

How Can Academic Advisors Help?

Academic advisors provide a much-needed personal relationship that is essential and on-going through the student's college career. Advisors not only possess the knowledge and skills to guide students through the curricular maze, but they may also refer students to other resources on campus. The advising relationship is two-sided. Both advisor and student take responsibility for tasks that need to be completed. Students are expected to be responsible for making their own decisions based on the information and advice their advisor offers. Here are some of the important tasks that advisors can perform with students.

- First, formulate an academic plan that outlines the student's initial curricular path and later, devise a more detailed graduation plan when the student is admitted to the major program.
- Explain general education, major, and other curricular requirements, as well as course content, course prerequisites, and course sequences.
- Monitor and discuss issues of concern regarding student's academic progress on a regular basis.
- Recommend opportunities for personal growth and academic development.
- Interpret institutional procedures for tasks such as adding or dropping courses within the allotted time and selecting or change majors or assist the student with procedures requiring petitions or appeals.
- Refer the student to specific campus or community resources that can help with unique needs, such as career information, study skills, time management assistance, or financial resources.
- Encourage a student who may be having difficulty with the course work in a specific class to meet with her/his professor (if she/he hasn't already), or refer her/him to appropriate academic resources on campus for assistance.
- Discuss alternatives with a student who is having second thoughts about her/his initial choice of major and who would like to identify and explore new options.
- Help the student with information about careers related to her/his major (e.g., demonstrate the career resources on the Internet and help her/him interpret the information she/he is collecting with the context of the student's interests and educational goals).

Study Skills: Taking Notes

BEFORE:

- Review your notes from the previous session. This will help you remember what was covered and get you ready to understand new information.
- Try to complete all assigned readings. Your instructor will expect that you have done this and will use and build upon this information.

DURING:

- Listen for "signal statements" that tell you that someone is about to say something to write in your notes. Examples of signal statements are "the most important point is..." and "remember that..." Be sure

to include in your notes information that anyone repeats or writes.

- Write quickly by abbreviating words, using symbols, and writing brief phrases.
- Place question marks next to information you don't understand or need to explore.

AFTER:

- Rewrite your notes to make them more complete. Rewriting notes enhances your memory and retention and makes your notes more understandable.
- Answer any questions you had when writing your

notes. Use texts and reference sources to obtain the information you need to answer questions. If necessary, ask others from your class.



Important Dates for December/January

- Dec. 12th**—Last day of classes.
- Dec. 15th**—Study day for final exams.
- Dec. 16th**—First day of exams.
- Dec. 17th**—Second day of exams.
- Dec. 18th**—Third day of exams and fall term closes at 3 p.m.
- Dec. 30th**—Fall 2008 grades due.
- Jan. 12th**—First day of classes for Spring Term 2009.

Check out our website :
<http://csbsju.edu/academicadvising/>