

Tips for Advising Success in Environmental Sciences

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; help you develop your goals and interests within your major; and give feedback on how you can develop skills for future careers. Here are tips to help YOU maximize your advising experience.

- 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.
- 2. Check your ONID email at least once a day.** Do not forward your ONID email to another account. Your email etiquette matters! Messages that use complete sentences and correct grammar and spelling are taken much more seriously than emails written like text messages to your friend. Include your full name and your OSU ID number when writing to your advisor.
- 3. Understand your degree requirements and regularly review your MyDegrees checklist through student online services.** Your MyDegrees checklist tracks your degree requirements and is used for your final graduation audit. We recommend keeping a paper copy of the checklist to make notes about possible courses that you may want to take.
- 4. Review your MyDegrees checklist and bring a proposed schedule of courses you plan to take to your advising appointment.** You are planning your education, so it's important to take time to review course listings on the catalog and map out a possible schedule before talking with an advisor. If you have spent time researching and choosing courses before your advising appointment, you'll have more time during the appointment to focus on your career goals and developing a plan for your future.
- 5. Do not just stop in your advisor's office and expect to get an appointment.** Your advisors have busy schedules and will not always be able to meet with you on short notice. You should schedule an appointment at least a week in advance, especially during peak registration time.
- 6. Face-to-face meetings with your advisor are important and efficient.** Many questions and issues may seem simple but may actually be more complex than you realize. When in doubt, make an appointment to meet with your advisor.
- 7. It is particularly important that you talk 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 work with you to make a decision best for your situation and refer you to appropriate campus services. You are never alone and there are many people at OSU who want to help you be successful here.
- 8. Keep any checklists, withdraw slips, 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 at the Registrar's Office or on the web.

10. Meet with your specialization advisor. Once you have declared your specialization within Environmental Sciences (your Option, Minor, or Certificate program), you should schedule a meeting with the faculty person who advises students in that specialization. This person is best equipped to answer specific questions about courses in that field of study, and to provide you with information on internship, research, graduate school, or career opportunities. If you meet with them regularly, they will know you well enough that you can ask them for letters of recommendation as well. (Note that the Environmental Sciences program advisor will continue to work with you on OSU and Environmental Sciences core requirements; your specialization advisor's work with you will be focused on the specialization.)

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