ADVISING 101

Main Office: 328 Rovetta Business Building
- Office Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
- Walk-In Advising Hours: Monday – Friday 8:30a.m. – 11:00a.m.
- Appointments available: Monday – Friday 11:00a.m. – 4:00p.m.
- To schedule an appointment, go to: http://cobadvising.its.fsu.edu
- If you have a brief question, send an e-mail message to ugprog@business.fsu.edu
- Contact Information: Phone (850) 644-3892; Website: business.fsu.edu

Our Mission Statement:
- To provide accurate and personalized academic information based upon students’ educational and professional goals
- Interpret college and university policies in a friendly and timely manner
- Evaluate student issues and determine suitable means for resolution to improve academic performance
- Communicate and promote enriching programs throughout college career
- Enhance the quality of students’ NOLExperiences

Student Responsibilities:
- Attend an advising session at least once a semester
- Be prepared before your advising session to discuss any issues, goals and educational plans
- Review your degree audit each semester in order to track your academic progress
- Read your FSU e-mail regularly and stay abreast of college/university policies, procedures and resources
- Take ownership of your education by utilizing campus resources to their fullest extent and focusing on key areas of student development
- Be proactive, take initiative and be willing to consider the advice from faculty, advisors and other mentors in order to make the most of your NOLExperience

Earning Your Stripes:
The College of Business (COB) offers a broad range of special programs to enrich your academic career and help you excel in the real world. As you prepare to enter the world of business, it is critical to take the COB experience to the next level. To chart a path towards success, students are encouraged to focus on the key areas listed below throughout their undergraduate educational opportunity. The following plan is an essential component of the formula for a productive and successful NOLExperience. Use this blueprint as a guide to make the most of your time at Florida State University. Go ‘NOLES!'
FIRST YEAR
- Explore majors of interest via the Academic Program Guide
- Review the Business Academic Map to stay on track
- Identify your own unique values, interests and skills
- Translate the results of your self assessment into a list of possible majors
- Visit the Career Center and utilize the many resources to help you understand each major
- Develop a resume and cover letter
- Begin establishing effective record keeping, time and money management skills
- Seek help when needed by going to office hours and tutoring sessions on campus
- Attend ACE Workshops to learn more about improving study and personal success habits
- Be familiar & abide by the Academic Honor Policy
- Visit the Center for Civic Education to learn more about ways you can get connected with the community
- Join and get actively involved in student organizations, i.e. Garnet & Gold Scholars Society
- Attend the Study Abroad Fair to learn more about internships and locations abroad

SECOND YEAR
- Complete COB’s admission requirements
- Declare your major in Business (notified through e-mail by Advising Office)
- Explore minors/certificates to enhance your major
- Schedule an informational interview with professionals in the field you are considering
- Update your resume and cover letter
- Sign up for a Mock Interview through the Career Center to refine your interviewing skills
- Attend Seminole Futures Career Fair
- Create a LinkedIn & Seminole Link account
- Begin making connections between your major and possible career options
- Establish realistic, attainable educational and professional goals
- Develop leadership skills through hands-on experiences in various COB organizations
- Determine the timing and location of international study; review these courses with an Academic Advisor

THIRD YEAR
- Seek courses/programs that will help develop job placement skills
- Consider research-oriented projects such as Honors in the Major or Directed Individual Study (DIS)
- Understand course objectives and be able to articulate what you are studying
- Research organizations/companies with which you would like to work
- Network with professionals in the industry in which you are interested
- Build relationships with professors who can also provide you with letters of recommendation
- Pursue an internship or job shadow experience
- Consider graduate school and learn more about admission requirements
- Take your involvement to the next level and apply for leadership/executive positions
- Attend the Dean’s Speaker Series

- Apply to the Senior to Freshman Mentorship Program
- Complete an internship/study abroad experience
- Attend multicultural events on campus
- Take international business and foreign language courses to expand global awareness
- Abide by the principles of COB’s student Code of Conduct

FOURTH YEAR
- Establish your post-graduation plans – begin your job search or the application process for graduate school
- Complete a pre-graduation check with the Registrar’s Office & COB once you reach 100 credit hours (notified through e-mail by Advising Office)
- Complete Honors in the Major Program or DIS
- Update your resume and cover letters
- Continue to expand your professional network
- Market your strengths and skills to prospective employers
- Seek recognition for involvement/accomplishments
- Attend multicultural events on campus
- Continue to take international business and foreign language courses to expand global awareness
- Apply for graduation via Blackboard within the first two weeks of the semester in which you are completing all major, minor and certificate requirements
- Complete Bloomberg BusinessWeek survey