



## THE ACADEMIC ADVISORS ROLE AND EXPECTATIONS

### The Role of Academic Advisors

The role of academic advisors is key to communicating information about Interstate Passport consistently and accurately. As a student's initial contact in their academic career, it is critical for academic advisors to know how Interstate Passport works and how earning a Passport benefits students – both native students who may or may not transfer, and incoming transfer students.

Students who plan to transfer will have incentive to earn a Passport knowing that it will be accepted as evidence of completing the lower-division general education requirements. Particularly for two-year students, earning a Passport can also serve as a milestone, an achievement on their path to a degree. Likewise, incoming transfer students who arrive with a Passport will benefit by having all of their lower division general education requirements met and not having to repeat or take additional courses. These students can proceed more quickly on their path toward a degree. By providing this advantage the Passport can also serve as an effective recruiting tool for four-year institutions desiring to welcome two-year transfer students.

### Expectations of Academic Advisors

Understand Interstate Passport: Gain a basic understanding of what Interstate Passport is and its benefits through staff orientations and/or professional development trainings. Your Institutional Liaison is a valuable resource regarding the implementation of Interstate Passport on your campus. Additional information including webinars, key resources, and reports on Interstate Passport can be found at <http://interstatepassport.wiche.edu/>

Promote the Interstate Passport program: Working with the Institutional Liaison, academic advisors share information about Interstate Passport with students. Not all students will transfer to another institution, and those who do will not necessarily transfer to another Network member institution. However, learning about Interstate Passport and understanding its advantages early on will benefit many students in a variety of ways.

Advise Students: Academic Advisors are key to advising students how to efficiently complete a Passport as they navigate the requirements of general education and prepare for a major program of study. See the electronic version of the Interstate Passport Academic Advisors Toolkit and the Academic Advisors Checklist for detailed information or visit <http://interstatepassport.wiche.edu/>

Participate in the Institutional Team: Academic Advisors are crucial members of the Interstate Passport Institutional team which is led and convened by the Institutional Liaison. Maintaining regular communication with team members will ensure successful implementation of Interstate Passport at your campus. See [Interstate Passport Institutional Team Organizational Chart](#).

Provide feedback and recommendations: Academic advisors are encouraged to provide feedback to their Institutional Liaison, Interstate Passport staff, or to the Interstate Passport Academic Advisors Committee on policies and procedures related to their role with Interstate Passport. This includes suggestions for

additional topics on the Frequently Asked Questions (<https://interstatepassport.wiche.edu/faq>) and recommendations for changes or additions to the *Academic Advisors Toolkit* (see, [new link here](#)).

Professional Development Opportunities: Academic advisors are encouraged to share best practices and materials with their campus colleagues and their counterparts at Network member institutions. If you are interested in making a presentation about Interstate Passport at a state or national conference, Interstate Passport staff are available to assist with the development of slides or handouts.