WHAT IS ACADEMIC ADVISING?
Although you have ultimate responsibility for the choices you make in college, academic advising is a vital resource to support your success in higher education. The overall goal of academic advising is to assist students in making responsible decisions with regard to their educational and career goals. Advisors discuss with students possible course schedules and other educational experiences. They assist students in understanding the requirements and policies necessary to complete a degree in a timely manner.

HOW DOES ACADEMIC ADVISING WORK AT ADAMS STATE COLLEGE?
Since Adams State College is committed to empowering students in their pursuit of a successful college experience, every degree-seeking student is assigned at least one advisor. Students who have declared a major are assigned a faculty advisor in their department. Those students who are undeclared, and those students who are conditionally admitted, are assigned an advisor in the Academic Advising Center. Transfer students are initially assigned to the Transfer Student Coordinator and, later, assigned an appropriate advisor based upon their field of study.

WHAT IS THE ADVISING PIN AND HOW DO I GET IT?
The advising PIN is a unique six-digit code generated each Fall and Spring semester for degree-seeking students. Your PIN is required for registration. To obtain your PIN you must be advised by your assigned advisor.
WHAT ARE MY RESPONSIBILITIES?

- To be actively responsible for your college experience
- To attend class, participate fully and complete assignments on time
- To review each course syllabus, noting deadlines, rules and policies for each class
- To become knowledgeable about college policies, procedures, and requirements as stated in the ASC catalog
- To observe academic deadlines (this information is available through ASC Portal: click on Academic Calendar)
- To know and follow the General Education requirements and departmental major requirements
- To review the class schedule for possible course options prior to an appointment with an advisor
- To contact your advisor in a timely manner for registration advisement or for other academic related needs
- To keep appointments and be prompt, or call if it is necessary to reschedule or cancel an appointment
- To inform your advisor and the Office of Student Affairs immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on your education
- To obtain and complete all necessary forms, obtaining required signatures, and having the forms processed with the appropriate office
- To contact the Academic Advising Center when requesting a change of major or advisor

WHAT ARE MY ADVISOR’S RESPONSIBILITIES?

- To spell out college policies, programs and procedures
- To be available to meet with you each semester (provided you respond promptly to your advisor’s invitations to schedule meetings)
- To help you explore your interests, abilities, and goals and to relate them to academic majors
- To offer advice on selecting courses and to assist you in developing an academic plan that satisfies general education and degree requirements
- To be knowledgeable about academic resources and refer you to those resources as needed
- To be a receptive listener and to refer you to appropriate support services when necessary
- To discuss your academic performance and the implications of your performance for the undergraduate programs you desire to pursue

WHEN SHOULD I CONTACT MY ADVISOR?

- At least once per semester, to be advised and obtain your advising PIN (advising begins approximately two weeks before the first day of registration each semester)
- To discuss academic and career goals
- To ask questions concerning college policies
- Any time you have difficulty focusing on your academics (your advisor is aware of campus resources available to help you with issues that interfere with your studies)

Responsibility is shared in the relationship between student and advisor. Keeping him/her informed about your concerns, decisions, interests and progress allows your advisor to be more effective in assisting you to experience success in your college career.

WHEN SHOULD I CONTACT THE ACADEMIC ADVISING CENTER?

- To declare or change your major or minor
- To have an advisor assigned to you or make advisor changes
- To be advised if you have not declared a major or if you were conditionally admitted

Academic Advising Center hours are:
Regular semester: Monday – Friday, 8 am – 5 pm
Summer: Monday – Friday, 7:30 am – 4:30 pm.
Phone: 719-587-7657
Fax: 719-587-7366
E-mail: academicadvising@adams.edu