

The Goals of Academic Advising

The mission of the School of Biological and Health Services Engineering advising team is to develop an advising experience focused on providing high quality service and advocacy while guiding students to be empowered in their education experience through to graduation. Our goals seek to increase student retention and graduation rates university-wide by providing quality, accessible advising to all students.

Your Advising Appointments

A successful advising appointment involves advisor and advisee preparation, mutual respect, and effective communication.

Make the most of your advising appointment

- Maintain an "advising folder " containing the paperwork listed below and bring it with you to advising appointments:
 - the name and contact information of your faculty or academic advisor
 - all educational plans, including your educational and career goals
 - an updated print out of your DARS audit
 - copies of important forms
 - any record of a visit with your academic advisor
- If you're able to create a schedule for the next semester on your own, bring it with you to your appointment and discuss it with your advisor.
- Take some time before your appointment to write down any questions you've always wanted to ask about your general education, graduation, and major requirements.
- Spend some time in your appointment getting to know your advisor and let them know who you are and what your educational and career goals are.

You should expect to learn key processes and tools in accordance with this timeline:

After Initial Advising Appointment

- Know your academic advisor
- Know how to schedule and prepare for appointment

After completing ASU 101

- Utilize ASU scheduling and degree progress tools
- Register for classes

Each Semester

- Participate in regular, individual academic interactions with your advisor
- Attend workshops related to career development, student organizations, research opportunities

Advisor and Advisee Responsibilities

The role of your academic advisor is to assist students with educational choices. When you meet with your advisor, you should also come prepared with any questions you may have regarding courses (what a course is about, any prerequisites you may need, how often a course is offered, etc.), degree requirements, academic policies/ procedures, as well as broader concerns such as career and graduate school options.

Students

- Recognize that advising is a shared responsibility and accept final responsibility for all decisions
- Clarify personal values, abilities and goals
- Prepare for advising sessions and bring relevant materials when contacting the advisor
- Contact and make appointment with the advisor when required or when in need of assistance
- Become knowledgeable about policies, procedures and requirements, i.e. add/drop deadlines, graduation, and general education policies
- Become knowledgeable about university tools and resources (i.e. DARS, class search) to support course selection and degree planning

Advisors

- Are dedicated to the advising process and exhibit a caring attitude toward advisees
- Are accessible to students
- Help students clarify career/life goals as well as education goals
- Are familiar with institutional regulations, policies and procedures especially as they relate to academic and/or graduation requirements
- Monitor progress toward educational and career goals
- Assist students in selecting courses that reflect individual interests and abilities
- Assist students in decision-making skills
- Refer students to other appropriate campus resources
- Participate in advisor training sessions to keep informed and current

Core values of SBHSE advising team (adopted from NACADA, 2005)

Advisors are responsible to the individuals they advise

Advisors are responsible for involving others, when appropriate, in the advising process

Advisors are responsible to their institutions

Advisors are responsible for higher education in general

Advisors are responsible to their educational community

Advisors are responsible for their professional practices and for themselves personally

Helpful Web Sites

Current Student Information <http://sbhse.engineering.asu.edu/academics/currentstudents/undergraduate/>

MyASU <http://my.asu.edu>

Appointment Scheduling <https://fultonapps.asu.edu/advising/>

Info for parents <http://sbhse.engineering.asu.edu/academics/currentstudents/undergraduate/parents/>
