Syllabus for Academic Advising at Ursuline College

Advisor Name:
Advisor Office Location:
Advisor Phone:
Advisor Email Address:

Materials needed for Academic Advising:
Please visit www.ursuline.edu/advising for helpful links to a variety of resources.

Advisor’s Philosophy concerning Academic Advising:
(advisor fills this in)
SAMPLE: Over the next few years we will work in partnership on the process of setting short and long term personal, educational and career goals. As your advisor I will help you to select courses which relate to those goals and will inform you about academic support services and other resources offered to enable you to achieve these goals. Additionally, I will make you aware of pertinent College policies that apply to your specific needs and circumstances. As you progress through your academic program I will work with you to define your “next steps” and will offer you guidance and support as you pursue graduate school or employment. As partners, I expect you to take an active role in the advising process and encourage you to embrace the fact that you are ultimately responsible for your academic and personal success at College.

Advisor and Advisee Responsibilities
(advisor fills this in)
SAMPLE: As partners, we both play important roles in the advising process.

I will...
• Understand and effectively communicate curriculum, graduation requirements, and College policies and procedures
• Listen to your concerns and respect your individual values and choices
• Assist you in defining your academic, career, and personal goals, and assist you in creating an educational plan that is consistent with those goals
• Be available to answer your questions through scheduled meetings or email, and when possible on a drop in basis
• Be on time for our advising appointments or call to reschedule if I can not make it
• Provide you with information about educational opportunities outside of the classroom
• Work with you to assess your academic performance and areas of strength to ensure they are consistent with your plans
• Refer you to other campus offices as appropriate

I expect you to...
• Schedule and attend advising appointments at least once a semester
• Be on time for our advising appointments or call to reschedule if you can not make it
• Be involved in the advising process by being prepared to discuss your goals and educational plans during our meetings
• Be open and willing to consider my advice, as well as advice from your faculty and other College mentors
• Bring a list of questions to appointments and ask questions if you do not understand a topic we discuss during our meeting
• Review your audit sheets each semester and track your progress towards completing your graduation requirements
• Become knowledgeable of campus policies, procedures, and resources
• Take primary and increasing responsibility for making your own decisions based on available information and advice

Calendar for Academic Advising: At the minimum, a student should meet with her/his advisor at least once per semester to schedule for classes for the next semester. Students are encouraged to view advising as more than simply scheduling for classes, and should meet with your advisor to discuss academic policies and issues pertaining to career and educational planning as well.

We should meet to register for classes:
During the Fall Semester in early November to register for Spring classes
During the Spring Semester in late February to register for summer classes
During the Spring Semester in early April to register for Fall semester

Information about the advising appointment to register for classes:
(advisor fills in specific to her/his preferences, in consideration of the following)

1. How should the student schedule an appointment – by signing up on a sheet posted outside advisor’s office or via phone call or email to make an appointment?
2. How long should the student expect the appointment to last?
3. What kind of advance preparation does the advisor expect the student to do?
   Should s/he come with a tentative schedule in hand?
   Should s/he have a list of classes in which she is interested in taking?
   Should s/he show up and the advisor will have a tentative schedule made up?

Adapted in part from materials provided by The University of Memphis Center for Academic Transition and The University of Minnesota College of Biological Sciences