



College of Mathematics, Natural Sciences and Technology Academic Advisement Center

W. Jason Library CMNST Dean’s Suite, Room 605

Hours: 8:30 a.m. – 4:30 p.m. Monday – Thursday; Fri. 8:00am – 4:00pm

ADVISORS

Dr. Marcel Poe –Director

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Mrs. Faith Woodard –Senior Advisor

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Mrs. Joena Henry-Academic Advisor

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CMNST ADVISING PHILOSOPHY:

College of Mathematics, Natural Sciences & Technology Academic Advisement mission is to assist students in the pursuit of their academic goals and personal development by providing quality academic counseling in an accessible, friendly, respectful environment that fosters lifelong learning and student success. We support and complement the College’s mission and core values by striving to nurture the development of scholars who have a successful college experience that culminates in graduation. We endeavor to do this through an interactive educational partnership from orientation to graduation and beyond.

STUDENT RESPONSIBILITIES: WHAT TO EXPECT Your CMNST Academic Advisor expects you to:	ADVISOR RESPONSIBILITIES: WHAT TO EXPECT You can expect your CMNST Advisor to:
Be proactive in your approach to developing and implementing an education and career plan, and maintaining an E-Portfolio	Understand and effectively communicate the core curriculum, major program requirements, College academic policies and procedures, and transfer requirements, if applicable
Schedule and keep regular appointments with your advisor at least three times per semester	Guide and support you in the development of semester course schedules
Come to appointments prepared with questions, and topics to discuss the suitability of other educational opportunities, such as study abroad, internships, and scholarships	Monitor and accurately document your progress toward meeting your goals through the use of the IDP system.
Maintain records and knowledge of administrative changes made during matriculation, such as add/drop slips, last day to drop classes, change of grade forms, and transferred course information	Maintain confidentiality and an accurate, up-to-date account of the advisee’s activities

Meet with your advisor to decide on courses, check progress towards graduation, and to discuss the suitability of other educational opportunities, such as study abroad, internships, and scholarships	Assist you with career development and graduate/professional school preparation
	Provide you with information about strategies for utilizing available campus resources and services
	Be accessible to you via office hours, email, and telephone

INDIVIDUAL DEVELOPMENT PLAN (IDP)

The Individual Development plan serves as a way to help empower you to take ownership of your educational success by helping you to develop and organize steps essential to reaching your educational and career goals. The IDP will be used to track major milestones and advisement meetings for the duration as student at DSU. You will be required to participate in mandatory meetings with your advisor, attend workshops, and potentially other activities as prescribed by your advisor. Failure to meet with your advisor or attend mandatory activities could result in a hold being placed on your account. We believe that it is important that all of our students are prepared professionally and academically for life after graduation.

OBJECTIVES & EXPECTED STUDENT OUTCOMES OF ADVISING RELATIONSHIPS

Below are mandatory milestones and objectives to assist you in being successful academically and professionally. Your advisor will discuss ways that you can achieve these outcomes.

Freshman Year (0-29 Credits)

- Complete initial Individual Development Plan with University College advisors.
- Complete Career Beam assessment with CMNST advisement center to explore career and educational goals.
- Develop IDP Career Development plan to outline S.M.A.R.T. goals.
- Create an academic plan of study using Degree Works software.
- Attend freshmen forums and career development workshops.
- Meet with University College advisors for midterm, pre-registration, and registration.
- Begin development of e-portfolio
- Participate in campus activities that will also give you an opportunity to build your skills

Sophomore Year (30-59 Credits)

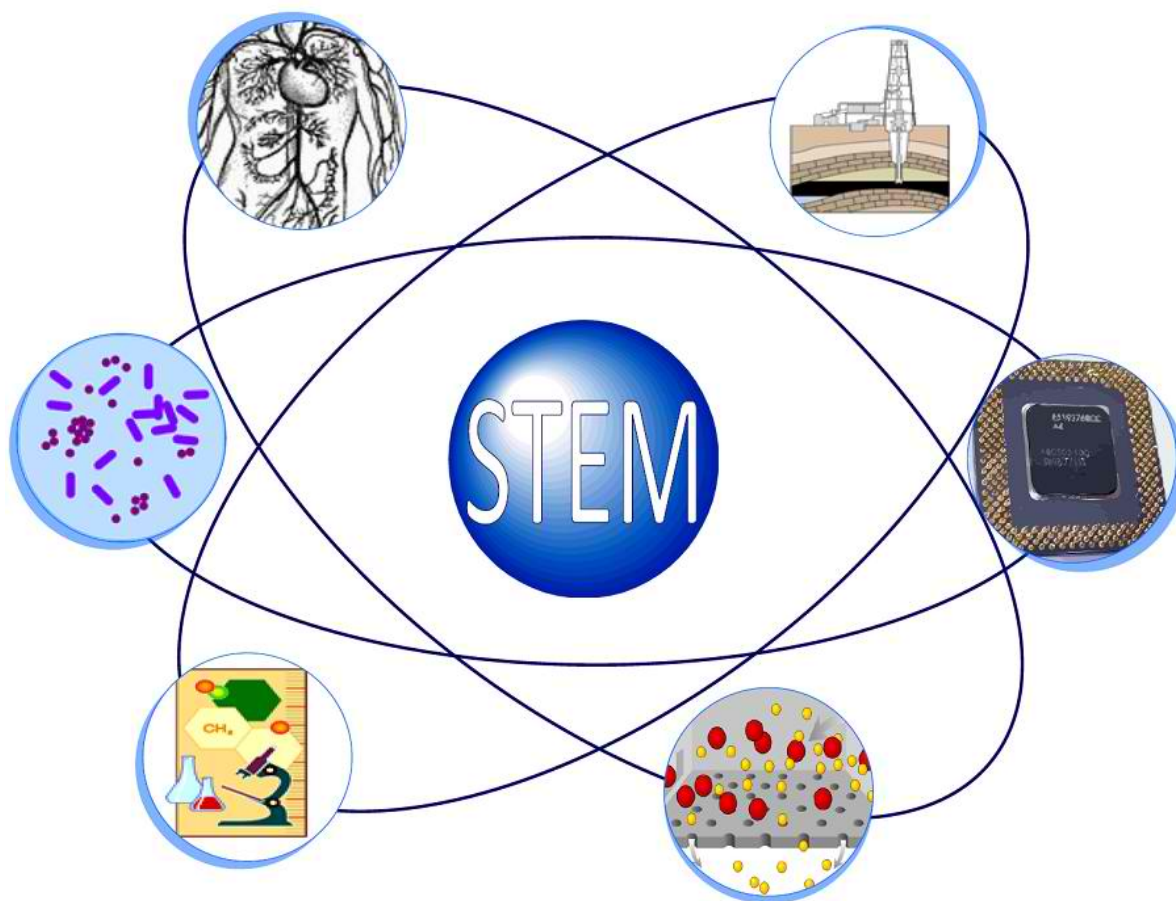
- Continue to build on Freshman year activities
- Participate in mandatory career development workshops.
- Develop a career services approved resume.
- Meet with CMNST advisement for midterm, pre-registration, and registration.
- Begin applying for employment, research, and internship opportunities.

Junior Year (60-89 Credits)

- Continue to build on Sophomore year activities
- Meet with faculty mentor to review e-portfolio, career, and educational goals.
- Attend mandatory career development workshops.
- Attend STEM Internship Fair.
- Obtain an internship or research experience.
- Meet with CMNST advisement for midterm, pre-registration, and registration.

Senior Year (90 or more Credits)

- Continue to build on Junior year activities
- Meet with faculty mentor to ensure milestones are met before graduation.
- Complete admissions test for graduate/professional schools (MCAT, GRE, etc.)
- Complete graduate/professional school applications.
- Ensure e-portfolio is up to date and presentable.
- Secure employment for after graduation.
- Meet with CMNST advisement for midterm, pre-registration, and registration.
- Attend mandatory career development workshops.
- Attend graduate school recruitment forums.
- Complete senior exit survey.



Advisement is a relationship between the student and advisor. I understand my responsibilities as a student and what I can expect from my advisor. I agree to participate in the mandatory advisement sessions and other activities as prescribed. Failure to attend advisement sessions or other mandatory activities could result in a hold being placed on my account.

Student Signature

Academic Advisor Signature

Dean/Director Signature

Date

