Dear Student Group Advisors,

First and foremost, thank you for what you do to serve our students. We know that student groups are vital to a student’s college experience and overall success, and that experience, in turn, is crafted in part by the support and guidance that you provide as students are learning valuable life lessons and leadership skills.

Campus Activities & Programs is here for you as well. We aim to provide all of the resources to help you succeed in this role. Please see the new Advisors Manual, which provides you the tools needed to be an effective advisor.

Thank you for your service to this campus. If you need assistance, please do not hesitate to contact me or others here in the Office of Campus Activities & Programs. I can be reached at (336) 334-5800 or jclail@uncg.edu.

Thank you,

Jeff Lail
Assistant Director for Programs
Office of Campus Activities & Programs
The University of North Carolina at Greensboro
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Serving as an advisor is both a great opportunity and a great responsibility. While the student groups on this campus vary greatly, our expectations remain consistent of advisors. We expect advisors to:

- Reaffirm their service each year as we register student groups
- Remain knowledgeable about student group activities
- Meet regularly with group leaders
- Help students navigate campus procedures
- Aid in good decision making
- Assist students in leading their peers
- Provide continuity for the group from year to year
- Assist in effective officer transition
- Be there for your students

While we have these expectations of all advisors, we understand that all groups are different. We encourage you to sit down with your group’s leadership and discuss the nature of your relationship, including what you feel both of your roles should be. In addition, whether you are brand new or have been advising your group for quite some time, self-evaluation is key in remaining effective. Below are tools that can assist in both of these endeavors.

**Advisor Role Worksheet**

**Advisor Self Evaluation Checklist**
The Family Educational Rights and Privacy Act (FERPA) governs the manner in which we are required to protect the privacy of student educational records. Chances are, through your role here at UNCG, you have had some interaction with FERPA. It is important to note that in your role as an advisor, you may be privy to confidential information as it pertains to your students. You are responsible for continuing to hold this information in confidence.

You may visit UNCG's FERPA website at: http://www.uncg.edu/reg/Policy/Ferpa/
The Clery Act mandates campuses to report campus crime statistics and the campus security statistics. In your role as an advisor, you are deemed a Campus Security Authority.

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus law enforcement.” Examples include director of athletics, team coach, residence hall director and faculty advisor to a student group. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities. Pastoral or professional counselors acting in their professional capacities are excluded from the definition of “Campus Security Authority.”

As a Campus Security Authority, you are required to report certain criminal offenses if you have knowledge of them. Upon student group registration, the additional contact information we requested of you was to ensure that we have all advisors registered as Campus Security Authorities.

Please visit UNCG’s Clery Act website at: http://police.uncg.edu/OnlineServices/CSA/
As a student group advisor, we understand that your relationship with students may be different than it is in the classroom or elsewhere on campus. However, it is important that you continue to maintain professional boundaries when working with students.

UNCG’s sexual harassment policy can be found at: http://policy.uncg.edu/sexual_harassment/

UNCG believes strongly in its culture of care and human dignity, and as such, allegations and incidents of hazing are taken very seriously.


A student, student group, and/or its advisors can be held responsible through the UNCG conduct process or civilly or criminally liable for incidents of hazing.

HAZING TRAINING MODULE
OTHER CAMPUS POLICIES

Below are other campus policies that relate directly to our student groups. All policies are up to date as of the date accessed.

- EVENT CONTRACT AGREEMENT PROCESS (PDF)
- ANTI-HAZING POLICY (PDF)
- DRUG POLICY AND OPERATIONAL PROCEDURES (PDF)
- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (PDF)
- UNCG MERCHANDISING POLICY (PDF)
- POSTING ANNOUNCEMENTS (PDF)
- STUDENT ALCOHOL POLICY (PDF)
- STUDENT ORGANIZATION EVENT SAFETY POLICY (PDF)
- STUDENT GROUP RECOGNITION POLICY (PDF)
- STUDENT CODE OF CONDUCT
- EVENT CATERING GUIDELINES (PDF)
- RESERVATIONS POLICY (PDF)

STUDENT GROUP ADVISORS QUIZ

To ensure that each of our advisors have completed the manual and modules here, we ask that you complete the quiz below.

STUDENT GROUP ADVISORS QUIZ