

# Academic Advising and the Career and Advising Center

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## Academic Advising

North Dakota State University is committed to an advising experience to assist students in reaching their full potential. The successful development of our students will be an intentional outcome of a partnership between advisor and advisee that provides accurate, supportive and quality information.

### We envision an advising process that is:

- Consistent and student centered from matriculation through graduation
- Holistic, exploring academic, career, and life decisions
- Integrated and designed to encourage advising relationships and services across all units of the university (Academic, Career, and Well-being)
- Developmental
- Continually evaluated and responsive to data
- Committed to accessible, inclusive, and equitable practices

### We envision advisors who are:

- Knowledgeable
- Accessible and approachable
- Caring and responsive

### We envision advisees who are:

- Engaged in the advising relationship
- Responsible and prepared for advising discussions
- Aware of resources regarding campus policies and procedures

Following admission to NDSU, each student is assigned an advisor from the college or department in which the student is majoring. If a major has not been declared, an assignment is made with an undeclared advisor in the Career and Advising Center (<https://career-advising.ndsu.edu/>). Advisors assist students in selecting courses to ensure a balanced education and they help interpret university and college policies and requirements. However, students are responsible for their academic decisions and meeting all program requirements including the selection of courses, meeting course requisites (co-requisites/prerequisites), and adhering to policies, procedures, and deadlines. Students are encouraged to see their advisor prior to registration and to consult the university Catalog for all degree program requirements. Students with advisor holds are required to meet with their advisors before the hold is lifted. Advisor assignments and holds can be viewed on Campus Connection.

Bison Advise (<https://career-advising.ndsu.edu/bisonadvise/>) is an interactive advising and planning tool for students and advisors to plan a path to graduation and schedule and track academic advising interactions. The planning tool within Bison Advise works alongside the Academic Requirements Report (<https://www.ndsu.edu/onestop/viewing-academic-requirement-report/>) within Campus Connection, so students can plan their class schedules, remaining requirements, and set academic and career goals to discuss with their academic advisor.

Each academic college has a Degree and Records Analyst (<https://www.ndsu.edu/registrar/office/analysts/>) in the Office of Registration and Records who serves as the primary contact for supporting academic advising for faculty and professional advisors working with undergraduate students, including those in pharmacy programs.

## Career and Advising Center

Students often choose to enter college without a declared major but with the goal of exploring various academic and career opportunities. At NDSU, those students are served through the Career and Advising Center, whose mission is to guide academic exploration, provide academic advising services to undeclared/exploratory students, and support academic and career exploration. Advising staff will confirm a student's interests during advising appointments to help build the most appropriate course schedule, incorporating academic interests and goals. Students are encouraged to take 15-16 credits each semester that include general education requirements as well as a course to explore a major of interest. Advisors maintain a list of courses that can either serve as an introduction to a particular major or as a foundational course in that major's curriculum and work with students to select exploratory options.

Students may declare a major – or change their current major to undeclared so they can broadly explore their academic options – whenever they feel confident in doing so. Most students declare a major by the time they have completed approximately 45 credits or about three semesters of classwork.

### Location & Contact Information:

306 Ceres Hall  
701-231-7111  
[ndsu.cac@ndsu.edu](mailto:ndsu.cac@ndsu.edu)  
<https://career-advising.ndsu.edu/>