

# College of Biological Sciences

## Office of Student Services

229 Snyder Hall | 1475 Gortner Avenue | St. Paul, MN 55108

612-624-9717

<http://www.cbs.umn.edu/studentservices/>



## ACADEMIC ADVISING SYLLABUS

### Connect

CBS students are assigned a primary advisor; the name of your primary advisor is listed on your APAS. During your time at CBS, you may interact with advisors in multiple ways: appointments, drop-in advising, and email. Examples of topics addressed in appointments, drop-ins and emails, are available on the CBS website.

### What is Academic Advising?

An educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).

### Appointments

Academic advisors are available to meet with students for a variety of topics. Below is a list of required appointments for CBS students. During these appointments, which are typically 30 minutes, expect to reflect upon and discuss your academic progress, challenges, Strengths®, goals, and degree plans.

- Freshman checkback: Fall semester of freshman year
- Sophomore checkback: Spring semester of sophomore year
- New transfer student: First semester as a CBS student
- Academic probation: If applicable, semester of academic probation

### Drop-in

Current or prospective CBS students are welcome to attend drop-in advising hours. Drop-in advising is limited to a 10 to 15 minute session and students are seen on a first-come, first-served basis. Check the CBS website for current drop-in hours.

### Email

Advisors are available to answer questions over email. Emails to advisors are professional communications, so please include: **first name, last name, and student ID**. An advisor will return your message within three business days. If you have a more immediate concern, please call CBS Student Services.

### Changing Advisors

At some point you may make a connection with another advisor in drop-in advising, class, etc. You can change your primary advisor at any time by submitting the "Change my advisor" form on the CBS Student Services website.

### Schedule

Schedule an appointment with an advisor by calling CBS Student Services at 612-624-9717. So we may serve you best, please be prepared to share what you would like to discuss during your appointment with the receptionist.

## Prepare

Advising appointments are a great opportunity to have someone listen to your concerns, celebrate your accomplishments, and answer your questions. Complete the following steps before an advising appointment to help ensure you have a productive meeting with an advisor:

- Note your appointment date and time
- Review your APAS report and create/update your Graduation Planner
- Prepare a list of questions to ask your advisor

## Learn

CBS Student Services emphasizes several of the University of Minnesota's Student Development Outcomes (SDOs) to provide an intentional guide for your undergraduate experience. The SDOs listed below are part of the advising curriculum so that you will better understand how you will grow and develop, and be able to articulate your knowledge and skills to others (prospective employers, graduate/professional school) in your experiences beyond college.

### CBS Student Services Mission

To empower students to identify, develop, and achieve their academic, career, and personal goals so they graduate in a timely manner and are engaged citizens after college.

**Self-Awareness:** *Knowing your personal strengths and talents and acknowledging your shortcomings.*

**Goal Orientation:** *Identifying and directing your energy toward specific outcomes.*

**Responsibility and Accountability:** *Accessing information, making appropriate decisions, and accepting the consequences of your actions.*

**Independence and Interdependence:** *Knowing how and when to collaborate or seek help and when to act on your own.*

**Appreciation of Differences:** *Recognizing the value of interacting and being able to work with individuals with backgrounds and perspectives different from your own.*

## Expect

CBS advisors and advisees both play important roles in the advising process.

*You can expect an advisor to:*

- Understand and communicate curriculum, requirements, policies, and procedures
- Listen to your concerns and respect your individual values and choices
- Support you in defining your academic, career, and personal goals
- Assist you in creating an educational plan that is consistent with those goals
- Discuss co-curricular activities and how they fit with your goals
- Review your academic performance and Strengths® and discuss how they align with your plans
- Refer you to campus resources

*We expect you to:*

- Become knowledgeable of campus policies, procedures, and resources
- Be open and willing to consider other perspectives
- Reflect upon your goals and educational plans and be prepared to discuss them
- Review your APAS report each semester
- Create and regularly update your four-year plan in Graduation Planner
- Take primary and increasing responsibility for making your own decisions based on available information and advice
- Regularly read your University of Minnesota email and the CBS BioBlog