

# Academic Advising Syllabus

Advisors: Your personal guides at Georgia Tech

## Major Advisor:

Assigned by Major: see [www.advising.gatech.edu](http://www.advising.gatech.edu)

Advisor \_\_\_\_\_ e-mail \_\_\_\_\_  
 Phone \_\_\_\_\_ Office location \_\_\_\_\_

## Pre-Professional:

*Pre-Health:* Jennifer Kimble      jennifer.kimble@carnegie.gatech.edu  
*Pre-Law:* Robert Pikowsky      robert.pikowsky@pubpolicy.gatech.edu  
*Pre-(K-12):* Beth Spencer      beth.spencer@provost.gatech.edu

## Other Advising

For advisors on Minors, Certificates, International Plan, Undergraduate Research, and many other areas see [www.advising.gatech.edu](http://www.advising.gatech.edu).

## Statement of Purpose:

*We, the SGA Committee on Academic Advising, have supplemented each school within the institute with tools to provide effective information to all students. Advisors will not prescribe answers, but advisors will supply you with boundless knowledge so that you may make an informed decision. We believe academic advising is a collaborative process, and ultimately, you, the student, are responsible for your educational experience.*

## Academic Advising Timeline

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

<b>1<sup>st</sup> Year:</b>	<ul style="list-style-type: none"> <li>● At FASET make sure you understand curriculum</li> <li>● Make tentative plan of classes, year by year</li> <li>● Get involved (Tech has over 300 clubs and organizations)</li> <li>● Look into study abroad, internships, research opportunities, and/or co-op</li> <li>● Build a resume and your CareerTech Portfolio</li> </ul>
<b>2<sup>nd</sup> Year:</b>	<ul style="list-style-type: none"> <li>● Explore connections between your interests, strengths, and potential careers</li> <li>● Seek internships, research, study abroad, and/or co-op opportunities</li> <li>● Stay involved, choose activities that suit your interests</li> </ul>
<b>3<sup>rd</sup> Year:</b>	<ul style="list-style-type: none"> <li>● Make sure you are involved in undergraduate research, internships, or co-op</li> <li>● Update resume and CareerTech Portfolio</li> <li>● Research career options and graduate programs</li> <li>● Talk to pre-professional advisors or faculty in your field of interest</li> <li>● Take classes necessary for graduate school, pre-professional classes</li> <li>● Take graduate exams (LSAT, GRE, MCAT, GMAT)</li> </ul>
<b>4<sup>th</sup> Year:</b>	<ul style="list-style-type: none"> <li>● Make sure to finalize career/postgraduate plans</li> <li>● Fill out degree petition</li> <li>● Apply for graduate school</li> <li>● Submit resumes, begin interviewing</li> </ul>

## EXPECTATIONS

### **You can expect your Advisor to:**

- Be a personal guide through college, and listen carefully to your questions and concerns
- Understand GT degree requirements and effectively communicate them
- Assist you in making course selections and long-term plans
- Be a point source for resources and referrals (work, opportunities abroad, tutoring, etc)

### **Your Advisor expects you to:**

- Make appointments (at [www.advising.gatech.edu](http://www.advising.gatech.edu)) or cancel/reschedule in a timely manner
- Come prepared with knowledge of classes to take, questions to ask, and topics to discuss
- Research programs and opportunities in advance
- Accept responsibility for your decisions and actions

## Typical Annual Advising Calendar

*Visit your advisor anytime during the year with questions.*

	When *	What
<b>Fall</b>	August	<ul style="list-style-type: none"> <li>● Time Tickets for Phase II Registration for Fall Classes Available</li> <li>● Phase II Registration for Fall Classes Begins</li> <li>● <i>(End of First Week)</i>Last Day to Register for Class or Drop without "W"</li> </ul>
	September	<ul style="list-style-type: none"> <li>● Career Fair</li> </ul>
	October	<ul style="list-style-type: none"> <li>● Progress Reports</li> <li>● Drop Day</li> <li>● Study Abroad Fair</li> <li>● Registrar's deadline to submit Degree Petitions for Spring Graduation**</li> <li>● Time Tickets for Phase I Registration for Spring Classes Available</li> </ul>
	November	<ul style="list-style-type: none"> <li>● Phase I Registration for Spring Classes Begins</li> </ul>
	December	<ul style="list-style-type: none"> <li>● Time Tickets for Phase II Registration for Spring Classes Available</li> </ul>
<b>Spring</b>	January	<ul style="list-style-type: none"> <li>● Phase II Registration for Spring Classes Begins</li> <li>● <i>(End of First Week)</i>Last Day to Register for Class or Drop without "W"</li> <li>● Internship Fair</li> <li>● Study Abroad Fair</li> </ul>
	February	<ul style="list-style-type: none"> <li>● Progress Reports</li> </ul>
	March	<ul style="list-style-type: none"> <li>● Drop Day</li> <li>● Registrar's deadline to submit Degree Petition for Summer Graduation**</li> <li>● Time Tickets for Phase I Registration for Summer Classes Available</li> <li>● Phase I Registration for Summer Classes Begins</li> </ul>
	April	<ul style="list-style-type: none"> <li>● Time Tickets for Early Registration for Fall Classes Available</li> <li>● Early Registration for Fall Classes Begins</li> </ul>
<b>Summer</b>	May	<ul style="list-style-type: none"> <li>● Time Tickets for Phase II Registration for Summer Classes Available</li> <li>● Phase II Registration for Summer Classes Begins</li> <li>● <i>(End of First Week)</i>Last Day to Register for Class or Drop without "W"</li> </ul>
	June	<ul style="list-style-type: none"> <li>● Progress Reports for Short Summer Session</li> <li>● Drop Day for Short Summer Session</li> </ul>
	July	<ul style="list-style-type: none"> <li>● Progress Reports for Full Summer Session</li> <li>● Drop Day for Full Summer Session</li> <li>● Registrar's deadline to submit Degree Petition for Fall Graduation**</li> <li>● Time Tickets for Phase I Registration for Fall Classes Available</li> <li>● Phase I Registration for Fall Classes Begins</li> </ul>

\* Check the Registrar's Calendar (<http://www.registrar.gatech.edu/home/calendar.php>) for specific dates.

\*\* Be aware that each department has a due date to turn these in to them prior to the Registrar's



### **Additional Resources:** (Links also available at [www.advising.gatech.edu](http://www.advising.gatech.edu))

Registration, schedule of classes, and transfer equivalencies: <https://oscar.gatech.edu/> ;

Catalog: <http://www.catalog.gatech.edu/>; Forms, Calendar, and Rules: <http://www.registrar.gatech.edu/>;

CareerTech Portfolio: <http://www.career.gatech.edu/>; Internship/CO-OP: <http://www.profpactice.gatech.edu/>;

Study Abroad: <http://www.oie.gatech.edu/sa/> ; Undergraduate Research: <http://www.undergradresearch.gatech.edu/> ;

Success Programs/Tutoring: <http://www.successprograms.gatech.edu/>

Involvement: <http://cyberbuzz.gatech.edu/main/index.php>; Sport Clubs: <http://www.crc.gatech.edu/sc/>

# Advising Worksheet



## To be completed with advisor

Name: \_\_\_\_\_  
Major: \_\_\_\_\_  
GTid: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Advisor: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Office: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Interests:

---

---

---

### Activities Interested In:

- Undergraduate Research \_\_\_\_\_
- Internship \_\_\_\_\_
- Study Abroad \_\_\_\_\_
- International Plan \_\_\_\_\_
- Honor's Program \_\_\_\_\_
- Minor/Certificate \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

#### Student Groups/Other Extracurricular

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### To Do List/Reminders:

---

---

---

---

---

---

---

---

---

---