

Student Name: _____
Advisor Name: _____

Student Major: _____
ID: _____

Mission:

The mission of the First-Year Experience and First-Year Advising is to provide first-year students with the academic and social resources needed to successfully transition to college life and progress towards graduation.

Advisor Responsibilities: I will:

1. advise students about course & major selection, academic policies and procedures of the university, career options, and other issues related to their matriculation.
2. support students by addressing their weaknesses as well as their strengths in order to promote their professional growth and movement toward independence.
3. refer students to support services for additional assistance.
4. maintain confidentiality (FERPA)
5. be readily accessible to students.
6. create a graduation plan with student.

Student Responsibilities: I will:

1. follow the First Year Experience freshman block schedule my first two semesters at Chicago State University. The times of the classes I take are dictated by the block schedule I choose and no substitutions can be made.
2. meet with my advisor for regularly scheduled advising appointments (5 times per semester).
3. familiarize myself with the degree requirements of my major and the academic catalog.
4. create a graduation plan with my advisor.
5. learn the University general education requirements.
6. learn and understand my degree requirements.
7. learn the academic policies and procedures.
8. meet with my advisor about registration.
9. actively use campus resources and seek out assistance.
10. apprise my advisor of any difficulties and issues I have throughout the term.
11. be an active participant in my advising sessions by coming prepared and on time to advising appointments.
12. check my Chicago State University email regularly and respond to messages from my advisor. I understand that email is one of the primary means of communication at the institution.
13. update my contact information in Cougar Connect regularly.
14. accept responsibility for all of my decisions and actions as they relate to my educational experience.

Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____