



Academic Advising Syllabus

COLUMBUS STATE UNIVERSITY ACADEMIC ADVISING MISSION STATEMENT

CSU Advise will provide students with high quality, innovative academic advising that will prepare them to make informed decisions regarding their educational, personal, and professional goals. CSU Advise serves as the central resource for information regarding academic programs, student support services, and other campus opportunities. Advisors will assist with retention strategies; provide degree progression tools, and paths to graduation.

GOALS FOR ACADEMIC ADVISING

- Establish a positive ongoing relationship with shared responsibility
- Begin the process of making an informed choice of major by understanding the degree requirements
- Understand the purpose of academic advising as outlined in this syllabus
- Empower students to take primary and increasing responsibility for their academic decisions

EXPECTED STUDENT LEARNING OUTCOMES FOR THE ACADEMIC ADVISING EXPERIENCE

Through the advising experience at CSU, the student will:

- Demonstrate the ability to make effective decisions concerning your degree and career goals
- Develop an educational plan for successful degree completion by selecting the appropriate courses each semester
- Utilize the resources and services on campus to assist you in achieving academic, personal and career goals
- Graduate in a timely manner based on your educational plans

TEXT/RESOURCES

University Catalog (Online)
CSU Email Account
Advising Worksheet
Degree Program Map
MyCSU/DegreeWorks

STUDENT RESPONSIBILITIES

- Take primary and increasing responsibility for your academic decisions
- Schedule appointments utilizing EAB
- Know academic policies and procedures, academic calendar deadlines, and degree or program requirements
- Familiarize yourself with requirements for your major by utilizing the information given to you by your advisor and DegreeWorks in MyCSU

ADVISOR RESPONSIBILITIES

- Stay current with advising training and program specific information as well as university policies and procedures by complying with FERPA (Family Educational Rights and Privacy Act) regulations
- Refer students to appropriate campus resources
- Be prepared for the academic advising appointment by reviewing the academic record and advising history
- Effectively communicate degree progression/graduation requirements and electronically document applicable notes

STUDENT RESOURCES

Academics

- [General Requirements](#)
- [Degree Progression Information](#)
- Advising
 - [Appointments](#)
 - [Who is my advisor?](#)
- Academic
 - [Catalog](#)
 - [Calendar](#)
 - [Student Handbook](#)
- [General Education Core Curriculum](#)
- [Description of Degrees](#)

Student Services

- [Admissions Office](#)
- [Bursar's Office](#)
- [Financial Aid Office](#)
- [Center for Career Development](#)
- [Counseling Center](#)
- [Center for Accommodation and Access](#)
- [Dean of Students Office](#)
 - [BART](#)
 - [Medical Hardship/Withdrawal & Reinstatement](#)
 - [Military Hardship Withdrawal](#)

STUDENT SUCCESS CHECKLIST

Before classes start

- Login to MyCSU > Student Records
 - Review your schedule and financial aid
 - Set up your mobile devices to receive CSU email
- Explore the CSU website
- Review content of your CSU email account, paying attention to any alerts that require your immediate attention
- Explore campus and locate the buildings and rooms for your classes
- Complete the [Sexual Assault Prevention](#) for Undergraduates/AlcoholEdu (New Students)
- Sign up to receive [CougarAlert](#).



STEPS TO ACADEMIC SUCCESS

Complete each item every semester

- Put important dates and deadlines in your planner/calendar: [Academic Calendar](#)
- Schedule and attend advising meetings
- Promptly seek assistance from advisors, instructors, or other campus services when you have questions
- Check your email daily
- Ensure academic plan is on track for graduation by reviewing DegreeWorks
- Get involved in campus activities
- Maintain at least a 2.0 grade point average and avoid excessively dropping/withdrawing from classes

1

YEAR 1: Transitioning and adjusting to college

- Review and understand major requirements
- Use multiple resources to maximize your undergraduate experience (advisors, study groups, student organizations, volunteering, study abroad, honors program, student services)
- Complete the growth vs. fixed mindset surveys
- Assess your strengths and skills

2

YEAR 2: Academic exploration and personal development

- Arrange for experiences that will help you clarify your goals
- Explore connections between your interests/strengths and potential careers

3

YEAR 3: Academic Enhancement and career goal setting

- Research multiple career options to find the best fit
- Network with faculty in your major and those who work in the field of interest to you
- Participate in research and internships
- Identify education and/or additional skills you will need to attain employment in your field
- Be able to articulate what you are studying and why

4

YEAR 4: Transitioning out of college into a career or graduate school

- Research employment opportunities and start applying
- Be able to market your skills and education to employers
- Apply to graduate schools
- Visit the Center for Career Development for jobs, interviewing techniques and resume writing
- Continue to network
- Apply for graduation