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

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Office Area</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David Amico / Mr. Donald Dodd</td>
<td>1st Floor Faculty Office Area</td>
<td>607-334-5144 x5045, <a href="mailto:amicodj@morrisville.edu">amicodj@morrisville.edu</a> 607-334-5144 x5045, <a href="mailto:dodddh@morrisville.edu">dodddh@morrisville.edu</a></td>
</tr>
<tr>
<td>Dr. Marsha Cornelius / Dr. Scott Kimball</td>
<td>2nd Floor Administrative Office Area</td>
<td>607-334-5144, <a href="mailto:cornelml@morrisville.edu">cornelml@morrisville.edu</a> 607-334-5144, <a href="mailto:kimbalsa@morrisville.edu">kimbalsa@morrisville.edu</a></td>
</tr>
<tr>
<td>Ms. Nancy Heiss</td>
<td>2nd Floor Administrative Office Area</td>
<td>607-334-5144, <a href="mailto:heissne@morrisville.edu">heissne@morrisville.edu</a></td>
</tr>
<tr>
<td>Ms. Margaret Hoose</td>
<td>1st Floor Faculty Office Area</td>
<td>607-334-5144 x5042, <a href="mailto:hoosema@morrisville.edu">hoosema@morrisville.edu</a></td>
</tr>
<tr>
<td>Dr. C. Fred Weaver</td>
<td>1st Floor Faculty Office Area</td>
<td>607-334-5144 x5043, <a href="mailto:weavercf@morrisville.edu">weavercf@morrisville.edu</a></td>
</tr>
</tbody>
</table>

Mailing Address for All Advisors
Morrisville State College Norwich Campus
20 Conkey Ave.
Norwich, NY 13815

Fax Number for All Advisors
607-336-2512

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
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/
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
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 10th 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 10th 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/.