



## UNDERGRADUATE ACADEMIC ADVISING CONSPECTUS

for Computing Focus Area students and CCSE students majoring in Computer Science, Software Engineering, Information Technology, Computer Game Design & Development, Applied Computer Science

### Academic Advising Office Info

Office: Marietta campus, Atrium building, office J-266

Web: <http://ccse.kennesaw.edu/advising/>

Email: [ccseadvising@kennesaw.edu](mailto:ccseadvising@kennesaw.edu)

Advising meetings: on-campus and distance advisement by appointment

Walk-in advising meetings (no appointment necessary) at select times (please consult advising website)

### Academic Advising Description

The goal of academic advising is to help students succeed in college and beyond. Making sound and informed academic decisions is key to your academic success. The CCSE academic advisors provide guidance and assistance in navigating academic choices, policies, requirements and resources. Advisors assist students in making meaningful education and co-curricular plans that are compatible with and supportive of student's personal and career goals and realities. Advisors empower students to gain the necessary skills and facilitate access to resources to help advisees flourish academically and professionally.

### Academic Advising Learning Outcomes

Students will:

- Become familiar and understand KSU and CCSE academic advising structure.
- Understand degree requirements for their chosen focus area & major and how each part – general education requirements, major requirements and major electives - contribute to the degree.
- Use DegreeWorks, academic catalog, curriculum sheets and permanent schedule to plan semester schedule and their overall academic path.
- Understand how to access university policy and procedure information.
- Identify and use university resources that support their success (i.e. tutoring centers, counseling, career services, student organizations, financial aid, wellness resources, special events, etc.)
- Become familiar and use external resources that support their success (i.e. online courses, industry publications, internships, professional organizations, etc.)
- Become competent and responsible independent life-long learners.
- Understand what college offers beyond classes.

## Academic Advisor Responsibilities

Academic advisors:

- Help students understand university policies and procedures.
- Understand major, minor, concentration and general education requirements and help students navigate them.
- Provide a safe environment in which to discuss students' questions, concerns, thoughts and plans.
- Help students select an appropriate major, minor and/or concentration area, elective classes, etc. in harmony with students' goals, interests and aptitudes.
- Assist students in planning a suitable schedule of classes.
- Communicate important information to students.
- Assist students with developing knowledge, skills and action plans to address factors that may impede students' academic success.
- Assist students in making connections with other offices and relevant resources throughout the university and beyond and serve as student advocates.
- Maintain advising interaction records and process relevant forms.
- Strive to maintain their institutional and professional knowledge up-to-date and contribute to the advancement of the advising profession.
- Welcome constructive feedback and work to continuously improve their advising skills and service to students.

## Student Advisee Responsibilities

Advisees are the principle investors in the academic advising experience. To receive maximum benefits from the relationship with and services of the CCSE Academic Advising Office, students need to:

- Plan to meet with an advisor each semester.
- Arrive on time and prepared for advising appointments.
- Discuss openly and honestly their questions, goals, interests, abilities and limitations with their advisor.
- Review the university catalog, student handbook and advising materials (listed under materials) to acquire working knowledge of academic programs, rules, policies, procedures and resources.
- Inform their advisor of any significant life changes and challenges that may affect academic performance and/or educational goals and plans.
- Reach out to an advisor ASAP to discuss any unsatisfactory academic performance or non-academic issues that could have adverse impact on academic success and degree progress.
- Familiarize themselves with academic calendar and important deadlines such as registration, add/drop and course withdrawal.
- Regularly check their KSU student email.
- Follow through with advisor's recommendations and referrals.
- Accept responsibility for their decisions and actions/inaction.

## Resources & Reference Materials

CCSE advising website <http://ccse.kennesaw.edu/advising/>

KSU Undergraduate Catalog <http://catalog.kennesaw.edu/>  
KSU Student Handbook <http://catalog.kennesaw.edu/>  
Academic Calendar <http://registrar.kennesaw.edu/academiccalendar/>  
CCSE Curriculum Sheets <http://ccse.kennesaw.edu/advising/resources/curriculum-sheets.php>  
CCSE Permanent Schedule <http://ccse.kennesaw.edu/advising/resources/permanent-schedules/>  
Sample Academic Maps <http://academicmaps.kennesaw.edu/>  
CCSE website <http://ccse.kennesaw.edu/>

### Advising Appointment Guidelines

- Advising appointments may be scheduled through OwlExpress and the KSU and CCSE advising websites.
- Select appropriate advising reason and note anything pertinent in comments section.
- Make sure you select phone/video advising if seeking distance advising.
- Review appointment confirmation email – it may contain a message or instructions from your advisor.
- If unable to make your appointment, please cancel and reschedule.
- Standard appointment length is 30 minutes. If you expect your question(s) and concerns may necessitate longer, note this in comments section.
- Arrive on time and check in on the i-pad or computer in waiting area.
- Please understand you may have to wait for previous appointment to finish before you are invited for your appointment.
- Late arrivals may need to reschedule.

### Advising Appointment Preparation

- Please jot down your questions/concerns/updates and complete any pre-assigned work sheets, forms, etc – these are intended to enhance the effectiveness and efficiency of the advising experience.
- Review the advising conspectus and any pertinent information and reference materials, including info on the CCSE advising website. The conspectus is to advising what the syllabus is to classes – it sets appropriate expectations.
- Plan upcoming semester courses & activities and bring the plan with you for advisor to review; please consider the prerequisites for the courses you select (listed on curriculum sheet) and the permanent schedule if course schedule for upcoming semester is not posted yet.
- Sophomores are encouraged to draft a graduation plan, i.e. plan their coursework until degree completion.

### Important Reminders

The KSU academic advisors, faculty and staff are here to help you learn and grow. We are always happy to support you, so don't hesitate to reach out!

Check your student email regularly. Read the emails – this is the main line of communication at KSU for important information and announcements. Academic advisors and faculty do not send spam.

When emailing academic advisors, faculty and KSU staff, please include your student ID number in the email.

Before reaching out to advisors or faculty with a question, please use a search engine (google.com, etc.) to see if the information is not readily available on the Kennesaw.edu webpage, in the Catalog or the Student Handbook, and review the appropriate syllabus – this can save time!

## CCSE UNDERGRADUATE TIMELINE CHECK LIST

### FRESHMAN YEAR (0-29 credit hours)

- Attend Ignition – KSU orientation session. If unable to do that, schedule to meet with an academic advisor prior to registration.
- Take the computing placement test (you will receive it in your student email) to determine the appropriate computing class to start with – CSE 1300 or CSE 1321/L.
- Take the ALEKS math placement test if you disagree with your math placement.
- Explore the KSU website, the CCSE website and the CCSE Academic Advising website to learn about policies, opportunities and resources.
- Get to know faculty, professional staff and other students to begin building relationships.
- Maximize your college experience: participate in campus events, activities, clubs which interest you personally and professionally. Try something new!
- Consciously plan to improve your time-management, decision-making and learning skills -utilize your campus and online resources.
- Take assessments to explore suitable major/career options – various resources are available through your academic advisors, the counseling center and the career & internship advisors.
- Meet with a CCSE academic advisor prior to the start of course registration each semester to reflect on your progress, discuss your plans for the upcoming semester(s), raise any questions or concerns you may have, reassess and discuss your choice of major and have your registration hold removed.
- Don't miss CCSE events such as the welcome cookout, C-Day, industry partner presentations, etc.
- Activate your Handshake profile – your portal to on-campus jobs, internships, career center appointments, etc.

### SOPHOMORE YEAR (30-59 credit hours)

- Assess your academic progress and choice of major; Consider adding a minor or certificate to our program to complement your major and enhance your knowledge and skills base. Discuss with advisor.
- Explore study abroad, alternative spring break and other co-curricular involvement options. Continue being involved with student organizations and other campus events and activities.
- Seek information on undergraduate research opportunities.
- Attend career center workshops; write resume and have it reviewed and polished. Start gathering information on internship options and resources. Meet with your career & internship advisor.
- Consider joining professional organizations associated with your major. Many have student chapters on campus.
- Draft a master plan towards graduation semester by semester and have an academic advisor review it. (Tip: use curriculum sheet and permanent schedule; pay attention to course prerequisites)

## JUNIOR YEAR (60-89 credit hours)

- Review your program plan with your academic advisor.
- Consider your long-term career goals and graduate school interest/options.
- Apply for/complete appropriate internship; make use of campus resources, such as interview preparation, networking skills workshops, etc. Attend events such as STEM Career Fair, CCSE Internship Networking Night, CCSE featured industry partner hiring events.
- Explore if doing an internship for college credit is a suitable option for you – speak to your academic advisor and/or CCSE Internship Coordinator.
- Participate in other events and activities that allow you to meet and network with industry professionals in your field of interest. Hackathon, CCSE speaker series, C-day are not to be missed!
- Update your Handshake profile/resume; Create a professional LinkedIn profile and portfolio.
- Continue being involved in co-curricular activities, consider leadership roles and build relationships.

## SENIOR YEAR (90+ credit hours)

- Submit your petition to graduate (see deadlines in the academic calendar).
- Apply for/complete appropriate internship; make use of campus resources, such as interview preparation, networking skills workshops, etc. Attend events such as STEM Career Fair, CCSE Internship Networking Night, CCSE featured industry partner hiring events;
- Continue being involved with student organizations and consider/run for leadership positions.
- Plan your job search/graduate school application.
- Reach out to individuals (faculty, employers, etc.) who can serve as references for job/graduate school applications.
- Refine your working resume. Update your portfolio. Work on your LinkedIn profile and connections.
- Submit your capstone project for C-Day. Attend C-Day.
- If planning to attend commencement, review info and purchase tickets on time  
<http://commencement.kennesaw.edu/>

## AFTER GRADUATION

- Engage with CCSE. Advocate for your company/organization to become a CCSE partner.  
<http://ccse.kennesaw.edu/partner-with-ccse/>
- Consider KSU/CCSE graduate programs as a tool to further your professional expertise and career.  
<http://ccse.kennesaw.edu/degree-programs/graduate-programs.php>
- Stay connected <http://alumni.kennesaw.edu/>. Attend alumni events and keep in touch with friends.
- Alumni resources, such as Career Shift <https://www.careershift.com/?sc=kennesaw>, are there for you!