

Transfer Student Advising Syllabus



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

Academic advising helps you plan your educational goals and work to achieve them. The purpose of this syllabus is to show you how to use the advising process at each step along the way.

General Department/School Advising and Contact Information:

- ❖ To schedule advising appointments, phone 309-438-5622
- ❖ Advisor contact information: Deanna Deatrck (dsdeatr@ilstu.edu); Nancy Fewkes (nfewkes@ilstu.edu)
- ❖ Department/school website: www.cfa.ilstu.edu/art

Illinois State University Advising Mission Statement:

Academic Advising at Illinois State University is an integral part of the educational process. Working in partnership with advisors, students learn about academic policies, procedures, and university resources to develop strategies to pursue their individual educational goals.

Illinois State University Advisor and Advisee Roles and Responsibilities:

Illinois State Advisors:

- * provide an encouraging and supportive environment for students to share their goals, concerns, and interests
- * understand and effectively communicate Illinois State University degree requirements
- * assist students in making informed course decisions and finding majors
- * refer students to appropriate resources
- * maintain confidentiality of student records as outlined in the University Catalog
- * uphold the values, policies, and procedures of their schools, departments, and Illinois State University

Illinois State Students:

- * schedule regular and timely appointments with their advisors
- * regularly review their academic progress and assume responsibility for meeting academic requirements
- * craft coherent educational plans based on assessment of abilities, aspirations, interests, and values
- * read both print and electronic university communication and respond when required
- * assume responsibility for all decisions and actions which may impact academic and career options

Any student needing to arrange a reasonable accommodation for a documented disability should contact Disability Concerns at 350 Fell Hall, 438-5853 (voice), 438-8620 (TTY).

First Semester at Illinois State:

- ☐ Utilize Illinois State's [Transfer Student Resources](#) for a smoother transition;
- ☐ Understand student and advisor roles and responsibilities (see above) and your department/school advising and academic policies and procedures;
- ☐ Understand your overall graduation requirements (including [Illinois Articulation Initiative/IAI general education at iTransfer.org](#), major requirements, and, where appropriate, [teacher education](#) requirements);
- ☐ Learn to use print and electronic academic resources such as the [undergraduate catalog](#), and [iCampus](#) (including *Course Registration* and *Progress Toward My Degree*); check out computer lab in CVA 138 and student study room in CVA 134;
- ☐ Discuss your on-going academic performance with your instructors and advisors—meet with your advisor at least once a semester;
- ☐ Become familiar with [Academic Advising](#) page on SOA website which includes pertinent information and forms including the Four-Year Guide;
- ☐ Explore academic and non-academic support resources such as [University College](#), the [Office of Disability Concerns](#), [Milner Library](#) (links for art-specific resource media materials: [ILSTUDIA](#) and [Art Library Guides](#)), [Julia N. Visor Academic Center](#), [Financial Aid](#), [Student Counseling Services](#), and [Student Health Services](#);
- ☐ Understand classroom technologies such as [Blackboard](#) and [Clicker](#) usage;
- ☐ If you are undecided about your major, explore major and sequence options at [Find Your Major](#);
- ☐ Understand how the [75 Hour Policy](#) impacts Undeclared students;
- ☐ Check out participation options at the [Registered Student Organization \(RSO\) web site](#) (Art History Club, Flash Lab, Ceramics Club, Cross-Platform, National Art Education Association) and the Student Involvement Center office;
- ☐ Explore opportunities for [Study Abroad and National Student Exchange](#), and the [Honors Program](#);
- ☐ Recognize how academic and personal choices and [actions](#) can impact your future.

Second Semester or Additional First Semester Activities:

- ☐ Develop/refine your plan of study with regard to degree program continuance, general education, and other graduation requirements using available tools;
- ☐ Review your academic performance and determine whether you are on track for achieving your major and career goals;
- ☐ As needed, engage in methods for improving your academic performance, such as meeting with your instructors, attend [Visor Center tutoring and workshops](#), and/or participate in [Project Success](#);
- ☐ Get involved on campus through participating in an RSO, [volunteering](#) in the community, and/or attending [performances](#), lectures, or other campus events;
- ☐ Visit and explore career planning resources and activities available at ISU's [Career Center](#).

Third Semester and Beyond:

- ☐ Regularly review your Progress Toward My Degree on [iCampus](#) and meet with your advisor to refine your plan of study;
- ☐ Prepare for future goals by selecting and participating in appropriate outside of class experiences, including internships (see the Four-Year Guide and your academic advisor to consider options), research, volunteer work, leadership positions, and involvement in student organizations;
- ☐ Relate academic coursework and experiences to your post-graduation plans by working with your department/school and the [Career Center](#) to: 1) develop a resume/CV, and 2) explore employment and/or graduate school options;
- ☐ If appropriate, complete applications for academic programs such as teacher education certification, BFA, and [Honors Program](#) designations;
- ☐ Apply for [graduation](#) in a timely way and plan in advance for [commencement](#).