Ohio University Academic Advising Mission Statement:

Ohio University recognizes academic advising as a central element of the undergraduate student’s educational experience. Advising is a collaborative relationship for which advisors and students share responsibility and through which students create sound educational plans consistent with their academic, career, and personal goals. Advisors are responsible for being accessible and responsive to students, and for providing accurate, timely information. Students are responsible for being prepared for advising sessions, and for understanding University and major requirements. Advisor/Advisee expectations are established by the University Academic Advising Council.

The Advising Partnership – Why meet with an academic advisor?

- Request information about academic programs
- Clarify Policies and Procedures
- Understand and monitor degree and program admissions requirements
- Investigate majors, minors, careers, and professional experience options
- Discuss academic problems and share personal concerns

Advisor Responsibilities

1) Be Respectful— provide safe, respectful, encouraging, and confidential environment; discuss issues and concerns and make referrals to appropriate offices; support and challenge students to reach their goals.

2) Be Accessible – for appointments, email responses, and phone calls within a timely manner.

3) Be Knowledgeable – understand and effectively communicate the curriculum, general education (Tier) and graduation requirements, and university and college policies and procedures; understand how to read a Degree Audit Report (DARS) and how to request a What-If DARS for exploring other majors and programs; understand university grading policies, including probation and academic suspension.

4) Communicate— honest evaluation of academic performance, assist advisees with developing a realistic academic plan; provide accurate information and interpretation of policies and procedures; help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.

Advisee Responsibilities

1) Be Respectful – be prompt and prepare (i.e. understanding of the DARS, Academic Catalogue Requirements, course offerings, bring appropriate materials, written questions, etc.) for advising appointments; mute cell phones during appointments; notify the advisor in advance if unable to make a scheduled appointment.

2) Communicate— consult with advisor at least once each semester; seek help before a situation becomes a “crisis”; evaluate advising session and give formal and informal feedback to the advisor.

3) Be Open— to new ideas. Career and personal goals may change with maturity and experience.

4) Accept Responsibility — take ownership of personal academic experience; seek assistance in decision making rather than expect the advisor to make decisions; follow through with the appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
To fulfill advisee responsibilities, a student will...

✓ demonstrate the characteristics of a prepared advisee, by bringing updated DARS, class schedule, and questions of concern to discuss during advising appointments.
✓ view and use OU email for official correspondence on a regular basis.
✓ read and effectively utilize a DARS in educational planning.
✓ know the General Education Requirements (Tier I, II, III) and understand the values of a liberal arts education.
✓ demonstrate decision making skills by gathering information, assessing alternatives, and examining consequences.
✓ utilize the resources and services on campus to achieve overall goals.
✓ develop an educational plan by selecting courses each term to progress towards complete the educational plan.

Checklist:

Each Semester...

☐ 1. I have reviewed my address, phone number, and major in My OHIO, and the information is correct.
☐ 2. I have reviewed the requirements for my program as outlined in my catalog of record.
☐ 3. I have developed with my advisor my academic planning worksheet and will update it each semester.
☐ 4. I have checked my financial aid status in My OHIO to make sure I have completed all my requirements.
☐ 5. If I am planning to transfer, I have made contact with my intended college or universities and have reviewed online transfer information sources such as USelect (www.transfer.org).

Ongoing...

☐ 6. I check my OU email at least once a week.
☐ 7. I routinely check My OHIO and review bulletin boards for information about student events on campus and clubs and organizations.

Yearly...

☐ 8. I have reviewed and completed all financial aid requirements if applicable.
☐ 9. I have reviewed my Degree Audit Report (DARS) and contacted my advisor if there were any inaccuracies.

Prior to my Final Semester...

☐ 10. I have completed a degree evaluation/audit in My Ohio, registered for my final semester, and submitted an Application for Graduation.

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<tr>
<th>OFFICE</th>
<th>TELEPHONE NUMBER</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>740.588.1440</td>
<td>Elson Hall 142</td>
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<td>Associate Dean</td>
<td>740.588.1400</td>
<td>Elson Hall 138</td>
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<tr>
<td>Bookstore</td>
<td>740.588.1333</td>
<td>Campus Center Rm T-436</td>
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<tr>
<td>Career Services</td>
<td>740.588.1548</td>
<td>Elson Hall 190</td>
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<td>Campus Security</td>
<td>740.454.2501</td>
<td>Campus Center</td>
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<td>Disabilities Services</td>
<td>740.588.1510</td>
<td>Elson Hall 114</td>
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<td>Financial Aid Coordinator</td>
<td>740.588.1441</td>
<td>Elson Hall 141</td>
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<tr>
<td>Help Desk/Information Technology</td>
<td>740.588.1526</td>
<td>Elson Hall 102</td>
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<td>Information Desk</td>
<td>740.593.1000</td>
<td>Elson Hall Main Office</td>
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<td>Library</td>
<td>740.588.1404</td>
<td>Harrold Hall</td>
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<td>Nursing</td>
<td>740.588.1514</td>
<td>Elson Hall 130</td>
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<tr>
<td>Student Services</td>
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<td>Elson Hall Main Office</td>
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<td>Student Success Center</td>
<td>740.588.2554</td>
<td>Elson Hall 174</td>
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<tr>
<td>Student Activities</td>
<td>740.588.1442</td>
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