

# Academic Advising Syllabus

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## Mission:

Academic advising in APDesign is a collaborative partnership designed to meet the specific needs of our students. Advisors work closely with students to develop personalized educational plans, helping them navigate the complexities of architecture, planning, and design. We empower students to make the most of college and university resources while encouraging them to take charge of their academic choices and progress in their fields.

## Student Learning Outcomes

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 Responsibilities

- Get to know your advisor.
- Work with an advisor to develop and implement short-term and long-term academic, personal and/or career goals.
- Discuss the following: goal setting, campus involvement opportunities, changing majors, time management, study tips, adding minor/certificate/secondary major, career planning/life after graduation.
- Utilize your advisor when academic or personal challenges arise. Familiarize yourself with campus resources.
- Familiarize yourself with requirements for your major by utilizing the information given to you by your advisor and the Degree Audit Report System (DARS) in KSIS. Remain informed of progress in meeting academic requirements.
- Schedule and keep appointments with your advisor. Attend appointments prepared by bringing appropriate materials, identifying course choices from requirements of the preferred program or major, and identifying questions to address.
- Know academic policies and procedures, academic calendar deadline, and degree or program requirements.
- Tell your advisor if you have any special needs or require any learning accommodations.
- Understand the enrollment requirements needed for your financial aid, scholarship, or international status.
- Check your email on a regular basis. You will be responsible for reading any messages sent to your K-State email account which will be used to disseminate information from your advisor.

## Advisor Responsibilities

- Help students set both short-term and long-term educational and career goals.
- Prepare students for graduation by discussing the degree requirements of their department, help with strategic course selections to minimize the number of semesters required for graduation, and inform students of opportunities in their field of study.
- Maintain reasonable hours and methods of availability for students. Students should be able to set up appointments for an adequate amount of time to discuss goals and career choices, make curricular selections, and answer other questions.
- Refer students to appropriate campus resources.
- Inform students how to change college and/or departments and provide information to explain the process students follow to enroll in their curriculum and to drop or add courses during the semester.