

## Announcement

### Martin de Tours School of Management & Economics Academic Advising 1/2021 (Online Session)

Full-time lecturers are instructed to do the following:

1. Please check the Attendance List at AU SPARK Pro
2. Create and post your advising time schedule in AU SPARK Pro to allow students to sign and confirm an appointment slot. **The Appointment Period is between 1-12 February 2021.**
3. During **the Academic Advising Session (15 February – 12 March, 2021)** meet the student advisees as schedules at AU SPARK Pro to assist them in planning a program of study confining to the university regulations pertain to rules on probation and dismissal, students' academic standing, program requirements, course prerequisites, and educational goals.  
(Remark: To obtain your advisees' unofficial transcript information, you shall choose "Academic Record" tab.)
4. Select the required subjects and the recommended subjects for "Planner" tab in AU SPARK Pro. This planner tab will serve as your advisees' study plan during the pre-registration period. (*Subjects under "Red Flag" in this planner are recommended by MSME. Advisor must discuss with your advisee for any revision.*)

5. Click ✓ for all boxes as below:

✓ ADVISED FOR 1/2021

✓ ALLOW PRE-REGISTER 1/2021

✓ ALLOW PAYMENT 1/2021

6. Fill in your note in the "Advising Log" tab in AU SPARK Pro for your future reference.
7. Have your advisees answer the advising survey by scanning this QR code.



8. Have your advisee re-check the free elective subjects (See details in the attached documents)

Thank you very much for your kind cooperation.

Academic Advising Center  
Martin de Tours School of Management & Economics

Remark: Students who fail to come for their academic advising session are not allowed to make a payment.