Oklahoma State University-Tulsa Academic Advising Syllabus

Advising Center   Phone: 918-594-8271
130 North Hall   Fax: 918-594-8246
700 N. Greenwood Ave.   Hours: M-R, 8 am to 6 pm, F - 8 am to 5 pm
Tulsa, OK 74106   **hours subject to change, and each advisor keeps different hours

***Please reschedule your appointment if you will be late***

SCHEDULING AN ADVISING APPOINTMENT:
To arrange an appointment, have your major, campus wide ID, contact phone number, and a calendar with you, and then call the Advising Center at 918-594-8271. It is preferred that you NOT call your advisor directly to schedule an appointment with them.

• If you are scheduling an appointment to enroll for next semester, refer to the Student Self-Service page (my.okstate.edu) for your Enrollment Date, assigned based on total earned hours. You are eligible to come in two weeks prior to that date.
• For appointments regarding issues other than enrolling (such as changing your major, adding a minor, etc.), you may come in any time. Please notify the front desk if you do intend to change your major as you need to meet with your new advisor.
• Add/Drop cards do not require an advising appointment unless you wish to speak to your advisor first. Be aware of the Add/Drop deadlines, which can be found at the Registrar’s website: http://registrar.okstate.edu
• If you need special accommodations during your appointment, please request them when scheduling your appointment.
• Please call 918-594-8271 to reschedule your appointment if you are going to be late.
• You should arrive 15 minutes early to your advising appointment or have completed your pre-advising form prior to arrival.

OSU-TULSA ACADEMIC ADVISING MISSION STATEMENT
The core values of OSU-Tulsa are: Integrity, Excellence, Service to Others, Diversity, Stewardship of Resources and Intellectual Freedom.

The Academic Advising Center of OSU-Tulsa fully embraces the core values of the institution and believes in providing a high level of service to students, while also providing the necessary resources and encouragement for students to make sound decisions regarding their educational goals.

Academic advising at OSU-Tulsa is a collaborative, mandatory process. Academic advisors and students work to define and implement educational plans consistent with the student’s personal values, goals and career plans to become a self-directed learner and decision maker.

LINKS TO COMMONLY USED RESOURCES:

• OSU-Tulsa Advising web page: http://www.osu-tulsa.okstate.edu/advising/
• OSU Catalog: https://registrar.okstate.edu/University-Catalog
• Academic Calendar: https://registrar.okstate.edu/Academic-Calendar
• Student Self Service: http://my.okstate.edu/
• Testing Center: http://www.osu-tulsa.okstate.edu/testingcenter/
• Tutoring Services: http://www.osu-tulsa.okstate.edu/tutoringservices/
• Counseling Center: http://www.osu-tulsa.okstate.edu/services/counseling.asp
• Career Services: http://www.osu-tulsa.okstate.edu/careerservices/
• D2L portal: online classroom via http://my.okstate.edu
• Distance Learning information request: http://ocampus.okstate.edu
**ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT**

You can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide you to develop and pursue your educational goals and create a realistic, clear, and attainable academic plan.
- Communicate the importance of diligence in academic endeavors.
- Assist you with planning academic paths consistent with your abilities and interests.
- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
- Provide you with information about utilizing the available resources and services on campus.
- Monitor and accurately document your progress towards meeting your educational goals.
- Assist you in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality according to FERPA and University requirements.
- Listen to your concerns and respect your individual values and choices.
- Be accessible for individual advising appointments requested in advance.
- Help you make decisions, but not make decisions for you.

“Alone we can do so little; together we can do so much.”

– Helen Keller

**STUDENT RESPONSIBILITIES – WHAT YOU ARE EXPECTED TO DO**

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

- Schedule and keep appointments with your advisor each semester.
- Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Silence your cell phone beforehand, and please do not talk on your phone or text during advising appointments.
- Come prepared for advising appointments by: researching degree requirements, pre and co-requisites and transfer information; preparing a tentative schedule for next semester on your pre-advising meeting form; bringing the plan of study you received from your advisor; and preparing a list of any questions you may have.
- Ask questions if you do not understand an issue or have a specific concern.
- Actively participate in your advising meeting by asking questions, by sharing and clarifying goals, and by providing accurate information regarding your interests and abilities.
- Keep a personal record of your progress towards meeting your academic goals.
- Organize official documents in a way that enables you to access them when needed and bring them to your advising appointments.
- Become knowledgeable about college programs, policies, and procedures.
- Follow the University policy regarding Academic Integrity (http://academicintegrity.okstate.edu/)
- Accept responsibility for academic decisions, performance, and your actions.
- Actively read your advisor’s email messages and check your OSU email at least once a week.
- Follow through on suggested actions or referrals in a timely way.