

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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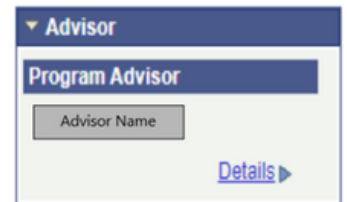
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Who is my academic advisor?

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/CLCOnline>)

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: mcgregor.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>)

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

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

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

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

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

Safety Services (419-565-2432)

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