

ADVISING

Name

Office | email | phone

Office Hours:

Email hours:

Please set up meeting times in advance or stop in during office hours!

What is faculty advising? Students and faculty meet at least once per semester to discuss a student's collegiate progress, professional goals, and general well-being. In the early stages of advising, faculty play a more active role supporting student success by fleshing out student strengths and interests, encouraging academic and personal growth, and facilitating conversations about future career goals. As students progress through their college career and increase their independence and ownership of their academic and professional futures they assume greater responsibility for their curricular and professional development.

I Expect You to:

1. Meet with me each semester
2. Arrive prepared and on time for your advising appointment
3. Identify courses you've already taken for your major and **what you want to take next semester** (or summer/winter)
4. Learn about your curricular requirements and tools that can help you plan and track your academic career (e.g. Undergrad catalog, DegreeWorks, myIUP)
5. Think about future career plans and potential internships

You Can Expect Me to:

1. Be available during office hours and responsive via email during academic semester
2. Review your file prior to advising appointment and familiarize myself with and utilize key advising tools
3. Assist in tracking and mapping your curricular requirements and provide pin for registration
4. Discuss your career goals, internships, and job opportunities
5. Address your general health and well-being and guide you to community resources when applicable
6. Update your file with relevant meeting notes (academic, career/internship goals and interests)

The Outcomes

Curricular: identify courses for upcoming semester registration

Professional: discuss career goals, internship interests, employment opportunities

Health and Well-Being: touch base and provide necessary resource information

Campus Resources

Faculty may recommend resources that will support student success.

Dean's Office Office phone	Office of Transfer Services G26 Sutton Hall	Liberal Studies 103 Stabley 724-357-5715	Disability Access and Advising (D2A2) 216 Pratt Hall 724-357-4067	Writing Center 218 Eicher Hall
Academic Success Center 201-A Stabley	Career and Professional Development Center 302 Pratt Hall	Financial Aid Office 200 Clark Hall 724-357-2218	Military and Veteran's Resource Center 101-2 Pratt Hall	Office of Social Equity and Title IX B17 Delaney Hall 724-357-3402
Concern and Response Team (CART) Associate Dean	Counselling, Health, and Well-Being Suites on Maple 724-357-9355	Office of the Bursar Clark Hall Lobby 724-357-2207	IUP Food Pantry Pop-up locations	Campus Police 850 Maple St. 724-357-2141

Office of the Bursar: receives grants, loans, and scholarships and applies them; grants and issues refunds

Financial Aid Office: provides information regarding the application of federal and state grants, student loans, parent plus loans, and work study programs

Registration Dates	
Veterans	Mon, October 14
Priority groups	Tue, October 15
Grad students	Wed, October 16
Senior (90+ cr)	Fri, October 18
Junior (60-89 cr)	Mon, October 21
Sophomore (30-59 cr)	Wed, October 23
Freshman (0-29 cr)	Wed, October 16

PIN: _____

Recommended Courses:

Sep 3	Last Day to Add/Drop Classes
Oct 7	Last Day to Submit a Pass/Fail Form
Oct 7	Midterm Grades Available
Nov 4	Last Day to Withdraw from a Class
Nov 11	Last Day to Withdraw from All Classes
Dec 13	Last Day of Finals
Dec 20	Final Grades Available