

FYS Academic Advising Session Guide

SCHEDULE THE SESSION AND GATHER NECESSARY MATERIALS:

1. Download or print a copy of this guide. You will need to refer to it during your session.
2. Visit www.auburn.edu/academicadvising to locate your academic advisor's office.
3. Determine whether you should schedule an appointment or visit during walk-in hours. If you need to schedule an appointment, do so using the link provided.
4. Download or print a copy of your curriculum (listing of course work required to obtain a degree). You can use DegreeWorks in (AU Access > Tiger I tab), the *AU Bulletin* (www.auburn.edu/bulletin) or a guide provided by your college, school, department, or advisor.

PREPARE FOR YOUR SESSION:

1. Review the courses in your curriculum and mark the courses according to the following legend:
 - For courses you have taken or are taking:
 - Use a check mark (✓) to indicate courses for which you have credit.
 - Use a circle (○) to indicate courses you are taking this semester.
 - For courses you have not yet taken:
 - Use a plus sign (+) to indicate courses in which you anticipate success.
 - Use an asterisk (*) to indicate courses in which you anticipate difficulty (of any kind).
 - Use a question mark (?) to indicate courses whose title or description needs clarification or explanation.
2. Check your registration status in (AU Access > Tiger I tab). Try to answer the following questions *before* your session:
 - When is your registration time ticket?
 - Do you have any holds that prevent registration? If so, how can you clear them?
 - Are you in good academic standing? If not, what do you need to do to regain good academic standing?
 - Does your student status permit registration? If not, what do you need to do to become eligible to register?

DISCUSSION OPTIONS FOR YOUR SESSION:

See next page.

DISCUSSION OPTIONS FOR YOUR SESSION (BY CATEGORY):

CATEGORY	POSSIBLE TOPICS FOR DISCUSSION				
Curriculum	Your curriculum, using the courses you marked as a guide	Pre-requisite requirements for upcoming course work	Course sequencing in your curriculum (i.e. courses that must be taken in a particular order or during specific semesters)		
Opportunities Beyond Your Degree	Campus organizations for students in your field	Places to volunteer or get involved in the community	Opportunities for internships, study abroad, co-op, or summer experiences		Opportunities for relevant minors or second majors
Career Options for Major	Potential career paths	Strategies for specific paths	Long term goals	Resources for successful graduate or professional school applications	
Relationship Expectations	Your role as a student in the advisor/student relationship	The role of the advisor is in the advisor/student relationship	How to facilitate a conversation with your advisor about your relationship with them	Expectations regarding preparation for future visits	Advice for you as a student, given your strengths, goals, and areas for improvement
Relationship Expectations (cont'd)	Important things for every student to know	How advising works in your college/school/major		How to get to know professors (for letters of recommendation later on)	
Registration	How do you find TigerI, your registration time ticket, pin information, viewing holds on account, classes with CRN and potential times for building a schedule?			An appropriate course load (number of credit hours) for a timely graduation	
Registration (cont'd)	Review of mock schedule created from the classes in TigerI (Are you on the right track for your program or study?)		Your registration status and any requirements you must meet before registering (e.g. obtaining an alternate PIN, a signed curriculum planning sheet, etc.)		
Policies	University/college/school/major/minor rules and regulations		How to take courses at another school	Policies concerning graduation	
Campus and Community Resources	Help with choice of major	Resources for academic help (tutoring, supplemental instruction, writing center)		Resources for help with adjustment to college or personal issues you may be facing	

VERIFICATION OF ADVISING SESSION:

Student Name: _____

Session Date: ____/____/____

Advisor Signature: _____

 Advisor Phone: 334.844._____
(office main line)

Advisor Email: _____@auburn.edu