

# Academic Advising Syllabus

Advisor Name: \_\_\_\_\_

Office Hours: \_\_\_\_\_

Phone: \_\_\_\_\_

Link to schedule an appointment: \_\_\_\_\_

Email: \_\_\_\_\_

Office Location: \_\_\_\_\_

## Advising Goals

The Office of Academic Advising assists students in identifying and clarifying their academic direction and educational goals, and to help them develop meaningful and compatible educational plans and success strategies.

While the ultimate responsibility for making educational planning decisions rests with students, the OAA is committed to the [objectives and learning outcomes outlined on the OAA website](#)

This syllabus will help you to understand your responsibilities as a student, as well as the responsibilities that your advisor will withhold themselves to.

<b><i>Student Responsibilities</i></b>	<b><i>Advisor Responsibilities</i></b>
<ul style="list-style-type: none"> <li>• Come prepared to your advisor appointment (made in Starfish) to have discussions about your educational plans, career goals, and life aspirations.</li> <li>• Follow through on plans and recommendations made by your advisor. Keep your advisor updated about your progress and/or any barriers you encounter.</li> <li>• Check your campus email regularly and read emails from your advisor. Use your campus email to reply or take action as required.</li> <li>• Take an active role in monitoring your DegreeWorks progress report and meet with your advisor on a regular basis to stay on track for timely graduation.</li> <li>• In the weeks leading up to course registration, meet with your advisor to receive registration clearance. Your pre-registration meeting should be reserved for registration topics and reviewing your draft course schedule. Please see your advisor before or after this time period for other academic discussions.</li> <li>• You are responsible for coming to your pre-registration meeting prepared with a draft schedule in My Schedule Planner. At the pre-registration meeting you will discuss your course choices, and your advisor will ensure the courses are appropriate for your academic background, requirements you need to fulfill, and your areas of interest.</li> <li>• Become knowledgeable about college programs, policies and procedures, the Academic Calendar and advising/registration tools. Tools and resources are listed on this syllabus and can be found on the OAA website.</li> <li>• Be an active participant in your advising and being mindful of the above information.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide you with accurate information about degree and program (major) requirements; more importantly, they will help you learn to access and track these on your own.</li> <li>• Explain academic policies, procedures and/or requirements about which you have questions.</li> <li>• Support you in exploring your academic goals surrounding your interests, strengths, and your personal and career goals.</li> <li>• At the pre-registration meeting they will review your draft schedule ensuring the courses chosen are appropriate based on your academic background, requirements for your degree and areas of interest.</li> <li>• Refer you to appropriate campus offices and/or student support services as necessary. These services may include learning opportunities such as study abroad or internships, or may be programs to help you overcome personal or academic challenges.</li> <li>• Support and encourage your progress toward a timely graduation, an understanding of higher education, and an enriching liberal arts experience.</li> <li>• Available during office hours by appointment and via email to answer advising questions as soon as possible.</li> <li>• Maintain privacy pursuant to Family Educational Right to Privacy Act (FERPA) guidelines.</li> <li>• Be ready to listen respectfully and assist you without regard for your sex, sexual orientation or identity, race, color, national origin, age, religion, creed, marital status, military status, or disability.</li> </ul>

## Advising Resources

<i>Academic Planning and Registration</i>	<i>Tools for Success</i>	<i>Exploring and Declaring majors, minors &amp; programs</i>	<i>College Requirements and Policies</i>
<a href="#">My Schedule Planner</a> <a href="#">Course Registration</a> <a href="#">Schedule of Classes</a> <a href="#">Progress</a> <a href="#">Report / DegreeWorks</a> <a href="#">8-semester Plans</a> <a href="#">Course Descriptions</a> <a href="#">Final Exam Schedule</a>	<a href="http://my.newpaltz.edu">my.newpaltz.edu</a> <a href="#">Starfish</a> <a href="#">Center for Student Success</a> <a href="#">Office of Academic Advising</a> <a href="#">Peer Advising</a> <a href="#">CircleIn</a>	<a href="#">Majors &amp; Minors</a> <a href="#">What Can I Do with this Major?</a> <a href="#">Pre-Health Advising</a> <a href="#">Honors</a> <a href="#">Scholar's Mentorship Program</a>	<a href="#">Academic Calendar</a> <a href="#">Undergraduate Catalog</a> <a href="#">Course Descriptions</a> <a href="#">General Education</a> <a href="#">Graduation</a> <a href="#">College-wide Degree Requirements</a> <a href="#">Registering for a Course Elsewhere</a> <a href="#">Transfer Equivalency Database</a> <a href="#">FERPA &amp; Information Release Waiver</a>

## Important Dates

(More information about the items below can be found at <http://www.newpaltz.edu/acadcal>)

<b>Month</b>	<b>Item</b>
August/January	Add/Drop Classes (first two weeks of semester)
September/February	Schedule Meetings with Advisor to discuss things such as withdrawing from course(s), Major/minor declare/conversation, progress report issues, transfer course questions, academic policies.
October/March	Meet with Advisor to discuss course plan for registration and to be cleared, pre-plan courses in My Schedule Planner [my.newpaltz.edu > Registration > My Schedule Planner]
November/April	Register for Classes via My Schedule Planner (for registration date/time go to [my.newpaltz.edu > Registration > Time Assignment])
December/May	Check final grades, schedule meeting with advisor if necessary.

**Notes:**