

Announcement: Martin de Tours School of Management & Economics

Academic Advising 1/2025

Full-time lecturers are instructed to do the following:

1. Interview Period: 2 Dec,24 - 3 Jan, 2025

- Check the Advisee List at AU SPARK Pro
- Create the appointment time slots to **cover over a span of 5 days (Mon – Fri)** in AU SPARK Pro for advisees to book during interview period
- Meet advisees as schedules at the office
- Click ✓ only this box: ADVISED
- Recheck all previous semesters to make sure that your advisees follow their curriculum and also recheck for their free elective courses
- **MUST fill in the advisee's study plan in "Pre-planner" tab and your advising note in "Advising Note" tab** in AU SPARK Pro for your future reference
- Take an active role of advisor by meeting all advisees (If any advisees don't make an appointment, advisor must contact them and keep the record as your evidence)
- **Collect advisees' feedback to understand voice of customers by asking questions and completing the survey using this QR code**
- More interactions with your advisees to practice their communication skills by encouraging them to talk about their non-academic topics (such as hobby/music/movie/book/social media/YouTube channel)
- Respond to your advisees promptly via formal channels (MSME E-mail/AU E-mail/AU Spark Pro) or personal channels (Microsoft Team/Line)



Remark:

- **Students who have completed 50 credits must declare their major before the advising session to be able to register for the major subject(s).**
- **Both advisors and advisees for student ID 63X onwards can check the details of D.I.Y. curriculum from MSME Student Knowledge Management (SKS) in <https://lms.msme.au.edu>**
- **For the 3rd year advisees and the 4th year advisees, advisor must request your advisees to fill in the major graduating checklist form (available in MSME Student Knowledge Management (SKS) in <https://lms.msme.au.edu>).**

2. Appointment Period: 20 - 31 Jan, 2025

- Create the appointment time slots in AU SPARK Pro for advisees to make an appointment during appointment period

3. Advising Period: 3 – 28 Feb, 2025 (Compulsory)

- Meet the student advisees as schedules at the office 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 log in AU SPARK Pro and choose "Academic Record" tab.)

- **MUST recheck the advisee's study plan in "Pre-planner" tab and the advisee's study plan in "Advising Note" tab** in AU SPARK Pro for your future reference
- Click ✓ for these 2 boxes as below:

✓ REGISTRATION

✓ PAYMENT

- Recheck all previous semesters to make sure that your advisees follow their curriculum and also recheck for their free elective courses (See details in the attached documents)
- Have your advisees answer the advising survey by scanning the attached QR code
- Take an active role of advisor by meeting all advisees (If any advisees don't make an appointment, advisor must contact them and keep the record as your evidence)
- Respond to your advisees promptly via formal channels (MSME E-mail/AU E-mail/AU Spark Pro) or personal channels (Microsoft Team/Line)

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Please note that all advisees who follow the study plan and your advisees with the red flag are guaranteed seats especially the courses in the list below:

For student ID 67x	For student ID 63x – 66x
BBA1110 Seminar in Business I	BBA1001 Business Exploration
BBA1111 Business Essential: A Design Thinking Approach	BBA1101 Seminar in Business I
BBA1112 Digital Literacy	BBA1102 Data and Information Literacy
BBA1121 Marketing in Practice	BBA1104 Fundamentals of Marketing
BBA1123 Management in Dynamic Contexts	BBA2001 Human Behavior
BBA2121 Consumer Behavior and Insights	BBA2102 Organization and Management

The red flag is employed to ensure that your advisees follow the suggested study (taking the required courses.) and hence will graduate on time.

Please recheck and update **your personal information** (Personal E-mail and Personal Phone) and your office information (Office Room and Office Phone) by logging in AU SPARK Pro and click at **“My Profile”**.

Thank you very much for your kind cooperation.

Center for Academic Guidance and Advisement
Martin de Tours School of Management & Economics

Remark: Students who fail to meet their advisors will not be allowed to make the AU online registration scheduled by Office of the University Registrar.