EXPECTED STUDENT LEARNING OUTCOMES

Advising will teach students to:

I. Develop goals and a plan to reach them.
II. Understand their Program of Study Map.
III. Develop a course schedule that helps them achieve their academic goals
IV. Identify and utilize campus resources that can facilitate goal achievement.

ABOUT YOUR ADVISOR

Your academic advisor is a professional who has expertise in locating appropriate resources and information, understanding and interpreting university policy, navigating institutional process and procedures, and assisting you in exploring academic options. You can expect your advisor to provide courteous service and accurate information. Academic advisors are caring professionals who seek to connect students to the wealth of opportunities and resources Georgia Southern University has to offer.

ADVISOR RESPONSIBILITIES

I. Serve as the primary contact to students regarding academic matters upon acceptance to the university
II. Provide a welcoming teaching and learning environment where students can feel comfortable exploring their sense of self.
III. Understand and effectively communicate program curriculum, graduation requirements, and university policies and procedures
IV. Assist students in developing a coherent plan to attain their educational goals
V. Evaluate student academic progress and identify possible areas of concern
VI. Provide students with information about resources provided by the institution to meet their needs and goals
VII. Refer students to appropriate campus departments and resources as needed
VIII. Assist students in understanding the nature and purpose of higher education and help them develop self-direction in decision-making
IX. Encourage student participation in learning opportunities outside of the classroom
X. Maintain confidentiality and comply with all federal, state, and university regulations
ADVISEE RESPONSIBILITIES

I. Take responsibility for your educational experience and academic progress.
II. Know your Program of Study Map.
III. Utilize DegreeWorks, curriculum sheets, and other resources to learn your Program of Study requirements.
IV. Learn how and when to register for classes and to make schedule adjustments if needed.
V. Regularly check your Georgia Southern University email, which is the official means of communication within the University community.
VI. Register only for courses that are included in your Program of Study or your financial aid may be jeopardized.
VII. Identify and become familiar with campus resources, including the Academic Success Center, Tutoring Services, University Writing Center, Career and Professional Development, Counseling Center, Student Accessibility Resource Center, and etc.
VIII. Know important dates and deadlines, such as Drop/Add and the Last Day to Withdraw Without Academic Penalty, which can be found on the university's academic calendar.
IX. Learn how to check holds in WINGS and which offices to contact to clear or rectify the hold.
X. Review student financial information in WINGS and contact the appropriate offices, Financial Aid Office, Office of Student Fees, and etc, for assistance.
XI. Locate and use course rotations when applicable to your program.
XII. Locate policies and procedures in the University catalog.
XIII. Evaluate and clarify educational, personal, and career interests and goals.
XIV. Involve yourself in appropriate student organizations on campus.
XV. Read the Student Code of Conduct and accept responsibility for any personal decisions and actions that affect educational progress and goals.
XVI. Prepare for your Advising Appointment.

PREPARING FOR YOUR ADVISEMENT APPOINTMENT

I. Students should schedule an advisement appointment through EAB Navigate. For assistance in scheduling an advisement appointment contact your advisement center.
II. If you are unable to keep your appointment, please cancel in EAB Navigate or call/email the advisement center. Please be aware that your advisor may have a specific late policy and you may be required to reschedule your appointment.
III. Review DegreeWorks and your WINGS transcript to notate courses you have successfully completed or are currently taking. Identify prerequisite courses and (if applicable) application processes and deadlines for your Program of Study.
IV. Using the course search link located on the university's homepage, begin considering courses you would like to take next semester.
V. During your advisement appointment be prepared to discuss the following: your educational interests and goals; academic concerns or questions related to your academic progress; and academic plan for the following semester(s) including course selection.
VI. Please turn off your cell phones during your advisement appointment.
VII. Be an active participant in your Academic Advisement! Remember, this is your time to discuss concerns and receive academic guidance based on your program of study and career goals.
VIII. When emailing faculty or staff members, be professional and courteous. Be sure to clearly explain any questions or concerns. Always include your name and Eagle ID.