

# Freshman to Senior Year Student Advising Syllabus



**ILLINOIS STATE  
UNIVERSITY**  
*Illinois' first public university*

Academic advising helps you plan your educational goals and work to achieve them. The purpose of this syllabus is to show you how to use the advising process at each step along the way.

## General Department/School Advising and Contact Information:

- ❖ To schedule advising appointments, phone 309-438-7604
- ❖ Advisor contact information:
- ❖ Department/school website: <http://ucollege.illinoisstate.edu/>

## ISU Advising Mission Statement:

*Academic Advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students learn about academic policies, procedures, and university resources to develop strategies to pursue their individual educational goals.*

## ISU Advisor and Advisee Roles and Responsibilities:

### Illinois State Advisors:

- \* provide an encouraging and supportive environment for students to share their goals, concerns, and interests
- \* understand and effectively communicate Illinois State University degree requirements
- \* assist students in making informed course decisions and finding majors
- \* refer students to appropriate resources
- \* maintain confidentiality of student records as outlined in the University Catalog
- \* uphold the values, policies, and procedures of their schools, departments, and Illinois State University

### Illinois State Students:

- \* schedule regular and timely appointments with their advisors
- \* regularly review their academic progress and assume responsibility for meeting academic requirements
- \* craft coherent educational plans based on assessment of abilities, aspirations, interests, and values
- \* read both print and electronic university communication and respond when required
- \* assume responsibility for all decisions and actions which may impact academic and career options

**Any student needing to arrange a reasonable accommodation for a documented disability should contact Disability Concerns at 350 Fell Hall, 438-5853 (voice), 438-8620 (TTY).**

Freshman:

- Understand student and advisor roles and responsibilities (see above);
- Understand your overall graduation requirements (including [general education](#), major requirements, and, where appropriate, [teacher education](#) requirements);
- Learn to use print and electronic academic resources such as the [undergraduate catalog](#), and [iCampus](#) (including *Course Registration* and *Progress Toward My Degree*);
- Discuss your on-going academic performance with your instructors and advisors;
- Explore academic and non-academic support resources such as [University College](#), the [Office of Disability Concerns](#), [Milner Library](#), the [Julia N. Visor Academic Center](#), [Financial Aid](#), [Student Counseling Services](#), and [Student Health Services](#);
- Explore major and sequence options at [Find Your Major](#);
- Check out participation options at the [Registered Student Organization \(RSO\) web site](#) and the Student Involvement Center office;
- Explore opportunities for [Study Abroad and National Student Exchange](#), and the [Honors Program](#);
- Recognize how academic and personal choices and [actions](#) can impact your future, including ISU's [Student Code of Conduct](#) guidelines;
- Attend Advising Transition session appropriate to your declared major during your second semester;

Sophomore:

- Understand your department/school advising procedures and expectations and **how they differ** from freshman year advisement;
- Develop/refine your plan of study with regard to degree program continuance, general education, and other graduation requirements using available tools;
- Review your academic performance and determine whether you are on track for achieving your major and career goals;
- As needed, engage in methods for improving your academic performance, such as meeting with your instructors, attend [Visor Center tutoring and workshops](#), and/or participate in [Project Success](#);
- Get involved on campus through participating in an RSO, [volunteering](#) in the community, and/or attending [performances](#), lectures, or other campus events;
- Visit and explore career planning resources and activities available at ISU's [Career Center](#);

Junior/Senior:

- Regularly review your Progress Toward My Degree on [iCampus](#) and meet with your advisor to refine your plan of study;
- Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships, research, volunteer work, and leadership positions and involvement in student organizations;
- Relate academic coursework and experiences to your post-graduation plans by working with your department/school and the [Career Center](#) to: 1) develop a resume/CV, and 2) explore employment and/or graduate school options;
- If appropriate, complete applications for academic programs such as teacher education, BFA, and [Honors Program](#) designations;
- Apply for [graduation](#) in a timely way and plan in advance for [commencement](#);