

Academic Advising Syllabus

2024 - 2025 Academic Year

What do academic advisors do?



Advisors are **academic experts** of their institutions. They:

- Provide students with options regarding their academic career
- Alert students to established University policies
- Connect students to resources on campus
- Positively challenge students to make the most of their time in college

While students are ultimately responsible for ensuring all graduation requirements have been met, advisors serve as a guide to students every step of the way.

Who are the academic advisors?



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Who is my academic advisor?

To learn your advisor's name:

1. Log in to **Buckeye Link** (<https://buckeyelink.osu.edu>).
2. On the right side under "Quick Links", click on "**My Buckeye Link**".
3. Look on the right side for the box labeled "**Advisor**".



How do I make an appointment with my advisor?

Students use **OnCourse** to schedule appointments with their Academic Advisor.

Scan the QR code to the right for a link to OnCourse and tutorials on how to use it.



What is an advising report?



Your **Advising Report** acts as an **unofficial transcript**.



It provides critical information including courses you have taken and grades you have earned, as well as your term & cumulative GPA.

Students can access their Advising Report by searching "Advising Report" in **Buckeye Link**.



Important: You need to view your Advising Report at the end of each semester to know what your overall and semester GPAs are. The final grade for a course listed in Carmen Canvas may not be the final grade you receive for the class.

Advisor & Student Responsibilities

|  Advisor Responsibilities |  Student Responsibilities |
|---|---|
| Assist students with planning academic paths consistent with their abilities, interests, and goals. | Read and respond to your Ohio State email daily and do not forward your Ohio State email to another email platform. |
| Aid students in exploring majors and finding an appropriate field of study. | Know your schedule , attend all classes, and submit all work prior to the due date. |
| Provide academic support to ensure successful progression to declaring and completing a major. | Complete all items on your To Do List in Buckeye Link as soon as possible and understand your Statement of Account . |
| Communicate the University's deadlines, policies, and procedures . | Learn University policies, procedures, and deadlines, especially those related to schedule changes. |
| Advise students regarding general education requirements, major/minor curriculum , and class selections. | Use OnCourse to make regular appointments with your academic advisor. |
| Respond to student emails in a timely manner (within 2 business days). | Respond to advisor emails in a timely manner (within 2 business days). |
| Make appropriate referrals to campus resources and provide information and strategies for using University resources and services. | Schedule appropriate general education, major and minor courses to meet graduation requirements. |
| Offer a safe and respectful space for students to ask questions, discuss interest, and express concerns. | Engage with campus resources and get involved in campus activities. |
| Maintain appropriate confidentiality including FERPA regulations. | Be an active participant in advising appointments. Have a purpose and ask relevant questions. |
| Enter notes in OnCourse after each appointment. | Take ownership for your decisions. |

Academic Resources



[Academic Advising](https://mansfield.osu.edu/academics/academic-advising)

<https://mansfield.osu.edu/academics/academic-advising>



[Academic Calendar](https://registrar.osu.edu/academic-calendar/)

<https://registrar.osu.edu/academic-calendar/>



[Career Resources](https://careers.osu.edu/students/career-resources)

<https://careers.osu.edu/students/career-resources>



[Course Schedule](https://mansfield.osu.edu/academics/course-schedules)

<https://mansfield.osu.edu/academics/course-schedules>



[Ohio State Majors](https://undergrad.osu.edu/majors-and-academics/majors)

<https://undergrad.osu.edu/majors-and-academics/majors>



[Ohio State Minors](https://undergrad.osu.edu/majors-and-academics/minors)

<https://undergrad.osu.edu/majors-and-academics/minors>



Technology Resources



Buckeye Link
(buckeyelink.osu.edu)

What Is It?

OSU critical access point. Contains tools needed to be an OSU student.

How Often Do I Use it?

Daily

Why Do I Use it?

Check **class schedule**, grades, financial aid, statement of account. Access OnCourse, **Buckeye Mail**, and To Do List.



Buckeye Mail
(buckeyemail.osu.edu)

Official OSU email.

Log in with:
last.#@buckeyemail.osu.edu

Multiple Times per Day

All critical communication will come to this email. **DO NOT** forward to another email account.



Carmen Canvas
(carmen.osu.edu)

Ohio State's online **learning management system.**

Multiple Times per Day

Portal to find **assignments, drop boxes, due dates, and materials** for most in-person and all online classes.



(buckeyes.campus.eab.com)

Self-service **appointment scheduling.**

As Needed

Schedule appointments for **advising, tutoring, financial aid, career services, and study skills.**



Advising Dates and Deadlines



Before semester begins – Remember to **check email daily** throughout the semester.

Week 1 ————— Fri. of Week 1: **last day to add a class** without instructor permission.

Week 2 ————— Fri. of Week 2: **last day to add a class** without a petition & late fee.

Week 3 ————— Faculty members submit notification if student is having difficulty in class.

Week 4 ————— Fri. of Week 4 is the **last day to withdraw from a class** and not receive a "W" grade.

Week 5



Week 6 ————— **Enrollment Appointment** to schedule for next semester is assigned and sent via email.

Week 7



Week 8 ————— Faculty members submit notification if student is having difficulty in class. Session 2 classes begin.

Week 9



Week 10 ————— Fri. of Week 10 is the **last day to withdraw from a class** and receive a "W". **Scheduling processes begins** - meet with your academic advisor.

Week 11 - 14 ————— **Scheduling process continues** - meet with your academic advisor.

Week 15 ————— **Final Exams - Good Luck!**

Important Campus Resources

These are the resources advisors most frequently refer students to:



Conard Learning Center

100 Conard Hall

Walk In or **Schedule an Appointment** (<https://go.osu.edu/CLOnline>)

Conard Learning Center Webpage

(<https://mansfield.osu.edu/conard-learning-center>)



Kendra Boggs, Financial Aid Coordinator

104 Riedl Hall

Email: boggs.1202@osu.edu

Schedule an Appointment (<https://buckeyes.campus.eab.com>)

Financial Aid Webpage (<https://go.osu.edu/mansfieldsfa>)



New Directions, Student Assistance Program

2nd Floor Ovalwood

Phone: 419-529-9941

Request an Appointment

Student Assistance Program Webpage

(<https://go.osu.edu/mansfieldcounseling>)



Michelle McGregor, Disability Services Coordinator

136 Ovalwood

Schedule an Appointment by

Email: mcmgregor.40@osu.edu **Phone:** 419-755-4304

Disability Services Webpage (<https://go.osu.edu/mansfieldSLDS>)



Office of Technology and Digital Innovation

Email: servicedesk@osu.edu

Phone: 614-688-4357 (HELP) **IT HelpDesk Webpage** (<https://it.osu.edu/help>)

Buckeye Bar, Appointment and Walk-In IT Help

Bromfield Library & Information Commons (BLIC)

Monday - Friday, 10 am - 2pm

Schedule a Buckeye Bar Appointment (<https://go.osu.edu/bbarmans>)

Additional Resources

[BuckID Picture Upload](https://buckid.osu.edu/orientation) (<https://buckid.osu.edu/orientation>)

[Campus Map](https://mansfield.osu.edu/campus-map) (<https://mansfield.osu.edu/campus-map>)

[Career Services](https://go.osu.edu/mansfieldcareers) (<https://go.osu.edu/mansfieldcareers>)

[Housing \(Molyet Village\)](https://go.osu.edu/mansfieldhousing) (<https://go.osu.edu/mansfieldhousing>)

[Library \(BLIC\)](https://mansfield.osu.edu/academics/blic) (<https://mansfield.osu.edu/academics/blic>)

[Ohio State App](https://it.osu.edu/offerings/ohio-state-app-suite) (<https://it.osu.edu/offerings/ohio-state-app-suite>)

[Safety Services](https://go.osu.edu/mansfieldSLDS) (419-565-2432)

[Textbooks](https://go.osu.edu/mnstextbooks) (<https://go.osu.edu/mnstextbooks>)