

Dear Mason Academic Advisors,

Undergraduate Education, the Academic Advisor Onboarding Committee, and [MAAN](#) (Mason Academic Advisor Network) have collaborated to offer onboarding training for all new academic advisors, as well as continued training and professional development opportunities for advisors who have completed onboarding training.

Training and professional development for all Mason advisors is a priority and essential in providing our students with quality and consistent advising experiences across all academic units and promoting opportunities for professional growth and advancement for our advisors. Advisors must be knowledgeable on policies, procedures, curriculum requirements, extracurricular activities, advisor self-care, and advising best practices. Our advisors must also have a high level of interpersonal and cultural competency and create a welcoming and equitable space where all students' voices are heard.

Academic advisor training topics were developed based on guidance from [NACADA](#) (National Academic Advising Association), the Global Community for Academic Advising, as well as needs specific to being an Academic Advisor at Mason. NACADA is a global association of professional advisors, counselors, faculty, administrators and students working to enhance the educational development of students.

The advisor onboarding training is required of all new academic advisors at Mason, and consists of four live training modules, asynchronous training modules, training within each advisor's school/college/unit, and additional content available on the onboarding website. Quizzes are required to track progress in and completion of all required modules. Registration for live modules, access to the asynchronous modules, and the quizzes are available in MasonLeaps. When any components of Advisor Onboarding training have prerequisites, it will be made clear during registration within MasonLeaps and on the onboarding website.

We hope the content shared here will serve you well during training and as a resource as you continue to advise at Mason.

We also want to take the time to acknowledge and thank the members of the Academic Advisor Onboarding Committee who assisted greatly in creating this content and the concepts of the academic advisor onboarding training: Wayne Adams - CHHS; Lauren Wagner - CVPA; Lori Yi - CVPA; Brendan Scott - Honors; Smriti Kansal - CEC; Katy Hoepf - CHSS.

Sincerely,

The Leadership Team in the Office of Academic Advising

