

# College Academic Advising Syllabus

College Advising & Student Services  
109 Strong Hall | 785-864-3500

## Learning Outcomes:

- Understand academic and ethical policies and procedures.
- Interpret KU Core and degree requirements per your catalog year.
- Develop a plan for timely completion of degree and understand Degree Progress Report (DPR).
- Identify campus resources and enhanced learning activities.
- Consider major and career exploration and make informed academic decisions.
- Create a safe environment where peers feel respected and welcomed.

## Your Responsibilities

- Attend appointments: arrive on time, be prepared, and bring questions, ideas and goals.
- Be an active and proactive participant in the advising process. Be honest and open.
- Be familiar with degree requirements, university policies, procedures and campus resources.
- Review [DPR](#) and actively manage your progress toward degree completion.
- Regularly read KU emails.
- Accept responsibility for your decisions and actions that affect your educational goals.
- Be aware of [academic dates and deadlines](#).
- Enrollment requirements, [Financial Aid eligibility](#), International Student Status.
- Make sure all of your questions are answered during meeting
- Align with [academic integrity policy](#).

## Advisor Responsibilities

- Provide safe, respectful, and welcoming environment.
- Maintain confidentiality (FERPA).
- Help students set realistic goals.
- Review degree requirements, academic policies, procedures, and important deadlines.
- Provide information and strategies for using campus resources and make referrals.
- Encourage students to engage with faculty.
- Monitor student's progression toward graduation.
- Assist students in making informed decisions in the pursuit of their educational and career goals.
- Listen and ask questions of students.
- Reply to emails in a timely manner.
- Assist students with enrollment, changing schools, add/drop process, etc.

## Required Text & Materials:

- KU Catalog: [catalog.ku.edu](http://catalog.ku.edu)
  - KU Core: [kucore.ku.edu](http://kucore.ku.edu)
  - Degree Curriculum
- Enroll & Pay: [sa.ku.edu](http://sa.ku.edu)
- Academic Calendar: [registrar.ku.edu/calendar](http://registrar.ku.edu/calendar)
- GPA Calculator: <https://degreeprogress.ku.edu/gpa>
- Degree Progress Report (DPR): [degreeprogress.ku.edu](http://degreeprogress.ku.edu)
- Jayhawk GPS: <http://ssms.jayhawkgps.ku.edu>

## How to Prepare for Your Advising Appointment:

1. **Research:** Run a [Degree Progress Report \(DPR\)](#) for your initial term and review remaining requirements. Check for prerequisites, if applicable.
2. **Plan:** Check for next semester's course schedule at [classes.ku.edu](http://classes.ku.edu). Then check your enrollment date on [Jayhawk GPS](#) and plan options for the upcoming semester.
3. **Take initiative:** Take care of holds on your account before meeting for main enrollment if possible. Review your graduation plan if you have one and set goals for the upcoming semester. Consider topics to discuss with your advisor (campus involvement, time management, study tips).
4. **Schedule:** Once you have an idea of what courses you need, you've taken care of any meetings/holds, [schedule an appointment with your advisor](#) before your enrollment date!
5. **Meet with your advisor:** Develop any questions you have about your academics and plans. Have an open mind of any suggestions. Take notes during your meeting with your advisor.

## Schedule for Success:

### Year 1: Transition to college.

- Contemplate academic and [career](#) interests.
- Read the [common book](#) and attend events.
- Send transcripts from transfer work to [admissions](#).
- Develop a relationship with at least one faculty or staff member and utilize as your mentor.
- Research [on-campus jobs](#).
- Locate and understand your [Degree Progress Report \(DPR\)](#).
- Get involved with [campus activities](#).
- Explore [Lawrence](#).

### Year 2: Academic search and global experience.

- Consider [Study Abroad](#) and [Alternative Break](#) opportunities.
- Examine double major, minors and [certificates](#).
- Understand [career opportunities](#).
- Check out [Center of Undergraduate Research](#) and [Center of Service Learning](#).
- Develop your graduation plan you're your [academic advisor](#).

### Year 3: Academic enrichment and career focus.

- Explore [internships](#) and [research](#) opportunities.
- Build your resume for career and internships.
- Review application material with the [Career Center](#) for graduate school or job search.
- Review graduation plan with your [academic advisor](#).

### Year 4: Transitioning out of college and beyond.

- Network with employers and attend career fairs hosted by [Career Center](#).
- Apply for [graduation](#).
- Review and revise your post-college [financial plan](#).
- Connect with [alumni center](#) about post-college plans.

We advise, You decide.