Academic Advising Syllabus

Office of Student and Academic Services
apdesign.k-state.edu/current-students/advising.html

Mitzi Farmer, MAEd
Director Academic Services and Academic Advisor
1127E Regnier Hall
mwfamer@k-state.edu | 785-532-1997

Kelsie Johnston
Academic Advisor
1127C Regnier Hall
kelsiej@k-state.edu | 785-532-1185

Irma Ailon Rodriguez
Academic Advisor
1127B Regnier Hall
ailon@k-state.edu | 785-532-5984

Catherine Caffera
Academic Advisor
1127A Regnier Hall
caffera@k-state.edu | 785-532-2426

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

**APD Pro**
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**
apdcns@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 K-State Student Union
918 N. 17th St.
785-532-6541
osas@k-state.edu

**Student Financial Assistance**
104 Fairchild Hall
1601 Vattier St.
785-532-6420
finaid@k-state.edu

**Student Success and Accountability**
201 Holton Hall
1101 Mid-Campus Drive North
785-532-6432
studentsupport@k-state.edu

**Tutoring**
Holtz Hall
809 K-State Student Union
785-532-6541
tutoring@k-state.edu

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

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

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