**BOSTON UNIVERSITY ACADEMIC ADVISING MISSION STATEMENT**

Academic Advising is integral to the teaching mission of the University and engages students in a collaborative process to explore academic and co-curricular opportunities as part of a plan to realize academic, career and life goals.

**Advising Learning Goals**

The learning goals for academic advising are a shared responsibility in each school and college. Through academic advising, students will be able to...

- Articulate the intent of general education, school/college, and program requirements.
- Craft, execute and continually assess a coherent educational plan, including post-graduate options, based on assessment of abilities, aspirations, interests, and values.
- Demonstrate an understanding of the policies and procedures that guide progress to the degree.
- Identify and access campus resources and co-curricular opportunities to help reach educational, career and life goals.

**UNDERSTANDING COLLEGE ACADEMIC ADVISING**

Academic advising in college is very different from guidance counseling in high school. The academic advising process is predicated on a strong partnership with your academic advisor—it is a two-way street!

To complement your academic experience, our advising team has created a tailored program in accordance with the University's academic advising philosophy. Knowing and understanding your role in the process as well as the role of your advisor is essential.

We have outlined the following responsibilities of students and advisors to achieve the Four Advising Learning Goals:

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<tr>
<th>STUDENT RESPONSIBILITIES</th>
<th>ADVISOR RESPONSIBILITIES</th>
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<tr>
<td>Be proactive! Initiate contact with your advisor and schedule ongoing individual meetings</td>
<td>Create a supportive and caring environment for advising meetings</td>
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<tr>
<td>Participate fully in the advising experience by communicating your passions, goals, and questions</td>
<td>Encourage you to explore your passions, talents, and goals</td>
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<td>Keep your advisor apprised of changes in academic progress, course selection, and goals</td>
<td>Offer advice and guidance on selecting courses and academic programs</td>
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<td>Sharpen time-management, goal-setting, and decision-making skills</td>
<td>Provide strategies to help you improve time-management, goal-setting, and decision-making skills</td>
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<td>Explore and learn the requirements for various majors offered at the University</td>
<td>Encourage exploration of various majors, provide relevant resources, connect you with other program advisors</td>
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<td>Explore opportunities for co-curricular activities</td>
<td>Encourage your involvement in co-curricular activities</td>
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<tr>
<td>Be responsible for your education and accountable for your decisions, including those regarding University policies</td>
<td>Explain and clarify University policies and procedures</td>
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ACADEMIC ADVISING ROADMAP

Organization and proper planning are critical to your success in college. The calendar checklist below is designed to help you meet the Four Advising Learning Goals. In addition to the specific monthly action items listed, students should do two things regularly: Check your BU email daily and Visit CGS Now (www.bu.edu/cgsnow) for important, timely information.

January: Get Connected! NOW!!!!

**ACTIONS**

- Attend Dean’s Address and the first group advising meeting, Wednesday, January 18
- Come Get Social: Meet your fellow students on Wednesday, January 18 from 12:00-2:00 (Gilbane Lounge, CGS 1st Floor)
- Explore your interests, passions, and strengths through co-curricular activities. Attend Break the Ice: a Winter Involvement Fair on Saturday, January 21 from 1:00-3:00 (Metcalf Ballroom, 775 Commonwealth Avenue) and reach out to the activities groups that are of interest (http://www.bu.edu/studentactivities/)
- Connect with your academic advisor. To schedule an appointment, use AdvisorTrac (https://cgs-atr.bu.edu)
- Introduce yourself to your professors during their office hours
- Familiarize yourself with important BU resources:
  - CGSNow: (www.bu.edu/cgsnow/)
  - Student Link: (http://www.bu.edu/studentlink/)
  - Learn about BU Majors: (http://www.bu.edu/academics/bulletin/)
  - The CGS Writing Center: (www.bu.edu/cgsnow/student-services/cgs-study-centers/)
  - The Educational Resource Center (ERC): (www.bu.edu/erc)
  - The Center for Career Development (CCD): (www.bu.edu/careers)
  - The BU Directory: (www.bu.edu/directory)
- Familiarize yourself with important BU policies:
  - The BU Academic Conduct Code (www.bu.edu/academics/policies/academic-conduct-code)
  - If applicable, review BU’s Disability Services Accommodation Policy (www.bu.edu/disability/policies-procedures/)
- If applicable, review and finalize process for gap semester transfer credit (http://www.bu.edu/cgsnow/policies/transfer-credits/)

**ADVISING ASSIGNMENTS**

- Activate your BU Handshake account by completing your profile (www.bu.edu/careers/services-workshops/handshake/)
- Sign up and attend a Career Directions Workshop (www.bu.edu/careers/services-workshops/)
  This interactive workshop is focused on helping new students learn what they can do now to maximize their BU experience

**DEADLINES/DATES**

- Advising Assignments: Assignments due by your February advising meeting
- Last day to add a class: Wednesday, February 1
February: Exploring BU's Majors and Resources, Start preparing for Fall Registration

**ACTIONS**
- Finish familiarizing yourself with the important BU resources and policies (listed in January)
- Check for any action items on the CGS January Boston-London Program hub page to prepare for your London semester ([http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/](http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/))

**ADVISING ASSIGNMENTS**
- Make a mandatory individual registration advising appointment by Friday, April 7 with your academic advisor using AdvisorTrac ([https://cgs-atr.bu.edu](https://cgs-atr.bu.edu)). For this meeting, review the academic pathways to a Boston University degree ([http://www.bu.edu/cgsnow/academics/pathways](http://www.bu.edu/cgsnow/academics/pathways))

**DEADLINES/DATES**
- Advising Assignments:
  - Mandatory registration advising appointment by Friday, April 7
  - Other advising assignments (listed above), due by the end of the semester
- Last day to add a class: Wednesday, February 1
- Last day to drop a class without a "W": Thursday, February 23

March: Prepare for Fall Registration

**ACTIONS**
- Attend an Exploring Majors at BU info session ([www.bu.edu/cgsnow/](http://www.bu.edu/cgsnow/))
- Check for any action items on the CGS January Boston-London Program hub page to prepare for your London semester ([http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/](http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/))

**ADVISING ASSIGNMENTS**
- If you haven’t done so already, make a mandatory individual registration advising appointment by Friday, April 7 with your academic advisor, using AdvisorTrac ([https://cgs-atr.bu.edu](https://cgs-atr.bu.edu))
- After meeting with your academic advisor, use the StudentLink Planner to organize your classes in preparation for registration on Sunday, April 23

**DEADLINES/DATES**
- Advising Assignments: Mandatory registration advising appointment by Friday, April 7
- Last day to drop a class with a "W": Friday, March 31
**April: Register for Fall Semester Courses**

**ACTIONS**
- Finalize your Fall 2017 schedule on the StudentLink Planner
- Check for any action items on the CGS January Boston-London Program hub page to prepare for your London semester ([http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/](http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/))

**ADVISING ASSIGNMENTS**
- Register for Fall 2017 classes on Sunday, April 23

**DEADLINES/DATES**
- Advising Assignments: Fall 2017 Registration: Sunday, April 23
- Last day to drop a class with a "W": Friday, March 31
- Last day to Officially Take a Leave of Absence or Withdraw from the University: Wednesday, April 12

**May: First Semester Wrap-Up**

**ACTIONS**
- Confirm your Fall 2017 schedule (e.g., appropriate elective for pathway, no time conflicts, registered in all components of the class)
- Check final grades
- Check for any action items on the CGS January Boston-London Program hub page to prepare for your London semester ([http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/](http://www.bu.edu/abroad/accepted-students/pre-departure-hub-pages/summer-2017-london-cgs/))