

## Advisor's Contact Information

*Name:*

*Location:*

*Email:*

*Phone:*

*Fax:*

*Office Hours:*



# Academic Advising Syllabus

## Academic Advising Syllabus

An academic advising syllabus is similar to the syllabus you receive from your course instructor. It is used to communicate to you the expectations of what you will learn as a result of your advising experience at Morgan State University. In addition, it outlines my responsibilities as your advisor and your responsibility as an advisee in this advising partnership. This syllabus also provides information about what is academic advising and the advising learning outcomes. Each time we meet we will refer to this syllabus to discuss your progress in meeting the advising learning outcomes outlined.

## Academic Advising Definition

Academic advising at Morgan State University assists students to realize the maximum educational benefits available to them to better understand themselves and to learn to use resources to meet their educational needs and aspirations. Arguably, academic advising is "perhaps the only opportunity for all students to develop a personal, consistent relationship with someone in the institution who cares about them" (Drake, 2011, p. 10).

Academic advising is a multifaceted activity. There are five dimensions that are significant to the advising process. They include exploration of personal goals, exploration of career goals, review of academic program, selection of courses, and scheduling of classes (O'Banion, 1972).

## Academic Advising Mission

Academic advising is a critical component of the educational experience at Morgan State University (MSU). It is an intentional, collaborative, and ongoing partnership between students and the University. Through this partnership, we assist students in developing, implementing, and achieving their educational, personal, and career goals while ensuring student persistence and timely graduation. We pride ourselves on fostering an engaging learning and mentoring relationship which supports the mutual trust and respect of both parties.

## Advisor Responsibilities

- Be available to advisees through established means of communication;
- Respond to advisees' emails within 3 business days of receipt;
- Send at least one proactive email to advisees prior to priority registration;
- Provide accurate information about program requirements, MSU policies, and resources etc.;
- Acquaint advisees with general and departmental requirements, college regulations, and services;
- Assist students in selecting courses based on intended major, academic interest, and career goal using Degree Works;
- Help advisees understand the relationship of past educational achievements to their present and future educational goals;
- Maintain accurate documentation in Starfish of all advising sessions.
- Maintain confidentiality of students' records when applicable.

## Advisee Responsibilities

- Take responsibility for educational experience;
- Learn how to access and use University email, WebSIS, Starfish, Degree Works and any other online student success platforms;
- Read and respond to MSU emails on a regular basis;
- Allow up to 3 business days for your advisor to respond to your communications.
- Become familiar with and use campus resources;
- Maintain regular contact with assigned advisor throughout the semester;
- Attend each advising session prepared to ask questions and discuss concerns;
- Use the Undergraduate Catalog, Degree Works, and other resources to become knowledgeable of academic requirements, policies, and procedures;
- Know important dates and deadlines (registration, drop/add, final exams, etc.) as listed on the University's Academic Calendar.

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### **As a result of your active engagement in the advising process at Morgan State University you will be able to:**

- Read and interpret your Degree Works, WebSIS, and Starfish accounts
- Make effective decisions concerning your degree and career goals
- Develop an educational plan for successfully achieving your goals
- Select courses each semester to progress toward fulfilling your educational plan
- Demonstrate an understanding of the value of General Education requirements
- Understand university academic policies related to dismissal, academic dishonesty, and the appeal process etc.
- Understand the impact that withdrawing from classes has on your educational plan and financial aid
- Utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals.
- Graduate in a timely manner based on your individual education plan.

## **Graduation Goal**

**First Semester at MSU:** \_\_\_\_\_

**Intended Graduation Date:** \_\_\_\_\_