

# Drake Advising Guide

Welcome to Drake! We are thrilled that you have decided to continue your academic journey with us. To ensure your transition to Drake is a smooth one, we have created an advising guide to help you prepare for orientation. We look forward to seeing you soon!



## WHAT TO EXPECT:

Consider this your first opportunity to build a relationship with Drake advising. After reviewing this guide, you will be more familiar with...

- ▶ Advising and mentoring at Drake
- ▶ Your role in helping us keep accurate student records
- ▶ What steps we take when building new schedules
- ▶ Common Drake advising phrases
- ▶ How to access curriculum guides and the undergraduate catalog



## ADVISING AND MENTORING @ DRAKE

To provide a developmental and holistic advising experience, starting Fall 2023 Drake University implemented the blended advising model. Our advising model is a team-based approach to advising and mentoring, consisting of YOU, an advising specialist, and faculty mentor(s).

Following orientation, you will be assigned an advising specialist and a faculty mentor(s), which will be viewable in your my.drake.edu, Self-Service, Student Profile.

**What is an advising specialist?** An advising specialist is a staff member within your primary major who provides academic and personal support from orientation through graduation. You will have one assigned advising specialist based on your primary major that will also assist you with any secondary programs of study.

**What is a faculty mentor?** A faculty mentor is a faculty member within a designated program of study responsible for providing mentorship and professional support from orientation to graduation. You will have an assigned faculty mentor for each of your declared programs of study.

The mission of the Drake University Advising Specialist Community is to provide an inclusive and encouraging environment where all students are consistently supported academically, personally, and professionally through collaborative relationships and transparent communication.

# Drake Advising Guide

## The Art of Accurate Student Records

Learn more about how you can help us keep your student records accurate.

It's never too early to make sure the information in your student record is accurate. It is important to advising specialists that we provide you with accurate advising from day 1.

## Course Registration Survey

We want to reiterate the importance of giving as **much** information as you can on your **course registration survey**. Pay special attention to the below areas as you complete your survey. **The sooner you complete your survey...the sooner we can register you for classes!**

Priority deadline | May 15

Final deadline | June 1

Submitted your survey but need to make changes before orientation?

We're happy to help! Email us at [orientation@drake.edu](mailto:orientation@drake.edu).

**Follow Me: I'll take you to the course registration survey!**

## Academic Major:

Your major (academic area of study you plan to earn a degree) is largely what determines the classes you will take during your time at Drake.

## Undecided on a major? It's ok!

Many students at Drake enroll without declaring an academic major. Some colleges/schools have an Open Enrolled Major option. Selecting, Open-enrolled means you will receive mentoring and advising support as you determine the best fit for you. **Follow Me**, I'll take you to additional Undecided/Open Enrolled information.

## Pre-Professional Goals:

You can help us understand your pre-professional plans by identifying a pre-professional goal on your course registration survey. Popular pre-professional goals at Drake...

- Pre-Engineering
- Pre-Law
- Pre-Medicine

## Wait...my pre-professional goal isn't my major? Nope!

Drake's liberal arts curriculum allows you to have the autonomy to choose a major in a subject(s) that you plan to earn a degree. Your pre-professional goal is just that, a goal that lets us know what graduate or professional program you are interested in pursuing following your Drake undergraduate experience.

Our expert advising specialists and faculty mentors will guide you through meeting your academic major and pre-professional goal requirements.

## Expected Graduation Date

We want to help you reach your desired graduation date in a reasonable manner. What's "reasonable"? Let's do some math:

A bachelor's degree at Drake is at least 120 total credit hours.

30 credits each year for 4 years brings you to 120 hours.

Those 30 credits each year are divided between the fall and spring semesters. We see the most student success with a course load of about 14-16 hours each semester. Considering summer courses? We'll help you with that too.

We know the path to 120 hours will look different for each student, which is why we believe so much in the importance of maintaining accurate records.

Help us help you. Make changes as they come, and communicate as much as possible. We are confident that your accurate information will help us provide you the quality individualized advising support we take such great pride in here at Drake.

**Look at you—you're already on your way to mastering the art of accurate student records!**

**REMINDER:** Please submit your final high school transcript, official transcript(s) from any college in which you've received credit, and any AP, IB, or CLEP scores to ensure your record and schedule is as accurate as possible to [admission@drake.edu](mailto:admission@drake.edu). Are you in progress for summer courses or your test scores aren't available yet? That's ok! Send them as soon as you can and make sure to let us know on your course registration survey.

# Drake Advising Guide

## The Anatomy of a Drake Student Schedule

We take scheduling very seriously. Let us show you how we do it!

**The Basics:** These are the four primary components advising specialists use to construct first semester schedules.

- 1. Primary Parts:** We build schedules with three primary parts in mind including major requirements, Areas of Inquiry (AOIs) or Honors, and electives. We select courses that satisfy at least one of these primary areas, though many courses satisfy multiple areas. You're in luck – we consider ALL declared programs of study when building your schedule including your secondary major, minor, concentration, and pre-professional goals (as appropriate).
- 2. Course Registration Survey Responses:** This should sound very familiar by now. We use the course registration survey responses to confirm several important elements for your schedule such as; desired major, minor, or concentration, what AOI categories you may be interested in starting with in the fall, or if you are expecting any transfer credit.
- 3. Seat Availability:** We do our very best to build balanced schedules, being mindful of things like large time gaps, all early or late courses, what courses are a priority for the fall versus what could wait until the spring.
- 4. Prerequisite Background:** At Drake, we highly value student success. With that in mind, some courses require prior academic experience to register. We will only register you for courses in which you have met the prerequisite requirements.

Student Profile - Griff the Bulldog

Term: **Fall 2023 Current term** | Standing: | Overall Hours: | Overall GPA: | Registration Notices: 3 | Holds: 0

**Use pulldown menu to select Fall**

**List of Fall Term**

Course Title	Details	CRN	Hours	Registration Status	Instructor
INTRO TO CS I	CS 065 0	2001	3	REGISTERED	Meredith Moore
INTERDISC PERSPECTIVES ...	AI 010 0	2009	3	REGISTERED	Meredith Moore
WORLD HISTORY: 1500-1750	HIST 011 1	2228	3	REGISTERED	Oliver Schickel
FOUNDATIONS OF LEADERS...	LEAD 001 0	2781	1	REGISTERED	Jeremy Tran Johnson
EVOLVING HEALTHCARE PAR...	FYS 003 0	5453	3	REGISTERED	Eric Malt
BLUEPRINT FOR SUCCESS	INTD 025 0	5652	1	REGISTERED	Amelinda Hernandez

Total Hours | Registered Hours: 14 | Billing Hours: 14 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

**Detailed Schedule**

**REMINDER:** 48 hours before your orientation session, you will receive an email with detailed instructions inviting you to view your schedule. At orientation, you will have a chance to **submit** feedback or ask your advising specialist about possible changes to your schedule.

# Drake Advising Guide

## Talk Like a Bulldog!

Let us explain a few of our favorite phrases.

**Entering first-year (EFR):** Any student that is attending Drake directly from high school or following high school graduation.

**Transfer Credit:** Any form of college credit (dual enrolled, AP, IB, CLEP etc) that is transferable to Drake University. [Follow Me](#), I'll share more about Drake's transfer credit policies.

**Drake Curriculum:** The liberal arts coursework that consists of a first-year Seminar (FYS), the Areas of Inquiry (AOI) or Honors, Senior Capstone, and Equity and Inclusion. [Follow Me](#): I'll share more information about the Drake Curriculum with you.

**First-Year Seminar (FYS):** A writing intensive component of the Drake Curriculum that entering first-years typically complete during their first semester at Drake.

**College or School:** Each academic major is housed within 1 of 5 undergraduate colleges or schools: College of Arts & Sciences (A&S), School of Education (SOE), College of Pharmacy & Health Sciences (CPHS), School of Journalism & Mass Communication (SJMC), Zimpleman College of Business (Zimpleman). Students may receive information from multiple colleges or schools based on their academic major(s).

**Academic Major:** Academic area of study you plan to earn a degree.

**Elective Course:** A flexible course option that students complete. Elective credit hours vary for each major based on the specific courses required to earn the degree. Most college students use electives to meet the graduation credit hour requirement (ie, 120), explore areas of interest, and/or complete coursework for pre-professional goals or minors.

**Programs of Study:** Any declared program that you intend to complete prior to graduation including a major, minor, or concentration/endorsement area.

**Pre-Professional Goal:** A professional goal that illustrates an area of study that you intend to pursue following your undergraduate experience. Pre-Medicine and Pre-Law are the most popular pre-professional goals at Drake.

**Peer Mentor Academic Consultant (PMAC):** Drake peer mentors that are upper class students assigned to EFRs based on their FYS class. PMACs are great resources to help ensure a smooth transition for new students. You will get to meet them at orientation!

# Drake Advising Guide

## Academic Resources: Curriculum Guides & Undergraduate Catalog

We are so excited to start sharing our college/school curriculum guides with you. Our curriculum guides provide you with an opportunity to break down your intended major(s) into more digestible pieces while you're still learning your way around Drake's curriculum. These academic resources are great for new students who want to learn more about the courses required to complete their major(s) and for students exploring different majors.

**What's a program sheet?** A program sheet is a great snapshot of all the required courses for a particular major.

**What's a sample plan?** A sample plan is a 4-year template illustrating the potential order the required courses may be taken to graduate.

**Completion plan reminder:** Your assigned advising specialist will work with you to make sure you know all the remaining courses needed to graduate and your anticipated graduation term. We have been building student degree plans for decades, trust us, you're in good hands! Students connect with their assigned advising specialist at least once each term. We have found success in building individualized completion plans during the fall of the sophomore year.

## Curriculum Guides by College/School

College of Pharmacy and Health Sciences (CPHS)

School of Journalism and Mass Communication (SJMC)

Zimpleman College of Business (Zimpleman)

**Didn't see a guide for your intended major?** That means we're still working on it. Don't worry, you can [follow me](#) to the Drake undergraduate catalog to learn more about your program(s). Hint: Start with "Academic Information"

**Congratulations** - you made it to the end! Let us give you some swag for sticking it out. Scan our QR code to enter. Swag drawings will take place at orientation. Must be present to win!



# Drake Advising

## Class Schedule FAQ

Let us explain a few commonly asked schedule questions.

**Q: Where can I find information about transfer credits?**

**A:** Visit <https://www.drake.edu/registrar/transfercreditinformation/> to learn more about the transfer credit process.

**Q: What if I want to request a change to my schedule?**

**A:** There will be a process for schedule change requests shared with you during your academic program overview during your orientation.

**Q: How do I know what the classes on my schedule are about?**

**A:** Simply click on the course in question to view the course title and additional details. Pay special attention to the start and end times listed within each course. They will display on your schedule when they start, but may not necessarily block out the time until they end.

**Q: How will I know what textbook/course materials I need?**

**A:** You can view Text Books and Course Materials for any given course by clicking on the blue "textbooks and course materials" button at the bottom of the page.

**Q: What is Course Ready?**

**A:** We are excited to introduce Course Ready. It allows students to obtain all required course materials for a flat fee - \$255! Students are automatically "enrolled" in this program.

**Q: How do I opt-out of Course Ready?**

**A:** If you would like to opt out of Course Ready to purchase course materials by other means, you will log into your account: <https://drake.ecampus.com/>. The opt-out process **doesn't begin until 45 days prior to the start of the semester**. At that time, the website will display a widget that allows students to opt-out. **Follow Me,** will take you to the Course Ready Student FAQ for more details.

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**Let us explain a few commonly asked schedule questions.**

**Q: I was placed in a language that is either 002 or 004, and I don't see that on my schedule.**

**A:** Those courses are only offered in the spring semester, so you can look forward to taking your language course next term.

**Q: My schedule shows supplemental instruction (SI) or peer learning (PL). What is that?**

**A:** SI and PL are a non-traditional form of tutoring that focuses on collaboration, group study, and interaction for assisting students in grasping concepts in more rigorous courses. You will learn during the lecture whether attendance at SI/PL is required or optional, but regardless, we highly encourage you to take advantage of this resource!

**Q: Why does it look like I have two chemistry labs?**

**A:** The first hour is dedicated to instructions and the remaining time is the application of the instructions.

**Q: I'm planning to be in choir, but I don't see it listed on my schedule.**

**A:** Choir auditions will take place at the beginning of the fall semester and will be added to your schedule at that time.

**Q: I have a music lesson, but it's listed at the bottom of my schedule, as a "course without a meeting time?"**

**A:** You and your instructor will determine a time which works for the two of you in the first weeks of the fall semester.

**Q: How many credits should I be taking?**

**A:** We usually recommend about 15 credits to start. Some majors require that students enroll in more credits their first semester. 12 credits is the minimum to be a full-time student.

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**Q: I am a student athlete -why do I have time blocked out for so many things?**

**A:** Athletic practice times are scheduled as "classes" to block that time for you and avoid conflicts with classes.

**Q: Why are there "courses with time conflict" listed at the bottom of my schedule?**

**A:** On the rare occasion that two of your required courses slightly overlap, we have obtained pre-approval of the time conflict from your course instructors. Please plan to work out logistics with your instructors during the first week of classes.

**Q: How do I view course descriptions?**

**A:** To view course descriptions, log into myDrake and click on the Course Descriptions link under Classes & Registration. When prompted, select the appropriate term and click submit. If you are looking up a specific course, be sure to enter the course number exactly as it appears on your schedule. Many students want to see First Year Seminar descriptions. [Follow me](#), I'll take you to the Fall 2024 FYS course descriptions!



