

## 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. AAS 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

As a result of the 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:
  - Satisfactory Academic Progress
  - Change of Degree Application (CODA)
  - Other academic policies, including Grade Exclusion and Academic Standing
- Select courses that strategically fulfill the General Education Program in your intended degree program(s) **and** help you achieve your educational and career goals
- Utilize the Degree Planner effectively in course-planning
- Pursue campus resources and opportunities that support personal wellness, academic success, community involvement, and career goals

### 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 with notice if necessary, 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 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 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 in his/her major decision-making process, assisting the Student in identifying the 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 in a timely manner.
- The Advisor refers the Student to other appropriate resources if needed and follows through with actions agreed upon in advising sessions.

## YOUR REQUIREMENTS

- For new ICT students:
  - Meet with your AAPS Advisor within 4 weeks of transfer to discuss goals and assessments that are available (but not required) including FOCUS 2 (career assessment), Clifton Strengths, and Virtualjobshadow.com
- For students on Academic Warning or Probation:
  - At the start of the semester, meet with your Advisor and Academic Coach, if assigned. You will meet regularly throughout the semester according to the schedule determined by you and your Advisor to define and work towards your academic goals.
  - You are required to meet the University Timely Advising Requirement, see <http://policies.ncsu.edu/regulation/reg-02-05-01>, section 2.5
- Review important policies:
  - Satisfactory Academic Progress <http://policies.ncsu.edu/regulation/reg-02-05-03>
  - Submit Matriculation Plan to Advisor for approval by semester due date
  - Review progress with your Advisor each semester through matriculation

We are looking forward to working with you!