

Guide to Academic Advising

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What Does an Academic Advisor Do?

Your academic advisor is the person whom you will consult regarding course selection and the overall planning of your degree. Academic advisors are here to help you make the best choices. They, cannot, however, do that alone. The level of your participation is directly related to the type of relationship you have with your advisor. For a successful relationship, both advisors and students need to fulfill their responsibilities.

Below is a list of some of the reasons you might consult with an academic advisor.

- Planning your degree and future class schedule
- Scheduling difficulties
- General Education (GE) requirements
- Transfer credit
- Graduation application
- University policies and procedures
- Academic difficulties
- Information about University resources (tutoring, Dennis Learning Center, Writing Center, Counseling, Career Services, etc.)
- Information about courses requirement for your major
- Undergraduate research
- Internships
- Post-graduation opportunities (including full-time work, graduate school, and professional school)
- Petitions (over 18 hour petition, reinstatement petition, retroactive withdraw petition, etc.)
- Degree Audit Report
- Grade forgiveness policy

Students who are enrolled in additional programs (minor, 2nd major, ROTC, honors, scholars, athletics, student organizations, etc.) will have additional advisors for those specific programs. This distribution of responsibilities ensures that a student receives advice from someone who knows a program well, rather than generically, knows the ins and outs of requirements and the particularities of courses and program requirements. [Advisors have a significant role in student-success](#) and often serve as a single point of contact in helping students navigate the university.

Please note that most academic advisors do not have training in personal counseling. Students experiencing personal difficulties are encouraged to discuss those difficulties with their academic advisor so they can help the student navigate the effects the issue might have on their academics. The academic advisor will then refer the student to [OSU Counseling and Consultation Services](#) for additional assistance.

Academic Advising for Physics and Engineering Physics Majors

Ms. Lindsey Thaler (thaler.21@osu.edu) is the academic advisor in the Department of Physics and there are two ways to meet with her:

Walk-in Hours

Walk-in hours are for quick questions and discussions lasting no more than 10 minutes. Walk-in hours are Tuesdays 1-3pm and Thursdays 10am-noon in room 1142 Physics Research Building during autumn and spring semesters. Walk-in hours are not available during the summer term, breaks, holidays, or final exam week.

Topics appropriate for walk-in Hours:

- Drop off a Course Enrollment Permission Form or other paperwork
- A signature is needed for honors contract revision form or other paperwork
- Quick questions about major or GE requirements
- Request to add or drop a class that needs advisor approval (this can be done via email as well)
- Discuss difficulties with scheduling due to time conflicts or scheduling errors (this can be done via email as well)

Appointments

30 minute appointments are available for students who need a more in-depth conversation with an advisor. To schedule an appointment, log in to advisingconnect.osu.edu and fill out the necessary information. Appointment times are available Monday through Friday 9am to 3:30pm.

Topics appropriate for 30 minute appointments:

- Discuss long-term schedule planning, including all courses you have left to complete
- Discuss extracurricular activities (research, internships, etc.) and career plans
- Discuss petitions (late add/drop, curricular, etc.)
- Discuss academic performance, study skills, time management, etc.
- Review/sign honors contract
- SAP Appeal Form for Financial Aid
- Apply for graduation

Enrolling in a New Major or Minor

Process of Enrolling in a New Major/Minor

There is no central advising office at OSU. Instead, academic advisors are assigned to a specific department. Advisors are knowledgeable about the requirements of the department in which they advise but they are not expected to be familiar with programs outside of their department. Therefore, if you're interested in enrolling in a new major or switching your major entirely, you will need to contact the academic advisor specific to that program. That person will be able to provide additional information about the program, answer any questions you have, and enroll you in the major or minor.

Most department websites have a page specific for academic advising, so if you do a quick Google search, you should be able to find the contact information for the academic advisor for your new major or minor. For example, a Google search for "OSU CSE advising" will take you to the CSE advising webpage. If you are unable to locate the contact information for the advisor you need to speak to, please ask your current academic advisor for assistance directing you to the right person.

Frequently Asked Questions

Q: I am planning on switching my major or enrolling in a 2nd major. When should I do this?

A: It's recommended that you enroll in your new major as soon as you can because it's important that you have an appropriate academic advisor assigned to you. Additionally, some courses require that a student be enrolled in a specific major, so by switching as soon as possible, you will avoid potential scheduling difficulties.

Q: I am interested in one of the Engineering majors, but I am not yet qualified to enroll in the major. What should I do in the meantime?

A: Ask the advisor of your intended major if you can enroll in the pre-major program while you work on completing pre-requisite courses. If you cannot, it's recommended that you enroll in the [University Exploration program](#).

Q: I am interested in enrolling in the College of Business, but I do not yet meet the GPA requirements. What should I do?

A: It's recommended that you enroll in the [University Exploration program](#) while you work to increase your GPA. In the meantime, please make sure to work with an advisor in the College of Business so you have an understanding of the GPA and class requirements needed to enroll in the college.

Q: I am planning on switching my major, but I do not have time to find and work with a new academic advisor. Can I keep my current advisor but still switch my major?

A: Likely not. Academic advisors are not involved with majors/minors outside of their department and will not be able to assist with schedule planning for programs for which they do not advise. It would simply be a frustrating situation for both parties if you continue to meet with an advisor who cannot answer any of the questions you have about your new major/minor.

Honors Program and Honors Classes

Honors Advising

Each college at OSU (Business, Engineering, Arts and Sciences, Education, etc.) has its own honors program and set of honors advisors. If you are enrolled in the honors program, you will have an honors advisor assigned to you in addition to the advisor for your major(s).

Arts and Sciences Honors Advisor

Dr. Joanna Spanos

Smith Lab room 3180

614-292-5104

spanos.4@osu.edu

Click [here](#) for additional information

Engineering Honors Advisor

Mr. Mike Knisley

140 W. 19th Ave room 233

614-688-2787

knisley.33@osu.edu

Click [here](#) for additional information

Frequently Asked Questions

Q: I am currently in the honors program. What do I need to do to **stay enrolled** in the honors program?

A: To stay enrolled in the honors program, you must maintain an overall OSU GPA of a 3.4 or higher. Additionally, you will need to submit an honors contract by the end of your sophomore year which will need to be approved by your honors advisor. Please contact your honors advisor for additional information.

Q: I am not in the honors program but I want to **enroll**. What should I do?

A: First off, you will need to complete at least one semester of coursework at OSU and have an overall OSU GPA of at least a 3.4. Once you meet that criteria, please contact the honors advisor for your college to request enrollment in the honors program. This might require you to complete a Carmen quiz and/or schedule an appointment with an honors advisor.

Q: I am not in the honors program, but I want to take an **honors course**. What should I do?

A: If the course in question is a physics course, please contact the physics advisor, Lindsey Thaler (thaler.21@osu.edu) for additional information on how to enroll. If the course is NOT a physics course, you will need instructor permission. If the instructor says you can enroll, please have him or her email your academic advisor who will be able to enroll you in the course.

Q: I am in the Arts and Sciences honors program and I need a signature on my **honors contract**. Whom in the physics department should I contact for a signature?

A: Lindsey Thaler will need to sign the physics portion of your honors contract. Please schedule an appointment though advisingconnect.osu.edu or stop by during walk-in hours (Tuesdays 1-3pm; Thursdays 10am-noon).

Research Distinction

The graduation honor with research distinction recognizes those who complete and successfully defend an undergraduate thesis in a specific discipline.

Each college at Ohio State has its own criteria for students who are interested in graduating with research distinction on their diploma. Please contact the representative for your college if you would like additional information about graduating with research distinction.

ASC Honors

Ms. Rachel Steele

3180 Smith Lab

614-292-5104

steele.682@osu.edu

More information [here](#)

ASC Non-Honors

Mr. Ed Quinn

245G Sullivant Hall

614-292-6961

quinn.142@osu.edu

More information [here](#)

Engineering

Ms. Liz Riter

140 W. 19th Ave. room 233

614-688-2787

riter.7@osu.edu

More information [here](#)

Frequently Asked Questions

Q: I am interested in graduating with research distinction but I am not sure what the timeline is. When do I apply?

A: Applications vary by college. The deadline in the College of Arts and Sciences is the term prior to graduation whereas the deadline in the College of Engineering is three terms prior to graduation. Either way, you should read over all necessary information and have an understanding of the process and requirements by the end of autumn semester of your junior year.

Q: Does my department have any additional requirements I will need to meet in order to graduate with research distinction?

A: Typically the only person in your department who is involved with your research thesis is your research advisor and any other faculty who might be on your committee. Most departments are not involved with the requirements for research distinction since the honor comes from the student's college, not the department.

Q: I am interested in graduating with research distinction but I am not yet involved in research. Is it too late?

A: One of the requirements to graduate with research distinction is to write and defend a research thesis. The thesis will mostly consist of the work you completed during your senior year. Therefore, if you get involved in research by the end of your junior year, you should have time to complete the requirements necessary to graduate with research distinction.