

# Academic Advising Syllabus

Morrisville State College Norwich Campus

In an atmosphere of openness and caring, advisors will assist students in clarifying and achieving their educational, personal, and career goals and objectives.

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Advising is a collaborative effort involving students, advisors, faculty, and staff.

## Advisor Responsibilities

*You can expect us to*

- Provide accurate and timely information and resources
- Maintain confidentiality
- Respect the diversity of the student body
- Schedule, post, and keep office hours
- Refer you to appropriate college and community resources
- Continue to develop professionally
- Be an active presence in the local and college communities

## Student Responsibilities

*We expect you to*

- Be open to exploring your skills, interests, values, and goals
- Be an active participant in the learning process
- Accept responsibility for making your own decisions
- Understand the policies, procedures, and processes regarding your degree program
- Keep appointments with advisors and come prepared with questions and ideas for discussion
- Take advantage of the full range of college and community resources
- Understand that education is a component of professional growth

## **Objectives and Learning Outcomes**

*Through academic advising, you can expect to*

- Explore your interests, values and skills
- Develop and work toward educational and life-long goals
- Gain time management and study skills
- Improve your academic standing
- Utilize campus resources and referrals
- Understand college policies and procedures
- Take responsibility for your education

## **Topics to discuss with your advisor include**

- College policies
- Academic programs
- Course scheduling and registration
- Adding or dropping courses
- Personal skills, interests, and values
- Study skills and time management
- Transfer credit
- Internship opportunities
- Career options
- Campus resources

## **Links to Additional Resources**

Morrisville State College - <http://www.morrisville.edu/>

Norwich Campus - <http://www.morrisville.edu/norwich/>

Morrisville State College Campus Offices - [http://www.morrisville.edu/offices\\_services.aspx](http://www.morrisville.edu/offices_services.aspx)

Faculty/Staff Directory - <http://www.morrisville.edu/directories/>

Campus Bookstore - <http://textbooks.morrisville.edu/>

Career Planning and Services - <http://www.morrisville.edu/careerplanning/>

Class Cancellations and Announcements - <http://www.morrisville.edu/cancellations/>

College Catalog - <http://www.morrisville.edu/academics/collegecatalog.aspx>

Disability Services - <http://www.morrisville.edu/disabilityservices/>

Financial Aid - [http://www.morrisville.edu/financial\\_aid/](http://www.morrisville.edu/financial_aid/)

General Education Requirements -

<http://www.suny.edu/provost/GeneralEducation/CourseList/MorrisvilleGERCourses.pdf>

Registrar's Office - <http://www.morrisville.edu/registrar/>

WebCT - [https://e-class.morrisville.edu/webct/public/home.pl?action=setup\\_frames&curr=top](https://e-class.morrisville.edu/webct/public/home.pl?action=setup_frames&curr=top)

Web for Students - <http://www.morrisville.edu/webforstudents/>

WebMail - <https://webmail.morrisville.edu/>

## **Timeline for Academic Advising**

### **1<sup>st</sup> 16 credits**

- Enroll in GNED 104: Basic Research Methods and GNED 100: The Freshman Experience or GNED 111: College Skills for Adults (highly recommended)
- Set up WebMail and Web for Students accounts
- Set up student mail folder
- Understand your degree requirements
- Discuss academic and career goals with your advisor

### **2<sup>nd</sup> 16 credits**

- Explore your interests, values, and skills using FOCUS career planning software
- Create or update your professional resume
- Consider internship opportunities

### **3<sup>rd</sup> 16 credits**

- Enroll in GNED 110: College and Career Planning Skills (highly recommended)
- Research career and/or transfer opportunities in your field
- Reflect upon and update your academic and career goals

### **4<sup>th</sup> 16 credits**

- Check to be sure you have met all graduation requirements
- Finalize career or transfer plans
- Complete exit interview for financial aid
- Finalize your professional resume

### **You need to notify your advisor immediately under the following circumstances:**

- Change of name, address, or phone number
- Change of course schedule (add/drop)
- Withdrawal from Morrisville

## Typical Advising Calendar\*

### August

- Finalize fall schedule; print schedule and room numbers from Web for Students
- End of first week – last day to add a class or drop a class without a grade of 'X' or 'W'

### September

- Financial liability increases through the fifth week of classes; after this date, students are 100% liable for tuition. Contact Student Accounts for additional details.

### October

- Second 5 Week and Second 10 Week courses begin
- Interim grades distributed via Web for Students
- Second 8 Week courses begin

### November

- End of 10<sup>th</sup> week – last day to drop a course
- Third 5 Week courses begin
- Winter and spring schedules available online; schedule appointment with advisor to discuss course selection
- Schedule winter and spring courses through Web for Students

### December

- Fall final exams
- Winter term begins

### January

- Winter term ends
- Finalize spring schedule; print schedule and room numbers from Web for Students
- End of first week – last day to add a class or drop a class without a grade of 'X' or 'W'

### February

- Financial liability increases through the fifth week of classes; after this date, students are 100% liable for tuition. Contact Student Accounts for additional details.
- Second 5 Week and Second 10 Week courses begin

### March

- Interim grades distributed via Web for Students
- Second 8 Week courses begin

### April

- End of 10<sup>th</sup> week – last day to drop a course
- Third 5 Week courses begin
- Summer and fall schedules available online; schedule appointment with advisor to discuss course selection
- Schedule summer and fall courses through Web for Students

### May

- Spring final exams
- Graduation
- Summer term begins

### June

- Norwich summer courses (Summer Session 8) begin

### July

- Norwich summer courses end

\*Be sure to check the Registrar's Calendar each term for specific dates and deadlines:

<http://www.morrisville.edu/registrar/>.