undergraduate students, ISyE Chair and Faculty, ISyE Undergraduate Committee, and the ISyE Student Services Coordinator involved in the planning, execution, and evaluation of the undergraduate student advising process.

3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
None	

Other Documents

College of Engineering Advising Resources <http://www.learning.wisc.edu/advisors/>
Recent Changes to Required Curriculum:
<http://www.engr.wisc.edu/ie/current/undergrad/curriculum/changesToRequired.htm>.

4. Policy and Guidelines

- 4.1 Every undergraduate ISyE student is required to participate in the advising process with an ISyE faculty member (or the ISyE Student Services Coordinator) each fall and spring semester if they will be enrolled in the department for the following semester.

NOTE 1: Summer session is not considered a semester related to item 4.1. Thus, if a student is graduating after taking a final summer course, our policy would not require them to have advising the previous spring semester.

- 4.2 All ISyE professors who are on the department budget that semester are required to participate in the undergraduate advising process, and be knowledgeable about the ISyE curriculum, College and department degree requirements, and professional options for students to consider.

- 4.3 The ISyE Department Chair is the agent of the ISyE Departmental Committee for the purposes

Supersedes 09/15/2006	Date Issued 02/15/2013	Page 2 of 3	Procedure No. ISyE P 17.1
--------------------------	---------------------------	----------------	------------------------------

discussed in this document. References in the remainder of this document are to the Chair in that capacity.

5. Procedure:

5.1 Near the beginning of the fall and spring semesters the Undergrad Committee decides when advising week will occur, and notifies the ISyE Faculty and the ISyE Student Services Coordinator of their decision, ideally at least three weeks in advance.

NOTE 2: Advising week is usually scheduled for the week before seniors begin to register for classes for the following semester.

5.2 In preparation for and approximately ten days prior to advising week, the Student Services Coordinator provides the ISyE Faculty with the following support materials in both hard copy and as email attachments:

- A list of each faculty's advisees, including their email addresses, Cumulative Grade Point Average (CGPA), and the student's previous term GPA;
- A student sign-up sheet with ½ hour blocks of time for each advising session;
- A timeline of the entire advising process from notification to completion;
- ISyE Department defined goals and objectives for advising, which address curricular and career planning issues, including post-BSIE degree options;
- A list of the ISyE classes scheduled in the timetable for the following semester;
- An eight-semester curriculum planning grid form that can be used to document courses already taken by the advisee and plan for future courses required for graduation;
- Advising process feedback forms to be completed anonymously by the student following the advising session, and given to the ISyE Student Services Coordinator for later tabulation and process evaluation by the faculty;
- A document entitled "Recent Changes to Required Curriculum" that shows the recent history of curriculum changes including what cohorts the changes apply to; and
- A hard copy of the current DARS for each advisee.

5.3 In preparation for and approximately one week prior to advising week, the Student Services Coordinator provides the ISyE Undergraduate students with the following support materials via email:

- Instructions on how to sign up for an advising appointment;
- Instructions on how to prepare for the appointment by making a plan for the following semester and a list of questions, comments or concerns;
- A list of the ISyE classes scheduled in the timetable for the following semester;
- An eight-semester curriculum planning grid form that can be used to document courses already taken by the advisee and plan for future courses required for graduation;
- A copy of the advising process feedback forms to be completed anonymously by the student following the advising session, and given to the ISyE Student Services Coordinator; and
- A document entitled "Recent Changes to Required Curriculum" that shows the recent history of curriculum changes including what cohorts the changes apply to.

5.4 In preparation for and about one week prior to advising week, the ISyE Faculty advisors post the student sign-up sheet either in hard copy on their office door (or similar) with appropriate

Supersedes 09/15/2006	Date Issued 02/15/2013	Page 3 of 3	Procedure No. ISyE P 17.1
--------------------------	---------------------------	----------------	------------------------------

notations showing the 1/2 hour time slots that they will be available for meeting students during advising week (or close to advising week in special cases where scheduling conflicts may exist). ISyE Faculty may also schedule times by contacting their advisees individually by email.

- NOTE 3:** Some ISyE Faculty also send their advisees a welcoming email encouraging them to take full advantage of the benefits possible with good preparation and participation in the advising process.
- 5.5 During the designated times scheduled on the sign-up sheet, the faculty and undergraduate students meet and discuss curricular issues (such as the students' progress regarding the requirement of curriculum in various fields; courses needed for graduation; courses for the students' specific interests, etc.) and career planning issues, including post-BSIE degree options such as graduate school or professional employment alternatives.
- NOTE 4:** When students are away on travel or Co-op, or have a preference, advising can also be done by telephone or by email.
- NOTE 5:** In the students' course planning, courses generally should be taken in the order prescribed by the prerequisites. Under unusual situations, a student may take courses out of order. In this case, the student should consult with the instructor of the course for which he or she has not completed all of the prerequisites to get approval. The student is required to provide evidence of instructor approval to the Student Services Coordinator, and the approval should be added to the student's file.
- NOTE 6:** Students are encouraged to contact their faculty advisors at any time during the semester if they need advising about class content or choices, career advising, or personal issues. The Student Services Coordinator is also available on a regular basis all year for advising for all ISyE students.
- 5.6 By or at the end of advising week, each faculty member notifies the Student Services Coordinator of which students they have advised.
- 5.7 The Student Services Coordinator places a hold on the registration of any ISyE student who has not had faculty advising, and notifies the students that a hold has been placed until advising is completed.
- 5.8 The Student Services Coordinator reviews, collates, and then returns to each ISyE Faculty member the advising process feedback forms completed anonymously by the students following the advising session.
- 5.9 The ISyE Faculty review and evaluate the results on their feedback forms and consider ways to improve the process.

End of Procedure