**NC State University Academic Advising Programs & Services**

2nd floor Holmes Hall / 919.515.8130

 **Advising Syllabus and Inter-College Transfer (ICT) Program Information**

**Expectations of Students**

* The Student is an active partner in the advising relationship.
* The Student is responsible for scheduling and keeping appointments with the Advisor. An initial advising appointment and a registration advising appointment are required each semester. Additional appointments may be required based on the Student’s academic standing and status.
* The Student demonstrates courteous and professional behavior, reschedules appointments if necessary, with notice, and comes prepared to every advising meeting with questions, materials, and/or topics to discuss.
* The Student keeps the Advisor informed about academic progress and schedule adjustments, and shares any questions, issues, or concerns in a timely manner.
* The Student is proactive in exploring possibilities for majors, minors, and special programs.
* The Student is open to developing and clarifying personal values and goals.
* The Student accepts responsibility for his or her decisions and actions.
* The Student regularly checks his or her NCSU email account for updates from the Advisor and important university information, and makes timely responses to requests and inquiries.
* The Student follows through with actions agreed upon in advising sessions.

**Expectations of Advisors**

* The Advisor develops knowledge about the Student and builds a relationship with the Student.
* The Advisor is accessible. The Advisor provides a safe space in which the Student can share thoughts, aspirations, concerns, and interests.
* The Advisor maintains confidentiality in accordance with FERPA (Family Educational Rights and Privacy Act) and University regulations.
* The Advisor explains College and University policies and procedures.
* The Advisor provides information on majors, minors, and special opportunities.
* The Advisor supports the Student’s major decision making process, assisting the Student in identifying an appropriate path to achieving academic goals.
* The Advisor encourages and supports the Student in gaining the skills and knowledge necessary for success.
* The Advisor communicates critical information and responds to emails in a timely manner.
* The Advisor refers the Student to other appropriate resources as needed and follows through with actions agreed upon in advising sessions.

**Advising Philosophy**

Advising is a partnership between you and your Advisor that is grounded in frequent communication regarding personal goals, self-knowledge, and information about majors, careers, and university policies. Advisors do not “prescribe” answers or majors for you; rather, we prompt you with the questions and resources you need to explore your unique interests, abilities, and values, and to set and reach your personal, academic, and career goals. While academic advising is a collaborative process, the ultimate responsibility for your educational experience rests with you, the student.

**Advising Learning Outcomes**

Advising is an integral part of your college learning. The role of your Academic Advisor is:

* To guide students for a successful collegiate transition
* To promote the use of a variety of resources that aid in student success
* To encourage student engagement with the campus community
* To facilitate the development and application of critical thinking skills
* To build knowledge of and appreciation for human differences in order to navigate diverse communities

**Policies and Expectations for Advising**

All ICT students are required to meet individually with their assigned Academic Advisor at least twice each semester, initial advising (first four weeks of the semester) and registration advising. Your Advisor will provide information regarding scheduling of these meetings. Students are encouraged to schedule additional appointments, visit the Advisor’s posted office hours, call, or email, as needed.

**Accommodations for Disabilities**

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Services Office http://dso.dasa.ncsu.edu/, 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at [http://policies.ncsu.edu/regulation/reg-02-20-01](http://policies.ncsu.edu/regulation/reg-02-20-01%20)

**Non-Discrimination Policy**

NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at <http://policies.ncsu.edu/policy/pol-04-25-05>. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Institutional Equity and Diversity (OIED) at 919-515-3148.

**Inter-College Transfer (ICT) Program**

* Check MyPack Portal in a few days to see the name of your new ICT advisor; contact him/her by email to make an appointment to discuss your intended major, class schedule, matriculation plan, etc.
* Your advisor will communicate with you through your NCSU email account so please check it regularly.
* Complete the ICT survey that will be sent to you.
* FOCUS 2 is a free, online career assessment available on the Career Development Center website:

<https://careers.dasa.ncsu.edu/explore-careers/career-assessments/> Select “Register” to create your personal account; you will asked to set a password *(save the password somewhere for future reference!).* Please save the results as a pdf file so you can share and discuss them with your academic advisor.

**Here are some great resources that we encourage you to learn about:**

* **Career Development Center (CDC)**-It’s never too early to learn about careers, summer jobs/internships, cooperative education, part-time jobs, etc. The CDC offers the LAUNCH series to help you write resumes, cover letters, learn interviewing & job search strategies, networking on LinkedIn, prepping for career fairs, etc. <https://careers.dasa.ncsu.edu/>
* **Undergraduate Research Program**-Students in all majors are encouraged to explore this program and learn about working with a faculty member on a research initiative. <https://undergradresearch.dasa.ncsu.edu/>
* **Study Abroad**-Explore the many opportunities to go abroad for a summer or semester and be immersed in a different culture! Financial Aid can be used for these experiences. <https://studyabroad.ncsu.edu>
* **Academic Success Center**-Take advantage of this free resource for a variety of academic subjects including math, chemistry, writing & speaking. <https://asc.dasa.ncsu.edu/>
* **Counseling Center**-Individual and group counseling is available as well as academic and self-improvement workshops. <https://counseling.dasa.ncsu.edu/>