Live it. Learn it. Do it.

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Website: https://www.cob.niu.edu/advising/index.shtml

RESOURCES

Undergraduate Catalog
https://catalog.niu.edu/index.php

COB Advising Handbook

Major Four Year Degree Path

Articulation Handbook
https://www.niu.edu/admissions/path/transfer/credits/
**What is Academic Advising?**

Advising is a developmental process.  
Advising fosters clarification of life/career goals.  
Advising assists in the development of educational plans.  
Advising is a decision-making process.  
Advising is an ongoing partnership.  
Advising is the shared responsibility of both student and advisor.

**What are the Goals of Academic Advising?**

The College of Business provides professional academic advisors to assist students in meeting their undergraduate academic and career goals. The advisors work collaboratively with students to:

- Explore and strive for academic and career goals and aspirations;
- Develop an academic plan guiding them to degree completion;
- Effectively utilize campus resources;
- Complete necessary paperwork and logistical items necessary to degree progress.

**Expectations**

What students can expect from their advisors:

- Assist students to understand university policies & procedures, general education requirements, and program curriculums.
- Encourage and guide students in the process of defining, developing, and attaining academic and career-related goals.
- Assist students in developing skills needed to create realistic and attainable educational plans.
- Provide information regarding relevant campus resources and services that will assist in enhancing academic performance and college experience.
- Foster a collaborative partnership between faculty, staff, and students.
- Maintain confidentiality.
- Uphold obligation as a Title IX Responsible Employee.
- Be accessible to all students for questions and concerns.
- Encourage your ability to think critically, solve problems, and make informed decisions about your future life plans.
- Promote ethical conduct.
- Monitor student progress.
What advisors expect from students:

- To be an active participant in their educational planning process.
- To strive for educational achievement to the highest attainable standard.
- Initiate and maintain regular contact with their advisor (minimally once per semester).
- Come prepared and on time for appointments.
- Be aware of and utilize the various campus resources and follow through with referrals.
- Become knowledgeable about university policies, procedures, and programs.
- Understand how to read and interpret their academic requirement report.
- Identify their academic and career-related goals.
- Be responsible for developing an educational plan.
- Provide your advisor with honest information regarding your interests and abilities.
- Understand that you are ultimately responsible for your educational plan and achievements and accept responsibility for your decision and actions (or inactions).
- Ask questions!

**ADVISING APPOINTMENTS**

**Set up your appointment**
- Call 815-753-1325 to schedule an appointment.
- Appointments are typically scheduled M-F between the hours of 8:30-4.
- Monitor NIU emails for updates on scheduling information and procedures.
- Arrive promptly. If you are going to arrive late or cannot attend, please inform the office as it may be necessary to reschedule.

**At your appointment**
- Bring ideas for desired class schedule.
- Bring paper & pen/pencil for taking notes.
- Bring a list of questions/concerns.
- Bring any previous advising notes (program sheet, worksheet, etc.).

**After your appointment**
- Review the notes you took during appointment as well as your advising worksheet.
- Follow through on any next steps/recommendations discussed during appointment.
- Email me with follow up questions.
- Make another appointment if necessary!
ADVISING AND UNIVERSITY COMMUNICATIONS

- Check your NIU email regularly, this is the primary form of communication from the University.
- Check screens around the Barsema regularly for information.

EMAIL ETIQUETTE

- Use NIU Email only.
- Enter clear subject line.
- Include full name and Zid.
- Do not be too casual with Advisor, use proper English, proofread, and spell check.
- Allow 72 hours for response, excluding weekends and holidays.

Here is a sample email for contacting your academic advisor:

Dear Ms./Mr. Advisor,

My name is Victor E. Huskie and I am emailing you today as I lost the advising sheet you gave me from our appointment last week. Can you please email it to me? Thank you.

Victor E. Huskie:
Z1234567
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>• Ensure schedule is set, pay attention to add/drop deadlines.</td>
</tr>
<tr>
<td>September</td>
<td>• Mid to late September, begin to schedule advising appointments.</td>
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<tr>
<td>October</td>
<td>• Schedule advising appointment.</td>
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<tr>
<td></td>
<td>• Be aware of deadlines for course withdraws.</td>
</tr>
<tr>
<td>November</td>
<td>• Clear all holds to ensure timely registration.</td>
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<tr>
<td></td>
<td>• Check registration appointment, day and time in MyNIU.</td>
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<tr>
<td></td>
<td>• Registration for spring semester begins.</td>
</tr>
<tr>
<td>December</td>
<td>• Check official grades in MyNIU – do not rely on Blackboard as these are not your official grades.</td>
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<tr>
<td></td>
<td>• Make any necessary adjustments to spring schedule based on fall grades.</td>
</tr>
<tr>
<td></td>
<td>When in doubt check in with me to discuss policy regulation and best options based on your situation.</td>
</tr>
<tr>
<td>January</td>
<td>• Ensure schedule is set, pay attention to add/drop deadlines.</td>
</tr>
<tr>
<td>February</td>
<td>• Mid to late February, begin to schedule advising appointments.</td>
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<tr>
<td>March</td>
<td>• Schedule advising appointment.</td>
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<tr>
<td></td>
<td>• Be aware of deadlines for course withdraws.</td>
</tr>
<tr>
<td>April</td>
<td>• Clear all holds to ensure timely registration.</td>
</tr>
<tr>
<td></td>
<td>• Check registration appointment, day and time in MyNIU.</td>
</tr>
<tr>
<td></td>
<td>• Registration for Fall semester begins.</td>
</tr>
<tr>
<td>May</td>
<td>• Check official grades in MyNIU – do not rely on Blackboard as these are not your official grades.</td>
</tr>
<tr>
<td></td>
<td>• Make any necessary adjustments to fall schedule, based on spring grades. When in doubt check in with me to discuss policy regulation and best options based on your situation.</td>
</tr>
<tr>
<td>Summer</td>
<td>• Submit any official transcripts from summer course work completed off campus.</td>
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</table>
Before Students begin at NIU (0 NIU credit hours)

- Submit all transcripts (high school, dual credit, community college, 4 year college/university as well as Advanced placement test scores).
- Complete math placement exam (English exam is highly suggested for those with strong English skills).
- Schedule and attend orientation.
- Know how to find, use and understand important section in the NIU catalog like general education, major requirements and University policies.
- Understand how to login to important University resources:
  - MyNIU
  - Blackboard
  - NIU Student Email Account
- Register for first semester coursework.

Freshman (0-29 credit hours)

*Progress Towards Degree: Begin Foundation of Business course work and general education requirements.*

- Adjust to NIU and overall college environment and course expectations.
- Examine skills, interests, and values that reflect if potential major is a good fit.
- Increase personal, communication, and leadership skills.
- Meet with academic advisor to review education plan each semester.
- Understand College of Business Foundation of Business requirements.
- Develop understanding of the colleges policies, procedures, and terminology.
- Learn how to utilize and locate student services offices and other campus resources.
- Identify faculty office hours and how to contact them for assistance.
- Understand how to calculate a GPA.
- Understand how to drop/withdraw from courses.
- Explore scholarship opportunities.
- Become involved in extracurricular activities on campus.
- Check student email weekly at minimum.
**Sophomore (30-59 credit hours)**
*Progress Towards Degree: Finish Foundation of Business course work and general education requirements.*
- Meet with academic advisor to review education plan each semester.
- Complete Foundation of Business requirements. Fill out MGMT 335 Transcript Review. Accountancy majors will also complete Accountancy Transcript Review.
- Increase personal, communication, and leadership skills.
- Identify faculty office hours and how to contact them for assistance.
- Continue involvement in extracurricular activities on campus.
- Explore scholarship opportunities.
- Check student email weekly at minimum.

**Transfer students (still completing foundation of business course work)**
*Progress Towards Degree: Finish Foundation of Business course work and general education requirements.*
- Adjust to NIU.
- Meet with academic advisor to review education plan each semester.
- Complete Foundation of Business requirements. Fill out MGMT 335 Transcript Review. Accountancy majors will also complete Accountancy Transcript Review.
- Increase personal, communication, and leadership skills.
- Identify faculty office hours and how to contact them for assistance.
- Become involved in extracurricular activities on campus.
- Explore scholarship opportunities.
- Check student email weekly at minimum.
STUDENT LEARNING OUTCOMES

As a result of being an active participant in your academic advisement you will be able to:

- Understand the General Education requirements and College of Business – Foundations of Business course requirements.
- Understand how the courses in your major(s) (and minor(s) or certificates, if applicable) fit together with general education requirements and relate to your overall learning goals and objectives.
- Correctly interpret the information on your degree progress report and apply the information to help determine appropriate course selection.
- Understand how to complete degree requirements and develop a plan for timely completion of degree.
- Begin to identify and develop your educational and career goals as it relates to your selection of major, minor, certificates and course work to help you achieve these goals.
- Identify campus resources that help you reach your goals.
- Understand academic policies and procedures.