

## ACADEMIC ADVISORS AND ADVISEES

One of the most important relationships you have is with your academic advisor. You should make every effort to establish and maintain a good relationship with your academic advisor.

### WHO IS YOUR ACADEMIC ADVISOR?

Every student is assigned an advisor and receives his/her contact information either at New Student Orientation in June or via an emailed letter to their MyISU account. If you do not know who your advisor is, please contact the University College at 812-237-3940; [linda.maule@indstate.edu](mailto:linda.maule@indstate.edu).

### CONTACTING YOUR ACADEMIC ADVISOR

You can reach any member of the University faculty through the online directory.

You should make appointments with your academic advisor at least once each term; new students are encouraged to meet with their advisors more often. Only your academic advisor can give you your advising PIN to enable you to register for classes.

### CONCERNS?

If you have concerns or questions about advising, talk with your advisor, major department chair, or the Dean of the University College (SH215).

Remember, your goal is to have a good professional relationship with your academic advisor. You should take the time to prepare for any advising meeting to insure it will be successful for you and your advisor.

### PREPARING FOR AN ADVISING APPOINTMENT

- Make an appointment. Some things can be handled by phone or email, but a “real” advising interaction is helped by face-to-face contact.
- Bring materials. If you plan to talk with advisor about your academic performance, be certain you know your grade report; if you are there to discuss good decision-making around course selection, bring a current degree audit with you (and review it before you arrive); if you want to talk about career opportunities, research idea, internship or other service experiences, bring the relevant information. Some advisors will ask you to keep an advising record and bring it with you to all meetings.
- Follow-through. If your advisor refers you to the Career Center, or the Registrar, or another office on campus, be certain you follow-through and let your advisor know what happened.