

## Academic Advising Syllabus

**Advisor:**

**Office:**

**Phone:**

**E-mail:**

**Advising Office Hours:**

**Text/Materials:** Nazareth College Catalog (<http://catalog.naz.edu/index.php>)  
NazNet Self-Service (Student Planning)  
Student's My Progress (available on Student Planning)  
FlyerSuccess (formerly Starfish)  
Academic Advisement, Registration & Records, and academic departments' websites

**Additional** Academic Advisement  
**Advising Support:** ARC check-in desk, Smyth 21  
585-389-2800 (when office is open)  
[advisement@naz.edu](mailto:advisement@naz.edu)  
Office hours: M-F, 8:30 a.m. – 4:30 p.m.

### Academic Advising Definition:

Academic Advisement is a collaborative educational process. It is the reflective process of planning a student's education, keeping in mind the college's academic policies and degree requirements as well as the student's choice of major, academic abilities, special interests, co-curricular activities, and professional and life goals. Academic advisement supports student success by encouraging students to become self-reliant and make appropriate decisions that maximize their educational experience.

### Goals of the Academic Advising Program:

- To assist students to clarify educational, professional, and life goals and learn decision-making skills.
- To assist students with academic program planning, course selection, and registration.
- To review and monitor student academic progress.
- To help students to understand academic policies, procedures, and requirements.
- To inform students of campus resources, support services, and educational opportunities.
- To promote student self-reliance.
- To understand, respect, and respond to individual student advising needs.
- To help students understand the College's educational mission.
- To collect and distribute relevant data about student needs and performance for use in institutional decision-making.

### Advisee Roles and Responsibilities:

- Know and complete the requirements for your degree program and the college core
- Understand and follow academic policies and procedures as published in the *Nazareth College Undergraduate Catalog*.
- Get to know your advisor. Schedule regular appointments with your advisor as needed; you are required to meet with your advisor at least once each semester to plan your academic program and select courses
- Plan ahead and bring questions and relevant materials with you; be prepared for appointments with your advisor
- Prepare a tentative course schedule prior to meeting with your advisor for course selection appointments

- Know how to utilize current technology to access academic information such as NazNet and the on-line catalog
- Be familiar with campus services and resources and use them as needed, especially if recommended by your advisor
- Reflect upon your interests, abilities and educational, professional and life goals and discuss with your advisor
- Monitor your academic progress
- Contact your advisor if you have academic concerns or difficulties
- Retain important documentation related to your academics
- Check your Nazareth e-mail and voicemail (if applicable) regularly

**Advisor Roles and Responsibilities:**

- Get to know advisees; contact new advisees early in the semester
- Post and keep office hours and inform advisees of the best way to be contacted
- Know and understand core, academic program and professional requirements, as well as college policies and procedures; help advisees to understand all of these elements
- Assist advisees in reflecting upon their interests and abilities and clarifying educational, professional and life goals through active listening
- Monitor advisees' academic progress and assist them in planning their programs to achieve their academic, professional and life goals
- Inform advisees of appropriate campus resources, support services and educational opportunities
- Encourage advisees to meet with the advisor before problems arise
- Learn advising procedures, tools and technology by reviewing advising materials and/or attending advisor training opportunities
- Understand and follow Family Education Rights and Privacy Act (FERPA) regulations
- Maintain advisement file
- Support advisees' applications for educational and employment opportunities when appropriate
- Sign college forms as necessary

**Expected Student Learning Outcomes for Academic Advising:**

Through the academic advising experience, students will:

- Make appropriate educational decisions and set realistic goals based on individual interests, skills, abilities, and values
- Develop a meaningful educational plan based on goals
- Monitor academic progress towards goals
- Demonstrate an understanding of core, major, minor/specialization, certification and degree requirements
- Identify and utilize campus resources, support services and educational opportunities, as appropriate
- Become self-reliant regarding academic matters
- Demonstrate an understanding of the philosophy behind the college's core requirements and the relationship between the liberal arts and professional programs

**Special Needs:**

In order to best assist you, please let me know if you have a special educational need that results from a documented disability. You must provide documentation to Student Accessibility Services in order for the college to provide reasonable and appropriate accommodations.