



ACE Your Advising Experience: Academic Advising Explained

The mission of the Academic Center for Excellence (ACE) is to provide CSU students with high quality, innovative academic advising and tutorial services that will enable them to make sound decisions regarding their educational, personal, and professional goals.

CSU Academic Advising Mission Statement

Columbus State University will provide a comprehensive academic advisement system staffed by highly-qualified advisors who interact in a positive, productive, and ethical manner with the diverse student population to provide assistance as students identify, clarify, and accomplish their educational and career goals.

CSU Academic Advising Goals

Through the comprehensive academic advising program at CSU, the advisor will:

- Provide students with high-quality academic advising services which encourage them to pursue academic excellence
- Support and assist students in exploring, confirming, and achieving their educational and career goals
- Assist students as they become independent decision-makers who demonstrate initiative and responsibility
- Contribute to student development by referring students to appropriate campus resources
- Encourage participation in co-curricular and experiential learning activities

Student Outcomes

When participating in academic advising, the student will:

- Be an active participant in the advising process
- Demonstrate responsibility for his/her educational progress and decision-making
- Use campus resources to develop and follow a plan to accomplish his/her educational and career goals
- Investigate co-curricular and experiential learning opportunities to enhance, enrich, and extend the academic experience
- Provide thoughtful feedback on the advising process as requested through surveys, focus groups, and/or interviews

Responsibilities of the Advisor

When serving as an advisor, the faculty member or academic advisor will:



- Maintain sufficient availability, as determined by the college, which provide students adequate opportunities to seek advisement
- Understand the degree requirements in the academic area(s) which s/he advises
- Understand current academic policies as well as procedures for activities such as registration, schedule change, withdrawal, and applying for graduation
- Participate in professional development opportunities that facilitate advising skills
- Review academic progress of advisees and meet with students as needed

Responsibilities of the Student

As participants in the academic advising process, the student will:

- Schedule and attend an advising appointment with the appropriate advisor during the designated advising period;
- Be prepared for the appointment by writing down questions, comments, or concerns;
- Bring a list of tentative courses for the upcoming term(s);
- Ask for clarification about academic policies and procedures as needed;
- Check e-mail regularly for updates about academic changes; and
- Understand and monitor the university calendar to identify important deadlines (withdrawal, advising week, registration periods, etc.)

Why should I see an academic advisor?

Academic Advisors can:

- Provide students with necessary information to complete education and career goals in a timely manner
- Assist students as they clarify their educational, personal, and professional goals.
- Offer guidance to students as they select appropriate courses for their major and/or minor.
- Share valuable discipline-specific information about the student's desired field of study.
- Connect students to campus and community resources.
- Help students avoid, or if necessary, recover from, academic missteps.
- Release the automatic advising hold placed on student records each term before registration.
- Answer questions regarding student's academic progress (i.e. course withdrawal, degree program requirements, changing major, etc.)