

# YR 2

## STUDENT RESPONSIBILITIES

### *When Making Plans for Your Second Year*

#### **Your advisor will expect that you will ...**

1. Be knowledgeable about university-wide program requirements; campus policies such as academic regulations and the code of student rights and responsibilities in the *Undergraduate Bulletin* and *Schedule of Classes*; and calendar deadlines in these and other departmental publications.
2. Consult with your advisor at least once a year and whenever appropriate in a timely manner.
3. Be prepared for all advising sessions with an academic plan, candidly discussing employment and other circumstances that might influence academic planning.
4. Make academic decisions based on the information obtained or recommendations offered and do so in a timely manner.
5. Attend class regularly, complete assignments, keep track of those assignment grades, and don't hesitate to seek academic help at the first sign you need it.
6. Maintain your portfolio of personal records pertaining to your academic program and progress, including documentation of approved exceptions to stated program requirements.
7. Seek information concerning internships, co-op, or other service-learning opportunities.
8. Seek additional or supplemental advice from other university personnel or services as needed or recommended.

My Advisor: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## ADVISOR RESPONSIBILITIES

### *When Advising for the Second Year*

#### **You can expect that your advisor will ...**

1. Get to know you and your plans for completing your academic program and beyond, challenging you to see the big picture.
2. Be knowledgeable of university-wide academic regulations and degree requirements.
3. Establish, maintain, and clearly post adequate and suitable office hours for advising (including information on summer availability).
4. Assist you with understanding degree requirements and the proper selection and sequencing of courses.
5. Assist you with monitoring your academic progress.
6. Document any approved exceptions to your academic program in your record.
7. Explain the relationships among degree requirements, departmental philosophy, and, as necessary, certification or licensing criteria.
8. Assist you as you consider areas of enrichment appropriate to your abilities and goals.
9. Assist you with linking programs of study to relevant career opportunities.
10. Refer you, when appropriate, to other university personnel and services.

# Advisor/Student Responsibilities In The First Year

Advising is a relationship. Your advisor understands that the relationship is important to your success. Your understanding of, and active participation in, the relationship should be beneficial throughout your IPFW career.

# SOAR

## STUDENT RESPONSIBILITIES

### *Before and At SOAR*

#### **Your advisor will expect that you will ...**

##### *Prior to your SOAR session:*

1. Activate your myIPFW account and begin checking e-mail, which is your official source of communication at IPFW. (<http://my.ipfw.edu>)
2. Take your math placement test at IPFW, complete the self-placement writing assessment, and look up your reading placement online. ([www.ipfw.edu/testing](http://www.ipfw.edu/testing))
3. Register for a SOAR session as early in the summer as possible. ([www.ipfw.edu/soar](http://www.ipfw.edu/soar))
4. Find your academic department and/or advisor's name on myIPFW.
5. Get a good night's sleep prior to your SOAR session.

##### *Day of SOAR session:*

1. Bring placement test scores.
2. Bring user name and password from myIPFW.
3. Be prepared to actively participate in the orientation and advising process.
4. Bring any questions you might have about your degree program and IPFW.

## ADVISOR RESPONSIBILITIES

### *Before and At SOAR\**

#### **You can expect that your academic unit will ...**

##### *Prior to SOAR session:*

1. Make contact with you and provide information about how to contact your department.

#### **You can expect that your advisor will ...**

##### *Day of SOAR session:*

1. Meet you and provide information about IPFW, your degree program, and how to contact him or her.
2. Be aware of the challenges first semester freshmen face, which helps you with the transition to college.
3. Advise you about courses and course sequencing appropriate for your first semester and beyond.
4. Be knowledgeable of university-wide academic regulations and degree requirements.
5. Provide guidance as you enroll in your first semester classes using myIPFW.

\*The advisor you meet at SOAR may not be your assigned advisor.



# WKS 1-6

## STUDENT RESPONSIBILITIES

### *First Six Weeks of Class*

#### **Your advisor will expect that you will ...**

1. Know the name of your assigned advisor and your academic department and their location on campus.
2. Use myIPFW and the resources available there, including checking your official campus e-mail frequently.
3. Meet with your academic advisor during your first semester to discuss majors, career options, campus activities, and other aspects of college life, as well as whenever you have questions or concerns about classes or campus services.
4. Know where to find university, college/school/division, and departmental program requirements; Academic Regulations and Procedures; Code of Student Rights, Responsibilities, and Conduct; and calendar deadlines in the *Bulletin of Undergraduate Programs, Schedule of Classes*, and departmental publications.
5. Attend class regularly, complete assignments, keep track of those assignment grades, and don't hesitate to seek academic help at the first sign you need it.
6. Begin a portfolio of personal records pertaining to your academic program and progress.

## ADVISOR RESPONSIBILITIES

### *First Six Weeks of Class*

#### **You can expect that your advisor will ...**

1. Get to know you and your plans for the future, as well as be knowledgeable about the challenges first-year students face.
2. Be knowledgeable of university-wide academic regulations, procedures, and degree requirements.
3. Establish, maintain, and clearly post adequate and suitable office hours for advising (including information on summer availability).
4. Assist you with understanding degree requirements and the appropriate selection and sequencing of courses. This includes being knowledgeable about initial course placement.
5. Assist you with monitoring your academic progress.
6. Document any approved exceptions to your academic program in your record.
7. Explain the relationships among degree requirements, departmental philosophy, and, as necessary, certification or licensing criteria.
8. Assist you as you consider courses and areas of enrichment appropriate to your abilities and goals to take advantage of the total university experience.
9. Assist you with linking programs of study to relevant career opportunities.
10. Refer you, when appropriate, to other university personnel and services.

# SEM 2

## STUDENT RESPONSIBILITIES

### *When Making Plans for Your Second Semester*

#### **Your advisor will expect that you will ...**

1. Become familiar with university, college/school/division, and departmental program requirements; Academic Regulations and Procedures; Code of Student Rights, Responsibilities, and Conduct; and calendar deadlines in the *Bulletin of Undergraduate Programs, Schedule of Classes*, and departmental publications.
2. Meet with your academic advisor whenever you have questions or concerns about your classes, major, career options, or campus activities and services.
3. Schedule an appointment to meet with your advisor prior to priority registration, allowing you to be ready to register as soon as you are eligible, to expedite your academic progress.
4. Participate in the advising session actively, presenting your plans for completing course requirements and seeking your advisor's recommendations, as well as discussing employment and other circumstances that might influence your academic planning.
5. Attend class regularly, complete assignments, keep track of those assignment grades, and don't hesitate to seek academic help at the first sign you need it.
6. Maintain your portfolio of personal records pertaining to your academic program and progress, including documentation of approved exceptions to stated program requirements.
7. Discuss campus organizations and activities that could enhance your academic experience and career opportunities.

## ADVISOR RESPONSIBILITIES

### *When Advising for the Second Semester*

#### **You can expect that your advisor will ...**

1. Get to know you and your plans for completing your academic program and beyond.
2. Be knowledgeable of university-wide academic regulations and degree requirements.
3. Establish, maintain, and clearly post adequate and suitable office hours for advising (including information on summer availability).
4. Assist you with understanding degree requirements and the proper selection and sequencing of courses. This includes being knowledgeable about initial course placement.
5. Assist you with monitoring your academic progress.
6. Document any approved exceptions to your academic program in your record.
7. Explain the relationships among degree requirements, departmental philosophy, and, as necessary, certification or licensing criteria.
8. Assist you as you consider areas of enrichment appropriate to your abilities and goals.
9. Assist you with linking programs of study to relevant career opportunities.
10. Refer you, when appropriate, to other university personnel and services.