

# Advising Syllabus | Advising

***Students attending at Statewide Campuses click [here](#).***

## **Mission**

Utah State University academic advisors provide an inclusive environment in which the advisor assists undergraduate students in making responsible and informed decisions about educational plans, professional, and life goals consistent with the student's strengths, values, abilities, and interests.

## **Role of Academic Advisors**

- Provide accurate information, related to curriculum, graduation requirements, and university policies and procedures.
- Create semester-by-semester graduation plan in Degree Works and monitor student's progress toward their declared major.
- Provide information and strategies to utilize available campus resources and services.

## **How do I schedule an appointment?**

You can meet with your advisor by Zoom, phone, or in-person. Type your major in the search bar in [Degree Finder](#) to find your advisor and schedule an appointment. Students attending at Statewide Campuses can find their advisor by location [here](#).

## **Student Responsibilities**

1. [Schedule an appointment](#) with your academic advisor each semester.
2. Review your semester-by-semester plan in DegreeWorks before your appointment.
3. Arrive at your advising appointment prepared to discuss your strengths, interests, and goals. Share your experiences outside the classroom that are informing your academic experience. Reflect on your responsibilities and be realistic about what you can balance.
4. Keep your advisor informed about your strengths, goals, and any issues that are impacting your ability to reach your academic goals.
5. Read emails from your advisor.
6. Take an active role in your education. Be prepared to engage in discussions about your education plans, professional goals, and life aspirations.
7. Become knowledgeable about college programs, policies, and procedures.
8. Keep your important advising materials organized.
9. Follow-through on your plan designed with your advisor. Keep your advisor updated on barriers you encounter as you're delivering on your plan.

## **Advisor Responsibilities**

1. Be accessible to meet in person, by phone, or communicate by email.
2. Provide accurate information, related to curriculum, graduation requirements, and university policies and procedures.
3. Create semester-by-semester graduation plan in DegreeWorks and monitor student's progress toward their declared major.
4. Provide information and strategies to utilize available campus resources and services.
5. Maintain confidentiality.
6. Assist students in making responsible and informed decisions impacting academic progress.
7. Encourage and guide students as they define and develop realistic goals.
8. Assist students to understand the purpose of higher education and the impact on life goals.

- 9. Discuss the benefits of building a learning community, network and support system among peers, professors and mentors.

**Services Provided by Academic Advisors**

- Provide advising on degree/major requirements
- Co-create semester-by-semester graduation plans (or plans to declare a major)
- Evaluate and approve graduation applications
- Provide students with college or departmental information (scholarships, seminars, internship opportunities)
- Sign academic forms (Change of Matriculation, Registration Options, Request for Graduation Application, etc.)
- Provide referrals to campus and community resources

**Services Provided by Faculty Mentors**

- Career mentoring
- Internship identification and preparation
- Letters of recommendation
- Research opportunities
- Departmental jobs (teaching assistant or lab positions)
- Articulation of transfer credits
- Graduate school information and advising
- Post-Bachelor experience suggestions

**Partners in Student Success**

While advisors do not help students manage emotions, navigate interpersonal skills, provide tutoring or accommodations, or provide therapy, they connect students with the appropriate resources for their needs. Students needing these resources should access the following resources:

- Disability Resource Center: [usu.edu/drc](http://usu.edu/drc)
- Student Wellness workshops: [aggiewellness.usu.edu/groups/workshops](http://aggiewellness.usu.edu/groups/workshops)
- Supplemental Instruction: [usu.edu/supplemental-instruction](http://usu.edu/supplemental-instruction)
- Aggie Wellness resources: [aggiewellness.usu.edu/](http://aggiewellness.usu.edu/)

Student	Advisor
<p><b>Before school starts:</b></p> <p>Attend <a href="#">Aggie Orientation</a>.</p> <p>Take the <a href="#">ALEKS</a> math assessment (if needed).</p> <p>In July and August, take advantage of resources like: <a href="#">Degree Finder</a>, <a href="#">USU General Catalog</a>, <a href="#">Aggie Handshake</a>, <a href="#">USU student portal</a>, <a href="#">financial aid</a>, <a href="#">Academic Success Center</a> and other student resources. Familiarize yourself with USU policies and <a href="#">important fall semester dates</a>.</p> <p>Have a complete academic record to the Admissions Office including results of AP exams and grades of concurrent enrollment courses.</p>	<p><b>At Aggie Orientation:</b></p> <p>Advisor will answer general questions about the program, major, department, university and registration.</p> <p><b>After Aggie Orientation:</b></p> <p>The advisor will be available for appointments during the summer at <a href="http://advising.usu.edu/">http://advising.usu.edu/</a> should you have questions. You should be set for fall semester before it starts.</p>

<p><b>Freshman Fall Semester</b></p> <p>Make a tentative semester-by-semester graduation plan.</p> <p>Schedule Aggie Orientation follow-up appointment with advisor and/or peer advisor.</p> <p>Get involved in a Departmental or USU Student Club.</p> <p>Take advantage of student resources.</p> <p>Follow up with other advisors (minor, etc. as needed).</p>	<p>The advisor will help you develop and finalize a sample four-year plan and help you plan for spring classes.</p> <p>The advisor can identify prerequisites and reorder courses if required and help you understand Degree Works.</p> <p>The advisor can also direct students to campus resources as needed.</p>
<p><b>Freshman Spring Semester</b></p> <p>Meet with major advisor as needed for fall courses. Also meet with other advisors (minor, etc. as needed) and update plan.</p> <p>Continue to explore career options and make use of Career Services.</p> <p>Consider study abroad and other opportunities for learning outside the classroom.</p>	<p>Advisor can help as requested with courses, update plans and individual advising needs.</p> <p>Advisors can also help with major exploration and identify if the current major matches the student's interests or if a change of major needs to take place.</p>
<p><b>Sophomore Year</b></p> <p>Visit academic advisor each semester to revise academic plan.</p> <p>Avail yourself of honors or research opportunities with faculty members. Make connections with students and faculty within your major.</p>	<p>The advisor can help as requested with courses, update plans, and individual advising needs.</p> <p>Advisors can also help direct students into minors, study abroad, internships, or research opportunities depending on their interest areas.</p>
<p><b>Junior Year</b></p> <p>Visit academic advisor each semester to revise academic plan.</p> <p>Meet with your career coach to update your resume and apply for internships.</p> <p>Continue making post graduate plans and developing marketable skills.</p>	<p>The advisor can help as requested with courses, update plans as needed and individual advising needs.</p> <p>Advisors can also provide information regarding post graduate plans and options for higher education within the major.</p>
<p><b>Senior Year</b></p> <p><i>During early fall semester:</i></p> <p>Meet with major advisor to plan for graduation and <a href="#">apply for graduation</a>.</p> <p>Apply for graduate school, continue working toward career/post-graduation plans.</p>	<p>Advisors will help you complete your graduation application and prepare you for graduation.</p>

Meet with your advisor each semester to double-check your graduation application.	
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