



College of Human Development & Education (HDE) Advising Syllabus

WELCOME TO ACADEMIC ADVISING IN THE COLLEGE OF HUMAN DEVELOPMENT & EDUCATION!

The College of Human Development and Education is committed to offering professional level advising services to our students. We want you to make the most of your time at NDSU and feel it is important for you to seek academic advising frequently throughout your academic career.

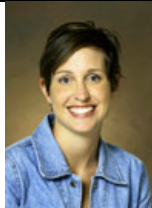


Academic advising:

- Assists students in the development of meaningful educational plans that are compatible with their life goals.
- Is a continuous process of clarification and evaluation.
- Helps students to identify and assess alternatives and the consequences of decisions.

“The academic advising program at NDSU is designed to facilitate the student's intellectual and personal growth, to assist students in using university resources, and to guide students in making informed choices regarding academic and career plans. An advisor assists a student in selecting courses to ensure a well-balanced education and helps interpret university and college policies and requirements. **However, students are fully responsible for their academic decisions including selecting courses, meeting course requisites, co-requisites/prerequisites, and adhering to policies, procedures, and deadlines.**”

- *NDSU Undergraduate Bulletin*

HDE Advisor Contact Information

 <p>Dani Kvanvig-Bohnsack 701-231-9849 Danielle.Kvanvig@ndsu.edu</p> <p>Human Dev. & Family Science, Social Work Dual Degree Elem Ed Dual Degree, Family Consumer Science Ed</p>	 <p>Connie Eggers 701-231-9847 connie.eggers@ndsu.edu</p> <p>Interior Design, Hospitality Tourism Management, Apparel, Retail Merchandising & Design, Physical Ed, Health Ed, Sport Mgmt.</p>	 <p>Robert Dirk 701-231-9848 Robert.a.dirk@ndsu.edu</p> <p>Exercise Science, Dietetics</p>
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The HDE Academic Advising Center and advisor offices are located in EML 270



Academic Advising: A shared responsibility

Academic advising is more than just choosing classes. It is a **collaborative educational process** where we are your partner in helping you meet your personal academic and career goals. Both the student and the advisor have clear responsibilities.

Student Responsibilities	Advisor Responsibilities
<ul style="list-style-type: none"> • Take personal responsibility for academic decisions. 	<ul style="list-style-type: none"> • Understand and communicate curriculum and graduation requirements.
<ul style="list-style-type: none"> • Become knowledgeable about NDSU programs, policies and procedures 	<ul style="list-style-type: none"> • Assist students in finding and understanding university requirements, policies and procedures.
<ul style="list-style-type: none"> • Keep a personal record of academic progress. 	<ul style="list-style-type: none"> • Monitor student’s academic progress.
<ul style="list-style-type: none"> • Schedule and keep regular appointments with advisor. Meet at least once each semester. 	<ul style="list-style-type: none"> • Be available and accessible as possible. Respond to student questions in timely manner.
<ul style="list-style-type: none"> • Prepare for advising appointments. Prepare a list of questions. Bring College Record Book & Advisement Report/Curriculum Guide to each advising meeting. 	<ul style="list-style-type: none"> • Prepare for advising appointments. Maintain student records as needed.
<ul style="list-style-type: none"> • Openly and honestly discuss concerns at each advising meeting. 	<ul style="list-style-type: none"> • Listen carefully to questions and concerns. Maintain confidentiality.
<ul style="list-style-type: none"> • Follow through on suggested actions, resources and referrals 	<ul style="list-style-type: none"> • Match student’s needs with available resources and make referrals.

Adapted from –Charlie Nutt, NACADA Executive Office <http://www.nacada.ksu.edu/>

Family Educational Rights and Privacy Act of 1974 (FERPA)

In order to best serve you, your academic advisor maintains a file containing relevant advising records. Information may be shared with other school officials whose access to the information serves a legitimate educational purpose. If you would like to release information to another party, you may do so by filing a "FERPA Consent to Release Form" with Bison Connection. The following link provides more information about student privacy and FERPA rights: <http://www.ndsu.edu/bisonconnection/ferpa/>



LEARNING OUTCOMES AND GOALS

1. Define your short and long-term goals and be able to communicate these to your advisor.
2. Explore Campus Connection.
 - a. Locate and Print your Academic Requirements Report
 - b. Create individualized Semester-by-Semester Plan.
 - c. Become proficient in registering for classes (enrollment window, adding to waitlist, etc.)
 - d. Be able to find advisor contact information and schedule appointments
3. Utilize HDE Academic Advising website.
 - a. Learn how to set up appointment with academic advisor.
 - b. Become familiar with resources on the HDE website.
4. Learn dates and deadlines for current semester.
 - a. Know where to find this information for future semesters.
5. Become familiar with graduation requirements.
 - a. Know where to find current general education information.
 - b. Be able to accurately read and utilize Campus Connection Advising Report or Curriculum Guide.
6. Learn where to find university policies and regulations.
7. Become familiar with department resources and academic student organizations.
8. Become familiar with career options available for graduates of your major.
 - a. Be able to list important things you need to do in order to make yourself competitive in the job market.
9. Discuss the problems you face and assess what caused them. Develop plans to avoid them in the future.

Advising Evaluation: Periodically, you will be asked to provide feedback regarding your experience with academic advising in the College of Human Development and Education. Your feedback is greatly appreciated and will be used to continually improve the quality of services provided to students.

Resources:

HDE Academic Advising Center: http://www.ndsu.edu/hde/academic_advising_center/

NDSU Bison Connection: <http://www.ndsu.edu/bisonconnection>

College of Human Development and Education Website: <http://www.ndsu.edu/hde/>



Two Year Advising Calendar

<p><i>First Semester</i></p> <ul style="list-style-type: none"> • Explore your academic and career interests. Are you on the right path? • Make sound decisions regarding campus choices. • Get involved in campus; join a student organization, volunteer group etc. • If you are struggling in a class, make an appointment with the instructor. Utilize ACE tutoring. Meet with your academic advisor. • Clarify your personal values as they relate to your career. • Make an initial career plan and set goals for each semester. • Meet with your academic advisor. • Create and maintain College Record Book. 	<p><i>Second Semester</i></p> <ul style="list-style-type: none"> • Continue assessing your skills strengths and interests. • Continue making sound decisions. • Utilize the ACE tutoring, the Counseling Center and other campus resources as needed. • Explore connections between your interests, strengths, and potential careers. • Arrange for experiences that will help you clarify your goals and interests. Meet with instructors and your advisor. Arrange for job shadow opportunities. Consider volunteering or working part time in your career interest area. • Reevaluate and modify your career plan and semester goals. • Meet with your academic advisor.
<p><i>Third Semester</i></p> <ul style="list-style-type: none"> • Continue assessing your skills strengths and interests. • Continue making sound decisions. • Network with at least three people who work in a field of interest to you. • Identify education and or additional skills you will need to attain employment or training in your field (is graduate school for you?) • Be able to articulate what you are studying and why. • Continue involvement in on campus activities. • Meet with your academic advisor. 	<p><i>Fourth Semester</i></p> <ul style="list-style-type: none"> • Continue assessing your skills strengths and interests. • Continue making sound decisions. • Research graduate school and employment options. • Find ways to obtain leadership opportunities. Consider running for office in a student organization. • Visit the Career Center. Attend at least one career fair to find out what employers are looking for. • Meet with your academic advisor.