

# Academic Advising Syllabus

[Academic year]

## Advisor Information

### Advisor

[Advisor name]

### Email

[Email address]

### Office Location & Hours

[Location, Hours, Days]

## Advising Mission/Overview

Academic advising is an important part of the learning process at Messiah University that encourages students to discern and develop their interests and talents in preparation for professional and community engagement. As part of a “carefully mentored, Christ-centered journey of the intellect and spirit,” advisors assist students in their intentional exploration and planning of educational opportunities. This relationship is perhaps best thought of as a partnership between students and educators: students are personally responsible for planning their academic program and co-curricular involvement to meet all graduation requirements and develop their sense of vocation; advisors help students make good choices compatible with their academic plans and life goals.

## Objectives of Advising

- ✓ Understand the value of a liberal arts and sciences education.
- ✓ Understand degree requirements including general education, major(s), and minor(s) (if applicable).
- ✓ Understand the Degree Works tool, including degree audit and planning features.
- ✓ Understand your interests, skills, and abilities, as well as the ways in which they connect to your choice of major and career/ vocation.
- ✓ Familiarize yourself and use campus resources such as the Career & Professional Development Center, Intercultural Office, Agape Center, etc.
- ✓ Understand applicable policies and procedures (academic petition, graduation, etc.).
- ✓ Explore other opportunities - co-curricular involvement, service learning and volunteer work, internships, research, work-study positions, career exploration programs - to enhance your education and overall college experience.

## Advisor Responsibilities

- understand QuEST (general education) requirements, major requirements, as well as the overlap between the two;
- understand academic policies and procedures; able to apply them to student circumstances.
- assist students to establish academic goals compatible with the student’s life goals;
- encourage students to enhance academic performance and seek academic challenges;
- assist students to develop course schedules which consider the student’s academic goals and background;
- monitor student academic progress and encourage good academic work;
- encourage students to pursue appropriate educational opportunities;
- refer students to appropriate resources available to help students:

- solve individual problems (e.g., Engle Center, Student Affairs, Learning Center, Writing Center, Financial Aid, and Office of Academic Accessibility);
- identify, plan and explore educational opportunities (e.g. Intercultural Office, Career and Professional Development Center, Agape Center, Student Leadership and Involvement, Collaboratory, etc.);
- encourage student applications, if appropriate, for scholarships and awards—following student inquiry;
- evaluate the advising system, when requested, in order to strengthen the advising process.

### Advisee Responsibilities:

- accept full ownership for all academic decisions -- academic advisors will assist by presenting options and identifying resources;
- prepare for advising sessions and bring appropriate resources or materials (i.e. pen/digital device timetable of classes, catalog, completed registration form, etc.);
- contact and make an appointment with an advisor when in need of assistance;
- follow through on actions identified during each advising session or other communication;
- clarify personal values, abilities, interests, and goals during their time at Messiah;
- become knowledgeable of and adhere to institutional policies, procedures, and requirements;
- review eligibility requirements for scholarships and awards and when appropriate, discuss options with advisor in a timely manner;
- evaluate advisors and the advising system when requested, in order to strengthen the advising process.

### Advising Session Expectations

- ✓ Review recommendations in Career Planning booklet appropriate to your stage (assess, explore, engage, transition). Reflect on your experiences. Identify action steps to discuss with me. Bring your plan with you!
- ✓ Conduct preliminary research in advance (study abroad, internships, curriculum, etc.) – Remember, I am one resource in a larger web of opportunities!
  - If course registration is the focus of our meeting:*
    - ✓ Have preliminary schedule established, including backups
    - ✓ Bring copy of your degree audit, indicating how selected courses will meet your degree requirements. Consult the college catalog and DegreeWorks for information on courses and the requirements they meet.
    - ✓ Ask longer term questions to account for other curricular opportunities

### Important Resources

- ❖ Canvas Advising Site <https://messiah.instructure.com>
- ❖ QuEST (Qualities Essential for Student Transformation)- Messiah’s General Education Curriculum [www.messiah.edu/quest](http://www.messiah.edu/quest)
- ❖ Campus Resources <http://www.messiah.edu/info/20868/resources>
- ❖ Academic Advising Handbook [http://www.messiah.edu/info/20867/advising\\_handbook](http://www.messiah.edu/info/20867/advising_handbook)
- ❖ Student Handbook [http://www.messiah.edu/info/20852/student\\_handbook](http://www.messiah.edu/info/20852/student_handbook)
- ❖ College Catalog [http://www.messiah.edu/info/20108/academic\\_information/1306/academic\\_catalog](http://www.messiah.edu/info/20108/academic_information/1306/academic_catalog)
- ❖ [Messiah College Professional Network](#) on Linked In – join today!

- ❖ Registration information [http://www.messiah.edu/info/21349/registration\\_and\\_banner\\_self\\_service](http://www.messiah.edu/info/21349/registration_and_banner_self_service)
- ❖ Your department webpage [\[link\]](#)
- ❖ Language Placement Test [https://www.messiah.edu/info/20601/placement\\_test](https://www.messiah.edu/info/20601/placement_test)
- ❖ Career services: [https://www.messiah.edu/info/20274/stay\\_connected/1684/career\\_services](https://www.messiah.edu/info/20274/stay_connected/1684/career_services)  
[http://www.messiah.edu/info/21087/choosing\\_a\\_major/1734/connect\\_majors\\_to\\_careers](http://www.messiah.edu/info/21087/choosing_a_major/1734/connect_majors_to_careers)  
[https://www.messiah.edu/info/23055/career\\_and\\_professional\\_development\\_center](https://www.messiah.edu/info/23055/career_and_professional_development_center)
- ❖ Learning Strategies: [Time management](#), [Effective reading](#), [Proper notetaking](#), and [prepare for an exam](#)
- ❖ Advising & Registration Terminology: <https://www.messiah.edu/info/20868/resources>

### Academic Support Resources

Messiah University offers a number of free academic support services relevant to this course and others via:

- ❖ The [Writing Center](#), located in Murray Library, you can schedule an appointment [online](#)
- ❖ The [Learning Center](#), also in Murray Library, you can schedule an appointment [online](#)

### Degree Audits

**The degree audit is a document used internally as a means of communicating degree requirements between the student, their Advisor (academic department) and the Registrar's Office.**

- ❖ For more information go to [https://www.messiah.edu/info/22507/degree\\_works\\_audit](https://www.messiah.edu/info/22507/degree_works_audit)

### Degree Audit Questions

If something does not look correct on the degree audit, question it. Contact [Degreecertification@messiah.edu](mailto:Degreecertification@messiah.edu).

**Registrar's Office Contact Information:** Main Email: [registrar@messiah.edu](mailto:registrar@messiah.edu), Main Phone: 717-691-6074 or 717-691-6034

### Academic Calendars

[https://www.messiah.edu/homepage/1346/academic\\_calendars\\_for\\_messiah\\_college](https://www.messiah.edu/homepage/1346/academic_calendars_for_messiah_college)

### FERPA

FERPA protects and limits the release of student record information. This includes information regarding grades, GPA, and student schedules. Under the policy, faculty and advisors are not allowed to discuss this information with parents or guardians unless there is an FERPA release on file.

[https://www.messiah.edu/info/22474/ferpa\\_-\\_student\\_rights\\_and\\_privacy](https://www.messiah.edu/info/22474/ferpa_-_student_rights_and_privacy)

How to Grant Parents FERPA Access:

[https://www.messiah.edu/download/downloads/id/4715/GrantingParentAccess\\_SSB.pdf](https://www.messiah.edu/download/downloads/id/4715/GrantingParentAccess_SSB.pdf)

### Academic Advising Updates

As part of Messiah University's emphasis on student success, **your instructors may send academic updates via email during the semester to indicate areas of improvement or strength.** Other educators, including your academic advisor, residence director and other relevant individuals (i.e. coach for students who are athletes), also receive this notification in order to support you in your academic progress. Be sure to follow up promptly with your instructors and anyone else who responds to this update asking you to contact and/ or meet with them.