

## GSU UAAC Academic Advising Guide

BEYOND CLASS SCHEDULING: BUILDING YOUR FUTURE.

**Location:** C3385 (UAAC)

**Phone:** 708.534.8043

**Email:** [advising@govst.edu](mailto:advising@govst.edu)

**UAAC Hours:** **M T W Th F:** 8:30AM - 5:00PM | *after hours upon request*

**Website:** <http://www.govst.edu/advising>

**DEFINITION OF ACADEMIC ADVISING:** Academic advising goes beyond the clerical functions of scheduling classes and preparing degree plans. Good academic advising assists students in clarifying personal and career goals, developing consistent educational goals, and evaluating the progress toward established goals. Academic advising utilizes the resources of the University and refers students to the appropriate academic support services. It is a decision-making process in which the sharing of information between student and advisor promotes responsible and appropriate choices and facilitates a successful academic experience. - The College of New Jersey (2002)

**ACADEMIC ADVISING MISSION STATEMENT:** To assist students, through the use of advising and continuous assessment, in the development of meaningful educational plans which are compatible with their academic and life goals.

**ACADEMIC ADVISING VISION STATEMENT:** Advisors partner with a network of GSU and community professionals to facilitate student success in the pursuit of students' academic and life goals.

**ACADEMIC ADVISION DEI STATEMENT:** GSU's Undergraduate Academic Advisors believe in fair and equitable access to higher education. We are committed to fostering an environment that is

inclusive and responsive to our diverse student populations and promotes excellence for all students.

**WHO IS MY ADVISOR?** You can find your advisor two ways.

- 1) Visit the Undergraduate Advising page: [govst.edu/undergraduate-advising/](http://govst.edu/undergraduate-advising/)
  - a. Select your college or status at the bottom of the screen
  - b. Locate your major on the list provided
- 2) Log into the MyGSU portal ([mygsu.govst.edu](http://mygsu.govst.edu)):
  - a. Look for the Online Services section at the left
  - b. Click on Students
  - c. Click on Academic Profile
  - d. Click on My profile

**GUIDELINES FOR CONTACT:** When contacting your academic advisor via phone or email-

- ✓ Provide your name, student ID#, GSU email address, and major/program
- ✓ Include a brief explanation of question/concern
- ✓ Offer preferred return contact information (phone number, email address)
- ✓ Use GSU email address when reaching out via email
- ✓ Current students may use GSU Star to schedule appointments, if desired
- ✓ Expected response time can vary but advisors will typically respond within 2-3 business days; please allow a couple of days before calling/emailing again

**STUDENT & ADVISOR EXPECTATIONS AND RESPONSIBILITIES:**

STUDENT EXPECTATIONS:	ADVISORS EXPECTATIONS:
Take primary and increasing responsibility for your educational plans and achievements	Empower and encourage students in fulfilling their academic goals
Be involved in the advising process by assuming responsibility for degree planning and coming to appointments prepared to ask questions and discuss goals and plans	Provide feedback and support to students as they create and revise their academic plans
Fully understand your degree requirements and how to access university and program policies and procedures	Be prepared to answer student questions regarding academic planning, program requirements, and progression to degree
Check and utilize Self-Service Course Plan and Program Catalog regularly to self-manage your courses and pre-requisite requirements	Communicate programmatic curriculum, requirements, policies, and procedures; direct students to academic catalogs and other academic resources as needed
Attend academic advising appointments as scheduled; if you are late or need to cancel, please inform the advisor as soon as possible.	Provide an advising environment that is open, respectful, and supportive
Be aware of all deadlines. Check the University Academic Calendar regularly	Maintain confidentiality (as per FERPA regulations)
Take primarily responsibility for adding, dropping, or withdrawing from courses and the university as a whole, if needed	Guide students in identifying and pursuing resources throughout campus
Accept responsibility for your actions, decisions, and academic performance	Answer students' calls and emails in a timely fashion (within 2-3 business days)
Check your GSU e-mail <b>regularly</b> , and utilize your GSU email exclusively to contact anyone in the GSU system	Check your GSU e-mail <b>regularly</b> , and utilize your GSU email exclusively to contact anyone in the GSU system

**APPOINTMENT TYPE:**

Drop-In	Current Student Advising	New Student Advising
<ul style="list-style-type: none"> <li>✓ Form completion</li> <li>✓ Policy or procedure questions</li> <li>✓ Schedule appointments</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-Service Course Plan review</li> <li>✓ Academic plan revision or update</li> <li>✓ Course planning</li> <li>✓ Major/Minor/Concentration adjustments</li> <li>✓ Academic challenges</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-Service Course Plan initial explanation and review</li> <li>✓ Support for academic plan creation</li> <li>✓ Explanation of university and departmental policies, procedures, and requirements</li> </ul>

**\*NOTE: all appointment types can be completed in-person or via phone or video, but may vary depending on advisor and student preference.**

**How to Prepare for an Advising Session:** Below are a few suggestions of how to prepare for your appointment.

**For any meeting with an advisor, you should:**

- Review the online class schedule and study plan/course requirements
- Prepare a list of questions
- Be sure to understand the program requirements, policies, and procedures. If you do not know, please refer to the university catalog and/or program handbook
- Review the academic calendar to be sure you are not missing any deadlines
- Attempt to login to the GSU Student Portal ([mygovst.govst.edu](http://mygovst.govst.edu)), as well as, have your student id and student e-mail address

**UNIVERSITY RESOURCES:**

GSU Portal: <http://mygovst.govst.edu> | Catalog: [www.govst.edu/catalog](http://www.govst.edu/catalog)

<b>Academic Resource Center</b> Website: <a href="http://govst.edu/ARC/">govst.edu/ARC/</a> Phone: 708.534.4090 Email: <a href="mailto:arc@govst.edu">arc@govst.edu</a> Office: B1215	<b>Admissions</b> Website: <a href="https://www.govst.edu/admissions/">https://www.govst.edu/admissions/</a> Phone: 708.534.4490 Email: <a href="mailto:admission@govst.edu">admission@govst.edu</a> Office: D1400	<b>Counseling &amp; Wellness Center</b> Website: <a href="http://govst.edu/wellness/">govst.edu/wellness/</a> Phone: 708.235.7334 Email: <a href="mailto:studentcounseling@govst.edu">studentcounseling@govst.edu</a> Office: A1120
<b>Dean of Students Office</b> Website: <a href="http://govst.edu/DOS/">govst.edu/DOS/</a> Phone: 708.235.7595 Email: <a href="mailto:deanofstudents@govst.edu">deanofstudents@govst.edu</a> Office: C1310	<b>Disability Services</b> Website: <a href="http://govst.edu/disability-services/">govst.edu/disability-services/</a> Phone: 708-235-3968 Email: <a href="mailto:ASSD@govst.edu">ASSD@govst.edu</a> Office: B1215	<b>Financial Aid</b> Website: <a href="http://govst.edu/finaid">govst.edu/finaid</a> Phone: 708.534.4480 Email: <a href="mailto:faid@govst.edu">faid@govst.edu</a> Office: D1423
<b>Health Center</b> Website: <a href="http://govst.edu/advocate-health-center/">govst.edu/advocate-health-center/</a> Phone: 708.235.2114 Office: A1120	<b>Housing</b> Website: <a href="https://www.govst.edu/housing/">https://www.govst.edu/housing/</a> Phone: 708.235.7110 Email: <a href="mailto:housing@govst.edu">housing@govst.edu</a> Office: C1330	<b>IT Helpdesk</b> Website: <a href="http://govst.edu/helpdesk/">govst.edu/helpdesk/</a> Phone: 708.534.4357 Email: <a href="mailto:help@govst.edu">help@govst.edu</a>
<b>Library</b> Website: <a href="https://www.govst.edu/gsu-library/">https://www.govst.edu/gsu-library/</a> Phone: 708.534.4111 Email: <a href="mailto:library@govst.edu">library@govst.edu</a> Office: D2400	<b>Registrar's Office</b> Website: <a href="http://govst.edu/registrar/">govst.edu/registrar/</a> Phone: 708.534.4500 Email: <a href="mailto:RegOffice@govst.edu">RegOffice@govst.edu</a> Office: C1300	<b>Student Accounts</b> Website: <a href="http://govst.edu/student-accounts/">govst.edu/student-accounts/</a> Phone: 708.235.7604 Email: <a href="mailto:StudentAccts@govst.edu">StudentAccts@govst.edu</a> Office: C1333

