



Academic Advising Syllabus 2020-2021

Location: Design 1, First Floor (Various Offices)

Email: cacmadvising@kennesaw.edu

Website: <https://cacm.kennesaw.edu/advising.php>

Microsoft Teams Code: qolb4sm

What is Academic Advising?

Academic advising is a collaborative relationship between a student and an academic advisor. The purpose of this relationship is to assist students in the decision-making process throughout their academic journey. CoACM advisors help students navigate through major selection, degree requirements, course schedules, college and university policies, and campus resources. Advising is student-centered and an on-going mutual process.

Office Hours

Monday-Friday 8:00am – 5:00pm

Walk-in Hours vs. Appointments

CoACM advisors are available during specified walk-in hours and by appointment. Walk-ins are held on Wednesdays from 8-5 either in person or virtually through Microsoft Teams. Appointments are available through Microsoft Teams and can be scheduled through EAB Navigate using your netID and password. Walk-in hours are best used for quick questions or concerns, to discuss CM concentrations, or to inquire about important dates and deadlines. Appointments are best for registration holds, semester advising, major changes, and other questions or concerns that might impact academics. Some walk-ins may be asked to schedule an appointment if the matter cannot be resolved quickly or needs follow up.

Contacting your Advisor via Email

When emailing your advisor always use your KSU email remember to include your first and last name and your KSU ID number. Unless your advisor is out of the office, he or she will typically respond within two business days. This time may be longer during peak times. Here is a sample email:

Dear Advisor,

My name is Scrappy Owl. I am writing because I misplaced my course plan we created in our appointment. Can you please email it to me? Thank you.

*Scrappy Owl
000123456*

Academic Advising Outcomes

Students will:

- Understand KSU general education and CoACM requirements
- Take responsibility for meeting academic program and graduation requirements
- Use DegreeWorks, academic catalog, program maps, and course schedules to plan semester schedules and an overall academic path
- Identify campus resources that support academic success

Advisor and Student Roles and Responsibilities in Academic Advising

Advisor Role: Listen and guide, challenge and support	Student Role: Learn and grow, take responsibility
Be available to you through scheduled appointments, walk-ins, and emails during posted hours.	Keep scheduled appointments or cancel with 24-hour notice.
Assist with course planning.	Attend mandatory advising and schedule regular advising meetings in a timely fashion. Register for courses on time.
Help you develop, clarify, and modify academic goals.	Review Degree Works and course plans.
Inform you about campus opportunities.	Read and respond to KSU email and be open to opportunities outside the classroom.
Clarify college and university policies and procedures.	Be aware of important dates and deadlines.
Listen, ask questions, and respect you as an individual.	Be prepared, ask questions, and be accountable. Respect your advisor as a professional who has your best interest in mind.
Discuss your academic performance and its impact on your future goals.	Take responsibility for your academic performance and accept the challenges that college courses provide.
Adhere to confidentiality guidelines as outlined in FERPA	Keep open lines of communication. Share problems and concerns.
Refer you to campus resources.	Follow-up with recommended referrals.

Year by year timeline

First Year
Know who your advisor is and how to contact
Become familiar with KSU General Education requirements
Become familiar with KSU academic calendar
Participate in campus activities and join clubs
Learn to manage your time successfully
Learn about/take care of financial aid responsibilities, including filling out FAFSA on time
Become familiar with campus services
Activate your Handshake profile- your portal to jobs, internships, career center appointments, etc.
Participate in college events to create professional network
Be able to navigate Owl Express (including Degree Works)
Learn how to use e-mail to communicate with faculty and staff

Second Year
Learn and explore CM concentration options
Work with advisor to assess your progress toward the Architecture Portfolio Review course completion requirements
Explore course requirements, making note of prerequisite courses
Continue involvement in campus activities and clubs
Create a plan towards graduation. Have an academic advisor review it
Explore study abroad options

Third Year
Review academic plan with advisor
Update Handshake profile. Create a professional LinkedIn profile.
Continue involvement in campus activities and clubs. Consider leadership roles.
Participate in college events to create professional network
Research career options within field of study; consider an internship

Fourth Year/Fifth Year
Petition to graduate
Apply to graduate school/Plan job search
Update Handshake profile; Refine your resume
Attend Career Fair

Additional Resources and Materials

- CoACM Website
- Curriculum Flow Charts
- KSU Catalog
- CoACM Course Schedule and Rotation
- Academic Calendar