

INFORMATICS STUDENT SUCCESS AND ADVISING CENTER

ADVISING SYLLABUS

MISSION STATEMENT

The Informatics Student Success & Advising Center (iSSAC) promotes a transformative undergraduate experience by advocating for and empowering undergraduate students as they explore, develop, and take responsibility for achieving their academic goals. iSSAC creates and sustains an inclusive, safe, and supportive learning environment where students are empowered to build meaningful relationships and skills that foster lifelong learning and success.

In the Informatics Student Success and Advising Center, we support students with the following:

- Utilizing university resources.
- Finding their place to belong.
- Understanding NKU graduation requirements.
- Identifying their personal and academic goals.
- Exploring applied experience opportunities.

We aim to help students find personal, academic, and professional success as they move in, through, and beyond college. We are excited to collaborate with students on their journey.

We collaborate with the First-Year Student Success Hub so that students can make a smooth transition to our college advisors and continue on their path to success in the major and their future career.

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.



STUDENT LEARNING OUTCOMES

Students will learn to:

- Engage with iSSAC.
 - Schedule and attend advising appointment for timely registration.
 - Prepare for and actively engage in advising meetings.
 - Maintain updated advising checklists to track degree progression.
 - Review COI email communication and take appropriate action.
 - Attend iSSAC welcome receptions and student-success events.
- Understand the components of an NKU degree.
 - Complete degree requirements—general education, major, secondary area of study, and electives, if needed.
 - Select courses that best fit interests and academic programs.
 - Complete required steps of the COI graduation process.
- Comply with NKU and COI policies and procedures.
 - Utilize policy resources, including the undergraduate catalog.
- Use myNKU to complete course registration and access other important records.
 - Be aware of registration deadlines.
 - Register for recommended courses on the day of registration window opening.
 - Check midterm and final grades.
 - Run the Degree Audit to review progress toward meeting degree requirements.
- Manage and balance priorities for academic, personal, and professional success.
 - Locate and engage with campus and online resources.
 - Create a weekly schedule of activities that includes all time commitments, including time to study that reflects an understanding of credit hours.
- Make progress toward academic and career goals.
 - Draft a graduation plan and review it with your advisor.
 - Expand professionally with applied experiences—research or creative activity, internships/co-ops, study abroad/away, and involvement in student organizations.
 - Utilize COI and NKU career resources to meet post-graduation objectives.

EXPERIENTIAL LEARNING: LEARNING BY DOING

There is more to an undergraduate college career than just taking classes. In the College of Informatics, we encourage students to engage in experiential learning and co-curricular experiences that complement and enrich their course of study. Experiential learning includes completing an internship or co-op, conducting research with a professor, engaging with a student organization, and studying abroad or away. Research shows that students who are involved in co-curricular activities are holistically more successful*.

Internships & Co-ops

Informatics students have the opportunity to receive college credit for work experience with co-ops and internships. They contextualize course learning in the real world. Students will work with an employer and a faculty member to match the job description to individual learning objectives that support major/minor program learning goals.

Student Organizations

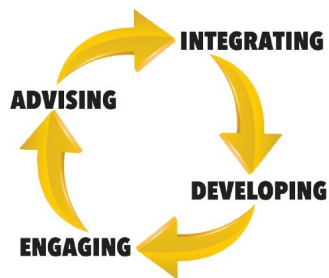
Involvement in student organizations allows students to connect with their peers and be active in ways that can benefit them professionally, academically, and socially. Through involvement in an organization over time, students can engage in a meaningful way and hold leadership positions.

Research & Creative Activities

At NKU, students have the opportunity to engage in research and creative activities with professors. This provides students not only with a way to connect more deeply with a specific area of scholarly interest but also to develop lasting relationships with faculty mentors. Students can present their research and creative projects on campus as well as at national conferences, and they even can be authors on works resulting from their projects.

Study Abroad/Study Away

Study abroad (international) and study away (within the U.S.) programs provide students with the opportunity to experience and learn about different cultures and to expand upon what they have learned in the classroom. This can be a formative, life-changing, positive experience for students.



Credit: John Gibson, School of Media & Communication

IDEation!

The IDEation table below can help students plan for experiential learning. We encourage students to review this table with their advisor and track their progress toward meeting their goals.

| 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 professionalism 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 Resume | | Y2 | Y3 | Y4 |
| ENGAGE: Attend an NKU Career Fair | | Y2 | Y3 | Y4 |
| ADVISE: Active your Handshake Account | | Y2 | Y3 | Y4 |
| INTEGRATE: Attend your academic school'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: Attend COI Graduation Planning Meeting | | | 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! | | | | |

*Astin, A. W. (1999). Student involvement: A developmental theory for higher education. *Journal of College Student Development*, 40, 518-529.

Vetter, M. K., Schreiner, L. A., McIntosh, E. J., & Dugan, J. P. (2019). Leveraging the quantity and quality of co-curricular involvement experiences to promote student learning. *Journal of Campus Activities Practice and Scholarship*, 1(1), 39-51.

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



PRIMARY GOALS AND OBJECTIVES OF ADVISING*

As a result of the collaborative advising process the student will:

- Define and develop educational and career goals that are consistent with their personal values, interests, and talents.
- Develop a rapport with their advisors to enhance their academic performance.
- Utilize university resources to support their educational development.
- Develop an understanding of university policies, procedures, and requirements.

The desired outcome of the goal above is that students are able to make informed and increasingly independent decisions about their educational plans and other academic issues. Accordingly, as students become more knowledgeable about curriculum, policies, and procedures, they should become less reliant on advisors for information, but they will continue to consult advisors or designated faculty concerning university requirements, graduate school admission, career opportunities and most importantly graduation requirements.

Students' Responsibilities in the Advising Process

Students should be active participants in developing their educational plan. Central to this responsibility is developing a strong relationship with the academic advisor by:

- Preparing for academic advising meetings.
- Actively participating in advising discussions.
- Maintaining personal academic records.
- Developing an understanding of all graduation requirements:
 - Major/minor requirements.
 - Foundation of Knowledge/general education.
 - University requirements.
- Learning how to access campus and online resources.
- Informing academic advisors regarding issues that may impact academic success.
- Proactively participating in planning for their post-graduate career.

Advisors' Responsibilities in the Advising Process

The academic advisor will serve as a teacher and facilitator to enable students to be successful by developing appropriate academic and post-graduate career plans. Central to this process is serving advisees by:

- Maintaining accurate and current documentation of student records to the best of their ability at the time of communication with the advisor.
- Communicating information about current university policies and procedures through a variety of channels.
- Assisting advisees in developing decision-making skills and encouraging them to take responsibility for their decisions.
- Facilitating connections between students and appropriate resources when needed.
- Participating in professional development activities relevant to advising.

ADVISING POLICIES & PROCEDURES

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

| School of Media & Communication | School of Computing & Analytics | | COI UNDECLARED |
|---------------------------------|-----------------------------------|-----------|----------------|
| CMST, DFX, EMB, HCOM, JOU, PRE | ASE, CIT, CSC, CYS, DSC, HIN, LIN | XBIS, BIS | COI UNDB |
| < 45 EHRS | < 45 EHRS | < 60 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.

* "Advising." Academic Support - Northern Kentucky University - Acalog ACMS™, 2022, <http://nku.catalog.acalog.com/content.php?catoid=23&navoid=2895#advising>.

COLLEGE OF INFORMATICS

[The School of Computing and Analytics](#)

[The School of Media and Communication](#)

RESOURCES

Adult Learner Programs & Services nku.edu/alps

Campus Recreation nku.edu/campusrec

Career Services nku.edu/careerservices

Directory nku.edu/directory

FuelNKU nku.edu/fuelnku

Health, Counseling & Student Wellness nku.edu/hcsw

Housing 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

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 nku.edu/testing

UCAP nku.edu/ucap

Undergraduate Catalog nku.edu/catalog

University Calendars nku.edu/calendars

Veterans Resource Station nku.edu/veterans



INFORMATICS STUDENT SUCCESS & ADVISING CENTER

LOCATION: Griffin Hall 404

PHONE: (859) 572-7670

EMAIL: iSSAC@nku.edu

[SCHEDULE APPOINTMENTS](#)

HOURS: 8:15 a.m. – 4:30 p.m. Monday-Friday

DROP-IN FOR QUICK HELP: See [website](#) for details

[COI INTERNSHIPS & CO-OPS](#)

[COI PROGRAM CHECKLISTS](#)

INFORMATICS STUDENT SUCCESS & 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/advising