

Syllabus for University College Academic Advising

Downtown Phoenix Campus

Phone: (602)496-0358
University Center (UCENT), 3rd floor

Polytechnic Campus

Phone: (480)727-1452
Academic Center Building Lower Level (CNTR)

Tempe Campus

Phone: 480-965-4464
Undergraduate Academic Services Building (UASB) 129

West Campus

Phone: (602)543-9222
University Center Building (UCB), Room 201

<http://uc.asu.edu/advising>

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Arizona State University Mission Statement for Academic Advising:

The mission of academic advising at ASU is to further the teaching mission of the University by providing quality, accessible advising to all students. Academic advisors help students successfully transition to the University and make progress towards their educational goals and graduation. Advisors are part of the educational process providing academic information and guidance to help students understand curricula, policies, and procedures. Academic advising is a collaborative teaching relationship among academic advisors, students, faculty, and the university community. Working with advisors, students identify academic and career goals, create and implement plans, and assume responsibility for their education.

University College Mission Statement for Academic Advising:

The mission of the University College Center for Academic Advising is to promote student development and success by helping students to identify, clarify, and achieve their academic goals. Through individualized professional advising and teaching practices, University College academic advisors challenge and support students in their process of becoming self-directed lifelong learners.

Student Learning Outcomes:

Learning Outcome:	To be Achieved:
Student will understand and utilize eAdvisor for selecting courses based on critical tracking requirements.	After initial advising appointment
Students will identify appropriate major/academic choices based on chosen major maps.	After second advising appointment
Students will begin career exploration and self discovery process.	In UNI Major & Career Exploration Courses
Student will be able to run and interpret a DARWIN report.	In UNI Major & Career Exploration Courses
Students will demonstrate knowledge of ASU policies and procedures that support academic success.	Upon completion of 2 nd semester
Students will demonstrate awareness of resources and support services through contact with Learning Support Services, Career Services, etc.	Upon completion of 2 nd semester
Students will demonstrate knowledge of ASU degree, major, concentration area, and minor or certificate options.	Prior to declaration of major
Students will participate in at least one individual academic advising appointment per semester.	Each semester
Students will visit online Blackboard community for critical updates.	Each week

Student Responsibilities: **

- Schedule regular appointments or make regular contact with advisor each semester.
- Come prepared to each appointment with questions or material for discussion.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all assignments or recommendations from your advisor.
- Gather all relevant decision-making information.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about college programs, policies, and procedures.
- Accept responsibility for decisions.

** Adapted from "Sample Academic Advising Syllabus" by Charlie Nutt, Kansas State University, NACADA 2005

Advisor Responsibilities: **

- Understand and effectively communicate university and college policies and procedures.
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals.
- Assist students in exploring major options and finding an appropriate field of study.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements.
- Discuss the characteristics of the work environment students prefer at this point and why these characteristics are appealing to them.*
- Encourage students to consider possible career fields based on students' interest as expressed through choice of major or through other strong areas of interest.*
- Assist students in exploring career fields based on students' work values or what students say is important in their work lives.*
- Assist students in identifying career fields in which students' strongest abilities and skills would be compatible.*
- Assist students in identifying how and where to find knowledge, skills, and accomplishments from their formal education, work experience, community service, and volunteer experiences.*
- Teach students the value of classroom knowledge as it relates to future work tasks, habits, and attitudes.*
- Teach students how the world of work is continually changing and how students can develop the skills needed to successfully enter and thrive in a variety of work environments.*
- Teach students how to plan the steps they will need to take to search for a job after graduation, or the steps needed to plan for advanced education.*
- Provide students with information about and strategies for utilizing the available resources and services on campus.
- Monitor and accurately document students' progress toward meeting their goals.
- Be accessible for communication with advisees via office hours for advising, telephone, or e-mail.
- Maintain confidentiality pursuant to FERPA.

**Source: Based on the "career choices" domain of the CAS standards (CAS, 2005).*

This list is not exhaustive. Furthermore, we recognize that no single academic advising interaction is sufficient to review all the above topics. Moreover, it is not probable that any one advisee will learn or even necessarily be introduced to, all the concepts discussed in this list even over the course of several years of advising interchanges. However, these are the types of things that academic advisors teach, and competent advisors are prepared to discuss any of these areas as the specific advising situation requires. The primary purpose of an academic advising program is to assist students in the development of meaningful education plans that are compatible with their life goals (CAS, 2005).

Web Resources:

University College Major & Career Exploration: <http://www.asu.edu/majorexploration/index.html>

Students Webpage: <http://asu.edu/students/>

eAdvisor Tutorial: <http://www.asu.edu/programs/majormaps/tutorial/>

E-Advisor Major Maps: <http://www.asu.edu/programs/majormaps/>

Career Services: <http://www.asu.edu/studentaffairs/career/>

Learning Support Services: <http://www.asu.edu/studentaffairs/lss/>

ASU Interactive: <http://www.asu.edu/interactive>

Arizona Course Applicability System (azCAS): <http://az.transfer.org/cas/advisors/index.html>

ASU Academic Calendar: <http://www.asu.edu/calendar/academic.html>

Important Dates for Fall:

Event	Dates for 2008
Tuition Payment Deadline	August 19
Fall Welcome Week	August 20-24
First Day of Classes	August 25
Late Registration & Drop/add Deadline	August 31
Academic Status Report #1 Due	September 22-29
Meet with your Academic Advisor for Spring planning	September-October
Academic Status Report #2 Due	October 22-29
Course Withdrawal Deadline	November 2
Complete Withdrawal Deadline	December 9
UC Major Exploration Workshops	Ongoing (TBA)
Reading Day	December 10 (no classes)
Final Exams	December 11-14, 15-17 (check your course syllabi)
Final Grades Due	December 15-22