What you will gain from Academic Advising

- To provide you with information and support to meet OHIO University and The Patton College of Education’s requirements to make informed decisions about your academic future.
- To encourage your involvement in on-campus and off-campus experiential learning (i.e., volunteer services and internships) that will increase the value of your college experience and develop your interpersonal skills and leadership abilities to help you explore and clarify your career options.
- To help you “connect” your OHIO University experience with your plans and goals for life after OHIO University.
- To assist you in finding the campus resources that can best help you succeed academically and personally.
- Skills reading your degree audit (DARS), your completion plan, using the Undergraduate Catalog, and using the online tools available to you for degree planning.

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>student</th>
<th>advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep the advising appointments you have scheduled, or cancel if you are unable to attend.</td>
<td>Understand and effectively communicate institutional policies, degree and college requirements, including the General Education requirements.</td>
</tr>
<tr>
<td>Be honest and open. If you are experiencing a personal or academic difficulty that is interfering with your studies, please share this with your advisor.</td>
<td>Work collaboratively to assist you to dream, define, and develop your academic, career, and life goals.</td>
</tr>
<tr>
<td>Be an active participant in the advisement process by coming prepared to each appointment with questions or material for discussion, including plans and ideas.</td>
<td>Create a safe environment of mutual respect where you can share your thoughts, aspirations, concerns, and interests.</td>
</tr>
<tr>
<td>Be familiar about degree requirements, university policies and procedures, and campus resources.</td>
<td>Provide academic success strategies and referrals to appropriate campus resources when needed.</td>
</tr>
<tr>
<td>Actively manage your progress toward degree completion by reviewing DARS and online catalog in the MyOhio Student Center.</td>
<td>Listen and provide feedback carefully to your questions, concerns, and confusions, and seek assistance in answering questions when not certain of the correct answer.</td>
</tr>
<tr>
<td>Regularly read your OHIO e-mail, and do not forward to a third-party email client (Gmail, Yahoo, etc.).</td>
<td>Encourage and support you as you gain the skills and knowledge necessary for success.</td>
</tr>
<tr>
<td>Take primary and increasing responsibility for making your own decisions based on available professional advice and information.</td>
<td>Assist you in making course and program decisions.</td>
</tr>
<tr>
<td>Accept responsibility for your decisions and actions that affect your educational programs and goals. Please understand that the ultimate responsibility of obtaining your degree rests with the student, not the advisor.</td>
<td>Understand how to read a degree audit (DARS) and assist you as you learn how to navigate this advising resource.</td>
</tr>
</tbody>
</table>

Walk-In Advising: M-W 5-7PM (weeks 2-14)
052 Lindley Hall (fall ’16) | McCracken Hall (spring ’17)

Pop-In Advising: Th 1-3PM (weeks 2-14)
1st Floor Tupper Hall (fall ’16) | McCracken Hall (spring ’17)
ADVISING MEETING OUTLINE

1st Meeting - Bobcat Student Orientation (BSO)

student
• Browse course options from “Suggested Courses for First-Year Students”
• Complete any necessary placement tests
• Inform your academic advisor of any incoming college credit (AP, PSEO, College Credit Plus, etc.)
• Learn how to access OHIO University technology applications (Catmail, MyOhioCenter, Blackboard, DARS)

advisor
• Provide and explain relevant handouts regarding intended major
• Answer questions and make appropriate referrals
• Build schedule with student and assist in registration
• Explain next steps

2nd Meeting - Fall of First Year

student
BEFORE ADVISING APPOINTMENT
• Review degree audit (DARS)
• Review spring course offerings
• Review holds and To-Do list in MyOhioCenter
• Research involvement opportunities
• Determine current grades in current classes
• Create questions about prospective majors, minors, certificates, and study abroad

advisor
• Explain how to read/interpret the degree audit (DARS)
• Explain transition points
• Discuss major, minor, certificate, and study abroad options
• Assist with planning for spring registration
• Check-in on the student’s transition to OHIO University
• Remove advising hold
• Answer any other questions and make appropriate referrals

3rd Meeting - Spring of First Year

student
BEFORE ADVISING APPOINTMENT
• Research summer plans & ideas (e.g. internships or classes)
• Transfer/Transient course approval
• Review degree audit (DARS) and fall course plans
• Review holds and To-Do list in MyOhioCenter
• Determine current grades in current classes
• Create questions about prospective majors, minors, certificates, and study abroad

advisor
• Review the degree audit (DARS) and transition points
• Provide feedback and suggestions on summer plans
• Address majors, minors, certificates, and study abroad ideas/plans
• Assist with planning for fall registration
• Remove advising hold
• Answer any other questions and make appropriate referrals

4th Meeting - Fall of Second Year

student
BEFORE ADVISING APPOINTMENT
• Develop basic plan until graduation, including classes, involvement, research, and possible internships
• Review degree audit (DARS)
• Review spring course offerings
• Review holds and To-Do list in MyOhioCenter
• Determine current grades in current classes

advisor
• Complete the Sophomore Completion Plan
• Check-in with student on majors, minors, certificates, and/or study abroad plans.
• Assist with planning for spring registration
• Remove advising hold
• Answer any other questions and make appropriate referrals

Student Resources and Support Services

The OHIO Guide: Our Academic Experience
[book] www.ohio.edu/uc/bso

Undergrad Student Handbook
www.ohio.edu/students/handbook/index.cfm

Academic Advancement Center
(tutoring, math & science center, writing center, study skills) www.ohio.edu/uc/aac
740-593-2644 | Alden Library 101 | aac@ohio.edu

Academic Calendar
https://calendar.ohio.edu/site/academiccalendar

Allen Advising Center (help with other majors) https://www.ohio.edu/uc/advising-center/index.cfm
740-566-8888 | Baker 417 | advisingcenter@ohio.edu

Bobcat Depot (background checks) www.bobcatdepot.ohio.edu
740.597.3376 | Baker 112 | bobcatdepot@ohio.edu

Bursar (paying tuition & fees) www.ohio.edu/finance/bursar
740.593.4130 | Chubb 010 | @OHIO_BURSAR

Career Leadership & Development Center www.ohio.edu/careerandleadership
740.593.2909 | Baker 533 | @OHIOCLDC

Counseling & Psychological Services www.ohio.edu/counseling
740.593.1616 | Hudson 3rd floor

Financial Aid & Scholarships www.ohio.edu/financialaid
740.593.4141 | Chubb 020 | financial.aid@ohio.edu

Hudson Health Center (TB Skin Tests) www.ohio.edu/medicine/community-health/campus-care
740.593.1660 | @CampusCare1

Ombudsperson (grade appeals) www.ohio.edu/ombuds
740.593.2627 | Baker 501 | ombuds@ohio.edu

Residential Housing www.ohio.edu/housing
740.593.4090 | housing@ohio.edu | @OHIOU_HOUSING

Student Accessibility Services www.ohio.edu/uc/sas
740.593.2620 | Baker 348 | disabilities@ohio.edu

University Libraries www.library.ohiou.edu
740.593.2699 | Alden Library

University Registrar (add/drop) www.ohio.edu/registrar
740.593.4191 | Chubb 1st floor | registrar@ohio.edu

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