Undergraduate Academic Advising Syllabus
Department of Applied Health Science
Indiana University School of Public Health-Bloomington

Dietetics and Nutrition Science Advising
Gwenette Gaddis—ggaddis@indiana.edu; to schedule an appointment: (812) 855-3627
Walk-In Hours: Fridays 1:00-4:00pm (fall and spring semester only)
PH C002, 1025 E. 7th Street

Community Health, Health Education-Secondary Teacher Preparation, and Safety Advising
Theresa Hitchcock—thehitch@indiana.edu; to schedule an appointment: (812) 855-3627
Walk-In Hours: Fridays 1:00-4:00pm (fall and spring semester only)
PH 138, 1025 E. 7th Street

Human Development & Family Studies and Youth Development Advising
Shannan Stryjewski—sstryjew@indiana.edu; to schedule an appointment: (812) 855-3627
Walk-In Hours: Fridays 1:00-4:00pm (fall and spring semester only)
PH C004, 1025 E. 7th Street

Walk-In Hours are reserved for students to stop by with a “quick question” (5-10 minutes maximum). This is not the time to sit down and do long-range planning. It is NOT to be used to have your advising hold removed. Walk-ins are generally for emergencies, one-dimensional questions, and scheduling questions. Students with questions that require more time will be asked to schedule a regular advising appointment. Students will be seen on a first-come, first-served basis.

Advising Appointments
Students must call (812) 855-3627 or stop by PH 116 to schedule an advising appointment. NOTE: Advising appointments must be scheduled at least 24 hours in advance. If the appointment is missed without calling to cancel, students will not be allowed to reschedule until the peak registration period has passed.

What is Academic Advising?
Here’s the official answer from our national advising organization: “Academic advising, based in the teaching and learning mission of higher education, is a series of intentional interactions with a curriculum, pedagogy, and a set of student learning outcomes. Academic advising synthesizes and contextualizes students’ educational experiences within the frameworks of their aspirations, abilities and lives to extend learning beyond campus boundaries and timeframes” (National Academic Advising Association, 2006).

What Advising Means to You and Me?
It’s a chance to explore together how you can learn and grow at IU and in the next stage of your life, how you can achieve your goals while expanding other goals, and how IU can be an even better place with you here.

Expectations in an Advisor-Student Partnership

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<th>Student Responsibilities</th>
<th>Advisor Responsibilities</th>
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<tr>
<td>Think about your goals and focus here at IU and how these may be evolving as you learn and grow.</td>
<td>Teach you how to become successful through your time in college and listen carefully to your questions and concerns.</td>
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<td>Prepare for advising conferences by thinking about these issues in advance so you can keep your advisor updated.</td>
<td>Encourage and guide you as you set up and personalize your goals.</td>
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<td>Learn about college programs so that your experiences at IU are self-chosen.</td>
<td>Communicate the university’s curriculum, requirements, and relevant policies and procedures.</td>
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<td>Ask questions about how the system works. (Successfully navigating the bureaucracy is fundamental to earning a degree.)</td>
<td>Introduce you to valuable resources which outline University policies so you can take greater control of your progress toward your degree.</td>
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<td>Come to the advising meetings prepared with knowledge of where you are in the program, the classes you want to take, questions to ask, and topics to discuss.</td>
<td>Explain how to use the IU Academic Advising Report (AAR) and other valuable tools.</td>
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<td>Research programs and opportunities in advance. For health careers, see Health Professions and Prelaw Center (HPPLC) website.</td>
<td>Assist you in your short-term and long-term academic plans by recommending minors or other relevant credentials.</td>
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<td>Accept responsibility for your academics and treat your class schedule as you might a work schedule for a new job--that is, take it very seriously. Don’t miss classes!</td>
<td>Discuss the relationship between academic preparation and the work world.</td>
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ACADEMIC ADVISING Guidelines

Email is the official form of communication at Indiana University. When you send an email to your advisor, please include your university ID# in the body of the message (not in the subject line of the email). When communicating by email with advisors or professors, use good grammar and punctuation with complete sentences. Clearly explain your question or request. Be sure to keep your email box cleaned out and up to date on a regular basis.

Come see your academic advisor early in the semester (Feb-Mar for spring semester/September-early October for fall semester) to plan for the upcoming semester(s) in your academic career. There is NO GUARANTEE you will get a required course if you see your academic advisor after your assigned registration date. If you do not make an appointment early in the semester and choose to wait until peak advising time during the peak registration period, you can expect to have a 1-2 week wait before you can get in to see your advisor due to the number of students we serve.

Come prepared to your advising appointment. Complete your Applied Health Science Advising Appointment Worksheet and bring it to your appointment. If you do not bring this, we may ask you to schedule another appointment for when you are better prepared.

Here’s the bottom line: All SPH-Bloomington students have an advising hold and are required to meet with their academic advisor well before their registration date. Students and advisors will discuss academic plans for the following semester to remove the advising hold, allowing students to register for courses on their assigned registration date.

The typical timelines for registration are:

For spring semester registration: The schedule of classes, advising holds and permissions are available in early October. Your enrollment/registration appointment time in your Student Center on OneStart is available about this time as well. (Your enrollment appointment is NOT your advising appointment, it is when you are able to actually register for courses) Registration for seniors usually begins toward the end of October and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the spring semester.

For summer session registration: The schedule of classes, advising holds and permissions are usually available around Spring Break (Mid-March). Your enrollment/registration appointment time in your Student Center on OneStart is available about this time as well. (Your enrollment appointment is NOT your advising appointment, it is when you are able to actually register for courses.) Registration usually begins around the third week of March. Schedule adjustment is available until the first week of classes of each summer session.

For fall semester registration: The schedule of classes, advising holds and permissions are usually available toward the end of March. Your enrollment/registration appointment time in your Student Center on OneStart is available about this time as well. (Your enrollment appointment is NOT your advising appointment, it is when you are able to actually register for courses.) Registration for seniors for fall usually begins the beginning of April and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the fall semester.

Useful Departmental Resources

Applied Health Science Resources
- Department of Applied Health Science (tab sheets available here)
  http://www.publichealth.indiana.edu/departments/applied-health-science/degrees/index.shtml
- Applied Health Science Career Page http://www.publichealth.indiana.edu/departments/applied-health-science/career/index.shtml