**Academic Advising Syllabus**

Purdue Polytechnic Indianapolis

Purdue University Polytechnic Institute

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*Academic Advisors work to strengthen the importance, dignity, potential, and unique nature of each individual served within the academic setting.*

*--NACADA: The Global Community for Academic Advising*

Academic advising is a collaborative educational process and relationship whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. Purdue University believes the most effective advising is student-centered – focused on student success.

***Policies and Procedures***

* Self-advising is not permitted. Every student must meet with their academic advisor to register for classes.
* Appointments should be made at least 1 week in advance by calling, emailing, or stopping in person. Walk-in’s are welcome pending availability.
* Be prepared for your appointment. Be sure you know your PUID number and your username and login information.
* If you will not be able to keep an appointment, please cancel or reschedule.
* Please turn off cell phones during your meeting.
* Check your Purdue email regularly. All University business is conducted via your @purdue.edu email account and is the only one Student Services will use to contact you.
* When you email faculty or staff members, be professional. Be sure to clearly explain questions or requests. Please be sure to sign your name and include your PUID number.
* Ultimately, it’s the student’s responsibility for knowing and completing all degree requirements.

***Student Expectations – What are you supposed to do?***As a Purdue University student you are expected to maintain certain responsibilities. You are responsible for understanding and completing any required steps regarding academics and academic advising, registration, financial aid, billing & payments, etc.

* Read all emails and notifications and take action if needed. Email should be read at least 2-3 times per week.
* Schedule regular appointments and make regular contacts with advisor during each semester.
* Come prepared to appointments with questions or material for discussion.
* Come to registration appointments with knowledge of class progression and possible schedule chosen.
* Familiarize yourself with the academic calendar and deadline dates.
* Actively review myPurdue and myPurduePlan and Degree Map.
* Be an active learner by participating fully in the advising experience.
* Do not be afraid to ask questions. Especially if you do not understand an issue or have a specific concern.
* Keep a personal record of your progress toward meeting your goals.
* Organize official documents in a way that enables you to access them when needed.
* Complete all assignments or recommendations from your advisor.
* Gather all relevant decision-making information if needed.
* Be open to clarifying personal values and goals, and provide advisor with accurate information regarding your interests and abilities.
* Be knowledgeable about college programs, policies, and procedures.
* Accept responsibility for decisions and actions.
* Learn to seek answers and inquire through research prior to asking for help.

***Advisor Expectations – What can you expect?***

* Creates an environment for mutual respect and trust that allows you to define and develop realistic goals.
* Maintain confidentiality.
* Understand university requirements and effectively communicate them to you.
* Understand and effectively communicate Purdue Polytechnic Institute program requirements.
* Provide a comforting place where you can share your thoughts, aspirations, concerns, and interests.
* Provide resources, referrals, and strategies for using available resources on campus.
* Listen carefully to your questions, concerns, and confusions and provide advice as appropriate.
* Encourage and support you as you gain the skills and knowledge necessary for success.
* Assist you in making course and major decisions.
* Assist you in understanding university procedures & policies outside of academics, such as financial aid & billing.
* Be accessible to you via appointment, telephone, & email.

***Common Advising Procedures***

Schedule an Appointment

When requesting an appointment, be sure to include your name and PUID number as well as the reason for the appointment. You may also contact Joanna Tucker to schedule appointments with me.

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|  Email: djcochran@purdue.edu Call: 317-381-6039 Stop by: ATC, Room 1092 |   |

Drop or Add a Class

All students must notify me if a class needs added or dropped. Students may make an appointment to discuss the course change but it is not required.

Students must complete, sign, and return a Drop/Add Form to me prior to making any registration changes. Forms can be dropped off to my office or scanned and emailed to me.

Drop/Add Forms can be found on our website (purdue.edu/Columbus) under Student Services tab. Once I have received the Drop/Add Form, you will receive information via email about next steps to complete the add and/or drop.

Removing Holds

It is not uncommon to have “holds” on your account. Holds may prevent you from registering for classes. Visit purdue.edu/Columbus > Student Services > Registration Holds (under Resources) for step by step guide on how to remove common types of holds.

Register for Classes

Students are required to meet with me each term prior to class registration. You will receive emails each semester with instructions on how to prepare for registration and set appointments. To ensure that the courses you need are still available, do not wait until the last minute to register for classes.

Registration for Summer and Fall classes begins after Spring Break each year.
Registration for Spring classes begins after Fall Break each year.

***Checklist*Prior to the start of your first semester at Purdue:**

* Setup Purdue career accounts and familiarize yourself with Blackboard, myPurdue, and Office 365 email.
* Register and attend STAR: Summer Transition, Advising, & Registration.
* Login and review myPurduePlan.
* Complete Enrollment Plan for Financial Aid on myPurdue.
* (Hold) Submit or update Emergency Contacts.
* (Hold) Submit Immunization information.
* (Hold) Submit Financial Responsibility on myPurdue.
* Review your schedule of classes and research textbook requirements.
* Edit and/or create Degree Map within myPurduePlan.
* Attend Orientation Open House to meet faculty and locate where your classes will be held.
* Explore campus resources.
	+ Student Services
	+ Academic Resource Center
	+ Library
	+ Information Technology
* Sign up for the emergency notification alerts.
* Complete the New Student Information Sheet and return to your advisor.

**During your first year at Purdue:**

* Login and review your myPurduePlan frequently.
* Discuss any course changes with your advisor.
* (Hold) Complete Respect Boundaries: Sexual Violence Awareness training via Blackboard.
* (Hold) Complete AlcoholEdu online prevention program.
* If you aren’t sure about your major or future career choices, research other possible majors and meet with your advisor.
* Create a resume and begin thinking about school-to-work and internship opportunities.
* Explore, join, and participate in campus activities and/or student organizations.
* (Hold) Submit Immunization information.
* Ask questions and advocate for yourself. There is a lot to get used to and a lot to remember about being in college. If you aren’t sure ask someone. Purdue faculty and staff are here solely to help you learn and grow but we cannot help if we don’t know you need it.

**During each semester:**

* Login and Review your myPurduePlan. The student is ultimately responsible for knowing and completing all degree requirements.
* Review your plan of study and major requirements.
* Review, plan, or complete Globalization and Professional Requirements.
* Check your email for Advising & Registration Information.
* Schedule advising appointments throughout the semester as needed.
* Schedule registration appointment to choose classes for the next semester.
* Complete registration process and confirm enrollment via myPurdue.
* Be cognizant of deadline dates, including add/drop and refund dates.
* Pay your bill and secure or maintain funding resources to pay for tuition, fees, and other needs.
* Talk with instructor(s) of your class(es) if you are concerned or have questions about your progress.
* Complete course evaluations.

***Ongoing/Anytime:***

* Login and Review your myPurduePlan.
* Review your plan of study and major requirements.
* Update resume if needed.
* Review and update personal and contact information as needed via myPurdue.
* Apply for scholarships and grants, including Purdue Polytechnic Columbus scholarships.

***Yearly:***

* Submit your Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Application opens in October.
* Complete Enrollment Plan for Financial Aid on myPurdue.
* (Hold) Submit or update Emergency Contacts.
* (Hold) Submit Financial Responsibility on myPurdue.
* (Hold) Complete Gallup-Purdue Index Survey on myPurdue.
* Review and respond to financial aid requests for information. Checklist can be found on myPurdue.

***Final Semester:***

* Review your myPurdue Plan Degree Audit on myPurdue.
* Register as a candidate for graduation by enrolling in CAND 99100.
* A cumulative GPA of 2.0 or higher required for graduation.
* Verify/update mailing address in myPurdue.
* Complete Graduate/Commencement Registration form.
* Complete Graduation Survey.
* Order graduation ceremony tickets, and order cap and gown.
* Check holds and pay any outstanding bills or fines.
* Submit official transcripts to Purdue University for any transfer credit needed to complete degree.
* Complete an EXIT INTERVIEW – this step is for any student who elected to borrow a student loan while attending Purdue University.
	+ Federal Stafford Loans – complete online counseling at [www.studentloans.gov](http://www.studentloans.gov).  It is recommended that you complete these requirements as soon as possible to release the hold on your account.
	+ Purdue or Perkins Loans – Exit Interview instructions are provided by the University Collections Office at <http://www.purdue.edu/business/urco/studentLoans/faqs.html#ExitInterview>.