

# ACADEMIC ADVISING AGREEMENT

Successful students at The College of Idaho make the most out of advising. Your advisor stands ready to help you navigate the road to success, but you have to take the wheel. The following “agreement” explains this important relationship.

Advisee Expectations and Responsibilities	Advisor Expectations and Responsibilities
Understand and accept that you are ultimately responsible for your education and your own decisions	Develop a purposeful relationship with and be an advocate for your advisees
Be responsible, resourceful, and reflective <ul style="list-style-type: none"> <li>• <i>Responsible</i> in being prepared for advising sessions, reaching out to your advisor to schedule meetings</li> <li>• <i>Resourceful</i> in understanding your degree requirements and utilizing resources available to you</li> <li>• <i>Reflective</i> in your educational journey – allowing yourself to be prepared to have reflective conversations with your faculty advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Help students become informed of expectations and opportunities</li> <li>• Hold students accountable for their educational journey</li> <li>• Encourage students to continually reflect on their journey and progress in being responsible, resourceful, and reflective</li> </ul>
Communicate with your advisor about your career and personal goals so they can help you achieve them	Guide student in defining educational goals and developing educational/career/life plans
Initiate and build a purposeful relationship with your advisor	Share and provide opportunities for students to explore their learning opportunities
<b>Check your College email</b> and respond to all correspondence from your advisor	Guide students through registration processes
Read and understand your program requirements, create an academic plan to be discussed with your advisor; use your advising meetings as a discussion point and not as a planning time	Lead student through program requirements, monitoring progress towards education goals; encourage students to use advising meetings as opportunities for discussion, not just approval of registration forms
Follow up with advising appointments and explore experiential opportunities	Inform students of campus resources and opportunities available to them

Advisor: \_\_\_\_\_

Student: \_\_\_\_\_

# HOW TO GET THE MOST OUT OF ACADEMIC ADVISING

1. **Meet with your advisor**—as required—prior to registration every semester
  - But feel free to visit with and meet with your advisor as often as you both see fit
  - Don't wait until registration time or for a time of trouble!
2. **Complete a PEAK Map** during your freshman year with guidance from your First-Year Advisor
  - Transfer Students need to complete a PEAK Map as soon as possible after enrollment; you will be guided through this process by your first-year academic advisor upon arrival on campus
  - Successful PEAK Maps include experiential learning opportunities such as internships, off-campus study, and exploratory courses
  - PEAK Mentors are available to help you develop a PEAK Map. They work closely with the Advising Coordinator and are able to help you begin your mapping experience. Please visit the PEAK Center for assistance building your PEAK Map.
3. **Save your academic exploration and mapping** in the interactive catalog and keep a folder with all advising information. Use the interactive features in the Undergraduate Catalog (“My Catalog”) to allow for quicker review and discussion during advising sessions. Always bring a copy of your most recent PEAK Map to advising sessions
4. **Ask questions!** Your academic advisor is there to serve as a guide for you and to help you adjust to college life. Understanding your degree requirements is vital to success at The College of Idaho and asking questions of your academic advisor is one of the best ways to learn. Asking good questions is a key to academic success and to a timely graduation!
5. **Take control of your education** and take an active role in your advising relationship. Academic advisors are here to work with you, and to guide you. As the student, *you* need to initiate this relationship, and be prepared and respectful of this assistance.
6. **Develop a personal relationship with your academic advisor.** Creating a relationship strengthens an advisor's ability to advocate for you and creates a great campus resource. Academic Advisors can make for great references if you get to know them—and if they get to know your work, your goals and aspirations. They are here to answer your questions and guide you. Take advantage of this opportunity!

# IMPORTANT 2022-2023 DATES

## FALL

**8/24/2022** – Instruction Begins. Please attend MONDAY courses.

**8/31/2022** – Last day to ADD Semester & first 7-week courses **WITHOUT** instructor permission through Self-Service

**9/7/2022** – Last day to Drop Semester & First 7-week courses

Last day to Add Semester & First 7-week courses **WITH** instructor permission

**10/31/2022** – Senior Priority Registration (90+ credits)

**11/2/2022** – Junior Priority Registration

**11/4/2022** – Sophomore Priority Registration

**11/8/2022** – Freshman Priority Registration

**11/21/2022** – Last day to withdraw from semester & second 7-week courses

Last day to elect Pass/Fail from semester & second 7-week courses

**12/9/2022** – Last day of classes

**12/12-12/16** – Final Examinations

**12/23/2022** – Grades official and viewable on Self-Service at 5:00 PM

## WINTER

**1/6/2023** – Instruction Begins

**1/10/2023** – Last Day to Add/Drop Courses

**1/20/2023** – Last Day to Withdraw from Winter Term Courses

**1/27/2023** – Last Day of Classes / Winter Term Ends

## SPRING

**2/6/2023** – Instruction Begins. Please attend MONDAY courses.

**2/10/2023** – Last day to ADD Semester & first 7-week courses **WITHOUT** instructor permission through Self-Service

**2/17/2023** – Last day to Drop Semester & First 7-week courses

Last day to Add Semester & First 7-week courses **WITH** instructor permission

**4/10/2023** – Senior Priority Registration (90+ credits)

**4/12/2023** – Junior Priority Registration

**4/14/2023** – Sophomore Priority Registration

**4/18/2023** - Freshman Priority Registration

**4/29/2023** - Last day to withdraw from semester & second 7-week courses

Last day to elect Pass/Fail from semester & second 7-week courses

**5/19/2023** - Last day of classes

**5/22-5/26** - Final Examinations

**6/2/2023** - Grades official and viewable on Self-Service at 5:00 PM