

# NSU Academic Advising

---

## Advising Contract

All new students must receive academic advising upon admission to Northeastern State University. During an enrollment appointment, new students will meet with advisors to learn about university and departmental requirements, discuss their educational and career plans, and select courses.

Students who are undeclared, have no preference, or are ineligible to declare their major are advised by University Advisors in the University Advising Center. Students interested in pursuing careers in pre-professional health, computer science, engineering, or music should declare their intent as soon as possible to ensure proper advisement. Students must declare their major in the UAC, and they will then be advised in one of the four college advisement centers by academic advisors and within their academic departments by faculty advisors. All Broken Arrow campus students declare their major upon intake with a university advisor in the Enrollment Management Center and receive continuing advising in the center by Academic Advisors.

Initials: \_\_\_\_\_

### Advisors' Role:

Initials: \_\_\_\_\_

You can expect your advisor to:

- be knowledgeable about university and departmental requirements, policies and procedures;
- maintain adequate office hours throughout the semester (8am-7pm);
- provide a respectful, supportive atmosphere;
- keep accurate records;
- ensure that you are provided access to services on a fair and equitable basis;
- avoid any personal conflict of interest;
- refuse to participate in any form of sexual harassment;
- recognize the limitations of their role and be familiar with university resources in order to make appropriate referrals; and
- maintain confidentiality according to established standards;
- above all, care about the growth and development of the student and their attainment of success at NSU.

### Student's Role:

Initials: \_\_\_\_\_

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- be familiar with and read the catalog carefully;
- be familiar with degree programs and all academic requirements at the university;
- seek out answers to your questions;
- develop self-awareness;
- keep scheduled appointments;
- follow through on advisor recommendations;
- accept ultimate responsibility for their decisions; and
- make use of all resources on campus to assist in your attainment of academic success at NSU.

### Holds:

Initials: \_\_\_\_\_

At a minimum of once per year, advisement holds will be placed on all student accounts for required meetings between students and advisors. This is an effort to ensure that your degree plan is on track and that you graduate on time.

I have read and understand this contract: \_\_\_\_\_  
Name Date