

# Academic Advising at OSU

Academic advisors assist you in long- and short-term academic and career planning. They provide information on curricula, educational and experiential options within your college and the university, schedule planning, and help interpret university and departmental requirements.

The following are tips from academic advisors to assist you in getting the most out of your academic advising appointment.

- Know who your academic advisor is.
- Meet with your academic advisor on a regular basis.
- Schedule your academic advising appointment well-ahead of Phase I registration.
- Prepare for your advising appointment.
- Utilize My Degrees advising tool, your major advising guide, the OSU Baccalaureate Core guide.
- Understand the Academic Regulations.
- Abide by the academic calendar deadlines.
- Take responsibility for learning your degree requirements.
- Understand the [advisor/advisee responsibilities](#). (see next page)
- Utilize advising technology.

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## OSU Advisor-Advisee Responsibilities

### As an advisee, you should:

**Understand and accept that you are ultimately responsible for your education and your own decisions.**

Be prepared when you come to advising sessions; be active in your advising session, and ask questions when you have them.

Understand and communicate personal values, abilities, and goals.

Provide accurate and truthful information when being advised.

Initiate a purposeful relationship with your advisor and make appointments when necessary or when in need of assistance.

Keep your local address and phone up to date in Student Online Services and utilize and regularly check your ONID account and COCC student services account to ensure

Call to cancel appointments that cannot be kept.

Learn and understand OSU's policies, procedures, and requirements as they relate to your academic success and/or degree completion.

Follow through on plans-of-action identified during advising sessions.

### Your advisor should:

**Develop a purposeful relationship with and be an advocate for their advisees.**

Inform students of the nature of the advisor/advisee relationship.

Assist students in defining and developing expressed educational, career, and life plans.

Provide timely and accurate educational information.

Promote learning opportunities that will help students define or meet personal goals and plans.

Assist students in preparing a program that is consistent with their abilities and interests.

Monitor progress toward educational/career goals.

Interpret and provide rationale for institutional policies, procedures and requirements.

Inform inquiring students of campus resources and special services available to them.

Refer students to those resources that can enhance or supplement their academic or personal experience.

## Meeting with your Academic Advisor

Advising Appointments:

\* 1 hour appointments (max time) - create or adjust your academic plan or degree audits

\* 1/2 hour appointments - during priority registration and high volume periods. Students and advisors may only be able to prepare students for next term registration.

\* Drop-In advising - designated hours when students can walk in for a 10 minute max appointment.