

SUNY Geneseo Academic Advisor Planning Guide

HOW SHOULD I USE THIS PLANNING SHEET?

Answer the questions on the reverse of this sheet **before** you meet with either your primary academic advisor, a second advisor (for a second major or minor), or a faculty or staff member who has agreed to discuss academic planning with you.

DO I HAVE TO MEET WITH MY ADVISOR?

Yes. All students in their first year at Geneseo are required to meet with their advisors to discuss upcoming registration. You will also need to meet with your advisor around your junior and senior year to review your "pre-graduation check." You must have a face-to-face conversation with your advisor (this might be a virtual or ZOOM meeting – still face-to-face but not in person!) to have your **registration hold released**. Do not wait until the last minute -- your registration may be delayed, and faculty should never release a registration hold without meeting with their advisee. The college encourages you to meet regularly with your advisor, even when you do not have a hold on your registration.

WHAT IS ACADEMIC ADVISING FOR?

Academic advising is more than just picking classes, collecting credentials, and checking off boxes. Academic advising is the heart of *integrative learning*, asking you to think across all of your courses and co-curricular experiences, to connect what you study with your personal and career goals with your intellectual interests, and to reflect on ways that the learning you do through classrooms and books applies to your engagement with local and global communities. Your advisor can point you toward resources when obstacles get in the way of your academic goals. And your advisor can help you find out what students in your field have done with their degrees after graduation.

WHAT SHOULD I EXPECT FROM MY ADVISOR?

Your academic **advisor** is a **guide** who can **steer** you toward reflection and discovery -- it is **your responsibility** to **seek the answers** to big questions, to track your degree progress, and to make sure you are doing what you need to do to be **successful** on a test, in a course, and in a whole degree program.

CONTACTING YOUR ACADEMIC ADVISOR

Check my.geneseo.edu -- your Geneseo portal. You should find your advisor's name displayed there. Office addresses are in the campus directory, (linked at my.geneseo.edu). If you have "mandatory" advising to be able to register for the next semester, you will get a notice from the Registrar that a hold has been placed on your account. **Do not panic! You have some time to make an appointment.** But get started. It is your responsibility to meet with your advisor no later than a week before your registration date. Some advisors reach out to advisees to explain how they want them to set up appointments (sign up sheet, email, etc.). You can stop by your advisor's office or ask the secretary in the department office. Find out how your advisor would like you to schedule an appointment to discuss course registration (or any other matter). Let your advisor know who you are (full name; new student? In the major? Still deciding on a major?).



BEFORE YOUR APPOINTMENT: Review your degree progress in Degree Works. If you have questions about your major program or General Education, write them down to discuss with your advisor. **BRING THIS SHEET WITH YOU** (with the reverse filled in) when you meet with your advisor.



HOW TO REGISTER: Check Knightweb for your registration time. **YOU ARE REGISTERING YOURSELF FOR CLASSES; YOUR ADVISOR DOES NOT REGISTER YOU.** Go to my.geneseo.edu and choose "Registration." You can "plan ahead" to create schedules to upload when your registration period opens.

1. Are you in the right major? Write down a couple of reasons you believe you can be successful in your current course of study. If you don't have a major yet, write down some ways that your general education courses have or have not engaged your interests.

2. Are you worried about any of your current courses? Do you need some help thinking about resources for success?

3. Since you have already reviewed your Degree Works, what courses for your major do you think you should select next semester? Do you have the required prerequisites? Your advisor will give you direction, but it is important that you understand your major's requirements.

4. General education (GE) courses are not just a checklist to finish off quickly. General education is the core of a liberal arts education. Ideally, your GE courses will spark connections across the curriculum. Think about ways GE selections can complement your other academic interests. Here are some examples from recent students: a pre-health Biology major chose to study dance because of her interest in the body and osteopathy; an English major elected a Geography course because of an interest in inter-cultural studies (think Anthropology there, too!). An Accounting major selected a US History course with a focus on the Constitution to find connections between constitutional history and tax law. **Write down at least one creative connection:**

5. List the courses you think you need for your upcoming schedule (combination major, GE, and electives). Remember, **every student must complete at least 120 credits to earn a Geneseo degree, even if you have completed all "requirements."** You have room for electives. BE FLEXIBLE! Some courses will be closed when you try to register. Have backups that also work in your schedule.

6. Do you have questions about tracks in the major, high-impact experiences, interdisciplinary study, study abroad, career interests, internships, or graduate study? These should be part of your **long term academic planning**.

7. Write down the name of one faculty or staff member whom you would like to be able to write you a letter of reference in the future (even if you are a first-year student). What do you need to do to cultivate a relationship with this person to make sure they are able to write you a strong letter?
