

WORKING WITH ADVISORS

a helpful guide from the Academic Support Center

How do I find my advisor?

Your academic advisor can be a great source of information about the university as well as a powerful advocate for your studies at Florida Tech. Academic advising is important at every stage of your university career, and knowing where to go makes all the difference. Your academic advisor is assigned based upon your status at the university, the number of credits you transferred, and what department houses your major.

I'm a first-year student; where do I go?

All first-time in college (FTIC) and transfer students who enter the university with 29 credits or less will find their academic advisor at the Office of First Year Experience, or FYE. You can meet your advisor, ask questions about how to register for courses, and learn about additional resources to aid in your transition to university life.

The First Year Experience Office is located on the back side of Wood Hall, across from the tennis courts. Like most university offices, they are open Monday through Friday, from 8AM to 5PM. Appointments are recommended. Contact their office at 321-674-8747 or via email at advising@fit.edu.

This isn't my first year; how do I find my advisor?

If you've been at Florida Tech for a full academic year, or transfer 30 credits or more, you've probably transitioned to an academic advisor within your degree program. Your academic department can help you locate your academic advisor and set an appointment. You can speak with the administrative assistant or student coordinator in your academic department to get more information.

If you're not sure where to begin, start by looking at the college that houses your degree program. Each college lists its respective departments and degree programs to help you locate faculty and staff more easily.

I'm a transfer student with more than 29 credits; how do I find my advisor?

If you transfer to Florida Tech with more than 29 credits, your academic advisor is within your degree program. You can speak with an administrative assistant or student coordinator in your department to get more information.

Tips for a Positive Meeting with Your Academic Advisor

Arrive on time. If you have an appointment with your advisor, be on time and prepared to ask questions and discuss your situation. Most faculty have multiple courses and projects to manage, so being on time demonstrates respect for their busy schedules.

Ask questions. Your advisor is a powerful resource. They know about your degree program as well as opportunities within and outside the university. Use them as a point of contact to learn about what you can do in your field beyond the classroom.

Respect your advisor's area of expertise. Your advisor has a certain level of experience within the classroom and can make informed recommendations for study habits related to courses within your discipline.

Use email thoughtfully and professionally. Take the time to determine the right honorific for your advisor (Dr. or Mr./Ms.) and review your message to make sure that you've used proper spelling and grammar. If you're unsure about the honorific, "Professor" or "Instructor" is a good gender-neutral term that demonstrates respect.

Stay informed. Keep up to date with deadlines from the Registrar, your department, and other key campus groups. Advisors are here to advise you during your time at the university, but you as the student are ultimately responsible for your own success.