

# Academic Advising

Academic advising is a collaborative educational process between you and your advisor designed to support your academic success. An academic advisor is assigned to each student enrolled at BSC; dependent upon your program of study, this advisor may be a member of the faculty or professional staff.

## **A relationship with an academic advisor provides you the opportunity to:**

- Explore the academic options available to you, including choice of major.
- Develop an educational plan that fits your life goals and objectives.
- Learn about the resources and student services available at BSC.
- Select appropriate classes for your curriculum each semester.

Shared responsibility is the basis for the advisor-advisee relationship. As a student, you are ultimately responsible for the choices you make in college; however, BSC realizes that, in order to make informed choices, students need mentoring and advice from academic advisors and other professional staff in the BSC community. Your academic advisor is your primary source regarding academic issues, programs, and opportunities.

## **We expect advisors to:**

- Encourage self reliance by helping students make informed and responsible decisions, set realistic goals and develop thinking, learning, and life management skills.
- Be knowledgeable about the resources, policies, and procedures of Bismarck State College.
- Give accurate and timely information, maintain regular office hours and keep appointments.
- Respect the rights of students to have information about them kept confidential.

## **In return, we expect that students will:**

- Be familiar with the BSC Catalog, this handbook and BSC policies and procedures.
- Be familiar with the requirements of your major area of study, schedule courses each semester in accordance with those requirements and be aware of the prerequisites for the courses you choose.
- Observe academic deadlines-know when to register for classes and when to add, drop or withdraw from courses.
- Monitor and keep a record of your academic progress.
- Take the initiative to contact your advisor, set up appointments and attend as scheduled.
- Inform your advisor of any changes in your academic program, progress, and goals.

## **What if I don't know who my academic advisor is?**

To find your academic advisor log on the CampusConnection portal. Refer to the CampusConnection Quick Guide for instructions. To locate your advisor's office and/or phone number, go to the employee directory on the BSC Web page at: <http://www.bismarckstate.edu/directory/>.

## **Can I change my program of study or my advisor?**

If you want to change your program of study or your academic advisor, complete the Request for Program/Advisor Change Form located on the BSC Web page. Go to <http://www.bismarckstate.edu/student/registrar/> to access the form.