Academic Advising Syllabus

Mission: Academic advising in APDesign is a partnership between students and academic advisors. Advisors engage students in their educational planning, teach them how to navigate college and university resources, and encourage them to take responsibility for decisions about their academic progress.

Student Learning Outcomes

You will learn to:

1. Know your academic advisor and how to access them when needed.
2. Demonstrate knowledge of college and university resources and policies.
3. Develop an academic plan for achieving your educational goals.
4. Select courses each semester to progress toward graduation.
5. Understand your degree audit report, or DARS.
6. Demonstrate the ability to make effective decisions about your academic progress.
7. Understand what it means to be a student in a graduate degree program.
Student and Advisor Responsibilities

**STUDENT’S RESPONSIBILITIES**
Check your K-State email often and respond to requests from your academic advisor.

Meet with your advisor at least once each semester.

Come to your advising appointment prepared with questions, ideas for electives, etc.

Ask questions if you do not understand an issue or have a specific concern.

Become familiar with campus resources.

Know how to check holds in KSIS and follow instructions to remove them.

Utilize the course schedule, curriculum guides, university catalogs and DARS.

Accept responsibility for your decisions.

Know important dates and deadlines.

**ADVISOR’S RESPONSIBILITIES**
Assist you in developing and achieving realistic academic and career goals.

Provide academic support to ensure successful progression to graduation.

Explain academic policies and procedures.

Refer you to appropriate campus and community resources.

Guide decision-making and responsible development of academic plans.

Monitor and accurately document progress toward degree.

Collaborate to ensure academic success.

Be accessible during office hours, by telephone or email.

Maintain confidentiality pursuant to FERPA.

Campus Resources

**Academic Achievement Center**
101 Holton Hall
1101 Mid-Campus Drive North
785-532-6492
achievement@k-state.edu

**APDPro**
1127 Regnier Hall
785-532-2846
apdpro@k-state.edu

**Career Center**
148 Berney Family Welcome Center
705 N. 17th St.
785-532-6506
careercenter@k-state.edu

**Cashier’s Office**
211 Anderson Hall
919 Mid-Campus Drive North
785-532-6317
cashiers@k-state.edu

**Computer and Networking Services**
apdcrns@k-state.edu

**Counseling Services**
232 English/Counseling Services Bldg.
1612 Steam Place
785-532-6927
counsel@k-state.edu

**International Student and Scholar Services**
104 International Student Center
1414 Mid-Campus Drive North
785-532-6448
iss@k-state.edu

**IT Help Desk**
214 Hale Library
1117 Mid-Campus Drive North
785-532-7722
helpdesk@k-state.edu

**Lafene Health Center**
1105 Sunset Ave.
785-532-6544
lafene@k-state.edu

**Non-Traditional and Veteran Student Services**
201-F Holton Hall
1101 Mid-Campus Drive North
785-532-6434
dombarnes@k-state.edu

**Powercat Financial Counseling**
302 K-State Student Union
918 N. 17th St.
785-532-2889
powercatfinancial@k-state.edu

**Student Access Center**
202 Holton Hall
1101 Mid-Campus Drive North
785-532-6441
accesscenter@k-state.edu

**Student Activities and Services**
809 Fairchild Hall
785-532-6441
osas@k-state.edu

**Student Financial Assistance**
104 Fairchild Hall
785-532-6420
finaid@k-state.edu

**Student Life**
201 Holton Hall
1601 Vattier St.
785-532-6420
stulife@k-state.edu

**Writing Center**
122D English/Counseling Services Bldg.
1612 Steam Place
785-532-0842
english@k-state.edu

**Career Center**
148 Berney Family Welcome Center
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APDesign Student Success Checklist

Before classes start

☐ Login to KSIS > Student Center.
  • Review your schedule and financial aid.
  • Sign up for SALT.
  • Complete items on your “To-Do List.”
  • Print your class schedule.

☐ Explore K-State Online.

☐ Sign into your K-State email account.
  • Add classes to your calendar.
  • Set up your mobile devices to receive K-State email and calendar events.

☐ Explore campus resources and visit these websites.
  • APDesign Website.
  • Undergraduate Catalog.
  • Online Student Success Guide.
  • K-State First Guide to College Student Success.

☐ Put important dates and deadlines in your planner/calendar: Academic Calendar.

☐ Complete Alcohol & Sexual Assault Prevention (ASAP).

☐ Read the Kansas State Book Network’s common book.

☐ Sign up to receive K-State Alerts.

Steps to academic success

Complete each item every semester.

☐ Schedule and attend pre-enrollment advising meetings (each semester).

☐ Promptly seek assistance from advisors, instructors or other university services when you have questions or concerns.

☐ Ensure academic plan is on track for graduation.

Year 1: Transitioning and adjusting to college

Complete your steps to academic success (each semester).

☐ Review and understand major requirements: DARS or curriculum guide.

☐ Develop an academic plan and goals.

☐ Strive for a 3.0 GPA.

☐ Review K-State’s Honor & Integrity information.

☐ Review K-State’s Student Learning Outcomes.

☐ Begin exploring majors, minors, education abroad, research, internships and honors program.

☐ Learn about campus activities and student organizations.

☐ Join APDPro.

☐ Complete StrengthsQuest.

Year 2: Academic and personal development

☐ Continue exploring minors, education abroad, research, internships and honors program.

☐ Maintain a solid GPA for Graduate School admission.

Year 3: Academic enhancement and career goal setting

☐ Apply for Graduate School fourth semester.

☐ Select off-campus study option for 4th year.

☐ Network with faculty in your major.

☐ Participate in research.

Year 4: Entering Graduate School and participating in off-campus studies

☐ Finalize off-campus semester plans.

☐ Complete study abroad, internship, or KCDC.

☐ Maintain a 3.0 Graduate School GPA for graduation.

Year 5: Transitioning out of college into career

☐ Review and revise your postcollege financial plans.

☐ Apply for graduation.

☐ Meet with advisor to complete forms required for graduation from the Graduate School.