

Academic Advising Syllabus
Department of Kinesiology
School of Health, Physical Education and Recreation

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Dr. Katie Grove (kagrove@indiana.edu) – 812-855-3640 – University Gym – Athletic Training
Dr. Joanne Klossner (jklossne@indiana.edu) – 812-856-1570 – University Gym – Athletic Training

Other Advising:

For career advising, please see Dr. Susan Simmons (suscrowe@indiana.edu) in the Kinesiology Career Center in HPER 034.

For advisors on Minors, Certificates, and many other areas, see your academic advisor or the academic advisor in that specific area of study.

What is Academic Advising?

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association 2004).

What Advising Means to You and Me?

It's a chance to explore together how you can learn and grow at IU, how you can work toward your goals (and perhaps even expand your goals) and how IU can be an even better place with you here. It is also a chance for you to prepare for the next stage of your life.

Expectations in an Advisor-Student Partnership

Advisor Responsibilities

Student Responsibilities

Assist you through your time in college and to listen carefully to your questions and concerns.	Make appointments or cancel/reschedule appointments in a timely manner.
Encourage and guide you to define and develop realistic educational goals.	Clarify your personal values and goals.
Communicate the university's curriculum, requirements, policies, and procedures.	Become knowledgeable about college programs, policies, and procedures.
Understand the IU Academic Advising Report (AAR) and the HPER Kinesiology degree requirements and effectively communicate them.	Come prepared with knowledge of classes to take, questions to ask, and topics to discuss.
Assist you in making course selections and long-term plans.	Research programs and opportunities in advance.
Discuss the relationship between academic preparation and the work world.	Accept responsibility for academic decisions and performance.

******* Kinesiology Majors → you CANNOT register for classes for the next semester until you see your academic advisor!! *******

ACADEMIC ADVISING PROCEDURES

- 1. Email is the official form of communication at Indiana University. When you send an email to your advisor, please make sure to include your university ID#. Only put your ID# in the body of the message; not in the subject line of the email. When communicating by email, be sure that you use good grammar and punctuation. Addressing your advisor or professor as "Hey" or "what's up?" is inappropriate. Do not send us an email like you send a text message. Also please keep your email box cleaned out and up to date. The department and advisors send out important emails that you will want to know about. You cannot get those emails if your box is full.**

2. It is very important that you get in to see your academic advisor early in the semester to plan for the upcoming semesters in your academic career. A scheduled appointment can allow you the time to visit with your advisor and spend the time necessary to plan for the next semester as well as all remaining semester and develop a working time-line of the remaining courses you will have left to complete for your degree. This is especially important if you are planning to go on to Physical Therapy graduate school or Medical school, etc. because of the timeline in which you need the prerequisites completed for these programs.
3. While walk-in hours are provided, these are not the times to sit down and do long-range planning. Walk-ins are for planning for the next semester only and are generally for emergencies. If you do not make an appointment early in the semester and choose to wait until peak advising time during the registration period, you can plan to wait up to two or more hours to be seen due to the high volume of Kinesiology majors in the department who are also trying to see an advisor.
4. **REMEMBER: You will have an advising hold on your record and you MUST get an ACADEMIC ADVISING REGISTRATION APPROVAL form from your advisor and deliver it to HPER 115 (Dean's office) to get the advising hold removed so you can register for the next semester of classes (please allow up to 24 hours for processing). Please make your advising appointment early in the semester. Do not wait until the last minute.**
5. You can make an appointment with your advisor by calling the number listed at the top of this syllabus. Once you have met with your advisor and gotten the hold released, you should be able to get onto the OneStart system and register entirely on your own. Plan to see your advisor at least a month in advance of your registration appointment.
6. The typical timelines for registration are:
 - a) For spring registration, the advising holds and permissions for classes are usually available shortly after the beginning of October. Your registration appointment time is generally available in OneStart about this time as well. Registration for seniors for spring usually begins toward the end of October and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the spring semester.
 - b) For summer registration, the advising holds and permissions for classes are usually available around the time of Spring Break. Your registration appointment time is generally available at this time as well. Registration begins around the third week of March. Schedule adjustment is available until the first week of classes of each summer session.

- c) For fall registration, the advising holds and permissions for classes are usually available by the third week of March. Your registration appointment time is generally available at this time as well. Registration for seniors for fall begins just after the beginning of April and then juniors, sophomores, and freshmen each successive week respectively. Schedule adjustment is available until the end of the first week of classes of the fall semester.
 - d) Due to the close proximity of registration times for summer and fall, you can talk with your advisor about both semesters in the same appointment.
7. There are two important pages at the bottom of this syllabus. The first one is titled, Effective Planning and Registration Steps. The second page is titled Registration Advising Appointment Worksheet. The first page will take you step-by-step through your OneStart Student Center and how to navigate the important pages there and how to register for your classes. **The second page is important because you need to bring that page with you to your advising appointment.** This is a planning tool for you and it helps you formulate your questions and plans and helps give your advisor some direction when sitting down with you and helping you plan out your next semester of class and any future semesters to come.

Department of Kinesiology

Effective Planning and Registration Steps for Spring 2011

→ Start Here – You Need An Advising Appointment

1. You cannot register for your classes yet unless you have seen your academic advisor. See the list at the top of this syllabus if you have not seen your advisor or you do not know who your advisor is.

→ Log In to OneStart

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| <ol style="list-style-type: none"> 2. Log into your Student Center via the “Services” tab in OneStart. | <ol style="list-style-type: none"> 3. Your registration date appears in the box on the right-hand side labeled “Enrollment Dates.” Click “Details” to see your time. | <ol style="list-style-type: none"> 4. Review the “Holds” box on the right-hand side. Take action to remove any that would prevent enrollment (see “Details”). |
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→ Review Your Requirements

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| <ol style="list-style-type: none"> 5. Access your Academic Advisement Report (AAR) via your Student Center: Click “My Academics & Grades” on the left-hand side, then click “View MyAdvisement Report, next select “Bloomington” for “Institution” and “AAR & Transcript” for “Report Type” using the drop down arrows, and finally, click the yellow “Process Request” button. In the report, click on “Expand All” for better viewing. | <ol style="list-style-type: none"> 6. Make a list of all unmet requirements tagged in red as “Not Satisfied”. Red tags immediately under a dark blue bar (e.g., “KINESIOLOGY CORE”) mean the overall area is unfinished. Look for red tags under any of the light blue bars (e.g., “HPER P405 Introduction to Sport Psychology”) in that section to identify the specific item(s). If needed, click the green arrows to show/hide details. |
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→ Plan Your Courses

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| <ol style="list-style-type: none"> 7. Select courses from the Spring 2011 Schedule of Classes to match your requirements and interests (http://registrar.indiana.edu/scheofclass.shtml). Use your tab sheet to find courses from the schedule of classes to meet particular requirements necessary for your particular degree. | <ol style="list-style-type: none"> 8. Put the courses you choose in your Enrollment Shopping Cart. (The link for this is on the left-hand side in your Student Center). Be sure to select the courses in your list when you are finished, and then click on the “validate” button to check that you have any needed prerequisites, permissions, etc. The Enrollment Shopping Cart is a holding place for your intended classes. |
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→ REGISTRATION

9. When you get to this step, you should be ready for registration. But you cannot register for your classes yet unless you have seen your academic advisor. See the list at the top of this syllabus if you have not seen your advisor or you do not know who your advisor is. Follow the guidelines in the Advising Procedures on page 2 of this syllabus.

→ Once You Are In OneStart

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| <ol style="list-style-type: none"> 10. Monitor your Enrollment Shopping Cart list and course availability as the registration period progresses, and revise as needed. If any of your first-choice courses close, plan to use the “Waitlist” feature and “Drop if Enroll” feature when you register, and make sure you also have included alternate options in your cart. | <ol style="list-style-type: none"> 11. Register at your appointed date and time (or as soon as possible afterwards if you cannot log on at that time). Remember, you must log in and submit the courses in your Enrollment Shopping Cart in order to be registered; it is not automatic! Call the Registrar’s RegHelp line at (812) 855-8200 if you have any problems or questions (Mon-Fri 8-5). |
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→ Double-Check Your Choices

12. After you have registered, **review your AAR again** (see Step 5 above for details) to make sure the classes you enrolled in are meeting the requirements you expected they would. If you have any questions be sure to check with your advisor.

Department of Kinesiology
Registration Advising Appointment Worksheet

NAME:

Registration Date & Time:

Enter information in each of the areas below. You should bring this completed worksheet with you to give to your advisor during your appointment.

My Remaining Degree Requirements

Courses I Plan To Take In Spring 2011

First Choices

Alternates

Questions I Want To Ask My Advisor

I Plan to Graduate By: Month: _____ Year: _____

Fall 2010 Semester Important Dates and Deadlines

Class Meetings	
Classes Begin	M Aug 30
1st Eight Weeks Ends	Sa Oct 23
2nd Eight Weeks Begins	M Oct 25
Thanksgiving recess begins after last class	Tu Nov 23
Thanksgiving recess ends; classes resume	M Nov 29
Free Week (see Final Exam Policy at Registrar's web site)	M Dec 6 – Su Dec 12
Last day of classes	Sa Dec 11
Final Exams	M Dec 13 – F Dec 17
Registration and Drop/Add Information	
Last day for waitlist processing	Sa Sept 4
Last opportunity to use OneStart Student Center for Drop/Add/Swap, etc.	F Sept 3
Late Drop/Add begins using eDrop/eAdd on your OneStart Student Center	Tu Sept 7
Last day for the Auto"W" deadline	
1 st Eight Weeks courses	Tu Sept 28
Full Semester courses	W Oct 27
2 nd Eight Weeks courses	Tu Nov 23
Last day for Deans to approve a drop	
1 st Eight Weeks course	M Oct 11
Full Semester course	Th Dec 2
2 nd Eight Weeks course	Th Dec 2
Pass/Fail Option	
1 st Eight Weeks course	F Sept 10
Full Semester course	M Sept 27
2 nd Eight Weeks course	F Nov 5
Extend-X/F-X Policy (Repeat Course for GPA Replacement)	
1 st Eight Weeks course	F Sept 10
Full Semester course	M Sept 27
2 nd Eight Weeks course	F Nov 5

Important Links and Resources you need for Information

Department of Kinesiology:

<http://www.indiana.edu/~kines/>

Kinesiology Career Page

<http://www.indiana.edu/~kines/careers/index.shtml>

Kinesiology Internship Portal Web Site

<https://www.indiana.edu/~hperweb/internships/>

HPER Careers Web Page

<http://www.hpercareers.com/>

School of Health, Physical Education, and Recreation 2010-2012 Bulletin:

<http://www.indiana.edu/~bulletin/iub/hper/2010-2012/index.shtml>

Apply to Graduate:

<http://www.hper.indiana.edu/academics/graduation.shtml>

Registrar's Schedule of Classes:

<http://registrar.indiana.edu/scheduleoclasses/prl/soc4108/index.html>

Health Professions and Pre-Law Center (HPPLC):

<http://www.hpplc.indiana.edu/>

HPER Course Descriptions:

<http://www.hper.indiana.edu/degrees/courses.shtml>

Forms for PETE, Athletic Training, and Sport Marketing & Management applications:

<http://www.hper.indiana.edu/academics/forms/index.shtml>

Overseas Study/Study Abroad

<http://www.indiana.edu/~overseas/>

Academic Advising Timeline

Your advisor is here to help with all these steps

1st YEAR	<ul style="list-style-type: none"> • Make sure you understand your curriculum at IU. • Make a tentative plan of your classes year by year. • Get involved – if you like to do something, IU probably has it – there are over 700 clubs and activities at IU – if you can't find it, you can start it!! • Look into study abroad, internships, job shadowing, and research opportunities. • Start to build your resume and your portfolio. Visit Susan Simmons in the Kinesiology Career Center for advice in getting started. • Apply to the AT or PETE programs if you meet the prerequisites.
2nd YEAR	<ul style="list-style-type: none"> • Explore connections between your interests, strengths and potential careers. • Seek internships, research, job shadowing, and study abroad opportunities – a wealth of information is available on the Kinesiology. Career Page - http://www.indiana.edu/~kines/careers/index.shtml • Stay involved – choose activities that suit your interests. • Talk to the pre-professional advisors in the Health Professions and Pre-Law Center (HPPLC) office in Maxwell Hall if you are interested in PT, PA, Med school or other medical-related jobs. • Apply to the Sport Marketing & Management or PETE programs if you meet the prerequisites.
3rd YEAR	<ul style="list-style-type: none"> • Make sure you are involved in undergraduate research, internships, or job shadowing opportunities • Update your resume and cover letter and upload to www.HPERcareers.com if you have not already done so. • Research career options and graduate programs • Talk to your advisor or the HPPLC advisors or the faculty in your field of interest • Continue taking classes necessary for graduate school or your profession • Take graduate school exams (LSAT, GRE, MCAT, GMAT, etc.)
4th YEAR	<ul style="list-style-type: none"> • Make sure you finalize your career/postgraduate plans • Continue to update your file through www.HPERcareers.com and practice your interview skills through a career course or through appointments with your career advisor. • Apply to graduate – do this through the HPER home page (see the URL in the links listed above on page 6) • Apply to graduate school/programs • Attend career fairs and networking events • Submit resumes, begin interviewing for jobs