



# ACADEMIC ADVISING SYLLABUS

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This Advising Syllabus will serve as your guide through your time with the First Year Student Success Hub at Northern Kentucky University. This syllabus will outline the expectations of all those that are involved in the advising process.

## **What is Academic Advising?**

We believe that academic advising at NKU is an integral part of your educational experience and learning process. Academic advising is a collaborative effort that encourages students to develop educational plans, create life and career goals, and develop essential skills for college experience and after graduation. Throughout your time at the First Year Student Success Hub, you will work with your advisor to realize your full potential at Northern Kentucky University.

Academic advising is not an isolated event, but it is an ongoing communication and relationship between the student and the advisor in which mutual trust and respect is established. Our purpose is to honor and recognize students' unique identities and experiences as we guide you on your academic journey. To help your advisor, you must be honest and engaged in advising sessions so that they can work with you to create an academic plan that will help you realize your full potential, challenge you, and engage you on campus during your first year.

## **Student Learning Outcomes**

Prior to the handoff to the intended college or academic program, students assigned to the First Year Student Success Hub will:

- Demonstrate preparedness for an academic advising appointment, and competency with EAB Navigate for appointment scheduling.
- Use myNKU and academic resources\* to select courses to fulfill academic goals and interests for registration. (\*Examples of academic resources include the Academic Catalog, Foundations of Knowledge checklist, Major checklist, Academic Plan, and degree audit)
- Understand the requirements for graduation, general education, academic major, and secondary area of focus.
- Demonstrate ability to find academic policies, information on campus procedures, and financial support that help towards degree progression.
- Obtain awareness and be able to identify multiple campus resources.
- Understand the first to second year advising transition process, and to be able to identify their second year and beyond advisor or advising unit
- Articulate an identified career plan as it relates to post-graduation opportunities for chosen major

### **Student Responsibilities**

Students will have a primary goal to assume responsibility for their educational planning, course scheduling and the successful completion of all graduation requirements.

- Take ownership for your academic progress by reviewing the University Catalog, course offerings, major requirements, academic policies, and deadlines.
- Attend all advising appointments and maintain contact with your advisor. If you are not able to attend a meeting, notify your advisor at least 24 hours in advance.
- Regularly check your email, myNKU, and Navigate for notes and important updates.
- Contact your advisor at times other than advising or registration periods. It is important to inform your advisor about any academic or personal problems as soon as they arise so your advisor can refer you to the appropriate university resources.
- Be familiar with the academic calendar and be fully aware of important deadlines.

### **Advisor Responsibilities**

- Be accessible and responsive to student needs. (Advisors typically reply within 2-3 business days)
- Review and update each student's academic record prior to or during the advising appointment.
- Be knowledgeable about university policies and procedures and all academic requirements related to graduation, general education, majors, minors, and focus areas.
- Know the academic calendar and be fully aware of important deadlines.
- Match the needs of your students by providing them with information about the resources that are available to them on campus and how they can use them.
- Help the student create and define realistic goals for their first year.
- Collaborate with campus support services, faculty, and staff to facilitate student success.

On the following page, please find a supportive goals document that will assist you during your first year towards learning many of the skills and resources that are available to you as a student in order to take personal ownership and responsibility for your academic journey to timely graduation.

Understanding the details outlined on the document will help you as you work with your assigned academic advisor in your first year as well as your future advisor in your college during the second year and beyond, and will help you academically towards major and career progression.

Your first-year advisor and other NKU faculty and staff will spend some time discussing many of the concepts listed during this academic year. Please feel free to reach out to your first-year advisor if you have questions on any of the following topics.

# First Year Academic Support Goals

In the list below, you can check off each box as you complete that concept, task, or feel comfortable with that topic.

## Able to prepare for academic advising appointments / appointment scheduling

I know how to find assigned advisor in My NKU, and can use the Navigate link there to schedule advising appointments,	<input type="checkbox"/>
I can find the registration portal in MyNKU, put desired courses in cart, look up course details, and have found the registration checklist on registrar website	<input type="checkbox"/>
Discussed with my advisor about any AP / transfer work and how it applies to degree, (Talked to advisor about transfer credit evaluation T credit/G credit, Kentucky Transfer Policy if applicable)	<input type="checkbox"/>
I understand about FERPA and my right to privacy of my academic records, familiar with how to give permission to parents or others to my student records if desired or applicable	<input type="checkbox"/>

## Using MyNKU and academic resources towards reaching academic goals

I feel comfortable in my ability to use basic academic resources such as checking NKU email, Canvas Learning System for classes, how to change or update my password (every 90 days)	<input type="checkbox"/>
I can find and use the Academic Catalog, (which catalog year I follow) and its use for looking at course descriptions, program requirements, and academic policies such as academic standing	<input type="checkbox"/>
I am familiar with NKU Graduation Requirements (30 credit hours for Sophomore, 60 Junior, 90 Senior, 120 to graduate, 45-hour rule, last 30-hour rule, secondary area of study, minimum 2.0 GPA)	<input type="checkbox"/>
I am generally familiar with the Degree Audit system & Academic Plan tool, know how to map out 4-year plan with my intended courses, or talked to my advisor about these tools	<input type="checkbox"/>
I am able to register courses / have reviewed registration financial obligation statement / understand how to drop and add classes	<input type="checkbox"/>
I can run a check on courses in registration cart prior to registration day, know how to look for open seats, filter for class types in registration portal, know how to reach my advisor for help if unable to register	<input type="checkbox"/>

## Understand requirements for graduation, general education, major & focus areas

I understand the term Pre-requisite, I know my initial pre-requisite courses, and any key courses that might need to be taken at a certain time, and/or any selective admissions policies for my major, any initial GPA requirements for program and/or GPA needed for scholarship continuance (If unsure, check with academic advisor, or financial aid regarding GPA needed for scholarship)	<input type="checkbox"/>
I reviewed the courses needed for my intended major, or discussed potential majors, (Reviewed Learning Contract (if applicable))	<input type="checkbox"/>
I have reviewed the Foundation of Knowledge document with general education categories and requirements, I can locate the general education website for NKU, (I have reviewed specific rules at bottom of general education form)	<input type="checkbox"/>

I feel comfortable with my time management / work - life balance, know what to do or who to contact if circumstances beyond academics create barriers to success (If uncomfortable, reach out to academic advisor)	<input type="checkbox"/>
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### **Finding academic or student policies, financial support, campus resources**

I am able to locate academic calendar and key deadlines during semester (Last Day to withdraw, last day for 100% tuition reimbursement, last day to receive 50% tuition reimbursement, last day to drop before a grade shows on transcript)	<input type="checkbox"/>
I am familiar with how to use My NKU to look at my unofficial transcript, order course textbooks, and view my financial aid information	<input type="checkbox"/>
I am able to locate the following student support resources on campus: First Year Programs Office, First Year Student Success Hub, Career Services, IT Help Desk, Learning Plus/Tutoring, Health Counseling and Wellness, University Connect and Persist (UCAP), Veterans Services, Center for Student Inclusiveness, Office for Student Accessibility, Study Abroad, International Student Services, Recreation Center	<input type="checkbox"/>
I feel comfortable how to connect with my professor before or after class, via email, familiar with how to visit during their office hours, able to discuss or find possible faculty mentorship opportunities	<input type="checkbox"/>
I know where to find out about campus events or activities happening on campus, social engagement opportunities, campus news, set up with Norse Alert	<input type="checkbox"/>
I am familiar with the My Engagement platform/website to be involved on campus with potential activities and student organizations (If unsure, check the quick links at top of main NKU website)	<input type="checkbox"/>

### **Understanding first to second year transition for advising / advising units**

I understand about the college handoff and transition from my first-year advisor to second year and beyond advisor	<input type="checkbox"/>
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### **Identify current and post-graduation opportunities and career resources for selected major**

I understand goals or potential careers needed for major, resources that Career Services offers (Career Peer Coaches, Handshake, FOCUS 2, Resume Review, Soft Skill online modules)	<input type="checkbox"/>
I know how to make an appointment with a Peer Coach for student to student support, or an appointment with a Career Peer Coach for student to student career guidance	<input type="checkbox"/>
I can locate my potential options on campus for study abroad, research opportunities, know where to find out about co-curricular experiences such as internships or co-ops	<input type="checkbox"/>