The purpose of the Academic Advising Syllabus is to enhance student success in reaching academic goals by clarifying:

- the mission of the COB Advising Center
- the collaborative nature of the advising relationship
- the responsibilities placed on both student and advisor in the advising relationship
- the tasks that should be accomplished each year by both student and advisor

It is important that students review the syllabus and tutorials frequently and pay special attention to the tasks that should be addressed each year in order to stay on track.

❊❊❊ Mission, Philosophy and Values ❊❊❊

Mission of the Walker College of Business Advising Center

Through collaborative relationships, the COB Advising Center encourages and supports students as they develop the skills necessary to explore, create and pursue purposeful, realistic educational plans consistent with their academic, professional and personal goals.

Academic Advising Philosophy

Academic advising is an integral part of the educational experience. It is not an isolated event, but rather an ongoing process between the student and the advising center contributing to the development of student independence and decision-making. At the heart of advising is the development of each student's intellectual and personal growth. While advising helps students define their educational goals, the primary responsibility for decision-making rests with the student.

Values

- Professionalism: We strive to provide accurate, timely information in an atmosphere of trust and support while maintaining ethical business practices
- Respect: We seek to establish reciprocal relationships with students which are inclusive, non-judgmental, and recognize the uniqueness of each student.
- Collaboration: We value collaboration among the COB Advising team, students and the campus community.
Advising Goals and Learning Outcomes

The student will examine the value of and assume ownership of his/her education

- The student will articulate academic, professional and personal goals.
- The student will utilize resources available to develop and evaluate personal, professional and academic goals.
- The student will assess appropriateness of the selected academic program of study.
- The student will develop autonomy in making academic decisions while assuming responsibility for associated tasks.

The student will become self-directed in planning and accomplishing short and long-term academic goals

- The student will understand the policies, procedures and requirements for completing the academic program.
- The student will learn to use tools for becoming independent planners.
- The student will explore and evaluate opportunities to maximize the college experience.

The student will continually assess progress and will revise strategy as needed towards the goal of achieving academic success.

- The student will meet with COB advisor on a regular basis.
- The student will work with COB advisor to identify and evaluate relevant resources for assessing progress and achieving goals.
- The student will work with the COB advisor to identify behaviors that impede success.
- The student will evaluate priorities and the impact of extracurricular activities or employment on meeting academic, career and personal goals.
- The student will work with COB advisor to interpret the student's current situation and outline various options for continued success.
*** Student and Advisor Responsibilities ***

You will:

- schedule regular appointments well ahead of registration periods and will show up on time
- come to appointments prepared with relevant decision-making information and questions
- complete assignments from advisor in a timely way
- become knowledgeable about requirements of your academic program as well as university and COB policies and procedures and will ask questions when unclear about any of these
- check ASU email regularly for notices from COB Advising
- keep a personal record of progress towards meeting degree requirements and will accept responsibility for academic decisions
- be aware of course prerequisites and terms in which courses are offered
- actively explore major/career options and make informed decisions
- observe academic deadlines
- enhance educational experience by participating in educational opportunities outside of the classroom and keeping a record of these activities
- consult with an advisor prior to making academic decisions such as dropping a course, changing majors, etc., and will inform the advisor and faculty immediately whenever a serious problem disrupts your ability to attend class or perform your best work.
- utilize the COB Advising website periodically for up-to-date information and other resources
- complete a privacy waiver on AppalNet and provide those who should have access to your academic record with your Banner ID number and the Parent PIN (this is optional, but should be done prior to advisors working with parents or others for whom you grant access)

Your Advisor will:

- be available during regular hours
- help you to create a realistic educational plan
- be knowledgeable about resources on campus that are available to assist you and will make referrals when appropriate
- provide accurate information about degree requirements and policies and procedures
- maintain documentation of your progress towards meeting your educational goals
- help you to select appropriate courses
- assist you in understanding the purpose and goals of higher education and its effects on your life and personal plans and will assist you in exploring your interests, abilities and goals as they relate to an academic major
- be aware of important deadlines
- encourage you to participate in learning opportunities outside of the classroom
- explain available options if you experience academic roadblocks
- create and maintain helpful resources to enhance your educational experience
- maintain confidentiality and comply with FERPA regulations
The Academic Advising Timeline details tasks that should be accomplished each year. While this timeline establishes the ideal situation, we understand that students come to us at various points in their academic careers and may progress differently through these tasks. Academic Advisors can help students customize this timeline to fit individual academic plans.

### Each Year

<table>
<thead>
<tr>
<th>Student:</th>
<th>Advisor:</th>
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<tr>
<td>• Utilize campus resources such as the Learning Assistance Program (LAP) and Career Services.</td>
<td>• Maintain regular appointments to meet with students for assistance with academic planning.</td>
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<tr>
<td>• Follow the COB Career Services timeline to complete associated tasks each year.</td>
<td>• Make referrals to other resources on campus as needed.</td>
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<tr>
<td>• Build a strong GPA</td>
<td>• Provide accurate and up-to-date information to students when requested.</td>
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<td>• Get involved with campus organizations, faculty and fellow students.</td>
<td>• Maintain a record of all advising interactions.</td>
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<td>• Review your Degree Works audit and inform your advisor of any errors.</td>
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**Notes:**
Freshman Year

Student:

- Register for appropriate course work including ENG 1000 (min. grade of C required), MAT 1030 or preparatory math such as MAT 1020, and courses in a General Education theme in the Historical and Social Perspective that includes ECO 2030 (ECO 2030 is not recommended for the freshman year)
- Take the Basic Computer Skills Proficiency Test
- Start a foreign language course if you are planning an International Business major or a foreign language minor
- Select your General Education themes through your AppalNet account.
- Learn about educational planning tools such as the Undergraduate Catalog, Degree Works, Schedule of Classes, Programs of Study. COB Advising Progress Sheet, Grad Audit and GPA calculators.
- Review the Undergraduate Catalog and Programs of Study to familiarize yourself with the requirements of majors you may pursue and university policies, procedures and deadlines.
- Begin exploring potential majors by visiting the Peer Career Center, talk with students and faculty from various disciplines and find opportunities for job shadowing.
- Become familiar with university administration offices such as the Registrar's Office, Office of Transfer Articulation and Financial Aid.
- Begin an advising portfolio of important documents from your advising sessions and update this each time you meet with an advisor.

Advisor:

- Freshmen will work with University College advisors until officially declaring a major. You can officially declare a major once they have completed ENG 1000, UCO 1200 (or have it in progress), 30 sh and have earned a 2.0 GPA (new transfer students do not have to have a 2.0 GPA established at ASU to declare a major in the first semester). College of Business advisors are happy to consult with freshmen prior to major declaration when necessary.
### Sophomore Year

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<td>• Officially declare your major early in the year so that your records are moved to the College of Business.</td>
<td>• Fully explain all College of Business admission requirements and degree requirements.</td>
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<tr>
<td>• Make an appointment to meet with a College of Business Advisor.</td>
<td>• Explain university and COB policies and procedures that can affect your progress towards meeting your academic goals.</td>
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<tr>
<td>• Come to your advising appointment prepared to discuss your academic goals and have a list of questions to ask and courses you might want to take in the following term.</td>
<td>• Assist you with developing a long-term plan for COB admission and through the end of your undergraduate career.</td>
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<tr>
<td>• Review your Degree Works audit for accuracy and inform your advisor of any errors.</td>
<td>• Review restrictions on upper-level business courses for students who are not admitted to the College of Business.</td>
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<tr>
<td>• Complete all COB admission requirements.</td>
<td>• Explain the variety of elective types and how they can be used most effectively.</td>
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<tr>
<td>• Become thoroughly familiar with all degree requirements for your chosen academic program.</td>
<td>• Encourage you to explore internship opportunities and study abroad programs which can enhance your educational experience.</td>
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<td>• Explore the connection between your selected major, interests and potential careers.</td>
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<tr>
<td>• If you are planning a semester or year abroad in your junior year, begin the planning process now by contacting the Office of International Education and Development (OIED) and the International Business Coordinator (Meredith Church).</td>
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<tr>
<td>• Begin exploring internship opportunities in your major (students must be admitted to the COB to do a business internship for credit).</td>
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### Notes:
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<th><strong>Student:</strong></th>
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<tr>
<td>• Finalize long-term plan.</td>
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<td>• Begin planning early in the fall of the junior year for an internship in the following summer.</td>
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<td>• Research and understand your options for major electives, COB electives and free electives and consider the best use of these electives to reach your educational goals.</td>
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<td>• If you are considering a double major or a minor to enhance your job opportunities upon graduation, contact COB Career Services to discuss whether or not the combination you are considering is valuable in the job market.</td>
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<tr>
<td>• Re-evaluate your academic program and its appropriateness based on your skills and abilities, interests and goals. Make changes, as necessary and explore career opportunities related to any new majors.</td>
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<th><strong>Advisor:</strong></th>
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<tr>
<td>• Assist in completing or modifying your long-term plan.</td>
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<tr>
<td>• Discuss with you the internship process and how internships can count in your program of study.</td>
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<tr>
<td>• Make course recommendations.</td>
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<tr>
<td>• Assist in evaluating the appropriateness of your selected academic program based on your academic progress and your interest and, when necessary, will assist you in considering other options.</td>
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<tr>
<td>• Make you aware of special opportunities in the College of Business such as Holland Fellows, Bowden Investment Program, COB Honors, Walker Fellows, BB&amp;T Leadership Center, Brantley Center, Center for Entrepreneurship and many clubs and organization.</td>
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<tr>
<td>• Begin discussing with you the graduation process (grad audits and graduation application - both of which will be completed in the senior year).</td>
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**Notes:**
### Senior Year

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<th>Student:</th>
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| - Schedule your grad audit with a COB Advisor  
- Carefully review all information on the grad audit and register for appropriate courses.  
- Apply to graduate through your AppalNet account during the designated period.  
- Review your academic plan.  
- Explore post-graduate opportunities.  
- Confirm that course selection for final terms will ensure timely graduate (this should be done before beginning the courses).  
- If graduating in the summer, check the summer schedule of classes in December, before beginning spring courses, to confirm that the classes planned for summer are offered in the summer and that there is no time conflict. If they are not offered as planned, meet with your advisor to determine if changes can be made to your spring schedule to accommodate the summer offering and to ensure timely graduation. | - Prepare an accurate graduation audit and review it thoroughly with you.  
- Assist with planning the final terms of course work. |

### Notes:

*Created July 2013  
WCOB Advising Center Staff  
Bob Charlebois, Kathy Graham, Sheryl Kane, Kathy Smith, Lisa Wetherell, Karen Wilkinson*