

# Academic Advising Syllabus

## Office of Student and Academic Services

[apdesign.k-state.edu/current-students/advising.html](http://apdesign.k-state.edu/current-students/advising.html)

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**Mission:** Academic advising in APDesign is a partnership between students and academic advisors. Advisors engage students in their educational planning, teach them how to navigate college and university resources, and encourage them to take responsibility for decisions about their academic progress.

## Student Learning Outcomes

You will learn to:

1. Know your academic advisor and how to access them when needed.
2. Demonstrate knowledge of college and university resources and policies.
3. Develop an academic plan for achieving your educational goals.
4. Select courses each semester to progress toward graduation.
5. Understand your degree audit report, or DARS.
6. Demonstrate the ability to make effective decisions about your academic progress.
7. Understand what it means to be a student in a graduate degree program.

## Student and Advisor Responsibilities

### STUDENT'S RESPONSIBILITIES

Check your K-State email often and respond to requests from your academic advisor.

Meet with your advisor at least once each semester.

Come to your advising appointment prepared with questions, ideas for electives, etc.

Ask questions if you do not understand an issue or have a specific concern.

Become familiar with campus resources.

Know how to check holds in KSIS and follow instructions to remove them.

Utilize the course schedule, curriculum guides, university catalogs and DARS.

Accept responsibility for your decisions.

Know important dates and deadlines.

### ADVISOR'S RESPONSIBILITIES

Assist you in developing and achieving realistic academic and career goals.

Provide academic support to ensure successful progression to graduation.

Explain academic policies and procedures.

Refer you to appropriate campus and community resources.

Guide decision-making and responsible development of academic plans.

Monitor and accurately document progress toward degree.

Collaborate to ensure academic success.

Be accessible during office hours, by telephone or email.

Maintain confidentiality pursuant to FERPA.

## Campus Resources

### Academic Achievement Center

101 Holton Hall  
1101 Mid-Campus Drive North  
785-532-6492  
[achievement@k-state.edu](mailto:achievement@k-state.edu)

### APDPro

1127 Regnier Hall  
785-532-2846  
[apdpro@k-state.edu](mailto:apdpro@k-state.edu)

### Career Center

148 Berney Family Welcome Center  
705 N. 17th St.  
785-532-6506  
[careercenter@k-state.edu](mailto:careercenter@k-state.edu)

### Cashier's Office

211 Anderson Hall  
919 Mid-Campus Drive North  
785-532-6317  
[cashiers@k-state.edu](mailto:cashiers@k-state.edu)

### Computer and Networking Services

[apdcns@k-state.edu](mailto:apdcns@k-state.edu)

### Counseling Services

232 English/Counseling Services Bldg.  
1612 Steam Place  
785-532-6927  
[counsel@k-state.edu](mailto:counsel@k-state.edu)

### International Student and Scholar Services

104 International Student Center  
1414 Mid-Campus Drive North  
785-532-6448  
[iss@k-state.edu](mailto:iss@k-state.edu)

### IT Help Desk

214 Hale Library  
1117 Mid-Campus Drive North  
785-532-7722  
[helpdesk@k-state.edu](mailto:helpdesk@k-state.edu)

### Lafene Health Center

1105 Sunset Ave.  
785-532-6544  
[lafene@k-state.edu](mailto:lafene@k-state.edu)

### Non-Traditional and Veteran Student Services

201-F Holton Hall  
1101 Mid-Campus Drive North  
785-532-6434  
[dombarnes@k-state.edu](mailto:dombarnes@k-state.edu)

### Powercat Financial Counseling

302 K-State Student Union  
918 N. 17th St.  
785-532-2889  
[powercatfinancial@k-state.edu](mailto:powercatfinancial@k-state.edu)

### Student Access Center

202 Holton Hall  
1101 Mid-Campus Drive North  
785-532-6441  
[accesscenter@k-state.edu](mailto:accesscenter@k-state.edu)

### Student Activities and Services

809 K-State Student Union  
918 N. 17th St.  
785-532-6541  
[osas@k-state.edu](mailto:osas@k-state.edu)

### Student Financial Assistance

104 Fairchild Hall  
1601 Vattier St.  
785-532-6420  
[finaid@k-state.edu](mailto:finaid@k-state.edu)

### Student Life

201 Holton Hall  
1101 Mid-Campus Drive North  
785-532-6432  
[stulife@k-state.edu](mailto:stulife@k-state.edu)

### Tutoring

Holtz Hall  
1005 Mid-Campus Drive North  
[tutoring@k-state.edu](mailto:tutoring@k-state.edu)

### Writing Center

122D English/Counseling Services Bldg.  
1612 Steam Place  
785-532-0842  
[english@k-state.edu](mailto:english@k-state.edu)

# APDesign Student Success Checklist

## Before classes start

Login to [KSIS](#) > Student Center.

- Review your schedule and financial aid.
  - Sign up for [SALT](#).
- Complete items on your "To-Do List."
- Print your class schedule.

Explore [K-State Online](#).

Sign into your K-State email account.

- Add classes to your calendar.
- [Set up your mobile devices](#) to receive [K-State email](#) and [calendar events](#).

Explore campus resources and visit these websites.

- [APDesign Website](#).
- [Undergraduate Catalog](#).
- [Online Student Success Guide](#).
- [K-State First Guide to College Student Success](#).

Put important dates and deadlines in your planner/ calendar: [Academic Calendar](#).

Complete [Alcohol & Sexual Assault Prevention \(ASAP\)](#).

Read the [Kansas State Book Network's](#) common book.

Sign up to receive [K-State Alerts](#).

## Steps to academic success

**Complete each item every semester.**

Schedule and attend pre-enrollment advising meetings (each semester).

Promptly seek assistance from advisors, instructors or other university services when you have questions or concerns.

Ensure academic plan is on track for graduation.

## Year 1: Transitioning and adjusting to college

**Complete your steps to academic success (each semester).**

Review and understand major requirements: [DARS](#) or [curriculum guide](#).

Develop an academic plan and goals.

Strive for a 3.0 GPA.

Review K-State's [Honor & Integrity](#) information.

Review K-State's Student Learning Outcomes.

Begin exploring majors, minors, education abroad, research, internships and honors program.

Learn about campus activities and student organizations.

Join [APDPro](#).

Complete [StrengthsQuest](#).

## Year 2: Academic and personal development

Continue exploring minors, education abroad, research, internships and honors program.

Maintain a solid GPA for Graduate School admission.

## Year 3: Academic enhancement and career goal setting

Apply for Graduate School fourth semester.

Select off-campus study option for 4th year.

Network with faculty in your major.

Participate in research.

## Year 4: Entering Graduate School and participating in off-campus studies

Finalize off-campus semester plans.

Complete study abroad, internship, or KCDC.

Maintain a 3.0 Graduate School GPA for graduation.

## Year 5: Transitioning out of college into career

Review and revise your postcollege financial plans.

Apply for graduation.

Meet with advisor to complete forms required for graduation from the Graduate School.