

Your success at OSU is your responsibility, but your advisor is one of the resources at OSU that can help you. Advisors can assist with problems that arise in your program; connect you with campus resources; help you find internships; and give feedback on how you can develop skills for future careers. The following are guidelines to help make the most of your advisor.

1. **Meet with an advisor regularly.** You will have to meet with your advisor every spring to get a new PIN number. It's recommended that you meet with your advisor once a term to touch base on how you're doing in classes and your academic plans. Talk with your advisor when you have questions or problems concerning your program, and when your academic plans change. By doing this you insure that your courses and other efforts count toward your degree.
2. **Check your ONID email at least once a day. Do not forward your ONID email to another account.** How you communicate over email makes an impression with faculty and staff. Email requests using complete sentences, correct grammar and spelling are taken much more seriously than emails written like text messages to your friend.
3. **Update your checklist for your degree.** Your checklist is your accounting of what you have taken and what you need to take in order to graduate. Keep an updated checklist in a safe place and be prepared to discuss the classes that you've completed so that we can update your file.
4. **Bring an updated checklist and proposed schedule of courses you want to take to your advising appointment.** Since it is your education you are planning, you should be thinking about courses you would enjoy taking and when they are offered. If you have spent the time researching and choosing courses before your advising appointment, you'll have more time to focus on your career goals and developing a plan for your future during your advising appointment.
5. **Do not expect to get an appointment on short notice.** Your advisors have busy schedules and will not always be able to meet with you on short notice. You'll want to schedule an appointment at least a week in advance, especially during peak registration times.
6. **The best way to discuss an issue you may have is by setting an appointment with your advisor.** Many questions and issues may sound simple over email or the phone, but may actually require a longer conversation or answer. When in doubt, set an appointment with your advisor.
7. **Meet with your advisor if you are having trouble or need to make changes in your planned courses!** Everyone has problems of one kind or another at college. A small problem in the beginning of the term can turn in to a large problem at the end of the term if you ask for help too late. Your advisor can help you figure out what kind of help you need and direct you to campus services for students in your situation. You are never alone and there are many people at OSU who want to help you be successful here.
8. **Keep your checklists, withdraw information, and other important documents in a folder for yourself.** It's important to stay organized and keep copies of your academic records as- you never know when you may need them.
9. **Keep your CURRENT contact information up to date with the Registrar's Office.** This information is what the school, your department, and your advisor will use to contact you. Your contact information can be updated via your Student Online Services account or thru the Registrar's Office.