

Academic Advising Syllabus Advising & Academic Enhancement Boise State University

Office: Gateway Center for Advising & Academic Enhancement
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Office Hours: 8:00 AM to 5:00 PM and by appointment



Advising appointments are scheduled to last one hour. Please reschedule your appointment if you are more than 15 minutes late.

Quick questions can be answered by phone or by email. Phone advising available
Email advising questions to: academic@boisestate.edu

For information about our office and the other services please refer to our website.
<http://academicsupport.boisestate.edu/>

Undergraduate Catalog- Available at the Bookstore or online
<http://registrar.boisestate.edu/catalogs/index.shtml>

Degree Check Sheets- <http://registrar.boisestate.edu/checksheets/index.shtml>

Advising Overview

Academic and career advising are important parts of Boise State University's commitment to the process of educating the student. Advising involves both an interaction process designed to facilitate student development and the communication of accurate information regarding degree programs, courses, resources, college policies/procedures, and career opportunities, all with the objective of helping students attain their educational goals. The academic and career advising process is one which leads students to:

- become well informed about policies and procedures, curricular options and academic program requirements.
- clearly define their educational objectives.
- plan programs which incorporate their interests, abilities, and career goals.
- make full use of the facilities and resources available at Boise State University.

Boise State University is committed to providing high quality academic and career advising to students in all academic programs. Attaining this goal requires that both advisors and students understand and embrace their respective roles in the advising process.

Boise State University recognizes academic career advising as an integral part of your educational experience. Based on your individual circumstances, personal development and academic interests, academic advising provides an opportunity to work with a professional expert who will guide you in educational decisions.

Get to know your advisor and let your advisor get to know you! It will be one of the most beneficial relationships you will develop on campus.

Advising For Undecided Students

Academic advising is an integral part of the educational process for undecided students. Advising can help you understand how the core curriculum can contribute to your major exploration. Selecting the right mix of classes and academic strategies can help you find a major while also making progress toward timely degree completion. We can help you explore majors available at Boise State and make your educational experience more meaningful.

Advising Outcomes for Students

Personal growth: *Develop communication, decision-making, and problem-solving skills*

- Define your short-term and long-term goals after reflecting on your values, interests, strengths, and challenges
- Articulate your goals during advising sessions
- Describe the connection between your goals and your values, interests, strengths, and challenges
- Discuss problems you face by assessing what caused them, what can be done to resolve them, and how to avoid them in the future
- Understand how to achieve balance in; academics, family, work, recreation and social activities
- Use advising and other sources of information to make meaningful changes in your life

Resource identification: *Develop skills in locating and effectively using information and resources that help you achieve your goals*

- Identify websites, campus offices, and faculty or staff you can consult with questions
- Use information from university resources to assess progress towards achieving goals (e.g., degree check sheets, degree progress reports, information from faculty and staff)
- Knowledge of departmental and university processes and policies

Curriculum integration: *Understand the relationship between your classroom experiences and your academic, career, and personal goals*

- Understand how your classes can help you explore and select a major
- Explain how your major curriculum helps you achieve your goals
- Describe how liberal education requirements help you achieve your goals
- Schedule courses so you graduate in a timely manner based on your educational plan
- Connect your educational plan to your career goals
- Know what you can do with a chosen major
- Articulate personal strengths and weaknesses and be prepared for life after college

Experiential learning: Understand the importance of including experiences outside of the classroom in your educational plan

- Introduce yourself and have a conversation with at least one faculty member each year you are enrolled
- Participate in undergraduate research, off-campus volunteering, learning abroad, and/or community service
- Discuss how participating in these activities helps you achieve your goals

Relational Development: Understand the importance of starting and continuing personal, collegial, and professional relationships is important to your development

- Clarification of the advising relationship – expectations of advisors and advisees
 - Awareness of yourself within your educational experiences
 - Practice reflective and introspective thought to enhance your college experience
 - Seek and value regular and continued advising
 - Understand your expectations of college
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Advisor and Advisee Responsibilities

Boise State advisors and advisees both play important roles in the advising process.

Advisors will...

- Understand and effectively communicate curriculum, graduation requirements, and university and college policies and procedures
- Listen to your concerns and respect your individual values and choices
- Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals
- Be available to answer your questions through scheduled meetings or email
- Provide you with information about educational opportunities outside of the classroom
- Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans
- Refer you to other campus offices as appropriate

Students should...

- Schedule and attend advising appointments at least once per semester
 - Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings
 - Be open and willing to consider advice from faculty, advisors, and other mentors
 - Bring a list of questions to appointments and ask questions if you do not understand a topic we discuss during our meeting
 - Review your degree progress report each semester and track your progress towards completing your graduation requirements
 - As soon as you are ready, commit to and execute an academic plan directed toward the completion of a Boise State University degree
 - Read your Bronco email and check Bronco Web regularly
 - Become knowledgeable of campus policies, procedures, and resources
 - Take primary and increasing responsibility for making your own decisions based on available information and advice
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Important Dates

Academic Calendar—Spring 2010

For Registration Information see the *Spring Schedule of Classes*

- October**
- 1, Thursday Recommended date to submit 2009-10 (*FAFSA/Renewal Application*) for Spring 2010 financial aid (if you have not already done so) in order to have aid available to pay Spring semester fees.
 - 15, Thursday Priority deadline for international student application materials to be received for spring semester consideration.
 - 26, Monday Registration for continuing students begins for spring semester (by appointment).
- November**
- 15, Sunday Last day for undergraduate, degree-seeking applicants for spring semester to have all admission materials received by the Admissions Office. Students who miss this deadline will be considered for nondegree-seeking (part-time) status only.
- December**
- 4, Friday Last day for graduate, degree-seeking applicants for spring semester to have all admission materials received by Graduate Admission and Degree Services. Applications received after this date might not be processed in time to admit students to degree programs.
- January**
- 11, Monday Faculty orientation meetings begin.
 - 14, Thursday Fee-payment deadline for registered students. Unpaid accounts will be assessed a \$50 penalty. Students who do not plan to attend must cancel/drop classes by this date to avoid this penalty. For drop deadline dates, see Deadlines by Session table.
 - 16, Saturday Residence halls open (Noon).
 - 18, Monday Dr. Martin Luther King, Jr./Idaho Human Rights Day holiday (no classes—University offices closed).
 - 19, Tuesday Classes begin. Academic advising available throughout the semester.
 - 22, Friday Weekend University classes begin.
 - 25, Monday Last day for faculty initiated drops for nonattendance during the first week of the semester to be turned in to the Registrar's Office.
 - 25, Monday Last day to apply for graduation, using BroncoWeb, for graduate and undergraduate degrees and certificates to be awarded in May.
- February**
- 1, Monday Last day to waive Student Health Insurance Plan (SHIP).
 - 1, Monday Last day to register; add classes; change from credit to audit or audit to credit; and last day to drop classes without a W and receive a refund (less \$25 processing fee) for Regular session classes. Pell Grant eligibility determined by number of credits registered on this date. For other session deadlines, see Deadlines by Session table.
 - 1, Monday Last day to add graduate dissertation, thesis or project credit.
 - 1, Monday Last day to submit *Idaho Residency Determination Worksheet* with documentation to Registrar's Office to declare Idaho residency.
 - 5, Friday Last day to file application with department for final master's or doctoral written exam.
 - 15, Monday President's Day holiday (no classes—University offices closed).
- March**
- 1, Monday Last day to add undergraduate internship and independent study.
 - 1, Monday Last day to add graduate assessment, internship, independent study, directed research, practicum, readings and conference.
 - 1, Monday Last day to drop classes with a W or completely withdraw from the Regular session. For other sessions, see Deadlines by Session table.
 - 1, Monday Last day to submit *Application for Admission to Candidacy* form to Graduate Admission and Degree Services for graduate degrees to be awarded in August.
 - 13, Saturday Last day for written comprehensive exam for graduate degrees for May graduation.
 - 29–April 4, Mon–Sun Spring Vacation.
- April**
- 9, Friday Last day for final oral dissertation, thesis, or project defense for May graduation.
 - 16, Friday Last day to submit final signed copies of dissertation, thesis, or project to Graduate Dean's Office for May graduation.
- May**
- 9, Sunday Weekend University classes end.
 - 10–13, Mon–Thurs Final semester examinations for the Regular session (exam schedule listed on BroncoWeb).
 - 14, Friday Residence halls close (Noon).
 - 15, Saturday Commencement.
 - 18, Tuesday Grade reports due to Registrar's Office.
 - 18, Tuesday Last day to submit *Report of Culminating Activity* form to Graduate Admission and Degree Services for graduate degrees to be awarded in May.

Deadlines by Session Spring 2010							
Session	Deadline to Validate Conditional Registration	Start Date	Last Date to Add without Permission Number	Last Date to Add with Permission Number, Last Date to Drop without a W and Receive a Refund (less \$25.00 processing fee), Last Date to Change from Credit to Audit or Audit to Credit	Last Date to Drop with a W or Completely Withdraw	Last Date of Classroom Instruction	Grades Due
Regular*	January 14	January 19	January 25	February 1	March 1	May 7	May 18
1st 5 wk	January 14	January 19	January 20	January 21	February 1	February 19	February 23
2nd 5 wk	February 18	February 22	February 23	February 24	March 5	March 26	March 30
3rd 5 wk	April 1	April 5	April 6	April 7	April 16	May 7	May 11
1st 8 wk	January 14	January 19	January 21	January 25	February 9	March 12	March 16
2nd 8 wk**	March 11	March 15	March 17	March 19	April 5	May 7	May 11
1st 10 wk	January 14	January 19	January 21	January 27	February 16	March 26	March 30
2nd 10 wk	February 18	February 22	February 24	March 2	March 19	May 7	May 11
12 wk Mtn Home	January 14	January 19	January 22	January 28	February 19	April 9	April 13

*The final exams for this session are May 10-13. See Final Examination Schedule listed on BroncoWeb for exact dates and times.
**This session is eight calendar weeks long with seven weeks of in class instruction due to the week-long Spring Break.