ACADEMIC ADVISING

Academic Advising

Academic advising is a relationship with mutual responsibilities between an advisor and student advisee for timely consultation, sharing of accurate and complete information, careful listening, critical evaluation, and respectful interchange. Academic advising can be facilitated by either professional staff or faculty. Academic Success Coordinator (ASC) is the title of many CSU advisors.

All students are entitled to a quality advising system that provides the following:

- Accessibility to students;
- Adequate time for advising sessions;
- ASC/advisors who are well-versed in the requirements of programs and policies;
- ASC/advisors who relate successfully to a wide variety of students;
- Academic and personal resources for meeting students’ needs;
- Maintenance of adequate and confidential records.

Undergraduate

Where do I find my advisor?

Each undergraduate student is assigned an academic advisor. Undergraduate students may locate advisor assignments in RAMweb (https://ramweb.colostate.edu). If the advisor assignment is not clear, the student should contact the department that offers his/her primary major. Undeclared students should contact the Center for Advising and Student Achievement (http://www.undeclared.casa.colostate.edu/home.aspx) (CASA).

In addition to the assigned advisor, students may work with an additional advisor if interested in a professional program such as medicine, law, veterinary medicine, or teacher licensure. Students will also have more than one advisor if completing a double major, minor, or study abroad or are involved in athletics or the Community of Excellence. CASA can help with contact information.

Advisor Role and Responsibilities

The ASC/academic advisor’s responsibilities include the following:

- Help students define and develop realistic education and career goals;
- Assist students in creating an academic plan consistent with their abilities, interests, and goals;
- Assist students in monitoring and evaluating their educational progress;
- Discuss relationships between academic program and career and support students in identifying career opportunities with assistance from the Career Center;
- Interpret and provide rationale for institutional policies, procedures, and requirements;
- Monitor designated educational transactions, e.g., course selection, changes of major, graduation requirements, etc.;
- Maintain a confidential advising record for each student;
- Designate and post hours available for advising; provide email and phone advising as needed;
- Inform students of the nature of the advisor/student advisee relationship.

Advisee (Student) Role and Responsibilities

Students carry important responsibilities in the advising process. In the interest of successfully completing a degree program, a student must be proactive in finding the necessary resources needed for attaining a degree. In order to contribute to an effective advising relationship, students are expected to:

- Schedule and attend advising sessions each semester prior to course registration. It is possible that advising sessions may be conducted via email or telephone, depending on the advisor and/or the advisee;
- Clarify personal values, abilities, interests, and goals;
- Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, and deadlines;
- Prepare for each advising session;
- Follow through on actions identified during each advising session;
- Responsibly evaluate advisor in order to strengthen the quality of advisement;
- Become familiar with the Career Center and other campus resources.

Students should meet with their ASC/advisor within the first month of arriving on campus, again to prepare for registration, and anytime that they have a question or problem. It is important for students to utilize academic advisors for assistance with course selection, major information or exploration, career planning, graduation requirements, and campus resource information.

Advising Resources

In order to get the best from the academic advising experience, students are encouraged to utilize the many advising tools that are available.

- The Degree Progress Audit is an undergraduate degree audit that shows what graduation requirements a student has completed and what requirements still need to be completed. This audit can be found under Degree Progress Audit, and viewed any time on RAMweb (https://ramweb.colostate.edu).
- The Course and Graduation Planner is a tool allowing undergraduate students to plan out their semester by semester plan through graduation. This tool works well for new first year, transfer, and continuing students. It allows students to add or delete extra semesters and validates against the degree progress audit to make sure that all requirements have been met via the plan. Students may access this via RAMWeb (https://ramweb.colostate.edu). Major Completion Maps are available for Undergraduate majors, concentrations, and options. These Maps show a sample semester-by-semester coursework plan, and identify critical courses and requirements that are essential for on-time graduation.
- All-University Core Curriculum (http://catalog.colostate.edu/general-catalog/all-university-core-curriculum) (AUCC) outlines the general education requirements for graduation.
- Advising@CSU (http://advising.colostate.edu) has a compilation of resources, policies, and procedures for students.
- Undeclared students are encouraged to visit CASA (http://www.undeclared.casa.colostate.edu/home.aspx) for additional resources for exploring majors and Academic and Career Horizons (http://secure.casa.colostate.edu/applications/achoriz) for information that describes interests, skills, and career opportunities for each major.
• The CSU Career Center (https://career.colostate.edu) empowers students to pursue satisfying careers through the development of individualized careers plans.

Many more resources are available to assist with academic success at CSU. Primary contact for locating these resources will be the student’s ASC/advisor.

**Undeclared Advising**

“Undeclared” is a special designation for students who have a rich and diverse set of interests that span the CSU curriculum and want to explore all their options. Through the Undeclared advising process students are able to learn about various academic opportunities while keeping their options open as they begin their college experience. Professional academic advisors in the Center for Advising and Student Achievement (CASA) are knowledgeable about the full breadth of academic requirements so as to better assist students in the process of selecting a major. Advisors help students plan their schedules, provide information on career options, and refer students to other resources. Students are encouraged to declare a major by the time they earn 45 credits.

Undeclared students, in the semester where their census-date registration would lead them to achieve a total of 60 or more credits, and any semester afterwards, will have a hold placed upon subsequent registrations, and will be required to visit the CASA office to discuss selection of a major and to ensure they are aware of the possible consequences of delaying this choice. Such consequences may include, but may not be limited to, the inability to graduate within 4 years, and loss of the College Opportunity Fund (http://sfs.colostate.edu/cof) (after reaching the maximum allowed credits) and possible other financial aid. At this meeting, in order to have their hold removed, undeclared students will sign a document indicating that they understand these possible consequences, and will indicate when they intend to select a major, how long it will take for them to complete this major, or how they intend to gain entrance into a competitive major if that is their goal.

**Graduate Students**

Advising information for graduate students is available in the Graduate and Professional Bulletin (http://catalog.colostate.edu/general-catalog/graduate-bulletin/graduate-study/procedures-requirements-all-degrees/#advisory-system).