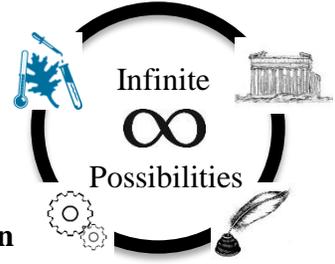


# College of Interdisciplinary Studies

## 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

- 
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/>