Michigan Tech Advising Syllabus

Mission: Advisors and students working together to develop an individualized academic plan for accomplishing student goals

Definition of Advising

Academic Advising is a relationship and a process that results in benefits for student, advisor, and university as a whole. The advisor and student collaborate to develop, follow, and complete an academic plan. A productive advising relationship will help students envision, foster, and realize their goals here at Michigan Tech and for a lifetime.

Student Learning Outcomes

• Knowledge of university student learning goals and degree requirements
• A thorough understanding of your academic plan
• Ability to find and use advising resources
• Increased and improved self-awareness and decision-making skills

Student Responsibilities (What you should do)

• Take responsibility for academic planning
• Understand learning goals and degree requirements
• Follow academic procedures and policies
• Communicate with your advisor: read all advising correspondence
• Attend advising meetings prepared
• Apply advising recommendations in order to achieve your academic plan
• Seek assistance from instructors, learning centers, and other university services
• Contact your advisor promptly when you have questions or concerns
  ○ When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin
• Problem-solve to revise and achieve your academic plan

Activities (How advisors and students realize outcomes and goals)

• Identify a degree program that aligns with your academic interests and abilities
• Create an educational plan that fulfills the academic plan
• Select appropriate classes to satisfy your evolving goals
• Learn the benefits of internships, co-ops, and study abroad
• Explore academic options: Enterprise program, undergraduate research, Pavlis Honors College, dual majors, secondary degrees, minors, and graduate study
• Locate and use resources and services
• Interpret university requirements, policies, regulations, and procedures
• Develop decision-making skills, self-awareness, and self-direction
• Clarify and evaluate progress toward academic and life goals

Advisors advocate for students, protect and ensure their privacy and their rights as advisees in compliance with University policies

• [www.mtu.edu/deanofstudents/students/disability/policy/](http://www.mtu.edu/deanofstudents/students/disability/policy/)
• [www.mtu.edu/registrar/faculty-staff/ferpa/](http://www.mtu.edu/registrar/faculty-staff/ferpa/)
• [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)

September 2023
## Student Academic Advising Checklist

### Orientation

**Week preparing for your first semester**

- □ Login to MyMichiganTech and review your transcript
  - Are AP credit and transfer credits correct?
- □ Meet academic advisor
- □ Complete class registration and print class schedule
- □ Explore Campus Resources and visit these websites
  - Your department and advisor
  - Undergraduate Catalog - [www.mtu.edu/catalog/](http://www.mtu.edu/catalog/)
  - Dean of Students - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
  - Registrar - [www.mtu.edu/registrar/](http://www.mtu.edu/registrar/)
  - Advising - [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)
  - Library - [www.mtu.edu/library/](http://www.mtu.edu/library/) - take a library tour
  - Center for Student Mental Health and Well-being - [www.mtu.edu/well-being/](http://www.mtu.edu/well-being/)

### Year 1

**transitioning and adjusting to college life**

- □ Attend first year advising meeting with your major advisor
  - What to do if you are unsure about your major, meet with an advisor for one of the undecided areas: [mtu.edu/explore](http://mtu.edu/explore)
    - Business: [www.mtu.edu/business/undergraduate/general/](http://www.mtu.edu/business/undergraduate/general/)
    - Computing: [www.mtu.edu/cs/undergraduate/general-computing/](http://www.mtu.edu/cs/undergraduate/general-computing/)
    - Engineering: [www.mtu.edu/ef/first-year/general/](http://www.mtu.edu/ef/first-year/general/)
    - Forest Resource & Environmental Science: [www.mtu.edu/forest/undergraduate/advising/](http://www.mtu.edu/forest/undergraduate/advising/)
    - Pre-Health: [www.mtu.edu/pre-health/pathways/general-pre-health/](http://www.mtu.edu/pre-health/pathways/general-pre-health/)
    - Sciences & Arts: [www.mtu.edu/sciences-arts/undergraduate/gsa/](http://www.mtu.edu/sciences-arts/undergraduate/gsa/)
- □ Review major requirements
  - Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Review Academic Policies and Academic Integrity - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
- □ Review University Student Learning Goals and your major’s learning goals
  - [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals)
- □ Visit Career Services - [www.mtu.edu/career/](http://www.mtu.edu/career/)
- □ Create a resume and attend career fairs - [www.mtu.edu/career/students/](http://www.mtu.edu/career/students/)
- □ Begin to explore Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Learn about campus activities and student organizations
  - [www.involvement.mtu.edu/organizations](http://www.involvement.mtu.edu/organizations)

### Year 2

**academic and career exploration and personal development**

- □ Meet with advisor, bring your academic plan
- □ Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Explore interests, strengths, and careers
  - Within your department & network with faculty in your major
  - Career Services - [www.mtu.edu/career](http://www.mtu.edu/career)
- □ Update your resume and attend career fairs
- □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Consider joining an Enterprise - [www.mtu.edu/enterprise/](http://www.mtu.edu/enterprise/)

### Year 3

**academic enhancement and career goal setting**

- □ Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Meet with advisor to prepare for graduation
- □ Network with faculty in your major
- □ Attend Career Services and Graduate School workshops for career planning
  - Consider Accelerated Masters - [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/)
  - Consider Senior Rule Classes - [www.mtu.edu/registrar/students/registration/policies/senior-rule/](http://www.mtu.edu/registrar/students/registration/policies/senior-rule/)
- □ Develop career goals
- □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Update resume and attend career fairs

### Final

**transitioning out of college into career or graduate school**

- □ Apply for graduation by 10th week of the semester prior to graduation
  - Must have earned 90 credits or more
  - [www.mtu.edu/registrar/students/graduation/degree/](http://www.mtu.edu/registrar/students/graduation/degree/)
- □ Meet with advisor for final degree audit one semester before graduation
  - Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Network with faculty in your major
- □ Finalize career/graduate school plans
  - Complete the First Destination survey - [https://mtu.joinhandshake.com/login](https://mtu.joinhandshake.com/login)
  - Complete Loan Exit Counseling for Financial Aid, if needed - 906-487-2662
- □ Graduation
  - Check for your name on the Graduation Candidate List - [www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)
  - Order cap and gown, honor cords - Optional - [www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)
  - Participate in commencement ceremony - Optional

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