### Advisor Responsibilities

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