Academic Advising Syllabus

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College of Science
Majors: MATH/STAT/ACSC/PHYS

Main Office
Office: MATH 231
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Office Hours: M – F, 7:30am – 4:30pm
www.science.purdue.edu

Make an Appointment
https://webapps.krannert.purdue.edu/kap/Calendar/default.aspx

Walk-in Hours
https://www.science.purdue.edu/Current_Students/advising/advisor-walk-in-schedule.html

MA/STAT/ACSC Advising Announcement Website
https://sites.google.com/site/mathstatacscundergrad/?invite=CKuenl8&pli=1

PHYS Advising Announcement Website
http://mollyg16.wix.com/physics

Mission Statement
The mission of undergraduate advising at Purdue University is to partner with students, faculty, staff, departments, and administration to empower students to develop and implement an individualized plan for academic success, personal and career development, while integrating learning and enrichment within the University and community, as well as assisting students in understanding the nature, purpose, and value of higher education.

Goals of Advising
My primary goal is to provide a collaborative atmosphere in which we work together to create a plan for your undergraduate education that will prepare you to accomplish your career and life goals.

This syllabus is designed to ease your transition to college and outline what is expected of you during your academic advising appointments throughout your time at Purdue. In addition, I have outlined what you will learn as a result of your work with advising, what you can expect from me and what I expect from you, as well as key issues that are relevant to you as you work your way through the College of Science. This syllabus is to be used as a resource and guide. Refer to it often throughout the semester and as we continue to talk about your life at Purdue University.
Learning Objectives
By participating in academic advising you will:

- Identify fields of study that are consistent with your interests, abilities, and life goals
- Know how to navigate myPurduePlan (MPP) and locate your degree worksheet
- Develop and implement a meaningful educational plan using the Student Educational Planner (SEP)
- Know how to locate University policies and procedures regarding registration, academic standing, and student conduct
- Know where and how to access appropriate support services to accommodate your unique needs
- Develop an awareness of your own personal responsibility within the advising process

Responsibilities in the Advisor-Student Partnership

**Advisor Responsibilities**

- Understand PU College of Science degree requirements and effectively communicate them
- Provide a safe place in which to share your thoughts, aspirations, concerns, and interests
- Refer you to campus resources as appropriate
- Listen carefully to your questions, concerns, and points of confusion
- Maintain confidentiality
- Encourage and support you as you gain the skills and knowledge necessary for success
- Assist you in making course and major decisions
- Be available to you through walk-in hours, e-mail, and appointment times

**Student Responsibilities**

- Schedule regular appointments and/or utilize walk-in hours during each semester
- Understand your degree requirements and ask questions if you are unsure
- Keep a record of your academic progress and goals
- Accept responsibility for your decisions and actions
- Come to appointments prepared
- Actively read my e-mail messages and be open to advice and developing your personal goals
- Utilize campus resources to investigate career and life goals
- Be courteous and attend the advising appointments you have scheduled on time or reschedule them

Recommended Advising Resources

- Course Catalog
- Tutoring
- Supplemental Instruction
- myPurduePlan & Student Educational Planner FAQs
- Center for Career Opportunities
- Academic Success Center
- Degree Requirements
- Registration Tips
Policies

E-mail
The University (and I) will only communicate with you via your purdue.edu e-mail account. Please do not have this forwarded to your personal e-mail – you will miss important information that is sent out to large groups of students. If you send me an e-mail from your personal account I will not respond.

Please prepare before sending me an e-mail. I will not respond to questions answered in this syllabus, instructional e-mails, or advising newsletters. Also, please try to ask all of your questions in a single e-mail. When multiple e-mails asking one question at a time are sent within minutes of each other, it is easy for questions to get missed when replying.

Appointments

Check-in
You will check-in for all appointments and walk-in times in the Main Office, MATH 231. Please do not come straight to my office.

Attendance
You are required to meet with me, in person, once a semester to discuss registration. You will not receive your PIN number unless you meet with me during your registration appointment time period. If you schedule your registration appointment during the incorrect time period you may be asked to reschedule. If you are a “No Show” to your registration appointment more than once, you will be required to wait until Open Registration to meet with me and obtain your PIN number.

You are also required to meet with me, in person, following placement on Academic Probation. This is to occur during the first two weeks of the semester following placement on probation and again midway through the semester.

Please arrive on time and prepared for your appointments. If you are more than five (5) minutes late you may be asked to reschedule. If you arrive unprepared, you may be asked to reschedule.

Preparation
You are required to be prepared for your advising appointments. This includes:

- Reviewing your degree requirements and plan of study
- Reviewing the Schedule of Classes
- Updating your Student Educational Planner (SEP) in myPurduePlan
- Finding your TIME-TICKET on myPurdue
- Filling out an Activity Log (bring this to your appointment!!)
- Checking your degree audit worksheet in myPurduePlan for any discrepancies
Preparing a list of questions
Preparing a rough list of courses you are interested in that meet your College of Science Core requirements

Violent Behavior Policy
Purdue University is committed to providing a safe and secure campus environment for members of the University community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any University activity.

Nondiscrimination
Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1, which provides specific contractual rights and remedies. Any student who believes they have been discriminated against may visit www.purdue.edu/report-hate to submit a complaint to the Office of Institutional Equity. Information may be reported anonymously.

Remember...
Please understand that I will not make decisions for you during our advising sessions. I will provide you with the most accurate information available to me, and we will work together to create a realistic plan to accomplish your educational and career goals. However, the educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rests with you.