Connect with your advisor!

Advising appointments are a great opportunity to have someone who is familiar with the U of M, connect you with resources, answer your questions and support you with your academic, professional and personal goals. All CFANS students are assigned an academic advisor; the name of your academic advisor is listed on your MyU account under “Academics” below your course schedule. Advisees have many opportunities to connect with their advisor (in-person appointments, drop-in advising, online “Google Hangouts” appointments, and email).

Appointments:

Academic advisors are available to meet with students for a variety of topics. Below is a list of required appointments for CFANS students. During these appointments, which are typically 30 minutes, expect to reflect upon and discuss your academic progress, challenges you may be facing, as well as personal or professional goals.

- **Freshman, Sophomore & Transfer Students**: required in-person advising meetings first three semesters to discuss future academic plans
- **After meeting with assigned advisor for three consecutive semesters**: students are required to connect with their advisor each semester (via email, in-person, online “Google Hangout”, etc.) to discuss future academic plans
- **Academic probation**: If applicable, semester of academic probation

**Faculty Mentor**: You will also be assigned a faculty mentor who you will be required to meet with at least once per year.

**Holds**: All CFANS students have an OA Advisor Hold (College Advisor Approval) on their account. In order to move the hold, all students must connect with their advisor to discuss their upcoming plans for course registration and course schedule. After a student has gotten confirmation from their advisor that their hold has been moved, they will be able to register during their assigned registration time. **You will still see a hold on your account but it has been moved to the future semester**. Your assigned registration time will be listed in your MyU account under “Academics” “Registration” tab.
Drop-in advising:

Current CFANS students are welcome to attend drop-in advising hours. Drop-in advising is limited to **15-minute sessions** and students are seen on a first-come, first-served basis. **Drop-in hours are offered Monday-Friday from 10:30am-12pm and 2pm-3:30pm. *Must be checked in by 11:45am and 3:15pm.**

Examples of appropriate topics for drop-in advising:

- Add-Drop (One Time Drop)
- Course equivalencies
- Schedule verification and changes (current semester)
- Quick questions (liberal education requirements)
- Quick overview of APAS
- Petition procedure (information about the process)

Prepare:  Here are some tips for getting the most from your advising appointment.

- Look at your MyU account to find your registration time and plan an appointment with your advisor in advance of your assigned registration time.
- Be prepared to discuss your goals for next year both in class and outside of class.
- Review the online **Schedule Builder or Class Search** to verify that your planned classes are offered and do not conflict.
- Review your **APAS report** before your appointment. You can view and print your APAS through your MyU account under “Academics” below your course schedule. Bring questions to your advisor.

Responsibilities:  CFANS advisors and advisees both play important roles in advising.

Your advisor’s responsibility is to:

- Understand and communicate curriculum, requirements, policies, and procedures.
- Listen to your concerns and respect your individual values and choices.
- Be caring, considerate and culturally competent.
- Give you options so you can make educated decisions that fit you best.
- Support you in defining your academic, career, and personal goals.
- Discuss ways to be engaged (undergraduate research, study abroad, clubs/organizations, volunteering, jobs, and internships).
- Assess academic record as it pertains to timely progress towards graduation.
- Refer you to campus resources that fit your needs and support you if you are struggling.

Your responsibility is to:

- Read your University of Minnesota email on a daily basis.
- Become knowledgeable of campus policies, procedures, and resources.
- Reflect upon your goals and educational plans and be prepared to discuss them.
- Be respectful to cultures different from yours as well as open and willing to consider other perspectives.
- Review your APAS report each semester.
- Take primary and increasing responsibility for researching and making your own decisions in regards to course planning and professional development.

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