Advising Syllabus
Department of Computer Science & Engineering
The Ohio State University

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Office Hours: Walk-in and appointment. Walk-in hours: Mon-Fri, 9:00-11:30 a.m. and 1:00-4:00 p.m.

Advising Mission:
The Undergraduate Advising Office in the Department of Computer Science and Engineering will support and assist CSE and CIS major and pre-major students in a challenging and increasingly diverse academic environment. The professional staff will advise, teach, and redirect in appropriate ways through degree planning, monitoring of academic progress, outreach activities, and departmental benchmarking. Advisors will model life-long learning both in their student interactions and in their profession.

Expected Student Learning Outcomes:
- Students will demonstrate the ability to make effective decisions
- Students will develop an education plan for achieving their educational and career goals
- Students will be knowledgeable and will utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals
- Students will graduate in a timely manner based on their educational plan
- Students will be responsible members of the community
- Students will be life-long learners

Expectations of Students:
- Understand and complete program requirements
- Seek assistance on a regular basis
- Prepare for advising appointments
- Be open to developing and clarifying personal values and goals
- Know how academic actions affect academic status
- Accept responsibility for personal decisions and actions
- Keep a personal record of progress
- Complete assignments/recommendations from the academic advisor

Expectations of Advisors:
- Understand and effectively communicate curriculum and graduation requirements
- Assist students with developing an education plan for achieving educational and career goals
- Assist students in understanding the purposes and goals of higher education
- Assist with appropriate course selection per student interest and ability
- Encourage career exploration and decision making
- Interpret policies and procedures
- Maintain confidentiality
- Serve as referral agents for various offices
- Listen to problems and concerns
- Be accessible for meeting via office hours, telephone, and/or e-mail
- Provide developmental growth opportunities
- Engage in life-long learning opportunities