Advising Syllabus

(303) 492-6515 for appointments
www.leeds.colorado.edu/advising

Undergraduate Student Services
Suite 115 Koelbel School of Business, Hours: 9-12 & 1-4 M-Th, 9:30-12 & 1-4 Friday
- Individual appointments- call to schedule at least one day ahead of time
- Walk-In advising hours: 9-12 & 1-4 M-Th, 9:30-12 & 1-4 Friday
- E-advising for quick questions: leedsug@colorado.edu

Who is my advisor?
You can check for your advisor on MyCUinfo by clicking the courses tab. We recommend seeing your advisor regularly and forming a relationship with him or her. However, you may see any advisor on staff at any time and may also request a change to another advisor should you desire.

The Undergraduate Student Services Office Responsibility to you
- To help you to explore your interests, abilities, and goals and to relate them to academic majors.
- To be a responsive listener and to refer you to appropriate support services within the university when needed.
- To discuss with you your academic performance and the implications of your performance for the undergraduate programs, graduate programs and professional programs you desire to pursue.
- To clarify university policies, regulations, programs, and procedures about which you may have questions.
- To challenge you to do things and think in ways that are new and different.

Our Expectations of You
- Actively seek out help when you need it. Don’t wait until it is too late in the semester.
- Read your CU email every day. Pay attention to information sent from CU departments and offices. Email is the University’s official mode of communication with students.
- Be an actively engaged student.
- Observe deadlines and pre-requisites.
- Review your degree audit each semester and track your progress towards completing your graduation requirements
- Meet with your academic advisor one time per year to discuss your academic plans.
FIRST YEAR
Academics
• Practice reading your degree audit and use it for spring registration
• Use available resources to maximize academic success (professors, recitation leaders, study groups, tutors)
• Join the Leeds School of Business Facebook page for your class for up to date information on events
Professional Development
• Create a college resume and cover letter
• Pursue an internship or shadowing experience for the summer
• Create an account in CSO (Career Services Online)
Personal Development
• Become a mentee in the Leeds Peer 2 Peer mentoring program
• Explore different student group organizations
• Attend the Leeds Student Club BBQ to explore membership opportunities
• Attend Student Involvement Week Activities

SECOND YEAR
Academics
• Explore study abroad. Attend Leeds Study Abroad Night (offered in October & February)
• Explore areas of business emphasis. Attend Curriculum to Career Night, visit “Declaring your area of emphasis” (leeds.colorado.edu/advising). Declare your area by April.
• Increase your GPA. Utilize tutors, SASC (Student Academic Services Center) workshops, study groups
• Understand your degree audit. Meet with your advisor at least once this year to discuss academic/graduation plans
Professional Development
• Increase your leadership skills. Consider joining a student organization or volunteer organization.
• Discover internships and career possibilities with Career Services
• Join the Leeds Professional Mentorship program as a mentee
Personal Development
• Visit Career Services (Center for Community) and take a personality/strengths finder assessment
• Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program

THIRD YEAR
Academics
• Be able to articulate what you are studying and how it relates to your career goals
• Participate in a study abroad program
• Attend the Executive Speaker Series
Professional Development
• Research specific career options. Attend the mini-career fair for your area of emphasis
• Attend the University sponsored Career Fair. Attend the Leeds sponsored Career Fair in February.
• Maintain an updated resume and cover letters
Personal Development
• Pursue a leadership position in a student organization or volunteer organization
• Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program

FOURTH YEAR
Academics
• Complete a senior audit with your academic advisor
• Attend the Executive Speaker Series
Professional Development
• Market your skills and your education to employers
• Attend the University sponsored and Leeds Sponsored Career Fairs
• Attend the Leeds mini-career fair for your area of emphasis
Personal Development
• Apply for student awards and scholarships
• Consider becoming a mentor in the Leeds Peer 2 Peer mentoring program