



# Advising Guide

Supporting Student Success  
from Orientation to Graduation

# IUPUC ACADEMIC ADVISORS



## OBJECTIVES OF ACADEMIC ADVISING

- To facilitate your ability to meet both General Education and degree requirements by teaching you how to make informed decisions about your academic future.
- To assist you in understanding curriculum, graduation requirements, and university policies and procedures.
- To support your efforts in achieving your academic goals or objectives in a timely fashion.
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience through the development of interpersonal skills and leadership abilities.
- To promote your involvement in off-campus, experiential learning opportunities (i.e., volunteer services and internships) which will help you to explore and clarify your career goals and options.
- To help you “connect” your college experience with your plans and goals for life after college.
- To assist you in finding IUPUC faculty and staff who can best help you succeed both academically and personally.

## ADVISEE ROLE

In order to have a successful advising experience, you must do your part to assume responsibility for your decisions. The time you spend preparing before an advising appointment will enable your advisor to be more effective in focusing on the important issues and answering your questions. In particular, you can be prepared by doing the following:

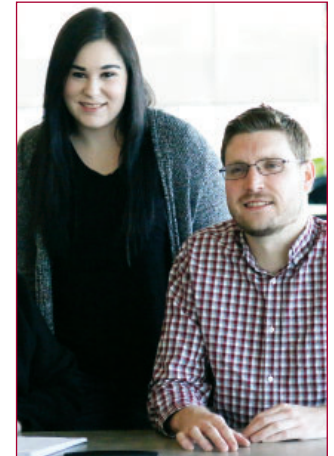
- Schedule regular appointments or make regular contacts with your advisor during each semester/term.
  - Arrive on time to scheduled advising appointments, and be prepared for your appointment by reviewing necessary information (i.e., Program/Degree Requirements, Schedule of Classes, your Academic Advisement Report, Degree Map, etc.)
  - Be honest and open. Ask questions if you do not understand an issue or are experiencing roadblocks to your success. Please do not be afraid to share this information with your advisor.
- By remaining honest and open with one another, and by working as a team, you and your advisor can build a strong relationship that will help you succeed.

## ADVISOR ROLE

Advising and teaching are closely related. In the process of making decisions about your future, you will also learn a considerable amount about yourself. Together, we will work on:

- *Discovering* your strengths, skills, and abilities to make the most out of your college experience.
- *Developing* skills in decision-making so that you will assume responsibility for your educational plans and achievements
- *Defining and creating* realistic goals, which will lead to the design and delivery of a clear and attainable educational plan

This knowledge will help you to make decisions about your future that will improve the quality of your personal and professional life.



# A PATHWAY TO YOUR ACADEMIC SUCCESS

## SUMMER - JUNE, JULY, AUGUST

- Meet with your Academic Advisor; you will discuss your program plan, courses for the upcoming semester(s), course registration, and relevant information to help you be successful during your first semester.
- Attend new student orientation; this will introduce you to a variety of academic and campus resources.
- **Double check your enrollment on ONE.IU** to make sure it is accurate and print a copy to have for your first day of class.

## SEPTEMBER

- **First week of September** – Set up a weekly study schedule.
- **First week of September** – From your course syllabi, plot out important dates for exams, tests, projects and assignments for the entire semester.
- Know your instructor's office hours and contact information; talk to your instructors outside of class to start developing campus connections.
- Check out the **Academic Resource Center (ARC)** if you have classes where you can utilize campus tutoring; plan regular visits as part of your study plan for the semester.
- Research campus activities and clubs to get involved on campus.

## OCTOBER

- **First week of October** – Make an appointment with your advisor to talk about how the semester is going and to plan courses for next semester(s)—make sure you prepare for your appointment!
- Continue meeting with your instructors on a regular basis.
- Make any decisions about changing your schedule by the **withdrawal deadlines** indicated on the IU Common Academic Calendar, which is on the IUPUC website.
- **Register for Spring and Summer Classes.** You will find your assigned date and time for registration in your **Student Center in ONE.IU.**

## NOVEMBER

- Discuss with classmates about study groups preparing for upcoming final exams.
- Are you considering a major change or would like to explore career options? Contact our **Career Services** office to talk about your options.

## DECEMBER

- Contact your Academic Advisor to let him/her know how the fall semester went.
- Talk to your advisor about fine tuning your schedule based on your Fall Semester experiences.
- Apply for scholarships through the Student Financial Services Office.

Scholarship due dates are on the IUPUC website.

- Check your final grades through the **Student Center in ONE.IU.**

## JANUARY

- Set up a study plan for the spring semester just as you did last semester.
- Become aware of your instructor's office hours and contact information for the classes you are taking this semester.

## FEBRUARY

- Take a moment to evaluate your progress in your courses so far.
- Utilize the **Academic Resource Center (ARC)** to strengthen your academic performance.
- Start thinking about taking summer courses, a summer job, internship or experience.

## MARCH

- Search the Schedule of Classes page for courses that fit your interests for the upcoming semester.
- **Make an appointment with your advisor** about course selection for the upcoming semesters; be aware of where your tentative plan fits within your program.
- Evaluate your current semester progress and make any decisions about changing your schedule by the **withdrawal deadlines**; view IU Common Calendar on the IUPUC website.
- **Register for Fall classes.** You will find your

assigned date and time for registration in your **Student Center in ONE.IU.**

## APRIL

- Prepare for your upcoming finals.
- Contact your Academic Advisor with questions or concerns about your Summer/Fall schedule.

## MAY

- **Celebrate** the end of the school year and your success by attending end of semester campus activities.
- Prepare for summer courses and enjoy your summer at IUPUC.
- Consider grade replacements if necessary. Ask your advisor about this option.

## SUMMER

- Spend some time over the summer researching and thinking about career areas that might interest you. Contact **Career Services** to meet with a career counselor, who can help you create/revise your resume and give advice about job shadowing and internships.
- Use a summer job, internship, or volunteer experience to bolster your resume and help you gain experience in the career areas you are considering.
- Research, experience and explore; Consider job shadowing, informational interviewing, volunteering, and networking to clarify your interests and goals.

# CAMPUS RESOURCES

## ACADEMIC RESOURCE CENTER (ARC)

*The ARC provides math, science, writing, and other academic assistance.*

Web: <https://www.iupuc.edu/arc/>

Phone: (812) 375-7528 | E-mail: Matt Rothrock- [mcrothro@iupuc.edu](mailto:mcrothro@iupuc.edu)

Location: LC Room 1620

## ADAPTIVE EDUCATIONAL SERVICES (AES)

*AES works with you to provide a number of adaptive educational services based on your documented needs, including developing accommodations and processes to facilitate your learning and academic success.*

Web: <https://www.iupuc.edu/aes>

Phone: (812) 375-7528 | E-mail: Matt Rothrock- [mcrothro@iupuc.edu](mailto:mcrothro@iupuc.edu)

Location: LC Room 1620

## CAREER SERVICES

*Career services is available before and after you graduate to assist you with career exploration, preparation, and development.*

Web: <http://go.iupuc.edu/1T1W> | Phone: (812) 375-7527

E-mail: Carol Kostrzewsky - [ckostrze@iupuc.edu](mailto:ckostrze@iupuc.edu) | Location: LC Room 1200

## COUNSELING SERVICES

*Balancing your studies with work, family, and other responsibilities can be hectic. Don't become overwhelmed—talk to us. We can help.*

Web: <http://go.iupuc.edu/1T1X>

Phone: (812) 375-7524

## REGISTRAR SERVICES

*The registrar's office can help update your student records, obtain a transcript, seek enrollment verification or certification, assist with class registration issues, and answer questions about the university's grading policies.*

Web: <http://go.iupuc.edu/1T1Y> | Phone: (812) 348-7287

E-mail: [registrar@iupuc.edu](mailto:registrar@iupuc.edu) | Location: CC Room 156M

## SCHOLARSHIPS

*If you are looking for ways to make college more affordable, the office of scholarships can help.*

Web: <http://go.iupuc.edu/1T1Z> | Phone: (812) 348-7360

E-mail: [scholarships@iupuc.edu](mailto:scholarships@iupuc.edu) | Location: CC 156T

## STUDENT FINANCIAL SERVICES

*Student Financial Services staff are available to answer student questions about financial aid, billing, and student account related matters. They also provide bursar related services, including: payments, parking permits, Bursar forms, and related questions.*

Web: <https://www.iupuc.edu/financial-aid> | Phone: (812) 348-7231

E-mail: [financialaid@iupuc.edu](mailto:financialaid@iupuc.edu) | Location: CC 156

## STUDENT INVOLVEMENT

*The Student Involvement co-curricular hub is the place students can connect through campus engagement.*

Web: <http://go.iupuc.edu/1T20> | Phone: (812) 375-7504

E-mail: [bkmoss@iupuc.edu](mailto:bkmoss@iupuc.edu) | Location: CC243



**IUPUC**

**FULLFILLING *the* PROMISE**

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