**ADVISOR SYLLABUS**

**My Advisor**
Melissa Toretch  
**Appointments:** 740.593.4400  
Email: toretch@ohio.edu  
Direct Line: 740.593.4444  
GroupMe: http://tinyurl.com/MelissaGroupMe  
@mtoretch

**THE PATTON COLLEGE OF EDUCATION**  
Office of Student Affairs  
052 Lindley Hall (fall ‘16) | McCracken Hall (spring ’17)  
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)

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**Academic advising is a collaborative relationship between an advisor and student, with the goal to guide a student towards their educational and career goals.**

**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.

**WE ADVISE, YOU DECIDE.**

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**RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>student</th>
<th>advisor</th>
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<tbody>
<tr>
<td>• Keep the <strong>advising appointments</strong> you have scheduled, or cancel if you are unable to attend.</td>
<td>• Understand and effectively <strong>communicate</strong> institutional policies, degree and college requirements, including the General Education requirements.</td>
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<tr>
<td>• <strong>Be honest and open.</strong> If you are experiencing a personal or academic difficulty that is interfering with your studies, please share this with your advisor.</td>
<td>• <strong>Work collaboratively</strong> to assist you to dream, define, and develop your academic, career, and life goals.</td>
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<td>• Be an <strong>active participant</strong> in the advisement process by coming prepared to each appointment with questions or material for discussion, including plans and ideas.</td>
<td>• Create a <strong>safe environment</strong> of mutual respect where you can share your thoughts, aspirations, concerns, and interests.</td>
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<td>• <strong>Be familiar</strong> about degree requirements, university policies and procedures, and campus resources.</td>
<td>• Provide academic success <strong>strategies and referrals</strong> to appropriate campus resources when needed.</td>
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<tr>
<td>• Actively <strong>manage your progress</strong> toward degree completion by reviewing DARS and online catalog in the MyOhio Student Center.</td>
<td>• <strong>Listen and provide feedback</strong> carefully to your questions, concerns, and confusions, and seek assistance in answering questions when not certain of the correct answer.</td>
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<td>• Regularly <strong>read your OHIO e-mail</strong>, and do not forward to a third-party email client (Gmail, Yahoo, etc.).</td>
<td>• <strong>Encourage and support</strong> you as you gain the skills and knowledge necessary for success.</td>
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<tr>
<td>• Take primary and increasing responsibility for <strong>making your own decisions</strong> based on available professional advice and information.</td>
<td>• <strong>Assist</strong> you in making course and program decisions.</td>
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<tr>
<td>• <strong>Accept responsibility</strong> 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>
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<td>• Maintain appropriate level of <strong>confidentiality</strong> as required by the Family Educational Rights and Privacy Act (FERPA).</td>
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<td></td>
<td>• Be prepared for academic advising appointments by reviewing student academic record and appropriate notes from the student file.</td>
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<td>• Reply to all <strong>email</strong> within 24-48 business hours.</td>
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*rev. SU 2016*
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

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

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