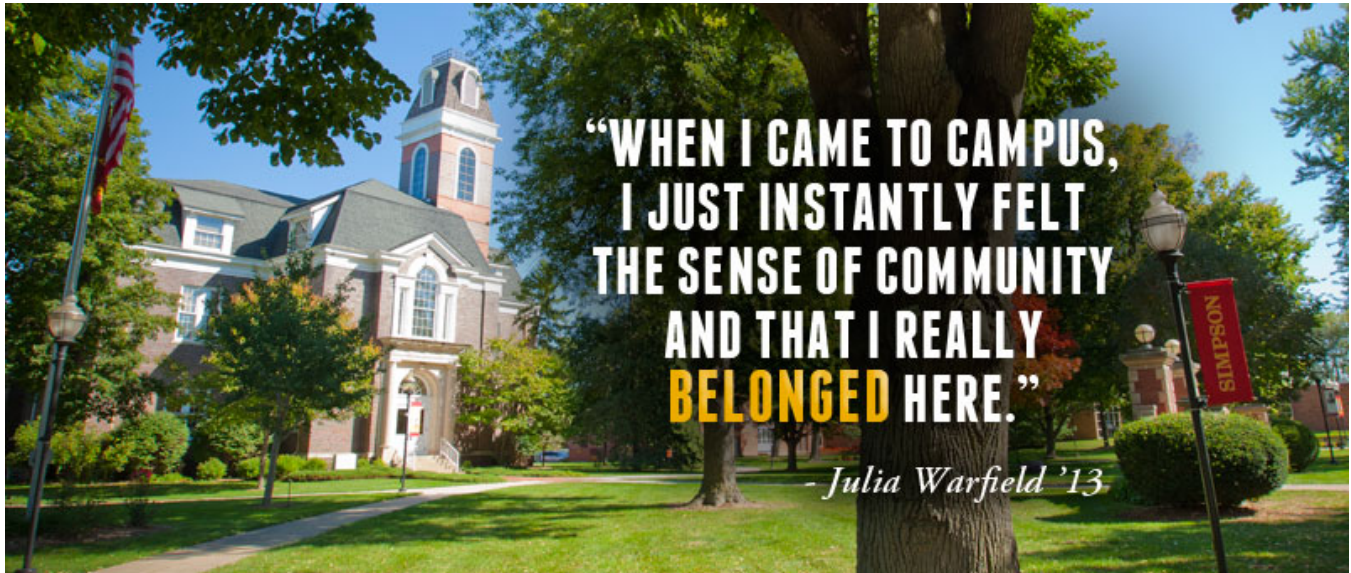


# Student Academic Advising Planner Simpson College



**Our Goal:** To provide students a tool to guide their academic career at Simpson College and help them to utilize academic advising to its fullest extent.

**Our Mission:** Academic advising at Simpson College is a collaborative process between the student and the advisor. The academic advisor works with other college faculty and staff to guide and encourage the student to take responsibility for successfully completing an academic program and preparing for the future in accordance with the college mission statement.

Objectives:

1. To help each student prepare and complete an academic program that is consistent with their desires, passions, skills, and strengths.
2. To serve as a resource for information about the college and its programs and to appropriately refer students to other college professionals.
3. To encourage appreciation for and understanding of liberal arts education.

In the first-year, students will have a Liberal Arts Advisor assigned as part of the SC101 or SC201 experience. When students declare a major, they will select a Major Advisor in their major area. Students may also have one or more Supplemental Advisors, for example an advisor in Student Support Services (SSS), or an advisor in their minor.



## Fall Semester

### Prior to the Start of the Year:

- ◇ Get to know the academic system (Scholar and Simpson Connect)
- ◇ Review your detailed schedule
- ◇ Purchase textbooks and school supplies
- ◇ Consider contacting your academic advisor
- ◇ Review course descriptions in the course catalog

### September:

- ◇ Develop a 4-year academic plan
- ◇ Explore study abroad opportunities
- ◇ Familiarize yourself with Scholar and Simpson Connect
- ◇ Get to know your Simpson Colloquium (SC) Advisor
- ◇ Make an appointment to meet your advisor one-on-one and discuss academic and career goals
- ◇ Connect with academic resources, i.e. Writing Center, Hawley, Student Support Services, Career Center
- ◇ Attend the Organization Fair

### October:

- ◇ Review your midterm grades. Do you need to get a tutor or go to the writing center?
- ◇ Meet with your professors to discuss your current course progress
- ◇ Meet with your advisor about registration for Spring semester; be sure to go prepared to discuss your current grades, interests, and classes you would like to take in the Spring
- ◇ Make sure your advisor checks you off for Spring registration
- ◇ Make sure you have no holds on your account that would prohibit you from registering for classes
- ◇ Attend the Majors/Minors fair

### November:

- ◇ Register for Spring classes
- ◇ Prepare for final exams and papers

### December:

- ◇ Continue preparation for final exams and determine when your final exams will take place and your final papers are due

## Spring Semester

### January:

- ◇ Review your detailed schedule
- ◇ Check your final Fall grades for accuracy and consider how to improve your grades in Spring (if needed)
- ◇ Add/drop courses if necessary to fine tune your schedule (be sure to check the add/drop date and make sure all adjustments are submitted in time)
- ◇ Plan how to incorporate activities within your course schedule

### February:

- ◇ Attend activities you signed up for
- ◇ Check out the Study Abroad fair
- ◇ Meet with your advisor to update them on any changes
- ◇ Connect with academic resources, if needed

### March:

- ◇ Review your midterm grades and seek assistance if necessary
- ◇ Meet with your professors to discuss your current course progress
- ◇ Review your degree audit and discuss your engaged citizenship curriculum and major/minor program with your advisor.
- ◇ Meet with your advisor about registration for Summer and Fall semesters; be sure to go prepared to discuss your current grades, interests, and classes you would like to take in the Summer and/or Fall
- ◇ Make sure your advisor checks you off for Fall registration
- ◇ Make sure you have no holds on your account that would prohibit your from registering for classes
- ◇ Register for Summer and Fall courses

### April:

- ◇ Discuss your interests and possible major/minor with your advisor
- ◇ Prepare for final exams and papers and determine when they will take place or are due

# Engaged Citizenship Curriculum Worksheet

## May Term (Complete 1 for every 2 years of full-time enrollment at Simpson):

- ◇ May Term #1 \_\_\_\_\_
- ◇ May Term #2 (if needed) \_\_\_\_\_

## Area of Engagement:

- ◇ Arts (ARTS) \_\_\_\_\_
- ◇ Civic Engagement (CIVIC) \_\_\_\_\_
- ◇ Diversity & Power (DIVERSTY) \_\_\_\_\_
- ◇ Ethics & Value (ETHICS) \_\_\_\_\_
- ◇ Global Perspectives (GLOBAL) \_\_\_\_\_
- ◇ Historical Perspectives (HISTRCL) \_\_\_\_\_
- ◇ Scientific Reasoning (SCIENCE) \_\_\_\_\_

## Embedded Skills:

- ◇ Collaborative Leadership (COLLABLDR) #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- ◇ Critical Thinking (CRIT THINK) #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- ◇ Information Literacy (INFOLIT) #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- ◇ Intercultural Communication (INTRCUL) #1 \_\_\_\_\_
- ◇ Oral Communication (ORALCOMM) #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- ◇ Quantitative Reasoning (QUANT) #1 \_\_\_\_\_  
#2 \_\_\_\_\_
- ◇ Written Communication (WRITCOM) #1 \_\_\_\_\_  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_  
#4 \_\_\_\_\_

# Four-Year Plan

Academic Year \_\_\_\_\_ - \_\_\_\_\_

Fall	Spring	May Term	Summer

Academic Year \_\_\_\_\_ - \_\_\_\_\_

Fall	Spring	May Term	Summer

Academic Year \_\_\_\_\_ - \_\_\_\_\_

Fall	Spring	May Term	Summer

Academic Year \_\_\_\_\_ - \_\_\_\_\_

Fall	Spring	May Term	Summer

## **Advising Responsibilities for Students**

- ◇ Schedule time to meet with your Liberal Arts or Major Advisor before class registration
- ◇ Request an advisor in your major, once you have declared a major
- ◇ Inform the Registrar's Office of changes in your academic program
- ◇ Meet graduation requirements
- ◇ Come prepared to advising appointments (bring your four-year plan, your embedded curriculum worksheet, a list of courses you're interested in taking the following semester, any changes you need to discuss with your advisor, and a list of questions you need answered)
- ◇ Gather all relevant decision-making information before your meeting
- ◇ Clarify and/or revise your personal goals
- ◇ Complete all of the "to do's" recommended by your advisor at your last meeting or via email
- ◇ Ask questions if you do not understand an issue or have a specific concern
- ◇ Take responsibility for exploring career options
- ◇ Seek opportunities (organizations, activities, internships, jobs, study abroad opportunities) that are consistent with your areas of interest
- ◇ Review your degree audit and graduation requirements frequently

## **Advising Responsibilities for Advisors**

- ◇ Provide academic counsel, personal guidance, and professional guidance for students
- ◇ Maintain professional relations with students
- ◇ Be accessible and responsive to advisees
- ◇ Communicate college policies and procedures
- ◇ Help students define and develop realistic goals (short and long term)
- ◇ Match students' needs with available resources and make appropriate referrals
- ◇ Assist students' with planning programs consistent with abilities and interests
- ◇ Educate advisee about the major and/or career field
- ◇ Monitor and support students' progress



## Four-Year Advising Checklist

### Year 1:

- ◇ Learn what campus clubs and activities are right for you
- ◇ Visit fairs on campus to learn about your interest socially and academically
- ◇ Think about if going abroad is right for you
- ◇ Learn about major requirements
- ◇ Familiarize yourself with Simpson's online systems and degree audit
- ◇ Develop a four-year plan of study with your advisor
- ◇ Meet with your advisor each semester
- ◇ Attend lectures on campus related to career, major, and personal interests

### Year 2:

- ◇ Discuss internship possibilities with the Office of Civic Engagement
- ◇ Continue to attend campus information sessions and career events
- ◇ Shadow career professionals in fields you are considering
- ◇ Declare a major, if you haven't done so already
- ◇ If you plan to study abroad, plan which semester that would work best with your advisor
- ◇ Review/adjust your four-year plan
- ◇ Continue involvement in extracurricular activities
- ◇ Attend lectures on campus related to career, major, and personal interests
- ◇ Visit career services and explore your interest further
- ◇ Begin to develop a resume and have it review by career services

### Year 3:

- ◇ Take graduate/professional school exams as required
- ◇ Discuss career and graduate school opportunities
- ◇ Review/adjust your four-year plan
- ◇ Attend lectures on campus related to career, major, and personal interests
- ◇ Update your resume
- ◇ Check your degree audit for accuracy and apply for graduation

### Year 4:

- ◇ Apply to graduate/professional schools and/or jobs
- ◇ Attend lectures on campus related to career, major, and personal interests
- ◇ Develop a career search strategy and meet with Career Services to implement
- ◇ Attend job fairs on and off campus
- ◇ Attend mock interview sessions or set up mock interviews for yourself



