ADVISING

THE ADVISING OF MAJORS
The DUS establishes and oversees the department’s advisory system. This is one of your most important and demanding jobs, and the more majors a department has, the more assistance you will need from colleagues. An advisory system should have the following three goals:

1. that students in the major and students contemplating the major receive full information about the department’s offerings;
2. that they receive advice that takes into account their special interests and individual abilities; and
3. that they meet with their advisers frequently enough to accomplish the first two objectives.

A good advising system may be easier to establish in a smaller department than in a larger one, but one arrangement that many large departments have found extremely successful is that of appointing departmental representatives in the residential colleges. By this scheme, you designate as your representative in each of the twelve residential colleges a member of the fellowship who is also a departmental colleague. This departmental representative advises undergraduate majors in the college and approves their course schedules at the beginning of each term. If a college does not have in its fellowship a member of the departmental faculty who is available for advising, you should not hesitate to recommend to the master of the college the name of a colleague who would be a good adviser. A new member of the full-time faculty is eligible to be elected to a college fellowship after one term of teaching at Yale.

If you delegate to departmental advisers the responsibility of approving course schedules, you should keep in mind that you have made them partners in the job of enforcing the requirements of the major. Make certain that they are thoroughly conversant with these requirements, and keep them informed of changes in the undergraduate curriculum.

If only certain faculty signatures are valid on students’ course schedules, the University Registrar’s Office and the residential college deans should be so informed.

THE ADVISING OF NONMAJORS
The DUS and the departmental advisers have the important and substantial task of advising interested nonmajors, especially freshmen and sophomores, about the department’s courses and programs. Many departments have developed systematic methods of such advising, such as holding a meeting at the beginning of the fall or spring term for students tentatively interested in entering the major, but for others the DUS and departmental representatives respond to the initiative of individual students who make inquiries.

Freshmen are advised by academic advisers (faculty and staff) drawn from the fellowships of their residential colleges. These advisers are assigned by the dean of the residential college. At registration in the fall term, the Dean’s Office supplies the freshman advisers with the names, addresses, and telephone numbers of all directors of undergraduate studies (http://yalecollege.yale.edu/content/directors-undergraduate-studies-dus). Thus you may expect questions at that time and at the beginning of the spring term from freshman advisers and from freshmen themselves; their questions about the department’s course offerings will frequently concern matters of placement. Freshmen are also encouraged to consult departmental advisers, if your program has them, about any matter connected with the department’s courses or programs. You should make certain, therefore, that departmental advisers are thoroughly conversant with your department’s curriculum.

A good resource for nonmajors and majors alike is the 2015 Yale College Dean’s Office report, “Goals for All Yale College Majors (http://sophomore.yalecollege.yale.edu/courses-and-majors/choosing-major/yale-college-majors-project).” The goals listed for your department may help you present your department’s curriculum and objectives to potential interested students.

The Yale College Dean’s Office is in general charge of a program of sophomore advising (http://www.yale.edu/yalecollege/sophomore/advisers) that has the following features:

1. Except for sophomores majoring in engineering, mathematics, or the natural sciences, whose advisers are stipulated by their departments, a sophomore may choose as an adviser any member of the faculty or dean in the Yale College Dean’s Office who is willing to counsel him or her.
2. Sophomore advisers are instructed to discuss their course schedules carefully with their advisers each term. In addition, each sophomore is asked to have a discussion with a member of the Yale College faculty by the end of April in the spring term concerning long-range academic plans, both in regard to work in the major and in regard to her or his education as a whole. Usually the sophomore discusses these long-range plans with the same member of the faculty who signs the course schedule, but the student may have the discussion with another member of the faculty.

Questions about sophomore advising should be directed to Risa Sodi (risa.sodi@yale.edu), Assistant Dean of Academic Affairs and Director of Advising and Special Programs in Yale College, 432-8427.

For the most part, therefore, the freshman and sophomore advising systems do not require much initiative from you as DUS, though you and your departmental advisers should plan on responding to a fair number of inquiries from or on behalf of freshmen and sophomores, particularly at the beginning of a term. A fair amount of initiative will be required, however, if you are a DUS in an engineering.
mathematics, or natural science department, in which case sophomores who are potential majors will look to you or your designated representatives to serve as sophomore advisers. Experience has also shown that departmental advisers, especially those with offices in the residential colleges and those teaching freshman seminars, may expect to receive a fair number of requests to be sophomore advisers.