

## 7. Student Guide to the Academic Advisory System

We would like to introduce you to our academic advisory system for students in the College of Arts, Social Sciences & Celtic Studies.

All new incoming First Year students in the College of Arts, Social Sciences & Celtic Studies will receive the name and contact details of their academic advisor in the early stages of the semester. If you do not receive this email, please contact [artsundergrad@universityofgalway.ie](mailto:artsundergrad@universityofgalway.ie)

Once assigned, your advisor will make contact with you within 1 - 2 weeks to arrange an informal group session. At this meeting, your advisor will outline the expectations for future meetings. The second meeting will be a 1-on-1 meeting mid-semester. It is your responsibility to initiate this meeting in week 7 of the first semester. Thereafter, you are encouraged to meet with your advisor once a semester. You are encouraged to take responsibility for maintaining regular contact.

### **What is the role of my academic advisor?**

An academic advisor is often a first point of call for students. They can provide support and guidance that may help you with the transition to University and support your personal and academic development during your degree programme.

An academic advisor will not provide Subject specific guidance, but they may advise on University processes and procedures; provide general advice for Arts students and discuss issues relating to careers and study skills.

Academic advisors can also play an important role in pointing students to other sources of support for academic, pastoral, and personal development and highlighting opportunities that are available for students in the University.

### **What is my role as a student?**

- As the student or advisee, it is your role to record the name and contact details of your advisor
- Keep in regular contact with your advisor and attend all scheduled meetings
- To make the most of your advising sessions, it helps to prepare in advance for the sessions. These sessions provide an opportunity to reflect on your academic progress and college experience, discuss your educational plans, career, and life goals.
- Notify your advisor in the event of significant illness, personal or medical problems that have a significant impact on your attendance and engagement at University.
- Consult with your advisor if you are considering a change in programme, or withdrawal from the University
- Take responsibility for your educational progress

In exceptional circumstances, if either the student or advisor requires a change of advisor/advisee, please contact the College Office: [artsundergrad@universityofgalway.ie](mailto:artsundergrad@universityofgalway.ie)

**How do I prepare for these meetings?**

We would encourage you to reach out to your advisor. Don't be shy about meeting to discuss your interests, goals, course planning, or even poor performance.

Some suggestions for preparing for the meetings are provided in Section 7.1

**Remember:**

- Year 1: Your advisor will meet you on at least 3 occasions.
- Semester 1: group meeting and the mid-semester review will be an individual meeting.
- Semester 2: at least one individual meeting will take place in the second semester.
- Further check-ins may occur at key times such as study week.
- You are welcome to follow-up with your Advisor, if, and when other issues or queries arise.

Year 2 and subsequent years:

- You will have the opportunity to continue to meet with your advisor once a semester.
- You are also encouraged to reach out to your advisor if a need arises.

## 7.1 How to prepare for meeting with your Academic Advisor

Year 1	
Meeting 1 (Early Semester 1)	<p>This is an opportunity for your advisor to get to know you and for you to meet other students. Make a list of questions, queries or concerns you have regarding student life and your University experience.</p>
Mid-semester review (Approx. week 7, Semester 1)	<p>Reflect on your expectations and aspirations for your time at University. Any concerns regarding settling in? Any queries regarding access to services or supports? What are the demands you are facing at this time? How are you finding the course work? It might be useful to discuss your plans for addressing assessments / course requirements for the remainder of the semester.</p>
Semester 2 (Year 1):	<p>Think about your experiences of assessment in College so far. It might be useful to talk about these experiences with your advisor. Explore how things are going for you at College (your academic performance; attendance and participation in your course; subject choices, college life in general).</p> <p><b>Planning ahead:</b></p> <ul style="list-style-type: none"><li>• Think about an action plan for the remainder of Year 1</li><li>• Transitioning into Year 2<ul style="list-style-type: none"><li>· What are your goals and plans?</li></ul></li><li>• Bring a long a copy of your CV and discuss plans for experiences that might add to the CV</li></ul> <p>Remember if something has emerged that is significantly affecting your attendance and engagement in your course – it would be helpful to share this with your advisor.</p>
Year 2	
Semester 1	<p><b>Reflect back on Year 1:</b></p> <ul style="list-style-type: none"><li>• Consider discussing your results with your advisor and how you are finding college so far</li></ul> <p><b>Think about your plans and expectations for the year ahead:</b></p> <ul style="list-style-type: none"><li>• Performance, attendance, engagement, subject choices, extra-curricular, opportunities for personal development</li><li>• Revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV</li></ul> <p>Make a list of questions before you meet your advisor.</p>
Semester 2	<p><b>Planning ahead:</b></p> <ul style="list-style-type: none"><li>• What are your goals for next year?</li><li>• Think about your career plans; skills you might like to develop. It can be useful to discuss these with your advisor</li><li>• Consider making an action plan for Final year (or Year 3)</li><li>• Revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV</li></ul> <p>Remember if something has emerged that is significantly affecting your attendance and engagement in your course – it would be helpful to share this with your advisor.</p>
3rd Year/Final Year	
	<p><b>Reflecting back:</b></p> <ul style="list-style-type: none"><li>• Skills and achievements to date; academic progress, personal goals</li></ul> <p><b>Looking ahead:</b></p> <ul style="list-style-type: none"><li>• What do you expect to be different this year?</li><li>• Career aspirations</li><li>• Bring a copy of your CV: Talk about what it conveys (experiences, skills, strengths)</li></ul> <p>Remember to revisit your CV with your advisor each semester and discuss opportunities for updating and developing your CV.</p>