

## **Advising Syllabus**

### **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.

### **Student Learning Outcomes**

Advising is an integral part of your college learning. As a result of your University College Exploratory Studies academic advising experience, you will:

- Identify and articulate your unique interests, abilities, and values (self-knowledge)
- Apply your self-knowledge, personal experience, and research to make an informed decision on a major
- Establish educational goals and monitor progress toward those goals
- Understand university policies and procedures, including, but not limited to:
  - Course registration procedures, degree requirements, grade exclusion, academic standing, and GPA
  - Change of Degree Application (CODA) (criteria and process for declaring a major)
  - Satisfactory Academic Progress (requirements for continued enrollment)
  - Student Code of Conduct
- Select courses that strategically fulfill the General Education Program in your intended degree program(s)
- Utilize the Degree Planner effectively in course-planning
- Pursue campus resources and opportunities that support personal wellness, academic success, community involvement, and career goals

### **Contact Information for Exploratory Studies Office and Your Advisor**

#### **Exploratory Studies Student Services Office**

**Email:** [exploratory-studies@ncsu.edu](mailto:exploratory-studies@ncsu.edu)

**Web Page:** [exploratorystudies.dasa.ncsu.edu](http://exploratorystudies.dasa.ncsu.edu)

**Phone:** 919.515.8130

**Fax:** 919.515.8267

**Office Location:** 205 University College Commons

**Office Hours:** Monday - Friday, 8 AM - 5 PM

#### **Your Academic Advisor:**

**Email:**

**Phone:**

**Fax:** 919.515.8267

**Office Location:**

**Office Hours:**

Your Advisor will provide information on his/her preferred method for scheduling appointments.

## Policies & Expectations for Advising

All University College Exploratory Studies students are required to meet individually with their assigned Academic Advisor at least twice each semester. Your Advisor will provide information regarding scheduling of these meetings. Students are also encouraged to schedule additional appointments, visit the Advisor's posted office hours, call, or email, as needed. In addition, important advising information will be delivered weekly through the required course for University College Exploratory Studies first-year students, USC 101/102, which is taught by your Advisor.

Your advising home will be in University College Exploratory Studies until you matriculate to your major. At that point, you will be assigned an advisor in your major department.

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### 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, rescheduling appointments if necessary, with notice, and coming to every advising meeting prepared 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.

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### 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.

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## Advising Materials

### Textbook

The required textbook for USC 101/102, ***THE (Transition to Higher Education) Workbook***, will be an important resource for advising information and materials. The latest edition can only be purchased through the University Bookstore and will be available in August.

## Recommended Additional Material

**The Brick** –Originally developed by University College Exploratory Studies students and now published by Student Government and the Alumni Association, **The Brick** promotes student involvement and University traditions. Use it to plan your involvement in the traditions that make NC State great and begin working toward a Tradition Keeper Medal, which you can earn to wear at graduation. Further info is available at: <https://sg.students.ncsu.edu/executive/traditions/>

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### Academic Integrity

Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct; see <http://policies.ncsu.edu/policy/pol-11-35-01>.

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### Accommodations for Disabilities

Please share with your Advisor any information which you feel is important in your transition to college, your studies, or your advising.

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>.

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### Non-Discrimination Policy

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited.

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.

## Your Three-Semester Advising Calendar

<b>SUMMER PRIOR TO ENTERING NC STATE</b>		
	<ul style="list-style-type: none"> <li>Attend New Student Orientation, meet your Advisor and plan classes for the fall semester</li> <li>Complete Common Reading assignment prior to the start of classes</li> </ul>	
<b>FALL SEMESTER OF YOUR FIRST YEAR</b>		
<b>AUG</b>	<ul style="list-style-type: none"> <li>Begin classes; after consulting your Advisor, make needed adjustments to schedule in first week of classes</li> </ul>	
<b>SEPT</b>	<ul style="list-style-type: none"> <li>Meet with your Advisor for initial advising appointment (discuss adjustment to university, your goals, progress)</li> <li>Confer with Advisor and decide whether any courses need to be dropped or switched to credit-only before University deadlines</li> <li>Attend fall Major Exploration Series (your Advisor will discuss details in class)</li> </ul>	
<b>OCT/NOV</b>	<ul style="list-style-type: none"> <li>Meet with your Advisor for registration advising (discuss major options, discuss courses for spring, review progress to date)</li> <li>Register for classes for spring semester</li> </ul>	
<b>DEC</b>	<ul style="list-style-type: none"> <li>Review grades and academic standing and any end-of-semester correspondence</li> </ul>	
<b>SPRING SEMESTER OF YOUR FIRST YEAR</b>		
<b>JAN</b>	<ul style="list-style-type: none"> <li>Begin classes; after consulting your Advisor, make schedule adjustments in first week</li> <li>Meet with your Advisor for initial advising appointment (review previous semester, goals, timing for matriculation)</li> <li>Decide whether any courses need to be dropped or switched to credit only before University deadlines</li> <li>Submit applications for CODA cycle</li> <li>Submit financial aid information (FAFSA) for upcoming academic year</li> </ul>	
<b>FEB/MAR</b>	<ul style="list-style-type: none"> <li>Attend Career Connections Event</li> </ul>	
<b>MAR/APR</b>	<ul style="list-style-type: none"> <li>Complete your Degree Planner for summer, fall, and spring terms</li> <li>Meet with your Advisor to review academic progress and CODA process, discuss courses for summer/fall</li> <li>Register for classes for fall semester and summer sessions</li> </ul>	
<b>MAY</b>	<ul style="list-style-type: none"> <li>Review grades, academic standing and any end-of-semester correspondence</li> </ul>	
<b>SUMMER AFTER YOUR FIRST YEAR</b>		
	<ul style="list-style-type: none"> <li>Submit applications for CODA cycle</li> <li>Pursue internships, travel, study abroad, volunteer work, and job shadowing</li> <li>If taking NC State summer classes, observe University calendar and discuss any schedule changes or concerns with your Advisor</li> <li>If taking classes at another institution, request that your official transcript be sent to NC State Undergraduate Admissions as soon as your grades are posted</li> </ul>	
<b>FALL SEMESTER OF YOUR SECOND YEAR</b>		
	<b>MATRICULATED STUDENTS</b>	<b>NON-MATRICULATED STUDENTS</b>
<b>AUG</b>	<ul style="list-style-type: none"> <li>Begin classes; make adjustments to schedule in first week of classes</li> </ul>	<ul style="list-style-type: none"> <li>Begin classes; make adjustments to schedule in first week of classes</li> </ul>
<b>AUG/SEPT</b>	<ul style="list-style-type: none"> <li>Establish relationship(s) with your new Academic Advisor and Faculty in your major</li> </ul>	<ul style="list-style-type: none"> <li>Meet with your Advisor for initial advising appointment; review matriculation timeline and progress</li> <li>Submit applications for CODA cycle</li> </ul>
<b>SEPT/OCT</b>	<ul style="list-style-type: none"> <li>Pursue leadership opportunities on campus; consider study abroad and internships/co-op</li> </ul>	<ul style="list-style-type: none"> <li>Attend Major Exploration Series to solidify choice of major; pursue leadership opportunities; consider study abroad and internships</li> </ul>
<b>OCT</b>	<ul style="list-style-type: none"> <li>Update your Degree Planner</li> <li>Meet with Advisor for registration advising</li> </ul>	<ul style="list-style-type: none"> <li>Update your Degree Planner</li> <li>Meet with Advisor for registration advising; must be in major by 5<sup>th</sup> term</li> </ul>