

# Oklahoma State University-Tulsa Academic Advising Syllabus

Advising Center  
130 North Hall  
700 N. Greenwood Ave.  
Tulsa, OK 74106

Phone: 918-594-8271  
Fax: 918-594-8246  
Hours: M-R, 8 am to 6 pm, F 8 am to 5 pm  
1<sup>st</sup> & 3<sup>rd</sup> Tuesday of the month, 8am-7pm  
\*\*hours subject to change, and each advisor keeps different hours

**\*\*\*Please reschedule your appointment if you will be late\*\*\***

## **SCHEDULING AN ADVISING APPOINTMENT:**

To arrange an appointment, have your major, campus wide ID, contact phone number, and a calendar with you, and then call the Advising Center at 918-594-8271. It is preferred that you NOT call your advisor directly to schedule an appointment with them.

- If you are scheduling an appointment to enroll for next semester, refer to the Student Self-Service page (<http://prodosu.okstate.edu>) for your Enrollment Date, which is based on total earned hours. You are eligible to come in two weeks prior to that date.
- For appointments regarding issues other than enrolling (such as changing your major, adding a minor, etc.), you may come in any time. Please notify the front desk if you do intend to change your major as you need to meet with your new advisor.
- Add/Drop cards do not require an advising appointment unless you wish to speak to your advisor first. Be aware of the Add/Drop deadlines, which can be found at the Registrar's website: <http://registrar.okstate.edu>
- If you need special accommodations during your appointment, please request them when scheduling your appointment.
- Please call 918-594-8271 to reschedule your appointment if you are going to be late.
- You should arrive 15 minutes early to your advising appointment or have completed your pre-advising form prior to arrival.

## **OSU-TULSA ACADEMIC ADVISING MISSION STATEMENT**

The core values of OSU-Tulsa are: Integrity, Excellence, Service to Others, Diversity, Stewardship of Resources and Intellectual Freedom.

The Academic Advising Center of OSU-Tulsa fully embraces the core values of the institution and believes in providing a high level of service to students, while also providing the necessary resources and encouragement for students to make sound decisions regarding their educational goals.

Academic advising at OSU-Tulsa is a collaborative, mandatory process. Academic advisors and students work to define and implement educational plans consistent with the student's personal values, goals and career plans to become a self-directed learner and decision maker.

## **LINKS TO COMMONLY USED RESOURCES:**

- OSU-Tulsa Advising web page: <http://www.osu-tulsa.okstate.edu/advising/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://registrar.okstate.edu/Academic-Calendar>
- Student Self Service: <http://prodosu.okstate.edu/>
- Testing Center: <http://www.osu-tulsa.okstate.edu/testingcenter/>
- Tutoring Services: <http://www.osu-tulsa.okstate.edu/tutoringservices/>
- Counseling Center: <http://www.osu-tulsa.okstate.edu/services/counseling.asp>
- Office of Scholarships and Financial Aid: <http://www.osu-tulsa.okstate.edu/financialaid/index.asp>
- Career Services: <http://www.osu-tulsa.okstate.edu/careerservices/>
- D2L portal: <http://oc.okstate.edu>
- Distance Learning courses: <http://ocampus.okstate.edu>

## **ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT**

You can expect your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and guide you to develop and pursue your educational goals and create a realistic, clear, and attainable academic plan.
- Communicate the importance of diligence in academic endeavors.
- Assist you with planning academic paths consistent with your abilities and interests.
- Provide a safe, respectful, and confidential space to ask questions, discuss your interests, and express your concerns.
- Provide you with information about utilizing the available resources and services on campus.
- Monitor and accurately document your progress towards meeting your educational goals.
- Assist you in assuming responsibility for your educational plans and achievements.
- Maintain confidentiality according to FERPA and University requirements.
- Listen to your concerns and respect your individual values and choices.
- Be accessible for individual advising appointments requested in advance.
- Help you make decisions, but not make decisions for you.

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**Alone we can do so little; together we can do so much.**

**– Helen Keller**

## **STUDENT RESPONSIBILITIES – WHAT YOU ARE EXPECTED TO DO**

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule and keep appointments with your advisor each semester.
- Be courteous and plan ahead by scheduling appointments early and canceling or rescheduling if necessary.
- Silence your cell phone beforehand, and please do not talk on your phone or text during advising appointments.
- Come prepared for advising appointments by: researching degree requirements, pre and co-requisites and transfer information; preparing a tentative schedule for next semester on your pre-advising meeting form; bringing the plan of study you received from your advisor; and preparing a list of any questions you may have.
- Ask questions if you do not understand an issue or have a specific concern.
- Actively participate in your advising meeting by asking questions, by sharing and clarifying goals, and by providing accurate information regarding your interests and abilities.
- Keep a personal record of your progress towards meeting your academic goals.
- Organize official documents in a way that enables you to access them when needed and bring them to your advising appointments.
- Become knowledgeable about college programs, policies, and procedures.
- Follow the University policy regarding Academic Integrity (<http://academicintegrity.okstate.edu/>)
- Accept responsibility for academic decisions, performance, and your actions.
- Actively read your advisor's email messages and check your OSU email at least once a week.
- Follow through on suggested actions or referrals in a timely way.