Community/Public Health & Health Secondary Education Academic Advising:
Paulene Hardy- pahardy@indiana.edu; To Schedule an appointment: (812) 855-3627
Walk-In Hours: Wednesdays 1:30-3:30pm
PH C002, 1025 E. 7th Street

Dietetics, HDFS, Nutrition Science, Safety, Youth Development Academic Advising & AHS Career Advising:
Shannan Stryjewski- sstryjew@indiana.edu; To Schedule an appointment: (812) 855-3627
Walk-In Hours: Wednesdays 1:30-3:30pm
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, 1 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. During pre-registration periods (Oct., Nov., March, and April), students will be allowed one advising appointment. If the appointment is missed without calling to cancel, students will not be allowed to reschedule until the peak 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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<td><strong>Think about your goals and focus</strong> here at IU and how these may be evolving as you learn and grow.</td>
<td><strong>Teach</strong> you how to become successful through your time in college and <strong>listen</strong> carefully to your questions and concerns.</td>
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<td><strong>Prepare</strong> for advising conferences by thinking about these issues in advance so you can keep your advisor updated.</td>
<td><strong>Encourage and guide</strong> you as you set up and personalize your goals.</td>
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<td><strong>Learn</strong> about college programs so that your experiences at IU are self-chosen.</td>
<td><strong>Communicate</strong> the university’s curriculum, requirements, and relevant policies and procedures.</td>
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<td><strong>Ask questions</strong> about how the system works. (Successfully navigating the bureaucracy is fundamental to earning a degree.)</td>
<td><strong>Introduce</strong> 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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<tr>
<td><strong>Come to the advising meetings prepared</strong> with knowledge of where you are in the program, the classes you want to take, questions to ask, and topics to discuss.</td>
<td><strong>Explain</strong> how to use the IU Academic Advising Report (AAR) and other valuable tools.</td>
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<tr>
<td><strong>Research programs and opportunities in advance.</strong> For health careers, see Health Professions and Prelaw Center (HPPLC) website.</td>
<td><strong>Assist</strong> you in your short-term and long-term academic plans by recommending minors or other relevant credentials.</td>
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<tr>
<td><strong>Accept responsibility</strong> 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><strong>Discuss</strong> 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 registration appointment. If you do not make an appointment early in the semester and choose to wait until peak advising time during the early registration period, you can expect to have a 1-3 week wait to get in due to the number of students we serve.

Come prepared to your advising appointment. Complete your Applied Health Science Advising Appointment Worksheet (included on the last page of advising syllabus) and bring it to your appointment. If you do not bring this, you will not be able to register for your courses!

Here’s the bottom line: All SPH-Bloomington students have an advising hold and are required to meet with their advisors 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 registration date.

The typical timelines for registration are:

For spring semester registration: The schedule of classes, advising holds and the 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 advising holds and permissions for classes are usually available by the third week 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 just after 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.
### Department of Applied Health Science

#### Effective Planning and Registration Steps

**Start Here – You Need An Advising Appointment**

1. You cannot register for your classes yet unless you have seen your academic advisor. See the list at the top of this syllabus if you have not seen your advisor or you do not know who your advisor is.

**Log In to OneStart**

2. Log into your **Student Center** via the “Services” tab in OneStart.

3. Your **registration date** appears in the box on the right-hand side labeled “Enrollment Dates.” Click “Details” to see your time.

4. Review the “Holds” box on the right-hand side. Take action to remove any that would prevent enrollment (see “Details”).

#### Review Your Requirements

5. Access your **Academic Advisement Report (AAR)** via your Student Center: Click “My Academics & Grades” on the left-hand side, then click “View MyAdvisement Report, next select “Bloomington” for “Institution” and “AAR & Transcript” for “Report Type” using the drop down arrows, and finally click the yellow “Process Request” button. In the report, click on “Expand All” for better viewing.

6. Make a list of all **unmet requirements** tagged in red as “Not Satisfied”. Red tags immediately under a dark blue bar (e.g., “Public Health Core”) mean the overall area is unfinished. Look for red tags under any of the light blue bars (e.g., “HPER H263 Personal Health”) in that section to identify the specific item(s). If needed, click the green arrows to show/hide details.

#### Plan Your Courses

7. Select courses from the “Student” section of the **Schedule of Classes** to match your requirements and interests. ([http://registrar.indiana.edu/schedule.shtml](http://registrar.indiana.edu/schedule.shtml)) Use your tab sheet to find courses from the Schedule of Classes to meet particular requirements necessary for your particular degree.

8. Put the courses you choose in your **Enrollment Shopping Cart**. (The link for this is on the left-hand side in your Student Center). Be sure to select the courses in your list when you are finished, and then click on the **validate** button to check that you have all needed prerequisites, permissions, etc. The **Enrollment Shopping Cart** is a holding place for your intended classes.

#### REGISTRATION

9. When you get to this step, you should be ready for registration. But you cannot register for your classes yet unless you have seen your academic advisor and have discussed courses to take for the upcoming semester. See the list at the top of this syllabus if you have not seen your advisor or you do not know who your advisor is. Follow the guidelines in the Advising Procedures on page 2 of this syllabus.

#### Once You Are In OneStart

10. Monitor your Enrollment Shopping Cart list and **course availability** as the registration period progresses, and revise as needed. If any of your first-choice courses close, plan to use the “Waitlist” feature and “Drop if Enroll” feature when you register, and make sure you also have included alternate options in your cart.

11. Register at your appointed date and time (or as soon as possible afterwards if you cannot log on at that time). Remember, you must log in and submit the courses in your Enrollment Shopping Cart in order to be registered; it is not automatic! Call the **Registrar’s RegHelp line at (812) 855-0121** if you have any problems or questions (Mon-Fri 8-5).

#### Double-Check Your Choices

12. After you have registered, **review your AAR again** (see Step 5 above for details) to make sure the classes you enrolled in are meeting the requirements you expected they would. If you have any questions be sure to check with your advisor.
# Academic Advising Timeline

*Your advisor is here to help with all these steps*

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<th>Year</th>
<th>Steps</th>
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| 1st YEAR      | - Get a good grip on your major and its requirements and whether it is suitable for you.  
                - Make a tentative plan of your classes year by year (You may want to do this together with your advisor.)  
                - Get involved – if you like to do something, IU probably has it – there are over 700 clubs and activities at IU – if you can’t find it, you can start! Join at least one organization. Go to an IU performance. Attend an IU sporting event. Volunteer in Bloomington.  
                - Look into study abroad, internships, job shadowing, and research opportunities.  
                - Each semester go see at least one of your professors during office hours. It’s great to meet your professors and talk about the course and your own goals. (This can often lead to great recommendations and connections to job opportunities!) |
| 2nd YEAR      | - Explore potential career connections with your advisor and mentors.  
                - Seek internships, research, job shadowing, and study abroad opportunities.  
                - Stay involved – choose activities and/or volunteering experiences that suit your interests.  
                - Talk to the pre-professional advisors in the Health Professions and Pre-Law Center (HPPLC) office in Maxwell Hall if you are interested in a medical field or law.  
                - Check out the Career Resource Center located in PH-C003. It is open from 9:00-4:00pm M-F and has many great resources available, including Interns to help you begin, work on, and/or complete your resume and professional portfolio!  
                - Attend career fairs and networking events.  
                - Go see at least one of your professors each semester. Chat about your career ideas and ask them about their career paths. |
| 3rd YEAR      | - Gain more career-related experiences and research career options and graduate programs.  
                - Update your resume and cover letter and upload to the Job Portal if you have not yet done so. Visit the Career Resource Center in HP-C003 for additional help.  
                - Talk to your advisor or the HPPLC advisors or the faculty in your field of interest.  
                - Continue taking classes necessary for graduate school or your profession.  
                - Attend career fairs and networking events.  
                - Take graduate school exams (LSAT, GRE, MCAT, GMAT, etc.) and prepare to apply (many programs will accept your applications fall of your last year).  
                - Go see at least one of your professors each semester, perhaps return to visit a professor you have previously met with to get ideas for internships or research opportunities. |
| 4th YEAR      | - Finalize your career/postgraduate plans.  
                - Continue to update your account through the Job Portal and practice your interview skills through a career course, through Optimal Resume, or with a career advisor.  
                - Apply to graduate – see the URL in the resources list below.  
                - Apply to graduate school/programs (early or on-time ). Most programs have a final deadline for applications and assistantships in Jan or Feb. Some have even earlier deadlines!  
                - Attend career fairs and networking events.  
                - Broaden your job search: submit resumes, advertise your skills and interests everywhere you go, and begin interviewing for jobs.  
                - Go see at least one of your professors each semester to thank them for teaching you and to request (and thank them for!) letters of recommendation. |
Useful Resources

(Please try to look up information on your own first. If you cannot find it, let us know and we’ll help.)

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

School of Public Health-Bloomington Resources

- Course Descriptions http://www.indiana.edu/~bulletin/iub/phb/2012-2013/courses/index.shtml
- Common Forms http://www.publichealth.indiana.edu/current-students/forms.shtml
- Career Services http://www.publichealth.indiana.edu/careers/index.shtml
- Internship Portal http://www.publichealth.indiana.edu/careers/internshipportal.shtml
- Job Portal (view internships and jobs available) http://www.publichealth.indiana.edu/careers/jobportal.shtml
- Apply to Graduate https://www.indiana.edu/~hperweb/academics/graduation.php

Indiana University Campus Resources

- Registrar’s Schedule of Classes (choose the term and then “student” version to browse courses)
  http://registrar.indiana.edu/scheofclass.shtml
- General Education Requirements (Select “GenEd courses” to see specific courses for each category)
  http://gened.iub.edu/index.html
- Counseling and Psychological Services (You get 2 free sessions each semester, use these!)
  http://healthcenter.indiana.edu/counseling/index.shtml
- Health Professions and Pre-Law Center (HPPLC) http://www.hpplc.indiana.edu/
- Overseas Study/Study Abroad http://www.indiana.edu/~overseas/

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<th>IU Office</th>
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<tr>
<td>Office of Admissions (Credit transfers, admissions)</td>
<td>855-0661; <a href="mailto:iuadmit@indiana.edu">iuadmit@indiana.edu</a></td>
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<td>Office of the Bursar (Fees)</td>
<td>855-2636; <a href="mailto:bursar@indiana.edu">bursar@indiana.edu</a></td>
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<td>Office of Financial Assistance (Financial Aid)</td>
<td>855-0321; <a href="mailto:blfinaid@indiana.edu">blfinaid@indiana.edu</a></td>
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<td>Office of the Registrar (Official transcripts, registration issues)</td>
<td>855-0121; <a href="mailto:registrar@indiana.edu">registrar@indiana.edu</a></td>
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<td>IU Health Center</td>
<td>855-4011</td>
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**Department of Applied Health Science**

**Registration Advising Appointment Worksheet**

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Use your **AAR (Academic Advisement Report)** to see course requirements left for your degree program. Directions to access your AAR are listed below. Enter the information in each of the areas below. You should bring this completed worksheet with you to your advising appointment.

### My Remaining Degree Requirements

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### Courses I plan to take during ______________________ (include specific semester and year)

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<th>First Choices</th>
<th>Alternates</th>
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### Questions I Want To Ask My Advisor


### I Plan to Graduate By:  
Month: _________ Year: ____________

**Academic Advisement Report (AAR) Access Instructions:**

Log-in to your Student Center > My Academics and Grades > View My Advisement Report (located in Advising area toward left) > Submit Request > Expand All > Begin scrolling down past your transcript and through specific course requirements to see what still needs to be satisfied