

UNDERGRADUATE ADVISING SYLLABUS

Jayhawk Academic Advising aspires to provide transformational academic advising that supports and enhances each student's learning experiences.



WHAT IS ADVISING?

Academic advisors support you in major exploration and selection, degree planning, investigating experiential learning opportunities, and connecting with campus resources. Advisors provide holistic support and guidance that transforms your educational experience based on your aspirations and life goals.

BY WORKING WITH YOUR ADVISOR

- You will be able to develop a meaningful plan for college that incorporates academic and co-curricular elements that reflect who you are.
- You will learn the requirements to finish your degree on time, and how to use electronic tools and campus resources to carry you through graduation.
- You will grow! Your advisor will coach you in how to respond to difficult situations, pursue paths that intrigue you, and how to gather a community of people that support your growth and give you a chance to lead.

See details of our eight learning outcomes for advising. <https://advising.ku.edu/vision-and-mission>

ADVISOR AND STUDENT RESPONSIBILITIES

STUDENT RESPONSIBILITIES



ENGAGE

Schedule with your advisor at least once a semester and determine questions for them in advance. Chat with faculty through office hours. Become actively involved in a community of your choosing.



PREPARE

Use the tools available to you, such as Planner, Enroll & Pay and the University Catalog to review your academic plan.



COMMUNICATE

Read and respond to advisor and University communications. Share needs and goals with your advisor to improve your advising experience.



FOLLOW THROUGH

Take recommended action in a timely manner to achieve academic and personal goals.

ADVISOR RESPONSIBILITIES



MAINTAIN KNOWLEDGE

Maintain accurate knowledge of policy and procedures, academic requirements, and opportunities that enhance learning experiences.



BUILD RELATIONSHIPS

Foster an open, collaborative atmosphere of respect and exploration. Be available for timely, personalized guidance during the student academic journey.



GUIDE

Collaboratively develop a manageable plan that provides clarity on next actions, delineating both student and advisor responsibilities.



MENTOR

Challenge students to set goals for personal growth, academic success, and professional development.

HOW DO I CONNECT WITH AN ADVISOR?

Scheduled Appointments

Scheduled appointments are with your assigned advisor who is an expert on your intended degree path. Repeated sessions with the same advisor make a huge difference in the advising process. Visit Jayhawk GPS/Navigate360 to schedule your appointments. Scheduling in advance gives you and your advisor time to prepare.

Drop-In Appointments

Drop-in appointments work better for minor issues, like adjusting a class time or finding out how to complete a process. Drop-in appointments are generally offered every Monday and Thursday, 12:30 to 4:00 p.m. across all of Jayhawk Academic Advising's ten advising hubs based on major. Though your assigned advisor might be available, it's likely that you will meet with the first available advisor on the team.

VIRTUAL MEETINGS AVAILABLE

JAA offers both in-person and virtual advising. Meeting online works best when you connect with a computer if you are able, especially if meeting for enrollment. Keeping your video on allows better communication between you and your advisor, as you are expected to speak rather than texting back and forth in chat. We live in a virtual world, and professional settings require using your best online skills in presenting yourself to others. If your technology options are limited, just share that with your advisor and they can help set guidelines for the virtual appointment. Both drop-ins and scheduled appointments can be virtual with an advisor on the team.

FALL 2026 IMPORTANT DATES

AUGUST

- 24 First day of classes
- 24 \$150 late enrollment fee begins*
- 28 Last day to add/change sections without written permission *
- 28 Last day to add and change sections online or enroll online*
- 28 Last day for 100% refund *
- 29 First day for 50% refund *

SEPTEMBER

- 14 Last day to withdraw/drop without a "W" (first drop period ends)*
- 21 Last day to add or swap a class *
- 21 Last day for 50% refund *
- 22 Credit/No Credit application opens

- 24 Spring 2027 Schedule of Classes published online
- 24 Advising for Fall 2026 begins

OCTOBER

- 05 Deadline Credit/No Credit*
- 15 Enrollment for Spring 2027 Opens

NOVEMBER

- 02 Undergraduate Application for Graduation deadline
- 18 Last day to withdraw from a class or the University (full semester classes; second drop period ends)*

DECEMBER

- 10 Last day of classes
- 14 First day of finals
- 18 Last day of finals

*Short courses have different deadlines. See the academic calendar.

DIGITAL TOOLS FOR STUDENT SUCCESS

JAYHAWK GPS / Navigate 360

Students view advising session notes and conversations with on campus support staff in Jayhawk GPS. The companion app, Navigate 360, is available in the App Store and Google Play store. It connects you with all major campus online tools and resources, including scheduling with your academic advisor or others from your success team. It also has the Hand Raise function for when you need help.

CANVAS

KU's learning management system is used for every KU course. You can access course syllabi, assignments, course calendars, announcements, and course grades.

KU EMAIL

Your KU email account is the official form of communication used by faculty and staff. Check it daily.

ENROLL & PAY

Students use Enroll & Pay to register for classes, monitor financial responsibilities, provide delegate access to parents and guardians, and to keep their personal information in their student record up-to-date.

PLANNER/DEGREE PROGRESS

Students who began Fall 2024 or later use Planner for checking degree progress and graduation planning. Those beginning Summer 2024 or earlier use the Degree Progress Report in MyKU.

Navigate360 Student App



Appointments



My Docs



Resources



Class Schedule



Surveys



Notifications



Holds



Enroll and Pay



Hand Raise



Canvas



Rock Chalk Central



Favorites



MyKU



Checklist



Account



Mantra Health