

Academic Advising Syllabus

Office of Student and Academic Services

apdesign.k-state.edu/current-students/advising.html

Mitzi Farmer, MAEd

Director Academic Services and Academic Advisor
1127E Regnier Hall
mwfarmer@k-state.edu | 785-532-1997

Irma Ailon Rodriguez

Academic Advisor
1127B Regnier Hall
ailon@k-state.edu | 785-532-5984

Kelsie Johnston

Academic Advisor
1127C Regnier Hall
kelsiej@k-state.edu | 785-532-1185

Catherine Caffera

Academic Advisor
1127A Regnier Hall
caffera@k-state.edu | 785-532-2426

Mission: Academic advising in APDesign is a partnership between students and academic advisors. Advisors engage students in their educational planning, teach them how to navigate college and university resources, and encourage them to take responsibility for decisions about their academic progress.

Student Learning Outcomes

You will learn to:

1. Know your academic advisor and how to access them when needed.
2. Demonstrate knowledge of college and university resources and policies.
3. Develop an academic plan for achieving your educational goals.
4. Select courses each semester to progress toward graduation.
5. Understand your degree audit report, or DARS.
6. Demonstrate the ability to make effective decisions about your academic progress.
7. Understand what it means to be a student in a graduate degree program.

Student and Advisor Responsibilities

STUDENT'S RESPONSIBILITIES

Check your K-State email often and respond to requests from your academic advisor.

Meet with your advisor at least once each semester.

Come to your advising appointment prepared with questions, ideas for electives, etc.

Ask questions if you do not understand an issue or have a specific concern.

Become familiar with campus resources.

Know how to check holds in KSIS and follow instructions to remove them.

Utilize the course schedule, curriculum guides, university catalogs and DARS.

Accept responsibility for your decisions.

Know important dates and deadlines.

ADVISOR'S RESPONSIBILITIES

Assist you in developing and achieving realistic academic and career goals.

Provide academic support to ensure successful progression to graduation.

Explain academic policies and procedures.

Refer you to appropriate campus and community resources.

Guide decision-making and responsible development of academic plans.

Monitor and accurately document progress toward degree.

Collaborate to ensure academic success.

Be accessible during office hours, by telephone or email.

Maintain confidentiality pursuant to FERPA.

Campus Resources

Academic Achievement Center

101 Holton Hall
1101 Mid-Campus Drive North
785-532-6492
achievement@k-state.edu

APDPro

1127 Regnier Hall
785-532-2846
apdpro@k-state.edu

Career Center

148 Berney Family Welcome Center
705 N. 17th St.
785-532-6506
careercenter@k-state.edu

Cashier's Office

211 Anderson Hall
919 Mid-Campus Drive North
785-532-6317
cashiers@k-state.edu

Computer and Networking Services

apdcns@k-state.edu

Counseling Services

232 English/Counseling Services Bldg.
1612 Steam Place
785-532-6927
counsel@k-state.edu

International Student and Scholar Services

104 International Student Center
1414 Mid-Campus Drive North
785-532-6448
iss@k-state.edu

IT Help Desk

214 Hale Library
1117 Mid-Campus Drive North
785-532-7722
helpdesk@k-state.edu

Lafene Health Center

1105 Sunset Ave.
785-532-6544
lafene@k-state.edu

Non-Traditional and Veteran Student Services

201-F Holton Hall
1101 Mid-Campus Drive North
785-532-6434
dombarnes@k-state.edu

Powercat Financial Counseling

302 K-State Student Union
918 N. 17th St.
785-532-2889
powercatfinancial@k-state.edu

Student Access Center

202 Holton Hall
1101 Mid-Campus Drive North
785-532-6441
accesscenter@k-state.edu

Student Activities and Services

809 K-State Student Union
918 N. 17th St.
785-532-6541
osas@k-state.edu

Student Financial Assistance

104 Fairchild Hall
1601 Vattier St.
785-532-6420
finaid@k-state.edu

Student Success and Accountability

201 Holton Hall
1101 Mid-Campus Drive North
785-532-6432
studentsupport@k-state.edu

Tutoring

Holtz Hall
1005 Mid-Campus Drive North
tutoring@k-state.edu

Writing Center

122D English/Counseling Services Bldg.
1612 Steam Place
785-532-0842
english@k-state.edu