



**Before the semester begins • prepare**

- Activate your ASU email account - check it often
- Identify books, websites, study aids for each class
- Familiarize yourself with Blackboard

**August & January • attend**

- Verify the start date, end date, and add/drop deadline
- Understand how your courses fit into a major map
- Meet with a peer advisor or first year success coach

**September & February • initiate**

- Get involved in your Sun Devil Community – seek out ASU clubs & organizations
- Connect with tutoring services and student success
- Review scholarship guidelines
- Keep track of financial aid deadlines
- Address any holds on your account
- Identify your registration date, listed in My ASU
- Check My ASU for academic status reports
- Connect with your academic advisor to plan your next semester's schedule

**October & March • achieve**

- Enroll in classes
- Visit a tutoring center and prepare for finals – it's not too early!
- Run your DARS report and review your major map

**November & April • persevere**

- Review the final exam schedule – exams may not occur in the same place, time and day as the class
- Keep up your studies, don't lose focus

**December & May • evaluate**

- Check your grades on My ASU
- If you earned any D or E grades, connect with your academic advisor

Your education with the College of Integrative Sciences and Arts consists of these four competencies:

**Critical thinking**  
**Communication – written and verbal**  
**Crossing disciplines**  
**Global citizenship**

## Student Responsibilities

- Don't wait to register. It is your responsibility to get in early and register for the classes you need!
- Attend regular appointments. Make regular contact with your advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all "to dos" or recommendations from your advisor.
- Gather all relevant decision-making information.
- Become knowledgeable about college programs, policies and procedures through the use of eAdvisor.
- Accept responsibility for your decisions.

## Advisor Responsibilities

- Maintain confidentiality pursuant to FERPA.
- Be accessible during office hours.
- Provide academic support to ensure success.
- Explain academic policies and procedures.
- Collaborate to ensure academic success.
- Collaborate to facilitate comprehensive student support.
- Assist in understanding the benefits of higher education.
- Encourage and support development of the skills necessary to attain educational plans.
- Guide decision-making and responsible development of educational plans for achievement.
- Assist in identifying and using relevant university resources.
- Teach the value of classroom knowledge in relation to work, personal habits and attitudes.
- Teach how to develop the skills needed to successfully enter and thrive in a variety of work environments.
- Monitor and accurately document progress.

### Working with our professional advisors, your student will learn to:

- Develop strong academic advising relationships
- Work collaboratively with academic advisors
- Register for classes at the first opportunity
- Use eadvising tools to understand university degree requirements
- Select a major based on their interests, values, abilities, and career goals
- Be open and flexible in order to maximize their academic experience
- Engage with university resources every semester
- Interpret academic policies
- Identify graduation goals
- Participate in the Sun Devil community

### U.S. News and World Report Top 5 Soft Skills Every College Student Needs\*

- Collaboration
- Communication and interpersonal skills
- Problem-solving
- Time management
- Leadership



\*According to U.S. News and World Report  
<http://www.usnews.com/education/blogs/college-admissions-playbook/2014/05/12/hone-the-top-5-soft-skills-every-college-student-needs>

[cisa.asu.edu/advising](http://cisa.asu.edu/advising)

[cisa.asu.edu/residential](http://cisa.asu.edu/residential)

[cisa.asu.edu/majorexploration](http://cisa.asu.edu/majorexploration)