



# ADVISING SYLLABUS



CLAASC on IG

## College of Liberal Arts Academic Support Center

ASC E-MAIL

MAIN OFFICE PHONE (970) 491-3117

ASC SCHEDULING LINK

MAIN OFFICE LOCATION Clark C207

ASC OFFICE LOCATION

WEB [advising.libarts.colostate.edu](http://advising.libarts.colostate.edu)

The College of Liberal Arts Academic Support Center staff is excited to work with you as you develop and achieve your goals and problem-solve with you when your well-laid plans don't pan out as expected. This syllabus is intended to outline resources, expectations, and benchmarks related to advising in the College of Liberal Arts during each phase of study at CSU.

## VISION

Academic advising at CSU inspires students to pursue their academic and professional goals.

## MISSION

Guided by CSU's Principles of Community and the Land-Grant mission of access and equity, we achieve our vision through an integrated community of advisors who engage in intentional, holistic, and relationship-centered interactions to empower all students to navigate their unique paths and foster learning, development, and academic success.

## STUDENT GOALS AND LEARNING OBJECTIVES

**Goal 1: Students will understand connections between themselves, their choices, and their experiences at CSU**

**Students will be able to:**

- Articulate how academic and career goals tie to their identities, values, and experiences
- Plan holistic educational experiences in partnership with ASC
- Analyze the impact of their behaviors on academic success

**Goal 2: Students will build reflection, critical thinking, and navigational skills**

**Students will be able to:**

- Identify the relevance and connection of course content to long-term career goals
- Demonstrate the ability to consider multiple viewpoints
- Connect to CSU and community resources to encourage personal and academic growth
- Ask purposeful questions in advising interactions and determine the appropriate next steps

**Goal 3: Students will progress toward their academic and career goals**

**Students will be able to:**

- Define academic and career goals in consultation with their ASC and the Career Center
- Utilize academic and career planning tools
- Apply academic goals to strategic career planning based on resources/support from the Career Center
- Apply career goals to academic course planning with their ASC

# RESPONSIBILITIES AND EXPECTATIONS

## STUDENTS

## ACADEMIC SUCCESS COORDINATORS

### SCHEDULING AND COMMUNICATION

Make contact with ASC each semester by scheduled appointment or proactive e-mail

Cancel appointments when necessary

Notify advisor of changes and challenges

Ask questions if you do not understand something or have a concern

Be accessible for meetings in office or remotely *within 3 weeks\**

*\* ASCs are not available on weekends, evenings, or during leave*

*\* Response time may be slower during peak advising*

### GOAL SETTING

Develop goals and track progress toward goal benchmarks

Clarify personal values and goals and provide ASC with accurate information about interests and abilities

Encourage and guide students as they define and adapt goals

Monitor and accurately document students' progress

Assist students in understanding the purposes and goals of higher education and its effects on their lives

### PREPARATION AND FOLLOW-UP

Come prepared to meetings with questions

Be an active learner and take notes

Learn where to reference information about programs, policies, and procedures

Complete recommendations made by ASC

Maintain accurate records of meetings with students

Prepare for meetings by reviewing advising notes

Participate in ongoing training

### ACADEMIC KNOWLEDGE

Create a graduation plan using planning tools such as DARS and the course catalog

Connect educational plan to career/post-graduation goals by utilizing the Career Center

Utilize resources that support learning such as TILT Learning Programs, the Writing Center, Resources for Disabled Students, the Health Network, etc.

Direct students to relevant resources on campus

Understand and communicate where to locate information about course offerings within the major and AUCC, graduation requirements, and university and college policies and procedures

Provide resource links for students to keep catalogued for reference

Enhance students' awareness of educational resources such as education abroad, internships, etc

# BEST PRACTICES CHECKLIST FOR STUDENTS

Use this guide to identify the skills you should learn and tasks to complete each year. Every students' path to graduation is unique, so this year-by-year checklist is intended to be flexible but offers general guidance about how to become increasingly self-reliant and prepared for graduation. Some items, like utilizing campus resources, should be practiced each year.

## YEAR 1

- Schedule and attend required advising meetings (first 6 weeks, registration)
- Learn to find, operate, and read degree audit
- Learn to manage the registration system on RAMweb independently
- Use the campus catalog to research degree requirements and campus policies
- Use at least 1 career exploration tool (such as What I Can Do With This Major) or visit the Career Center for a drop-in appointment
- Complete AUCC quantitative reasoning and CO 150 requirements before 30 credits
- Explore student organizations
- Inform your ASC if you want to study abroad
- Inform your ASC if you are considering a secondary field (second major, minor, or certificate)
- Analyze the impact of personal behavior and choices on academic success
- Prioritize finding and building communities that increase sense of belonging on campus

## YEAR 2

- Schedule and attend required advising meetings (registration and academic warning, if applicable)
- Develop a graduation plan
- Select a minor or concentration, if applicable to your degree
- Review your department's internship FAQ sheet and watch the CLA Job Search toolkit videos
- Connect with faculty in your department to begin building professional relationships
- Work with the Office of International Programs if you're considering an education abroad experience
- Obtain internship, part-time job, or volunteer experience to explore interests and gain skills
- Visit the Career Center for a drop-in to review your resume and make an action plan for gaining experience

## YEAR 3

- Check in with ASC each term to confirm plans for registration and update graduation plan
- Attend a career fair and watch the Networking 101 video to build your contacts
- Engage in internships, undergraduate research, education abroad, and/or service learning
- Explore graduate school and career opportunities
- Obtain internship to explore interests and gain skills

## YEAR 4

- Check in with ASC each term to confirm plans for registration and update graduation plan
- Visit the Career Center for drop-in's or an appointment to finalize your plan, prepare with application materials, practice interviewing, graduate school options, or more
- Use the Job Search Strategy & Budget 101 worksheet to make a plan for your next career transition

# FREQUENTLY ASKED ADVISING QUESTIONS

## How do I know who my ASC is?

Your ASC's name and e-mail address are visible on the homepage at [ramweb.colostate.edu](http://ramweb.colostate.edu).

## What is academic advising?

Advising is teaching, and your ASC will help you learn to:

- make informed decisions about course selection
- obtain accurate information about academic programs, policies, and procedures
- connect with faculty and other staff
- access support and involvement opportunities at CSU

Our goal is to help you become increasingly self-reliant in navigating your experiences at CSU.

## How regularly should I meet with my ASC?

All students with fewer than 60 credits are required to connect with their ASC before course registration each fall and spring semester. After a student completes 60 credits, individual needs and circumstances dictate when students meet with their ASC.

## How do I schedule appointments?

You may utilize the scheduling link provided by your ASC or call 970-491-3117. Connect with your ASC about their drop-in availability.

## What will I do during an advising meeting?

Every advising meeting is different because every student is different. Each appointment is adapted to meet your needs and may be one-on-one, in a group, in an office, online, or during drop-ins. Here are common topics discussed during advising meetings:

- Transition to CSU and major fit
- Finding and building community
- Course registration and graduation planning
- On- and off-campus resources
- Challenges and successes in courses
- Soft skills such as time management
- Early career conversations
- Education abroad

## STUDENT HOW-TO GUIDE



### HOW TO: Know your privacy rights

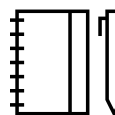
Under the [Federal Family Educational Rights and Privacy Act \(FERPA\)](#) of 1974, the following information is private and can only be released with student permission: grades, class schedule, age, mailing address, residency, birth date, class rank, place of birth, and social security number.

If you would like someone in your personal network to have access to this information, update your FAMweb preferences or complete a [Student Permission to Release Academic Records form](#).



### HOW TO: Seek answers to common advising questions

- Refer to your [degree audit](#), the [CSU catalog](#), and past e-mails from your ASC if you have questions about classes or degree planning.
- Utilize the [Courses A-Z list](#) in the catalog to find upper-division electives and research class descriptions.
- Run an [advanced search](#) in RAMweb to find AUCC classes.
- Use the [search bar from the CSU homepage](#) to find campus resources.
- Research how classes will transfer to or from CSU on [Transferology](#).
- We have video tutorials on the [CLA Advising YouTube page](#) (@claadvising6668) if you need refreshers about running or reading your degree audit, using the registration system, finding your registration day and time, and more.
- Reach out directly to your ASC when you've exhausted these options.



### HOW TO: Prepare for advising meetings

- Review your degree audit and graduation plan in advance.
- Make a list of questions or concerns you'd like to address.
- Research classes you may be interested in taking before the meeting so we can discuss.
- Prepare to be honest and share your triumphs and struggles.