## Advisor Responsibilities

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Student Responsibilities</th>
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<tbody>
<tr>
<td>Provide academic support to ensure successful progression to declaring a major</td>
<td>Be open and willing to consider advice from advisors, faculty, and other mentors</td>
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<td>Communicate the university’s deadlines, policies and procedures</td>
<td>Become knowledgeable about university programs, policies, procedures and deadlines</td>
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<tr>
<td>Assist in exploring majors and finding an appropriate field of study</td>
<td>Gather all relevant decision-making information</td>
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<td>Assist students with planning academic paths consistent with their abilities, interests and goals</td>
<td>Clarify your personal strengths, interests, abilities and goals</td>
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<td>Respond to emails in a timely manner (within 48 hours, excluding weekends, vacations and holidays)</td>
<td>Check OSU email daily as all university correspondence is sent via Buckeyemail</td>
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<td>Provide a safe and respectful space to ask questions, discuss your interests, and express your concerns</td>
<td>Be an active participant in advising appointments • Come with questions/purpose • Meet with an academic advisor at least once a semester; more, when appropriate</td>
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<tr>
<td>Make appropriate referrals to campus resources and provide information and strategies for using university resources and services</td>
<td>Take advantage of resources and opportunities for improvement (Survey, MSLC, Writing Center, etc.)</td>
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<tr>
<td>Collaborate with students to promote academic success</td>
<td>Ask questions if you do not understand an issue or have a specific concern (ask an advisor, not your friends)</td>
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<td>Maintain confidentiality including FERPA regulations</td>
<td>Accept responsibility for your decisions</td>
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<tr>
<td>Advise regarding GE requirements and class selections</td>
<td>Schedule appropriate classes to explore areas of study and fulfill GE and major/minor requirements</td>
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<tr>
<td>Enter notes into AdvisingConnect within one week of appointment</td>
<td>Take notes as needed (and refer to AdvisingConnect notes entered by advisor)</td>
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## Advising Statement & Outcomes

Academic advising in University Exploration is a partnership between the advisor and the student.

### Before the semester begins
- Double check your class schedule and talk to an advisor if you have questions/concerns
- Pay fees
- Read BBC book
- Ensure OSU email is activated and begin routine of checking it daily

### After move-in & before classes start
- Check Student Center for room changes and then walk around campus and locate all buildings and rooms for classes
- Attend Student Involvement Fair
- Purchase textbooks
- Familiarize yourself with Buckeyelink and Carmen

### Week 1
- Attend class and determine if you want to make any schedule changes
- Visit your advisor for a Same Day Express Appointment if needed to change your schedule (call 614-292-0646 M-F mornings after 8 a.m. to schedule)
- Fill out your planner with important class information (exams, papers, projects, etc.)

### Week 2-3
- Establish study groups and seek out resources for academic improvement
- Join a student organization
- Sign up for First Year Success Series events

### Week 4
- Assess progress in classes and determine if you need to drop a class
- Attend instructor office hours before midterms/first exam
- 4th Friday deadline—last day to drop a full semester course without receiving “W”

### Week 6-8
- Assess performance in classes – predict your GPA for the fall semester
- Utilize resources for academic improvement
- Schedule an appointment to meet with your academic advisor to begin planning for scheduling (call 614-292-0646 between 8-5 M-F to schedule an appointment)
- Identify majors and areas of study for further exploration

### Week 9
- Priority registration begins for honors students, students registered with ODS and varsity athletes

### Week 10
- Assess performance in classes to determine if you need to withdraw from a course/courses
- 10th Friday deadline-Last day to drop a full semester class without a petition

### Week 11-13
- Contact a student on the Senior Bank to get more information about a major or area of interest
- Begin arranging job shadowing, volunteer hours, and/or informational interviews for Winter Break
- Attend instructor office hours before leaving for Thanksgiving Break to touch base before finals
- Freshman registration for Spring Semester begins
- Develop a study plan for finals

### Week 14-15
- Study for final exams
- Make appointment with EXP advisor before Winter Break if you have questions about your schedule
- Prepare for finals on Reading Day (one day break between classes and the start of exams)

### Finals Week
- Good luck!
| Before Spring Semester | • Double check your class schedule and talk to an advisor if you have questions/concerns—if you were waitlisted for any courses, routinely check your schedule on Buckeyelink to see if the course has been added  
• Pay fees  
• Check Student Center for room changes and then walk around campus and locate all buildings and rooms for classes  
• Purchase textbooks |
|------------------------|---------------------------------------------------------------------------------------------------------------|
| Week 1                 | • Attend class and determine if you want to make any schedule changes  
• Visit your advisor for a Same Day Express Appointment if you need to change your schedule (call 614-292-0646 M-F mornings after 8 a.m. to schedule)  
• Fill out your planner with important class information (exams, papers, projects, etc.) |
| Week 2-3               | • Narrow down major choices to top 5 and meet with an advisor  
• Visit Career Connection to start discussing summer internships and careers |
| Week 4                 | • Assess progress in classes and determine if you need to drop a class  
• Attend instructor office hours before midterms/first exam  
• 4th Friday deadline —last day to drop a full semester course without receiving “W” |
| Week 5                 | • Apply for summer internships and research opportunities - deadlines vary |
| Week 6-8               | • Assess performance in classes – predict your GPA for the spring semester  
• Seek out resources for academic improvement  
• Check Student Center for Enrollment window opening  
• Schedule an appointment to meet with your academic advisor to begin planning for SU/AU scheduling (call 614-292-0646 M-F from 8-5 to schedule an appointment) |
| Week 9                 | • Priority registration begins for honors students, students registered with ODS and varsity athletes |
| Spring Break           | • Phone appointments available with EXP advisors should you need one (call 614-292-0646 M-F from 8-5 to schedule an appointment)  
• Begin arranging job shadowing, volunteer hours, and/or informational interviews for Summer Break |
| Week 10                | • Assess performance in classes to determine if you need to withdraw from a course/courses  
• 10th Friday deadline - Last day to drop a full semester class without a petition |
| Week 11-13             | • Contact a student on the Senior Bank to get more information about a major or area of interest  
• Freshman registration begins  
• Develop a study plan for finals |
| Week 14-15             | • Study for final exams  
• Make appointment with EXP advisor before Summer Break if you have questions about your schedule  
• Prepare for finals on Reading Day (one day break between classes and the start of exams) |
| Finals Week            | • Good luck! |
| Summer Break           | • Take advantage of available opportunities and complete an internship, research, or job shadow  
• Continue to explore majors and prepare to declare your major  
• Take a class (see EXP advisor for help selecting courses at another institution) |