



### Reasons to see your adviser

- ◇ Questions and assistance in navigating Penn State's academic policies, procedures, and deadlines
- ◇ Examine what majors may be a "best fit" for you
- ◇ Explore opportunities such as study abroad, internships, faculty research and campus involvement
- ◇ Discuss ways to articulate, plan and achieve your educational goals
- ◇ Help to plan a program of study with appropriate courses
- ◇ Refer you to other resources when necessary

### Helpful Tips

- ◇ The **My Advisor tab** in **LionPath** provides the name and contact info for your assigned academic adviser. This info will be available in August!
- ◇ Practice proper **email etiquette**. Remember to enter a subject in the subject line, always identify yourself (full name and PSU ID) , and use complete sentences (no abbrevs!). Do expect a reply, but it may not be an immediate one.
- ◇ Students should personally meet with their assigned adviser **at least once per semester**.
- ◇ **Progress Reports** can be completed by your instructors throughout the semester to keep you informed of your performance. Keep an eye out for them!

This syllabus is intended to provide helpful tips and a greater understanding of the advising process.

The objectives of the university's academic advising program are to help advisees identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in and out of class educational opportunities in order that they become self-directed learners and decision makers. (PSU Faculty Senate Policy 32-00).

### Responsibilities of an Adviser

- Help the advisee to understand the academic and administrative processes of the University and the nature of its academic programs. The adviser also seeks to understand each advisee's particular concerns affecting academic progress. The adviser neither grants nor denies administrative approval for particular academic actions.
- Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study.
- Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests. The adviser helps the advisee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, and other academic experiences provided by the University.
- Help the advisee to plan a course of study and give advice about courses and the adjustment of course loads. The adviser will inform the advisee about the prerequisites for subsequent courses in the advisee's program.
- Refer advisees to other resources when appropriate.
- Participate in the adviser training sessions provided by each college or department to keep informed and current.

### Responsibilities of an Advisee

- Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements.
- Seek the academic and career information needed to meet educational goals.
- Become knowledgeable about the relevant policies, procedures, and rules of the University, college, and academic program.
- Be prepared with accurate information and relevant materials when contacting the adviser.
- Consult with the adviser at least once a semester to decide on courses, review the accuracy of academic requirements, check progress towards graduation, and discuss the suitability of other educational opportunities provided by the University.

## Academic Year in Summary

### Fall 2023 Semester

#### August/September

- Classes begin August 21
- Add/Drop deadline is August 26; Late Drop period begins August 27
- Develop academic/personal goals for the semester
- Join an academic or career related club

#### October

- Check with Professors regarding Progress Reports
- SP24 Schedule of courses is available to view and registration begins at the end of the month
- Review What If/Academic Requirements with your academic adviser and discuss possible courses for the spring as they relate to major requirements particularly for administratively controlled majors

#### November

- Deadline for Late Drop is Nov 10
- Thanksgiving Break is Nov 19-25

#### December

- Deadline to withdraw; classes end Dec 8
- Final exams are Dec 11-15

### Spring 2024

#### Semester January

- Classes begin on January 8
- See your academic adviser for possible schedule adjustments
- Add/Drop deadline is January 13, Late Drop period begins January 14

#### February

- Keep an eye out for Progress Reports
- Explore summer jobs and volunteer activities that are related to your academic interests
- Create or update your resume
- SU24 Schedule of courses is available

#### March

- Spring Break is March 3-9
- FA24 Schedule of courses is available to view and registration begins at the end of the month
- Discuss Fall and Summer schedules and plan your top 3 major interests with your academic adviser.

#### April/May

- Late Drop Deadline is April 5
- Deadline to withdraw; classes end April 26
- Final exams are April 29 – May 3

## Contacting your adviser

### Schedule an Appointment

- ♦ Appointments are to be scheduled in advance by calling or emailing your assigned adviser.
- ♦ Appointments are typically 30-60 minutes depending upon the purpose of the session.
- ♦ Come prepared to appointments with questions written down, materials to take notes, and any current documentation that relates to the purpose of the appointment (academic requirements for your major, career exploration findings, etc).
- ♦ If you arrive more than 10 minutes late for a scheduled appointment, you may be required to reschedule.

### Drop-in Advising

- ♦ The Office of Advising and Career Services provides open drop-in hours to all students Monday – Wednesday 11:30-1:30.
- ♦ Drop-in advising provides an opportunity to speak with an adviser regarding quick questions (typically 10 minutes or less), on a first-come, first-serve basis.
- ♦ If a question requires a more in depth discussion, an appointment may be scheduled to follow-up with your assigned adviser.

### Email

- ♦ Emails to advisers, like those to anyone in the University, are a form of professional communication and should be sent only from your PSU email account.
- ♦ Use a clear subject line and include your full name and PSU ID number.
- ♦ Emails should be utilized for brief questions and should not be used as a substitution for meeting with one's adviser. If an email requires a more in depth discussion, the student will be referred to schedule an appointment.

## Useful web resources

### BW Advising & Career Services:

<https://www.brandywine.psu.edu/academics/acs>

**Academic Support:** <http://brandywine.psu.edu/academic-support>

**DUS website:** <https://dus.psu.edu>

**Financial & Life Skills Center:** <https://financialliteracy.psu.edu>

**Registrar:** <http://www.registrar.psu.edu>

**Undergraduate Bulletin:** <https://bulletins.psu.edu/undergraduate>

This publication is available in alternative media on request.

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