



DUS Advising Syllabus

Division of Undergraduate Studies
 101 Grange Building 814-865-7576
dus.psu.edu/students

Welcome! Our objective is to help you make informed choices in your Penn State education.

DUS academic advisers can help you learn how to:

- Explore majors and minors in existing and developing areas of interest
- Plan your academic directions and schedule appropriate courses
- Navigate Penn State’s academic opportunities, policies, procedures, and deadlines

Your assigned DUS adviser will expect you to:

- Schedule and attend at least one advising appointment each semester
- Use the DUS student website to explore and to prepare for appointments, as outlined below
- Keep your adviser informed about changes in academic goals or circumstances that might affect your time at the University.
- Take responsibility for your educational decisions

Summer Semester

If you are taking classes this summer, use the first 7 days of the semester to evaluate your schedule, and get a head start on the exploration activities below.

Fall Semester

Week	Exploration Activity
1-4: Figure out how to explore	Questions during the first 10 days? Go to Walk-in Advising in Grange Building Start Your Search: dus.psu.edu/students/start_search.html Get Involved: dus.psu.edu/students/activities.html
5-9: Review your experiences	Learn About Majors: dus.psu.edu/students/majors.html Make An Appointment: dus.psu.edu/students/make_appt.html Study Skills Help: pennstatelearning.psu.edu Avoid plagiarizing: istudy.psu.edu/FirstYearModules/CopyrightPlagiarism/Materials.html
10-15: Start making decisions	Assess Your Experiences: Do you need or want to change directions? Understand Late Drop: dus.psu.edu/students/late_drop.html Plan Spring Courses: dus.psu.edu/students/course_reg.html Make An Appointment: dus.psu.edu/students/make_appt.html

Spring Semester

Week	Exploration Activity
1-4: Start off right	Read your academic review e-mail. Follow through with recommendations! Questions during the first 10 days? Go to Walk-in Advising in Grange Building
5-9: Consider new experiences	Education Abroad and Think Global: dus.psu.edu/students/study_abroad.html Internships and Research: dus.psu.edu/students/intern_research.html Explore New Directions and Dig Deeper: dus.psu.edu/students/start_search.html Qualify for Chosen College: dus.psu.edu/students/etm/index.html
10-15: Plan for next year	Share ideas with your adviser: dus.psu.edu/students/make_appt.html Plan summer/fall courses: dus.psu.edu/students/course_reg.html Ready to change into new college? dus.psu.edu/students/etm/index.html

About Advising

WHAT is an academic adviser?

- A professional educator who knows Penn State colleges, majors, minors, policies, and procedures
- A teacher, guide, and mentor for your academic decisions at Penn State

WHO is your DUS adviser?

- The *Adviser Information* link on eLion lists your assigned adviser's contact information
- Check out your adviser's picture and biography at dus.psu.edu/about/stories/index.html

WHEN should you make an appointment with your assigned DUS adviser?

- At least once a semester to discuss your research into academic programs, your progress in classes, and next semester's schedule. Meet more frequently to better manage your academic goals and progress.
- If you have academic concerns or questions

HOW should you contact your assigned adviser?

Appointments

- You can make an appointment:
 - Online at dus.psu.edu/students/make_appt.html
 - In person in the lobby of the Grange Building or on the phone (814-865-7576)
- Be prepared for the appointment! Visit dus.psu.edu/students/appt_prep.html

E-mail

Use e-mail for short questions that require a short answer. When sending an e-mail to your adviser:

- Use your Penn State account and your full name
- Use a clear subject line, such as "AP exam credit"
- Don't be too casual. Proofread and spell check!
- Expect a reply, but not an immediate one!

Walk-in Advising

First Ten Days of Fall and Spring Semesters (*Lobby of Grange Building*)

- Weekdays 8:00 a.m.–11:30 a.m. and 1:00 p.m.–4:30 p.m.
- Speak with any available adviser on a first-come, first-served basis
- Come to Walk-in Advising if your e-mailed Academic Review tells you to see an adviser

Throughout the Semester (*Lobby of Grange Building*)

- Occurs most weekdays 8:15 a.m.–11:30 a.m. and 1:15 p.m.–4:30 p.m.
- 10-minute meetings for emergencies only. Please make an appointment to discuss majors and plan future semester schedules
- Speak with the adviser on duty, on a first-come, first-served basis



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