

ADVISEE (Student) ROLES & RESPONSIBILITIES

For a successful advising experience, the student needs to be able to do the following:

- **Be proactive and schedule / cancel an appointment** with your assigned academic advisor prior to early registration, or any other time during the semester when you need assistance. If you schedule an advising appointment, attend the appointment or cancel the appointment as soon as you know you will not be able to attend.
- **Be an active participant in the advising experience.** Prepare for the appointment in advance (i.e., review the curriculum and course schedule, and, to the extent possible, bring a list of courses that you plan to take).
- **Share your goals and struggles** with your advisor. This will help them to best assist you.
- **Follow through on actions** identified during each advising session (e.g., register for classes, fill out a form, visit a resource office on campus).
- **Inform your advisor** when you have a change in your educational plan such as changing major, adding a minor, withdrawing from courses, etc.
- **Be aware of important registration dates and add / drop deadlines;** [link](#).
- **Become knowledgeable** about academic requirements, university policies and procedures, and key deadlines and dates.
- **Familiarize yourself** with and utilize university resources and opportunities.
- **Frequently check e-mails** sent to your University of Iowa account.
- **Ask questions** if you don't understand an issue or have a concern.
- **Be aware of your academic standing at all times.** Use the Four-Year Sample Plans and your degree audit to maintain a record of your progress through your academic program.
- **Take active responsibility** for decisions you make or action you take to facilitate successful progression towards your educational and career goals.
- **Evaluate the advising system**, when requested (i.e., via surveys) in order to strengthen the advising process.

ACADEMIC ADVISOR (Faculty & Staff) RESPONSIBILITIES

An advisor should act as a guide for their students. These are things you can expect from your advisor.

- **Provide you with accurate information** regarding academics, registration, policies and procedures.
- **Offer you guidance** when selecting classes for your schedule. Make sure you are selecting courses that will be valuable to your progress toward degree and interests.
- **Monitor your progress** toward educational and career goals.
- **Advocate** for your best interests.
- **Stay current** with degree requirements, academic programs and policies, and campus resources; identify student needs and make appropriate referrals to other departments and offices as necessary.
- **Provide available times** to meet with you before registration begins.

ACADEMIC ADVISING. Advising is an important component of the support structure for students in the College of Engineering. Every semester, students in the College of Engineering meet with their academic advisor to plan and schedule their next semester of courses and to be authorized to register. Your advisor is a resource for you – not just during “advising week” but throughout the semester. If you have any academic or career related questions, your advisor can help.

QUESTIONS TO ASK YOUR ADVISOR

Whether you are meeting your advisor for the first time or for the last time, it can be an overwhelming experience. Here are some ideas that can help you get the most out of your advising meetings:

- What campus resources do you suggest I utilize? If I’m struggling academically, what resources should I utilize?
- What classes are required for this major (Math, foreign language, etc.)?
- What skills will this major help me develop?
- How many classes should I take every semester?
- What kind of careers can I pursue with a degree in this major?
- Can I change my major? How?
- Should I pursue a minor area of study? What minor would be most beneficial for my career path?
- Is an internship required for this major? Would one be beneficial to me?
- Am I on-track to graduate?
- When and how can I register for classes?
- What academic goals should I set for myself?
- What, exactly, is your role as my advisor?
- What electives do you suggest I take?
- I am interested in an advanced degree. What should I do to prepare for graduate school, medical school, etc.?
- If I have any questions, what is the best way to reach you?
- What courses do you teach?
- Do you have any advice or tips for me?
- How can I get connected with alumni from this program?

RESOURCES

Preparing for your advising appointment

- [How to find and use your degree audit](#)
- [How to find and use a sample four-year plan](#)
- [Searching for Engineering general education courses](#)
- [Adding courses to the Schedule Builder course cart](#)

Pre- / post- appointment checklists:

- [Pre-appointment checklist for registration – Fall 2024](#)
- [Post-appointment checklist for registration – Fall 2024](#)

Additional web resources:

- [Academic Forms](#)
- [Academic Support and Tutoring](#)
- [General Education](#)
- [Programs of Study \(Majors\), Minors, and Certificates](#)
- [Taking Summer Courses](#)

ACADEMIC ADVISING FREQUENTLY ASKED QUESTIONS (FAQs)

Who are academic advisors?

The University of Iowa College of Engineering has a team of staff advisors who work with students during their first semester to navigate the University, explore interests on and off campus, and begin planning their academic and career goals. After the first semester, each student is transitioned to a faculty advisor, who work with students to continue exploring, planning, and navigating challenges through the remainder of their time at the University of Iowa.

What can they help with?

Typical conversation topics may include planning for registration or identifying personal goals connected to your academic life. Your advisor will also refer you to resources on campus that can assist you with things like social adjustment, personal concerns, study skills, major/career uncertainty, etc.

How do I know who my advisor is?

You can find your advisor and their contact information on [MyUI](#) – Student Information – Programs of Study & Advisors.

Can I change my Advisor?

Students wishing to change their College of Engineering faculty academic advisor may do so by completing the [Change of Academic Advisor](#) form.

When should I see my advisor?

You can see your advisor anytime. However, you should meet with your advisor prior to the registration period.

Do I need an appointment to see my advisor?

Yes and no. During busy registration times, an appointment is required for the advisor to manage their caseload. To schedule an appointment, use MyUI appointment scheduler or the preferred scheduling method communicated by your advisor. During non-registration periods, students can drop-in and ask to meet with their advisor; however, advisors are not always available for drop-ins. Students may be asked to return during Office Hours, wait until their advisor is available, or email their advisor for the best time to meet.

How do I schedule / cancel an appointment with my Advisor on MyUI?

- **To schedule:** Log into MyUI, select Advising Appointment under Student Information. Select your advisor and see their availability. Select the time and confirm the appointment.
- **To Cancel:** Log into MyUI, under Student Information, select My Appointments and select cancel.

Why doesn't my Advisor have any open appointments on MyUI?

Faculty Advisors use an open-door policy, therefore you may stop by their office, send them an email, or call their phone number listed in the directory to set up an appointment to meet with them. Faculty will utilize the MyUI appointment scheduler during the months of March and October prior to the start of early registration. Students should contact their department office for assistance in contacting their faculty advisor.

Students assigned to a professional advisor should contact the Student Development Center, 3612 SC or 319-335-5763, to schedule an appointment with an advisor if appointments are not available on MyUI.

How involved are advisors in helping me choose the right courses?

Advisors are committed to helping you complete the requirements for a college degree. They will offer suggestions on what courses to take and their recommendations will be based a variety of factors including the courses you've taken, your Focus Area, your academic standing and your other responsibilities. ***Ultimately, it's the student's responsibility to register for and complete the courses required for their degree.***

Can my advisor help with financial aid?

Advisors are unable to view any financial aid information in your account. For questions regarding financial aid, please refer to the contact information [here](#).

How long does a typical advising session last?

The length of an advising session varies from 15-30 minutes. To ensure that you maximize your time during the advising session, plan for what you wish to accomplish during the session. If you want information about course requirements and offerings, bring a copy of your Four-Year Sample Plan. In preparation of the meeting, write down questions that you would like to ask.

Additional FAQs (Drop, add, change sections, waitlists, course conflicts, registering for classes) are listed on the academic advising webpage: <https://engineering.uiowa.edu/current-students/academic-advising>.