Mission

BGSU advisors strive to challenge and support students to become independent and engaged citizens who are able to take responsibility for achieving lifelong educational, personal, and career goals.

The Role of Advising

Effective advising fosters critical thinking and informed decision making which supports meaningful living in a global society. Like teaching, advising is a learning-centered process that challenges the student to:
1) clarify attainable goals,
2) create effective strategies to realize personal, academic, and career expectations,
3) foster independence and accountability that results from accessing and utilizing accurate information.

(Adapted from NACADA resources)

At BGSU, academic advising provides students with the opportunity to build a relationship with their advisors for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the BGSU campus.

Expected Student Learning Outcomes for the Academic Advising Experience

Through the academic advising experiences at Bowling Green State University:

- Students will demonstrate the ability to make independent and effective decisions concerning their degree and career goals.
- Students will take ownership to develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Students will demonstrate an understanding of the value of the general education requirements.
- Students will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Students will make use of referrals to campus resources as needed.
- Students will be able to accurately read and effectively utilize MyDARS Report, a degree audit, in their educational planning.
- Students will graduate in a timely manner based on their educational plan.

Advisee Responsibilities – What You Are Expected To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Schedule regular appointments or make regular contact with advisors during each semester.
- Come to each appointment prepared with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents in a way that enables you to access them when needed.
- Complete all assignments or recommendations from your advisor.
- Gather relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Become your own best self-advocate.
- Invest completely in the educational process and accept responsibility for decisions.

Advisor Responsibilities – What You Can Expect

As an advisor, I can be expected to:

- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Monitor and accurately document students’ progress toward meeting their goals.
- Be accessible for meeting with advisees via office hours for advising, telephone, e-mail, or web access.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- Maintain confidentiality.

Text/Materials:

University Catalog (bgsu.edu/catalog/)
The web-based catalog is an important resource for students and advisors. In addition to access to relevant BGSU academic policies and deadlines, the catalog provides current requirements for all BGSU majors and minors, or “checksheets”. It is the responsibility of the student to understand the information in the University Catalog.

DARS Report (available by logging into “MyBGSU”)
DARS is a system that allows students and advisors to access current information about the student’s academic record. In addition to providing a current degree audit, DARS allows the user to “shop around” for other majors in that it will compare current completed courses with proposed degrees to determine which courses would apply to the proposed major.

Advising Website (bgsu.edu/offices/offices/advising/page52407.html)
This website is a useful resource to help students understand the purpose of advisors, how to find an advisor, the student’s responsibility as an advisee, general student success tips, and other frequently asked questions.

successaNET (available by logging into “MyBGSU”)
successaNET allows students to receive immediate feedback from faculty on academic performance. Advisors use the system to track meetings and to provide advice and referrals for academic and other types of assistance. For more information, visit bgsu.edu/successnet.
TO DO

SOARing In
- Make sure your computer password has been changed and you have logged in to the MyBGSU system, www.bgsu.edu/mybgsu
- Know your student ID number
- Bring copies of transcripts for college credit received elsewhere
- Complete Writing Placement exam
- Know all careers or majors in which you are interested
- Meet with an academic advisor. Discuss check sheets, course descriptions and expectations for success for the first year
- Develop your tentative graduation plan outlining the major courses and electives you should take each semester
- Get acquainted with offices on campus that provide academic support services like the Learning Commons, the Career Center, Library, and the Counseling Center
- Complete introductory courses in your major or specialization and take electives that mesh with your interests
- Join and become an active member in your first year, preferably with an organization related to your major or career interests

Taking Flight
- Understand how to access and regularly check MyBGSU, your BGSU Falcon email account, successNET, your degree check sheet(s), and your DAR (Degree Audit Report)
- Meet with your advisor regularly to obtain timely, accurate information about the University’s academic policies, registration procedures, general education offerings, required and elective courses in your major or specialization, and degree requirements
- Bring any questions concerning prospective majors
- Develop a graduation plan
- Begin to develop a network of colleagues in your field
- If you are “undecided” about a major or uncertain what you can do with your major, complete the various assessments on FOCUS, a computer-assisted career guidance program available through MyBGSU. FOCUS can help you learn more about your values, interests, skills, personality and occupations

Leaving the Nest
- Continue to consult with your faculty advisor and college advising office to select courses that match your career goals and fulfill specific degree requirements
- Use research assignments, group projects, and field experiences to expand your knowledge of the field and professional skills
- Obtain at least three strong references from your professors and/or supervisors who know your work and/or scholarly abilities.
- Maintain excellence in your academic work
- If you are considering graduate school, consult your faculty advisor to discuss next steps regarding admission
- Have your resume and cover letter critiqued by a Career Center consultant
- Be able to communicate your skills, values, and interests to prospective employers or admissions committees. Be able to explain how you are different because of your undergraduate experience
Questions to ask yourself:
  » What are my values, and how will I enact them?
  » What are my strengths?
  » What are areas of improvement?
  » How will my education prepare me for a career/graduate school?
  » How can my educational plan help me grow personally?
  » What do I value in a career?
  » Who will support me in achieving my goals?

Educational Goals:
What are your markers for success during college?

1. 

2. 

3. 

Leadership Goals:

1. Campus Involvement:

2. Internships, Co-ops, Employment:

3. Education Abroad:

4. Community Involvement:
### FIRST YEAR CHART

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Important Offices and Department Information

**ACTION**
419-372-6562
www.bgsu.edu/action

**Academic Investment in Math and Science Student**
419-372-8504
www.bgsu.edu/offices/honors

**Alumni**
419-372-2424
www.bgsu.edu/offices/alumni

**Athletics**
419-372-2401
www.bgsu.edu/sfalcons.com

**Bookstore**
419-372-2851
www.bgsu.edu/offices/bookstore

**BGSU Firelands**
419-433-5560
firelands.bgsu.edu

**Campus Activities**
419-372-2343
www.bgsu.edu/getinvolved

**Career Center**
419-372-2356
www.bgsu.edu/offices/career

**Center for Leadership**
419-372-9623
www.bgsu.edu/leadership

**Center for Undergraduate Research and Scholarship**
419-372-8501
www.bgsu.edu/offices/curs

**Counseling Center**
419-372-2081
www.bgsu.edu/offices/sa/counseling

**Dean of Students**
419-372-2843
www.bgsu.edu/deanofstudents

**Disability Services**
419-372-8495
www.bgsu.edu/offices/sa/disability

**Education Abroad & International Partnerships**
419-372-2247
www.bgsu.edu/educationabroad

**International Student Services**
419-372-2247
www.bgsu.edu/international

**Language Learning Services**
419-372-8148

**Learning Commons**
419-372-2823
www.bgsu.edu/learningcommons

**Library**
419-372-2051
www.bgsu.edu/libraries/library

**Nontraditional and Transfer Student Services**
419-372-8136
www.bgsu.edu/offices/ntss

**Office of Multicultural Affairs**
419-372-2642
www.bgsu.edu/offices/oma

**Parent and Family Programs**
419-372-2343
www.bgsu.edu/offices/sa/families

**Parents’ Help Line**
1-800-815-1300

**Parking and Traffic**
419-372-2776
www.bgsu.edu/parking

**President’s Leadership Academy**
419-372-9623
www.bgsu.edu/pla

**Public Safety**
419-372-2346
www.bgsu.edu/offices/safety

**Registration and Records**
419-372-8441
http://www.bgsu.edu/offices/registrar

**Residence Life**
419-372-2011
http://www.bgsu.edu/housing

**Student-Athlete Services**
419-372-7096

**Student Health Service**
419-372-2271
www.bgsu.edu/health

**Student Legal Services**
419-372-2951
www.bgsu.edu/offices/sls

**Student Money Management Services**
419-372-2252
www.bgsu.edu/smms

**Student Recreation Center**
419-372-2000
www.bgsu.edu/recwell

**TRIO Program/Student Support Services**
419-372-4714
www.bgsu.edu/offices/sa/trio

**University Honors Program**
419-372-8504
www.bgsu.edu/offices/honors

**Wellness Connection**
419-372-9355
www.bgsu.edu/offices/sa/recwell/wellness

**Colleges Offices**

**Arts and Sciences**
205 Administration Building
419-372-2015
www.bgsu.edu/colleges/as

**Business Administration**
253 Business Administration Building
419-372-2747
www.business.bgsu.edu/cba

**Education and Human Development**
102 Education Building
419-372-7372
www.bgsu.edu/colleges/edhd

**Health and Human Services**
102 Health Center
419-372-8424
www.bgsu.edu/colleges/hhs

**Musical Arts**
1031 Moore Musical Arts
419-372-2181
www.bgsu.edu/colleges/music

**Pre-Major Advising**
102 University Hall
419-372-8943
www.bgsu.edu/offices/advising

**Technology**
102 Technology Building
419-372-7581
www.bgsu.edu/colleges/technology

**University Program for Academic Success (UPAS)**
419-372-8943
www.bgsu.edu/offices/pma/upas