

Colorado State University – Fall 2020 Department of Mechanical Engineering Advising Syllabus

CSU Advising Mission: Guided by CSU’s Principles of Community and the Land-Grant mission of access and equity, we achieve our vision through an integrated community of advisors who engage in intentional, holistic, and relationship-centered interactions to empower all students to navigate their unique paths and foster learning, development and academic success.

Student Learning Outcomes:

- Apply information about CSU requirements, policies and procedures to educational career
- Demonstrate advising worksheets and online technology (Ramweb, degree audit, etc.) to access university information, registration, and track progress toward degree
- Identify and utilize campus resources such as tutoring, education abroad, CSU Health Center, the Engineering Success Center and CSU Career Service to assist in achieving academic, personal and career goals
- Integrate personal values and goals to develop a plan to achieve personal definition of success

The Advising Relationship – Advisor and Student Expectations:

ADVISOR RESPONSIBILITIES	STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide appointment times and notification to meet once a semester • Refer to resources to maximize education and personal potential • Communicate degree requirements, policies, and procedures • Partner to create an individual plan of study for mechanical engineering • Review documentation of progress toward your degree (degree progress audit) • Collaborate to develop appropriate responses to address personal and academic obstacles • Provide information and support to help develop decision-making skills • Articulate accurate information and follow up if questions are left unanswered • Maintain confidentiality • Create a respectful and safe space for all advisees • Adhere to CSU Principles of Community 	<ul style="list-style-type: none"> • Schedule and keep appointments with advisor once each semester • Prepare for appointments by reviewing requirements of and progress toward degree • Actively engage in each advising appointment • Ask questions if information is unclear or there is a specific concern • Evaluate interests/skills/values to make sure they are in alignment with educational goals • Know the requirements of any scholarships, financial aid, or other obligations • Become knowledgeable about, and adhere to, deadlines, policies, and procedures • Commit to follow through on tasks, suggested actions, resources, or referrals made in advising interactions • Accept responsibility for decisions, actions, or inactions that affect educational progress • Adhere to CSU Principles of Community

Academic Advisors	Toni-Lee Viney - Last Names B; tonilee.viney@colostate.edu Star Sullivan – Last Names C-J; star.sullivan@colostate.edu Matt Markham – Last Names K-R; matt.markham@colostate.edu Angelica Hernandez – Last Names S-A & Intl. Students; angelica.hernandez@colostate.edu
Email Expectations	Advisors are available via email to answer questions. Advisors use CSU email accounts as the primary means of contacting students. If you use another email, you should forward all your CSU mail to the account you check regularly. <ul style="list-style-type: none"> • Compose emails in a professional manner and include identifying information (full name, student ID number, etc.)
Preparing for Your Advising Appointment	<ul style="list-style-type: none"> • Review degree requirements indicated in the degree progress audit • Review online course schedule, plan out a schedule and check for day/time conflicts and pre-requisites requirements • Have alternatives in mind in case a course is at capacity • Be prepared with questions or topics to discuss

<p>Meeting with Your Advisor</p>	<p>We are here to support you as you pursue your goals. There are multiple ways to connect with your advisor. See below to determine the appropriate option for your needs.</p> <p style="text-align: center;"><u>Office Hours</u></p> <p><i>August 24 to September 1, 2020</i> - Meet with your advisor without an appointment to address questions regarding timely issues and questions regarding the current semester</p> <p style="text-align: center;"><u>Scheduled Advising Appointments</u></p> <p>Once a semester you are required to meet with your advisor for a 30-minute, scheduled meeting. Discuss your educational experience, such as next semester scheduling, graduation plans, internships, getting involved on campus and education abroad. There are three types of scheduled advising appointments. Be courteous; arrive on time. Late arrivals may be required to reschedule. If you need to miss your appointment, email you're your advisor immediately to cancel.</p> <p>Early Advising Appointments – <i>September 2-18, 2020</i> – A link is sent out to all students to meet early in the semester and get a head start on planning. Appointments during early advising are first-come, first-serve.</p> <p>Advising Appointments by Registration Access Time - <i>links sent out based on registration access times</i> - Dates for Advising Appointments by Registration Access Time windows:</p> <ul style="list-style-type: none"> • Senior/Priority Registration – September 21 to October 6, 2020 • Junior Registration – October 7-16, 2020 • Sophomore Registration – October 19-27, 2020 • First-Years Registration – October 28 to November 6, 2020 <p>Late Advising Appointments –<i>After November 9, 2020</i> - If you fail to schedule during Early Advising or during your Advising Appointments by Registration Access Time window, you will have to wait to have a late advising appointment. This may impact your ability to register on time. A link will be sent out to impacted students.</p> <p style="text-align: center;"><u>Drop-Ins</u></p> <p><i>September 2 to December 11, 2020</i> - This is a time for students to get “quick questions”, no more than 10 minutes, answered by an advisor. Topics appropriate for drop-ins include overrides, forms, needing signatures, and other “quick questions”. No appointment needed.</p>
<p>Important Resources</p>	<ul style="list-style-type: none"> • Registrar’s Office: 970-491-4860 • Financial Aid: 970-491-6321 • Student Case Management: 970-491-8051 • CSU Health Network: 970-491-7121 • Adult Learner and Veteran Services: 970-491-3977 • Student Disability Center: 970-491-6385 • Student Resolution Center: 970-491-7165 • Education Abroad Office: 970-491-6342 • Office of International Programs: 970-491-5917
<p>Remember....</p>	<p>Your advisor will not make decisions for you during your advising sessions. They will provide you with the most accurate information available and will work collaboratively with you to create a realistic plan to accomplish your educational goals. The educational choices you make are yours and the responsibility for knowing and fulfilling degree requirements rests with you.</p>