

# College of Fine & Applied Arts

APPALACHIAN STATE UNIVERSITY

## Academic Advising Syllabus

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[www.faa.appstate.edu/advising](http://www.faa.appstate.edu/advising)

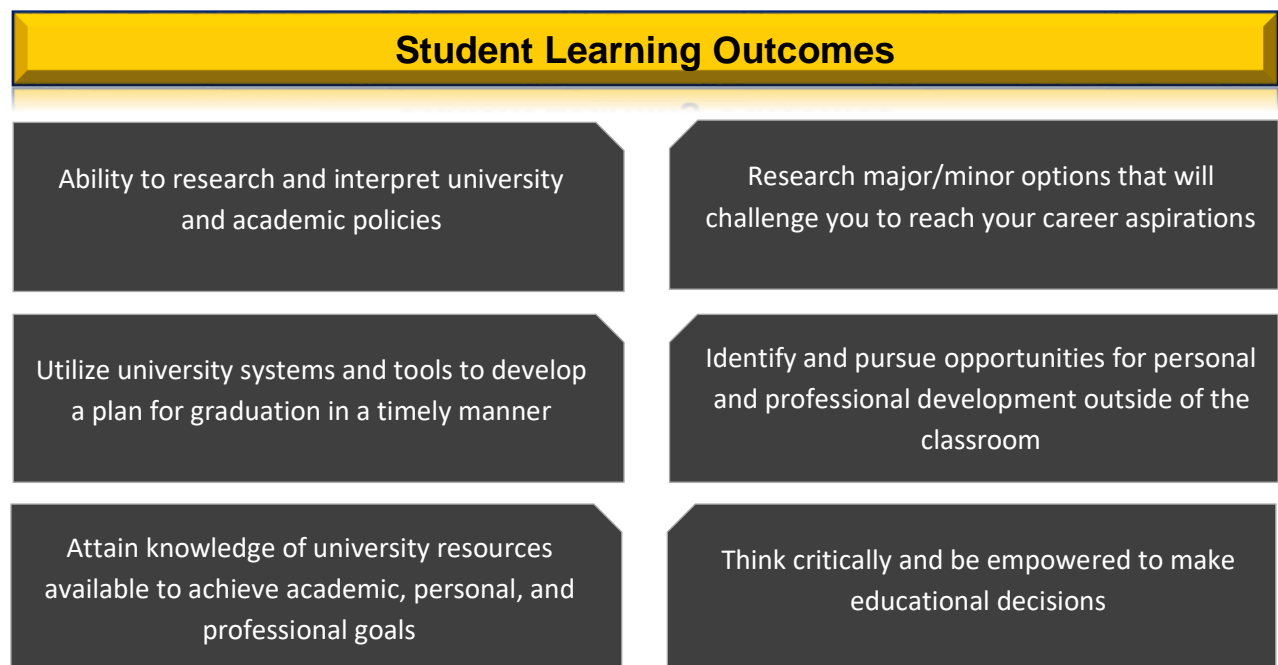


**Academic Advising Mission:**

Empowering academic success and learning through comprehensive advising that encourages strategic thinking, engagement, and accountability.

**Definition of Advising:**

At Appalachian State University, academic advising is defined as a collaborative learning and teaching process that empowers students to explore, articulate and achieve their academic, career and life goals. Advising at Appalachian offers students the opportunity to build an interpersonal relationship with their advisor for the purpose of promoting self-efficacy for success at the university and beyond. Both student and advisor are responsible for ensuring that this is a successful partnership.



## ADVISOR/STUDENT EXPECTATIONS

The relationship between that of an advisor and student is one of shared responsibility. A great partnership can be formed between both parties when guidelines are set forth to clarify roles and responsibilities.

Expectations of Advisor	Expectations of Student
Be available during regular office hours and scheduled appointment times	Schedule an appointment in advance and show up on time to meet with your faculty advisor at least once a semester
Support student in strategizing future personal/professional goals and formulating an academic plan	Thoroughly review and understand the Program of Study, Four-Year Guide, and DegreeWorks to ensure timely graduation
Remain updated and educate student regarding institutional policies and procedures, important academic dates, and major/minor requirements. Share resources on how to use student systems. Seek assistance and ask questions if unsure	Learn how to utilize university and college websites to search for policies and procedures, program requirements, and the academic calendar. Learn how to self-register for classes, view your academic status, and track your progress towards graduation
Holistically review student course recommendations, explain progress to graduation, recommend key strategies for program success, provide honest feedback, and document notes of advising session in DegreeWorks to be reviewed by the student	Prepare for your advising appointment by reviewing courses offered next semester and creating a mock schedule. Be ready to take notes and discuss how your chosen courses relate to your academic and professional goals
Instill in student the ability to develop critical and rational thinking skills to effectively solve problems and provide viable solutions	Ask questions if you are unsure how courses impact your future, if you are unclear about academic policies, or have concerns
Assist student to understand the purpose and goals of higher education and aid in exploring interest and abilities related to the students chosen academic program	Utilize campus resources to cultivate skills, build networks, overcome challenges and implement strategies to reach your academic, personal and professional goals
Actively listen to student concerns, respect individual values and choices, empower students to make informed decisions, and refer to campus services and organizations if necessary	Notify your professor and advisor immediately if you are experiencing academic or personal difficulties that are impacting your coursework
Provide accurate relevant information regarding curriculum, program requirements and co-curricular opportunities to engage learning outside of the classroom	Take ownership and be held accountable for your academic actions or inactions
Maintain confidentiality of student records according to the Family Educational Rights and Privacy Act (FERPA)	Check your Appalachian email address daily and communicate with your advisor as needed

Advising Calendar		
FALL	August/September	Review your schedule. Consult the academic calendar for important dates (last day to add/drop class)
	October/November	Schedule an appointment with your advisor to discuss registration for the following <i>spring</i> semester
		Begin the FAFSA to apply for financial aid for next academic year
	December	Prepare for finals
		Review your grades and academic standing in your student portal. Adjust next semester schedule if necessary. Discuss any concerns with your faculty advisor
		Pay your tuition so your <i>spring</i> registration is not cancelled
SPRING	January/February	Review your schedule. Consult the academic calendar for important dates (last day to add/drop class)
	March/April	Priority deadline to submit FAFSA for financial aid is <b>March 1</b>
		Schedule an appointment with your advisor to discuss registration for the following <i>summer and fall</i> semester
	May	Prepare for finals
		Pay your tuition so your <i>summer</i> registration is not cancelled
		Review your grades and academic standing in your student portal. Adjust next semester schedule if necessary. Discuss any concerns with your faculty advisor
SUMMER	June/July	Pay your tuition so your <i>fall</i> registration is not cancelled
		Volunteer, participate in an internship, or work in an area related to your major to gain insight, experience, and develop skills
		Enjoy the summer!

Advising Timeline	
<b>Freshman</b> (0-29 s.h)	Navigate Appalachian's website to learn about campus resources, university policies, academic calendar and more
	Familiarize yourself with <b>AppalNet</b> (your student portal) and learn how to add/drop classes, create a mock schedule, view your financial aid and review your student account
	Learn the requirements to declare a major/minor
	Schedule an appointment with the <b>Career Exploration Office</b> for career counseling, self-assessment, discovering and exploring career options/majors and strategizing your career goals/values. Attend the Majors Fair & Career Exploration Fair in October
	Visit the <b>Office of Campus Activities</b> and get involved on campus by joining clubs and organizations (academic/non-academic) to develop and grow leadership and interpersonal skills, build your social network, explore personal interests and apply information learned in the classroom to real-world issues
<b>Sophomore</b> (30-59 s.h)	Officially declare your major/minor early your sophomore year and create a plan for completion utilizing Programs of Study, Four Year Guides, Undergraduate Bulletin (Course Catalog) and Degree Works
	Receive a faculty advisor and discuss career goals, plan for graduation, and involvement in your major
	Visit the <b>Office of Campus Activities</b> and get involved on campus by joining clubs and organizations (academic/non-academic) to develop and grow leadership and interpersonal skills, build your social network, explore personal interests and apply information learned in the classroom to real-world issues
	Learn about study abroad opportunities from the <b>Office of International Education and Development</b> . Experience a new culture, learn a new language, expand your social network, develop skills that will benefit your personal and professional goals. Speak to the <b>Office of Student Financial Aid</b> about receiving financial aid for studying abroad
	Visit the <b>Career Development Center</b> to make an appointment for career counseling, explore career opportunities, create a resume/cover letter, apply for internships, participate in mock interviews and networking events and attend Majors Fair in October and/or internship workshops
<b>Junior</b> (60-89 s.h)	Discuss post-graduation options with your faculty advisor. Options regarding graduate school or if you plan on entering the workforce
	Visit the <b>Career Development Center</b> to make an appointment for career counseling, explore career information, create a resume/cover letter, apply for internships, mock interviews, networking, attend career fairs and workshops for internships and job opportunities
	Review your email for a Senior Check conducted by FAA Dean's Office and implement a plan to finalize courses needed senior year
<b>Senior</b> (90+ s.h)	Review your degree audit with your faculty advisor and apply for graduation
	Apply for graduate schools
	Visit the <b>Career Development Center</b> to make an appointment for career counseling, refine your resume/cover letter, discuss job search tactics, conduct mock interviews, learn networking skills and attend career fairs
	Graduate and become an alumni of App State Mountaineers!

**Campus Resources:**

<b>Departments</b>	<b>Description</b>	<b>Email@appstate.edu</b>	<b>Phone</b>
<a href="#"><u>Appalachian &amp; the Community Together (ACT Office)</u></a>	Opportunities to connect and engage with others to build authentic relationships and recognize individual impact and responsibility to the local and global community	act@	2545
<a href="#"><u>Career Development Center</u></a>	Offers career fairs, employer workshops, information sessions, networking events and on-campus interviewing opportunities	careercenter@	2180
<a href="#"><u>Counseling &amp; Psychological Services Center</u></a>	Assists in maximizing personal growth and development of students by focusing on education, prevention, remediation, and crisis management. Services include individual and group counseling, 24-hour crisis management, psychological assessment, and outreach	counseling@	3180
<a href="#"><u>Disability Resources</u></a>	Assists eligible students, faculty, staff and visitors with disabilities by determining and coordinating academic adjustments or workplace accommodations	odr@	3056
<a href="#"><u>Financial Aid</u></a>	Questions pertaining to financial aid: scholarships, loans and grants, not meeting Satisfactory Academic Progress for courses completed (67%)	financialaid@	2190
<a href="#"><u>General Education</u></a>	Questions pertaining to general education course substitutions and designating themes/perspectives	gened@	2028
<a href="#"><u>Health Services</u></a>	Primary care ambulatory campus health clinic helping meet the needs of students. Experienced health care professionals, accredited primary health care, and provide high-quality health care at low cost		3100
<a href="#"><u>Math Lab</u></a>	Free math tutoring provided to students offered from the Department of Mathematical Sciences	Lisa Maggiore lm72407@	3050
<a href="#"><u>International Education &amp; Development</u></a>	Develop awareness, knowledge, appreciation, and respect of cultural differences in both domestic and international contexts in its students, faculty, staff, and surrounding communities.  In addition, students interested in study abroad opportunities can find help in this office	isso@	2046
		studyabroad@	

Department	Description	Email@appstate.edu	Phone
<a href="#">Office of Student Research</a>	Expand opportunities for undergraduate and graduate students to engage in research and mentored scholarship at App State	osr@	7655
<a href="#">Office of Transfer Services</a>	Questions pertaining to transfer credits, articulation agreements, visiting coursework, or petitioning for credit from another institution	ots@	7877
<a href="#">Registrar's Office</a>	Provides student services, academic records management, and degree and diploma processing. Also provides information about registration, academic records, and residency status	registrar@	2050
<a href="#">Student Accounts Office</a>	Questions pertaining to bill payment, Perkins loan, 1098-T form, and payment plans	studentaccounts@	2113
<a href="#">Student Employment Office</a>	Assist students in obtaining part-time job opportunities on and off campus through the Federal Work Study Program and Student Temporary Work Program	studentemployment@	4099
<a href="#">Student Veteran Services</a>	Helping military-affiliated students thrive on campus and in the community. Begins during transition from service to education, and lasts through to graduation and entering the workforce	veteranservices@	2722
<a href="#">Tech Support</a>	Provide computing service, support, and consultation to faculty, staff, and students. Also designs, implements, and troubleshoots technology	support@	6266
<a href="#">Testing Services</a>	Provide high quality testing and assessment services. Testing includes: CLEP, GRE, GMAT, LSAT, MAT, Praxis, & UNC Proctor	testingsrvcs@	6801
<a href="#">University Police</a>			2150
<a href="#">University Writing Center</a>	Free resource to students, staff, and faculty to work one-on-one to assist with any aspect of the writing process	writingctr@	3144