

Academic Advising Syllabus - Iowa State University (ISU)

Mechanical Engineering (ME)

ME Advising Office Contact Information
Office: 2620 Howe Hall

E-mail: isume@iastate.edu
Phone: 515-294-4932

Academic Advising Mission:

Academic advising is an intentional, collaborative relationship based on trust and mutual respect. This relationship promotes the student's development of competence, autonomy, and sound decision-making skills. The goal of academic advising is an individualized academic experience for each student developed through a mentoring relationship.

Advisor Responsibilities – As your academic advisor, I will:

- Stay up-to-date with changing information (curriculum, graduation requirements, university/college policies and procedures, etc.) to best communicate these with advisees
- Keep record of academic progress and maintain confidentiality
- Be accessible to meet with advisees (in-person or virtually) during office hours
- Encourage, teach, and guide students to develop realistic goals and generate solutions to challenges
- Provide information about and strategies for utilizing available resources on campus

Advisee Responsibilities – As a student, you are expected to:

- Communicate regularly with your advisor by scheduling appointments or emailing them each semester
- Check your ISU e-mail account regularly to respond to actionable items and adhere to deadlines
- Clarify goals and keep a personal record of your progress toward meeting these goals
- Provide your advisor with accurate information regarding your goals, interests, and abilities
- Ask questions if you do not understand an issue or have specific concerns
- Treat your advisor and all other members of the department with courtesy and respect

Parent(s)/Guardian(s) Responsibilities – To support your student, you are expected to:

- Discuss college plans - including finances and any restrictions - openly and honestly with your student
- Complete financial aid forms and submit them before the deadline as needed
- Empower your student towards self-reliance by encouraging them to advocate for themselves
- Encourage your student to meet with their advisor regularly
- Notify their academic advisor if an emergency arises and the student is not able to communicate

How to Communicate with your Advisor:

Appointments (Once you are on campus):

- Meetings are scheduled for 30 minutes and are useful for discussing course scheduling, academic challenges, major changes, academic plans/goals, degree requirements, withdrawing, etc.
- Schedule an appointment by using the "Navigate Student" link on the "Student" tab of AccessPlus, the "Navigate Student" app, or the Navigate Student website: cyclones.navigate.eab.com/

E-mail: login.iastate.edu/ → Outlook

- Check your ISU e-mail daily! This is how your advisor and the university will communicate with you.
- Email is best used for general questions. Your advisor may request an appointment with you as needed based on your questions.

Phone: If your advisor does not answer, leave a message with your name (and spelling), ISU ID number, phone number, and best time to reach you. You could also send them an email with your questions.

Your To-Do List:

- Check your ISU email often and respond to emails in a timely manner** (login.iastate.edu/ → Outlook)
- Take additional exams (if directed to by your advisor) and communicate results with them:**
 - ALEKS Math Assessment (in AccessPlus: accessplus.iastate.edu)
 - Calc II Assessment (in Canvas: canvas.iastate.edu)
 - World Language Placement (if wanting/needing additional semesters): language.iastate.edu/start-here/
 - English Placement Test (non-native English speakers): apling.engl.iastate.edu/english-placement-test/
- Send scores or transcripts to Iowa State (if directed to by your advisor): Deadline = August 4th**
 - High school transcripts
 - Dual-enrollment/community college transcripts (from ANY school you earned college credit from):
 - PDF/Digital Transcripts: etranscript@iastate.edu
 - Paper Transcripts: Office of Admissions
100 Enrollment Services Center
2433 Union Drive
Ames, IA 50011-2011
 - Advanced Placement (AP) scores (College Board: apstudents.collegeboard.org/sending-scores)
 - Most recent ACT scores (myact.org)
 - Most recent SAT scores (satsuite.collegeboard.org/sat)
- Get your supplies:**
 - Textbooks: isubookstore.com/booklist
 - Computer and other technology: it.engineering.iastate.edu/new-to-engineering/
- Check your Class Schedule:**
 - When you leave orientation, you will have your official class schedule. Reach out to your advisor if you need to make changes since your schedule will lock after you leave.
 - Classroom locations will be visible 2-3 weeks before the semester begins (AccessPlus → “Class Schedule”). Check the day before classes start as well in case any locations change.
 - Always refer to AccessPlus, NOT the MyState (or another) app, for your accurate class schedule.
- Coordinate academic accommodations with Student Accessibility Services (SAS) as needed**
 - Academic accommodations from high school (IEPs, 504s, etc.) do not automatically transfer
 - Contact Information: accessibility@iastate.edu or 515-294-7220
 - Website: sas.dso.iastate.edu/

This summer:

- Brush up on math skills, especially trigonometry and calculus principles:
 - Some helpful math websites from Iowa State faculty:
calc1.org calc2.org calc3.org calc4.org (DiffEQ)
- Purchase a planner or determine your preferred method for tracking deadlines and assignments
- Buy an alarm clock and start following a sleep schedule
- Review Chemistry concepts (Review resource: khanacademy.org/science/chemistry)
- Check out resources from the Academic Success Center: asc.dso.iastate.edu/resources
 - Advice on time management, studying, note taking, writing, and general college success!
- Think about clubs or student organizations that you are interested in: stuorg.iastate.edu
 - Many of these groups will be at ClubFest or the ME Welcome Event!

Next Semester:

- Attend Destination Iowa State: admissions.iastate.edu/destination
- Come to the ME Welcome Event! - Thursday, August 24th, 3:00-4:30pm

Important Advising Dates and Events: Fall 2023

- University Academic Calendar: registrar.iastate.edu/calendar

August 17th - 19th	Destination Iowa State
Sunday, August 20th	WiSE Welcome Event: 12:00pm-3:00pm, Central Campus by Curtis Hall
Monday, August 21st	Full-semester and first-half semester courses begin
Thursday, August 24th	ME Welcome Event: 3:00pm-4:30pm - South Lawn of Black Engineering
Wednesday, August 30th	ClubFest and Volunteer Fair: 11:00am-4:00pm – Memorial Union
Wednesday, September 13th & Tuesday, September 19th	In-Person Career Fairs: 12:00pm-5:00pm - Hilton Coliseum & Scheman Building
Saturday, October 14th	Midterm grades released - Grades of C- and lower reported on AccessPlus → “Grades & Transcripts” - See advisor for questions
Monday, October 16th	Second-half courses begin: Notably LIB 160 & CHEM 50
Friday, October 27th	Last day to add, drop, or P/NP full-semester courses - See advisor for questions
Tuesday, November 14th	First day for continuing freshmen registration - See AccessPlus “Current Student Info” for registration date and time
November 20th - 24th	Fall Break
December 11th - 14th	Final Exams
December 15th	Start of Winter Break

*Dates subject to change.

*Additional offices on campus will hold “Welcome Events” for first semester students that are not included on this list. Check out the Resource Fair at OnCyte Orientation in June, office websites, and social media pages for groups not mentioned above to get connected!

Resources:

Major-Specific Resources:

- M E Undergraduate Degree Planning Resources: me.iastate.edu/degree-planning/
- Academic Advisor Information: me.iastate.edu/advising-staff/
- College of Engineering Resources: me.iastate.edu/engineering-resources/

Campus Resources: me.iastate.edu/campus-resources/

- Academic Success Center: asc.dso.iastate.edu/
 - Tutoring: asc.dso.iastate.edu/tutoring
 - Supplemental Instruction: asc.dso.iastate.edu/si
 - Academic Coaching: asc.dso.iastate.edu/coaching
 - Psych 131 - Academic Learning Skills (1 credit): asc.dso.iastate.edu/psych-131
- Student Accessibility Services: sas.dso.iastate.edu/
 - 1060 Hixson Lied Student Success Center, 515-294-7220
- Student Counseling Services: counseling.iastate.edu/
 - 3rd Floor of the Student Services Building, 515-294-5056
- Office of Student Assistance: studentassistance.dso.iastate.edu/
 - 1010 Student Services Building, 515-294-1020
- Professor Office Hours: See course syllabi for professor-specific office hours times
- Departmental Help Rooms: Offered for ECON, CHEM, and MATH courses
- Gender Inclusive Bathroom Locations: mystate.iastate.edu/map/view
 - Select “All-Gender Restrooms” in the “Category Select” dropdown
- S.H.O.P. (Students Helping Our Peers) Food Pantry: stuorg.iastate.edu/shop-foodpantry-2011
 - 1306 Beyer Hall, hours vary by semester
- Sloss House Resource Room: sloss.dso.iastate.edu/facility/resource-room
 - 1st Floor of the Sloss House, open 10:00am-3:00pm, Monday-Thursday

Syllabus Statements:

Accessibility:

Iowa State University is committed to advancing equity, access, and inclusion for students with disabilities. Promoting these values entails providing reasonable accommodations where barriers exist to students' full participation in higher education. Students in need of accommodations or who experience accessibility-related barriers to learning should work with Student Accessibility Services (SAS) to identify resources and support available to them. Staff at SAS collaborate with students and campus partners to coordinate accommodations and to further the academic excellence of students with disabilities. Information about SAS is available online at www.sas.dso.iastate.edu, by email at accessibility@iastate.edu, or by phone at 515-294-7220.

Preferred Name:

Rosters provided to advisors contain student's legal names. We will gladly honor your request to address you by an alternate name or gender pronoun. Please let your advisor know of this preference early in the semester so that we may make appropriate changes to our records. If there is any information you feel important to share with your advisor which will improve your experience at ISU in ME, such as accommodation needs, please feel free to share this information with your advisor directly.

Tuition Adjustment Deadlines:

You have until the day before the semester starts to drop all classes and get 100% refund or 0% penalty on tuition and fees. Once the semester starts, there is a quick refund scale. Check the tuition and fees adjustment deadlines online at <https://www.registrar.iastate.edu/fees/tuition-adj>

**Things to
TALK TO YOUR ADVISOR
About**

- Course Selection & Registration**
 - Academic Success (SI), Coaching, Tutoring, Writing Center
 - Counseling
 - Identity Centers
 - Accommodations
 - Scholarships
- Personal Challenges**
 - Mental Health
 - Identity
 - Exploration
 - Social Connection
 - Family
 - Traumatic Life
 - Events
 - Wellness & Balance
- Connecting with Campus Resources**
 - Academic Success (SI), Coaching, Tutoring, Writing Center
 - Counseling
 - Identity Centers
 - Accommodations
 - Scholarships
- Changing or Declaring a Minor (or Major)**
- Researching Clubs & Leadership Opportunities**
- Study Abroad & Job/ Internship Resources**
- Or Anything Else!**