Academic Advising Syllabus

Advisor:
Office:
Phone:
E-mail:
Advising Office Hours:

Text/Materials: Nazareth College Catalog (http://catalog.naz.edu/index.php)
NazNet/ NazNet Self Service (Student Planning)
Student’s Program Evaluation (available on Student Planning)
Academic Advisement Center website, Facebook and Instagram pages
Registrar’s Office website
Academic Departments’ websites

Additional Advising Support: The Academic Advisement Center
Smyth Hall, Room 2
585-389-2871
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.