

University Exploration Advising Syllabus

My Name: _____

If Found Please Call: _____

Presenters: _____

University Exploration
 352 Denney Hall
 164 West 17th Ave
 Columbus, OH 43210
 exploration@osu.edu
 614.292.0646
 exploration.osu.edu

Advisor Responsibilities	Student 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 <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Establish study groups and seek out resources for academic improvement • Join a student organization • Sign up for First Year Success Series events
Week 4	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Priority registration begins for honors students, students registered with ODS and varsity athletes
Week 10	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Good luck!

University Exploration Advising Syllabus

Before Spring Semester	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Narrow down major choices to top 5 and meet with an advisor • Visit Career Connection to start discussing summer internships and careers
Week 4	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Apply for summer internships and research opportunities - deadlines vary
Week 6-8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Priority registration begins for honors students, students registered with ODS and varsity athletes
Spring Break	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Good luck!
Summer Break	<ul style="list-style-type: none"> • 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)