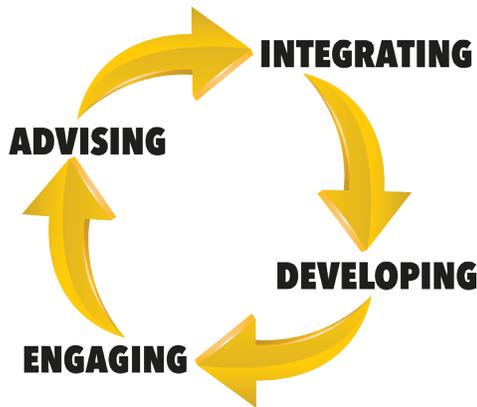


COLLEGE OF INFORMATICS ADVISING CENTER

ADVISING SYLLABUS



STUDENT LEARNING OUTCOMES

You will learn to:

- Engage with the COI Advising Center, including appointment scheduling.
- Understand NKU graduation requirements, general education requirements and program requirements—major, secondary area of study, electives.
- Locate and engage with campus resources.
- Find and follow policies and procedures of the university, the College of Informatics and the academic department(s).
- Use myNKU to complete course registration and access other important records.
- Manage and balance skills for life, academics, scheduling and career.
- Select courses that best fit interests and academic programs.
- Expand professionally with applied experiences.
- Make progress toward academic and career goals.



NKU'S ACADEMIC ADVISING PHILOSOPHY

Academic advising at NKU is an integral part of the learning process. As such, academic advising is a collaborative effort that encourages students to develop clear educational plans and choose realistic life/career goals. In order to assist students in realizing their full potential at the university, faculty and staff advisors at NKU embrace the following beliefs about academic advising:

- **The primary responsibility for decision-making rests with the student.**
- Students are often unaware of the demands and expectations of the university and, therefore, need to clearly understand the culture of higher education.
- Academic advising is not an isolated event but an ongoing communication between the student and advisor in which mutual trust and respect must be established.
- Academic advisors recognize and accept that each student is unique.
- The core of all academic advising is the development of a holistic educational plan that facilitates the student's intellectual and personal growth and includes an academic plan that identifies the most appropriate courses to satisfy degree requirements in an efficient and effective manner.



IDEAtion!



IDEATION comprises all stages of a thought cycle, from *innovation*, to development to actualization.

– Graham, D and Bachmann, T., (2004)
Ideation: The Birth and Death of Ideas.
John Wiley and Sons Inc.
ISBN 978-0471479444

WHAT	WHEN			
INTEGRATE: Orientation & Course Registration	BEFORE Y1			
DEVELOP: Investigate Applied Experience* Opportunities	Y1	Y2		
ENGAGE: Try out a Student Organization	Y1	Y2		
ADVISE: Schedule Advising Appointment in Sep/Oct & Feb/Mar	Y1	Y2		
INTEGRATE: Attend COI Social Events	Y1	Y2	Y3	Y4
DEVELOP: Attend COI Professionalization Events	Y1	Y2	Y3	Y4
ENGAGE: Attend INFO-EXPO: THE COI Student Organization Fair	Y1	Y2	Y3	Y4
ADVISE: Get to know a Faculty Member each semester	Y1	Y2	Y3	Y4
INTEGRATE: Read the Informatics INFORMER	Y1	Y2	Y3	Y4
DEVELOP: Improve an Academic Skill each semester	Y1	Y2	Y3	Y4
ENGAGE: Engage in a Student Organization	Y1	Y2	Y3	Y4
ADVISE: Check Midterm Grades	Y1	Y2	Y3	Y4
INTEGRATE: Take on a leadership role in a Student Organization		Y2	Y3	Y4
DEVELOP: Write and update your Résumé		Y2	Y3	Y4
ENGAGE: Attend an NKU Career Fair		Y2	Y3	Y4
ADVISE: Activate your Handshake Account		Y2	Y3	Y4
INTEGRATE: Attend your academic department's award ceremony			Y3	Y4
DEVELOP: Conduct an internship/co-op or research/creative project			Y3	Y4
ENGAGE: Find someone to mentor; be a tutor, RA, peer coach or TA			Y3	Y4
ADVISE: Participate in COI Graduation Planning Process			Y3	Y4
INTEGRATE: Apply for Graduation				Y4
DEVELOP: Attend Commencement				Y4
ENGAGE: Be an Engaged NKU Alum!				AFTER Y4
ADVISE: Carry forward and assist others!				

* Applied Experience = Student involvement, study abroad/away, internships/co-ops, research/creative projects

ADVISING POLICIES & PROCEDURES

- **Mandatory Advising:** Students with less than the number of earned hours below are required to meet with an advisor each semester.

BUSINESS INFORMATICS DEPARTMENT		COMMUNICATION DEPARTMENT	COMPUTER SCIENCE DEPARTMENT	COI UNDECLARED
HIN, LIN	XBIS, BIS	CMST, DFX, EMB, HCOM, JOU, PRE	ASE, CIT, CSC, CYS, DSC	COI UNDB
< 45 EHRS	< 60 EHRS	< 45 EHRS	< 45 EHRS	ALL

- **Appointment Cancellation Policy:** Students are expected to call/email their advisor if they are unable to attend a scheduled appointment. Your appointment will be cancelled if you are more than 10 minutes late.
- **Appointment No Show Policy:** Students who do not appear for three consecutive scheduled appointments will have to meet with the COI Assistant Dean.
- **Appointment Preparation Policy:** Students are expected to arrive on time and prepared for their appointments.
- **Course Withdrawal Policy:** Students are expected to be aware of course withdrawal deadlines. Failure to be aware of these dates may result in a grade point average (GPA) lower than university standards.
- **Course Add/Drop Procedures:** Students are expected to be aware of procedures for adding and dropping courses. This can be done by the student using myNKU as long as the student maintains good academic standing.
- **Advisor Change Request Policy:** Students who wish to officially request a reassignment of their COI advisor must meet with the COI Assistant Dean.



STUDENTS' RESPONSIBILITIES IN THE ADVISING PROCESS

- Give careful thought to your academic and career goals and openly share this information with your advisor.
- **Take responsibility for your learning by reviewing the University Catalog, the course offerings, your major/degree requirements and by becoming fully aware of academic/university policies, procedures and requirements.**
- To ensure quality time, make an official advising appointment every semester well in advance of your designated registration time. If you are unable to keep a scheduled advising appointment, remember to notify your advisor in advance.
- Prepare a list of questions before meeting with your advisor and have a tentative written list of classes for which you would like to register.
- Know the academic calendar and be aware of important deadlines.
- Know your academic requirements and keep track of courses completed for general education, your major and minor/focus area.
- Contact your advisor at times other than the official advising/registration periods, if needed. It is important to inform your advisor about any academic or personal problems as soon as they arise because your advisor can refer you to appropriate university resources.
- Be aware that adding or dropping classes without consulting your advisor may result in failure to satisfy degree requirements and may have financial consequences.
- Retain copies of all your university documents.
- Regularly check your NKU email account.
- Ask questions! If you are unclear about a policy or procedure, get clarification from your advisor.
- Accept responsibility for your education. Advisors will provide you with advice and options, but you must make your own decisions. Your goal is to assume primary responsibility for educational planning, course scheduling and the successful completion of all graduation requirements.

ADVISORS' RESPONSIBILITIES IN THE ADVISING PROCESS

- Demonstrate a genuine interest in students' success by helping them develop realistic educational goals.
- Be accessible and responsive to students' needs.
- Review and update each student's academic record prior to or during the advising appointment.
- Be knowledgeable about university policies/procedures and all academic requirements related to graduation, general education, majors, minors and focus areas.
- Know the academic calendar and be fully aware of important deadlines.
- Know how to access key student information with myNKU.
- Assist students in academic planning by explaining information about the major, general education, minor/focus area and other degree requirements.
- Teach students to be aware of prerequisites, course sequencing, appropriate course loads and where to locate information about course content.
- Assist students in developing decision-making skills and encourage them to take responsibility.
- Learn about university resources/support services available to students and make appropriate referrals when needed.
- Encourage participation in student organizations.
- Participate in professional development to stay current with policies, procedures and requirements.

COLLEGE OF INFORMATICS

BUSINESS INFORMATICS DEPARTMENT
nku.edu/businessinformatics

COMMUNICATION DEPARTMENT
nku.edu/communication

COMPUTER SCIENCE DEPARTMENT
nku.edu/computerscience

RESOURCES

Adult Learner Programs & Services nku.edu/alps

Campus Recreation nku.edu/campusrec

Career Services nku.edu/careerservices

Course Evaluations nku.edu/eval

Directory nku.edu/directory

Health, Counseling & Student Wellness nku.edu/hcsw

Housing inside.nku.edu/housing

IT Help Desk nku.edu/ithelp

Learning PLUS nku.edu/plus

Library nku.edu/library

MyNKU Help nku.edu/mynkuhelp

Office for Student Accessibility nku.edu/osa

Office of Education Abroad nku.edu/educationabroad

Online Learning nku.edu/online

Password Change nku.edu/password

Pay for Print nku.edu/studentprinting

Registrar nku.edu/registrar

Student Account Services nku.edu/studentaccountservices

Student Conduct, Rights & Advocacy nku.edu/scra

Student Financial Assistance nku.edu/financialaid

Testing Services inside.nku.edu/testing

UCAP nku.edu/ucap

Undergraduate Catalog nku.edu/catalog

University Calendars nku.edu/calendars

Veterans Resource Station nku.edu/veterans



COLLEGE OF INFORMATICS ADVISING

LOCATION: Griffin Hall 404

PHONE: (859) 572-7670

EMAIL: coiadvicing@nku.edu

SCHEDULE APPOINTMENTS:
nku.edu/academics/informatics/advicing

HOURS: 8:15 a.m. – 4:30 p.m. Monday-Friday
Extended evening hours Monday and Thursday in fall and spring semesters

DROP-IN FOR QUICK HELP: See website for details

COI INTERNSHIPS & CO-OPS:
nku.edu/academics/informatics/advicing/coi-internships-co-ops

COI PROGRAM CHECKLISTS:
nku.edu/academics/informatics/advicing/checklists

COI ADVISING CENTER PEER COACHES

The Peer Coaches in the College of Informatics are here to serve as role models for student success and provide support for first and second year students as they transition to college. Peer Coaches maintain contact with specific COI student populations throughout the year through outreach and workshops.

More specifically, Peer Coaches are here to assist you with:

- Accessing NKU resources and support services
- Advice on academic issues
- College success skills
- Navigating Handshake and professional development opportunities
- Selecting courses and registering
- Social adjustment and campus involvement
- Understanding general education and degree requirements

COI Peer Coaches are available for drop-ins and appointments.



nku.edu/informatics
nku.edu/informatics/advicing