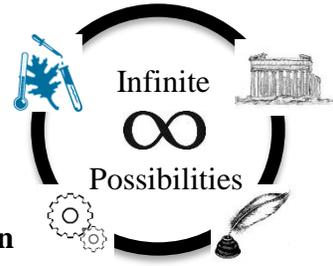


College of Interdisciplinary Studies

Academic Advising Syllabus



Cross-training for your brain

**Student Success Center
Southwest Hall Room 146**

Academic Advising is an on-going, intentional educational partnership dedicated to promote student academic success. As your advisor, I care about your academic progress and want to help you reach your academic and career goals. You can always count on me to give you accurate and complete information you need to be a successful student. You will get as much out of your advising relationship as you put into it. Meet with me regularly and be sure to use the information and skills you learn from your advising experience to make intelligent, informed decisions throughout your college career. If you experience academic difficulty, I can assist you in finding ways to become a more successful student, and I can direct you to free, valuable resources on campus. The bottom line: I am here to guide you and teach you about your career choices, degree requirements, university policies and procedures, and how to be a successful student. However, this is your degree program and *you are responsible for meeting the university's requirements.*

Three R's of Advising

• Relationships

Remember advising is a two-way street
Foster open communications
Build a connection
Clarify your values, interests and goals

• Responsibility

Take ownership of your education
Follow through with tasks
Schedule regular visits

• Resources

Take advantage of opportunities
Read your email!
Learn policies, procedures & requirements

Advisor Responsibilities

- Provide academic support to ensure successful progression to graduation.
- Explain academic policies and procedures.
- Assist in understanding the benefits of higher education.
- Encourage and support development of the skills necessary to attain educational plans.
- Guide decision-making and responsible development of educational plans for achievement.
- Assist in identifying university resources for finding opportunities for work, community service, and volunteer experiences.
- Teach how to develop skills needed to successfully enter and thrive in a variety of work environments.
- Provide information and strategies for using university resources and services.
- Monitor and accurately document progress.
- Collaborate to ensure academic success.
- Collaborate to facilitate comprehensive student support.
- Be accessible during office hours, by telephone, or e-mail for advising.
- Maintain confidentiality pursuant to FERPA.

Student Learning Outcomes

You will learn to

When

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1. Know your academic advisor. after initial advising interaction
 2. Access your academic advisor when needed. after initial advising interaction
 3. Understand critical tracking.(know requirements of catalog) after initial advising
 4. Utilize your academic advisor in a supportive and caring environment each semester
 5. Participate in regular, individualized academic interactions with your academic advisor. each semester
 6. Make progress toward career goals. each semester
 7. Demonstrate knowledge of university policies. each semester
 8. Understand your degree audit (Degree Works). after first semester
 9. Acquire and demonstrate awareness of resources. upon completion of first semester
 10. Acquire and demonstrate awareness of university support services. upon completion of first semester
 11. Register for classes by the end of the enrollment period. after each academic advising interaction
 12. Make progress toward graduation. after second advising appointment

Important Activities Each Semester

- _____ Check your TTU email account.
- _____ Verify the start date, end date, and add/drop deadline for each class.
- _____ Identify books, websites, study aides, and classroom location for each class.
- _____ Familiarize yourself with all requirements of classes.
- _____ Check your class schedule prior to the semester starting.
- _____ Visit your academic advisor, if needed, during first week of school.
- _____ Connect with tutoring services. <https://www.tntech.edu/library/tutoring/>
- _____ Learn about community resources and workshops.
- _____ Think about joining a student or professional organization. Ask your advisor for ideas.
- _____ Visit Center for Career Development <https://www.tntech.edu/career/>