

AP **Austin Peay**
State University

CLARKSVILLE  TENNESSEE

ACADEMIC ADVISING

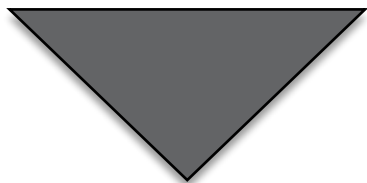


SYLLABUS

University Student Success | College of Business
Austin Peay State University
Updated November 2023

ACADEMIC ADVISING AT AUSTIN PEAY STATE

At Austin Peay State University, academic advising provides students the opportunity to build a collaborative relationship with their advisor. Students and their advisors are partners in meeting the learning outcomes, planning for academic success, and outlining the necessary steps for the achieving the students' personal, academic, and career goals. The student and the advisor have clear responsibilities for ensuring the advising partnership is successful.



EXPECTED STUDENT LEARNING OUTCOMES FOR THE ACADEMIC ADVISING EXPERIENCE

Through the academic advising experiences at Austin Peay State University, students will

- ✓ Demonstrate the ability to make effective decisions concerning their degree and career goals.
- ✓ Develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan
- ✓ Demonstrate an understanding of the value of the general education core.
- ✓ Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- ✓ Make use of referrals to campus resources as needed.
- ✓ Be able to accurately read and effectively utilize a degree audit in their educational planning.
- ✓ Graduate in a timely manner based on their educational plan.

Contact Us:

University Student Success
McReynolds Building
Room 118
(931) 221-6643
studentsuccess@apsu.edu

Scan to Learn More:



College of Business
Kimbrough Building
Room 203
(931) 221-7674
cob@apsu.edu

Scan to Learn More:



ACADEMIC ADVISING AT APSU

ADVISOR RESPONSIBILITIES

What You Can Expect from Us

You can expect me as your advisor to:

- Understand and **effectively communicate** the curriculum, graduation requirements, and university and college policies and procedures while assisting students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- **Encourage, guide, and support** students as they define and develop realistic goals and educational plans.
- **Assists students in gaining decision making skills** and the ability to assume responsibility for their educational plans and achievements.
- **Provide students with information** about and strategies for utilizing the available resources and services on campus.
- **Monitor and accurately document students' progress toward meeting their goals** while maintaining confidentiality in all aspects of a student's educational journey.
- **Be accessible** for meetings with advisees via office hours advising, telephone, e-mail, or web access.
- **Assist students in building relationships** with their professors, success coaches (if applicable), financial aid advisors, career center advisors and any other university professional needed.

ADVISEE RESPONSIBILITIES

What You Are Expected to Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- **Schedule regular appointments or make regular contacts with your advisor** during each semester and **ask questions** if you do not understand an issue or have a specific concern.
- **Be an active learner by participating fully in the advising experience** and come prepared to each appointment with questions or material for discussion.
- **Keep a personal record of your progress** toward meeting your goals and organize official documents in a way that enables you to access them when needed.
- **Complete all assignments or recommendations from your advisor** to include gathering all relevant decision-making information and becoming knowledgeable about college programs, policies, and procedures.
- **Clarify personal values and goals** and provide advisor with accurate information regarding your interests and abilities.

Austin Peay State University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. [Policy 6:001](#)

This syllabus is adapted from samples provided by Charlie Nutt, NACADA Executive Office and Boise State University.

STUDENT RESOURCES

ACADEMIC SUCCESS



Office of Admissions.....(931) 221-7661 | admissions@apsu.edu

Office of the Registrar..... (931) 221-7150 | otr@apsu.edu

- Registration assistance, graduation questions, transfer course equivalencies, transcript services



DistanceEd (D2L) (931) 221-6625 | online@apsu.edu

- D2L troubleshooting

GovsTech..... (931) 221-4357 | govstech@apsu.edu

- Password resets and other technology assistance

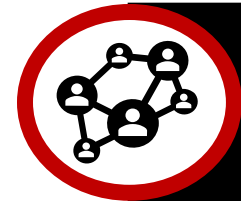


Learning Resource Center.....(931) 221-6550 | learningctr@apsu.edu

- Peer tutoring and structured learning assistance

Writing Center (931) 221-6559 | writnglab@apsu.edu

PERSONAL DEVELOPMENT



Adult, Nontraditional, Transfer Student (ANTS) Center (931) 221-6854 | antsc@apsu.edu

Boyd Health and Counseling (931) 221-7107 | lucasd@apsu.edu

- Primary healthcare and personal counseling

Office of Career Services.....(931) 221-6554 | careerservices@apsu.edu

- Career exploration and planning, resume and cover letter assistance, interview prep, career development, jobs and internships search



Latino Community Resource Center.....(931) 221-6645 | lcrc@apsu.edu

Newton Military Family Resource Center..... (931) 221-1685 | nmfrc@apsu.edu

- Programming and resources for military-affiliated students and their families



Student Disability Resource Center.....(931) 221-6230 | sdrc@apsu.edu

- Accommodations, assistive technology

Wilbur N. Daniel African American Cultural Center (931) 221-6854 | aacc@apsu.edu

FINANCIAL MANAGEMENT



Office of Financial Aid (931) 221-7907 | sfao@apsu.edu

- Assistance with financial aid package (scholarships, grants, loans, etc.), SAP, Course Choice Counts



Student Account Services(931) 221-6285 | sas@apsu.edu

- Assistance with tuition discounts and wavers, assistance with confirming and paying for classes

APSU STUDENT SUCCESS CHECKLIST

Items to complete each year:

- Apply for FAFSA
- Apply for APSU scholarships

Items to complete before each semester:

- Review Course Choice Counts
- Review final grades and adjust if needed
- Pay and confirm classes
- Be aware of important pre-semester deadlines
- Check APSU student email for important information

Items to complete during each semester:

- Make note of important dates and deadlines as noted in the Academic Calendar
- Schedule and attend advising meetings
- Complete Registration for spring classes in October and summer/fall classes in March
- Seek assistance from advisors, professors, and campus resources when you have questions or concerns
- Stay on track to graduate by reviewing Degree Works evaluation

YEAR 1: TRANSITIONING AND ADJUSTING TO COLLEGE

- Review and understand major requirements in APSU Undergraduate Bulletin and Degree Works
- Create an academic plan toward graduation
- Learn about campus activities and student organizations
- Stay on track by completing 30 credit hours

YEAR 2: ACADEMIC EXPLORATION AND PERSONAL DEVELOPMENT

- Review and revise your academic plan as needed
- Develop relationships with faculty
- Explore minors, study abroad, research, and internships
- Explore internship, research, and study abroad opportunities
- Stay on track by completing 60 credit hours

YEAR 3: ACADEMIC ENHANCEMENT AND CAREER GOAL SETTING

- Network with faculty in your major
- Research career options and graduate schools
- Participate in internship, research, and study abroad opportunities
- Review and revise your academic plan as needed
- Stay on track by completing 90 credit hours

YEAR 4: TRANSITIONING OUT OF COLLEGE INTO A CAREER OR GRADUATE SCHOOL

- Apply for graduation
- Attend Graduation Gala
- Schedule Major Field Test and Senior Exit Exam
- Apply for graduate schools
- Research employment opportunities and start applying